



Internal Controls for Churches

by CRM Financial Services

Below are some important guidelines to follow when setting up Internal Controls for your Church/Ministry.

1. Volunteer Financial Team: you will need to designate six (6) people to be counters after your events or Sunday services. Two (2) people should count immediately after an event or church service. You will need to alternate your counters, so you do not have the same two people counting every week. These counters should not be your Church Treasurer, Church Secretary, Bookkeeper or Pastors.
 - a. You will need to create a form for the counters to sign and give to the Treasurer and Bookkeeper showing what was collected.
 - b. Bank bags can be obtained from your bank or you can buy them online at Amazon or office supplier.
 - c. Cash funds should be dropped off by one of the check counters the same day the money is counted. Every bank has night drop that can be used. If you are using a donor management system you will give the checks to your bookkeeper. Your Bookkeeper or Pastor should not be given any cash. Your Pastor should never take home your deposit to be counted later.
2. Bank account access: You can set up your Bookkeeper up with bank access for transfers between accounts, printing monthly statements and viewing accounts. They may need this for payroll transfers.
 - a. Pastors should have "view only" access to the bank accounts.
 - b. Your Church Treasurer and check signers should have full access.
3. Direct deposit donations: If you are using a donor maintenance program you will be able to have online giving. If you want to set up Direct Deposit Giving through your bank this will need to be discussed with your finance team as to how it will be administered and who will be in charge.
4. Bank reconciliations: Need to be reconciled by the Bookkeeper. We suggest that the Church Treasurer look them over and sign off that they have been approved. The Bookkeeper can supply the Church Treasurer with the bank reconciliation checks and deposit information whether by copies or originals. It will depend on what your Finance Team discussed when you were setting up your controls. The Bookkeeper may want to be the only one to see checks that are made out to staff.
5. Check requests: You will need to make an expense reimbursement form to be filled out by staff. Your Bookkeeper should be supplied with names of those who can approve their own expense report or if they need to go through the Church Treasurer or Lead Pastor.
6. If you would like a Financial Assessment or other information regarding Internal Controls, please contact CRM Financial Services at finances@convergerockymountain.org