

2020 ChristChurch Financial Control Policy

It is the policy of the Community of ChristChurch to handle all monies for the church with the highest level of security. In order to do this, we have identified tasks and who will complete each job. We have built in oversight and separation of duties so that no one person has control in any area.

The following duties are assigned:

Electronic Deposits –

Administrative Coordinator pulls reports and forwards totals to the Treasurer and the Financial Secretary. The Financial Secretary pulls her own report to obtain individual donations and credits the individual donors accounts. All batches are cross-balanced.

Mail-In deposits –

A Council Member is tasked with getting mailed in checks, listing donors and amounts on batch sheet, and forwards total to Treasurer and all of the information to the Financial Secretary for posting. The Council Member will also make that deposit at the bank.

Handwritten Bill Pay –

Will no longer be available except in cases of extreme emergency . In that event the Administrative Coordinator will write the checks and the Treasurer will sign.

Electronic Bill Pay -

The same council member will authorize electronic bill payments and forward information to Treasurer. All documentation for each payment will be on line for future review.

As the Board Member has access to the checking account, they will periodically review debits and credits on line and forward any concerns to the Executive Team.

Payroll –

The Treasurer handles these functions with monthly reports to Council.

Bank Reconciliations and Batch Reconciliations –

All reconciliations will be completed by the Treasurer, cross checking all totals to deposits and withdrawals according to bank versus totals supplied by the Council Member, Administration and Financial Secretary.

A second Council Member will cover the tasks should the primary Council Member be unavailable.

Adopted: 7/22/2020