

Simple Do's and Don'ts for Smaller Church Finances

1. Processing the weekly collections from the congregation. The money and checks should be counted by 2 unrelated people.

2. During the count of the weekly collection the persons doing the counting should compile a list of donors so as to track contributions to the church. This compilation should also include the each donor's intention for the donation; general fund, deacons, a mission project, etc. This should be a "running balance" of what each member donated so at the end of the year the church can send each member a report of their annual donations.

3. Once the donations are counted the deposit should be prepared for the church's bank. If the church has a safe it should be used to secure the deposit. If the church does not have a safe the deposit should be dropped off at the bank's night drop.

4. Good stewardship practices are encouraged with writing checks. The person who prepares the checks for the church should NOT be a signatory on the account. The account should have at least two people with the ability to sign checks. It is good if they are officers of the corporation. The 2 people should not be related. This does not mean that two signatures are required for all checks. Perhaps checks for higher amounts (i.e. \$1,000 or \$2,500) should require 2 signatures. But the person preparing the check should NOT be a signatory. This process confirms that payments are properly authorized.

*The good stewardship practices above protect the church, the members and those who oversee the finances of the church.