

Church Financial Policies Manual – Worksheet

Use this worksheet to draft or review the key areas of your church's financial policies manual.

☐ ROLES & RESPONSIBILITIES

- 1
- List out the main financial roles (e.g., Bookkeeper, Treasurer, Pastor, Board).
 - Who approves expenses? Who reconciles the books?
 - Have you separated duties to reduce risk?

☐ BUDGETING PROCESS

- 2
- When is the annual budget prepared? Who's involved?
 - What's the process for adjusting the budget mid-year?
 - Who has final approval authority?

☐ SPENDING & APPROVALS

- 3
- What are the spending limits for staff, ministry leads, and volunteers?
 - Who approves purchases above those limits?
 - Do you require receipts for all expenses?

☐ REIMBURSEMENTS

- 4
- What qualifies for reimbursement?
 - How should receipts be submitted, and in what timeframe?
 - Who approves reimbursements and processes payments?

☐ DONATION & INCOME HANDLING

- 5
- Do two unrelated people count and deposit offerings?
 - Who can access your online giving platform?
 - How are designated or restricted gifts tracked and used?
 - What's your process for issuing year-end giving statements?

☐ **BANK ACCOUNT ACCESS**

- 6**
- Who has view-only vs. full access to bank accounts?
 - Who signs checks or initiates transfers?
 - Who performs the monthly reconciliation?

☐ **PAYROLL & COMPENSATION**

- 7**
- What is your church's pay schedule?
 - How is housing allowance handled and documented?
 - Who determines pay changes or bonuses?
 - How do you classify employees vs. contractors?

☐ **FINANCIAL REPORTING**

- 8**
- What reports are created (and how often)?
 - Who reviews reports and follows up on discrepancies?
 - Do you conduct internal or external audits? How often do these reviews occur?

☐ **RECORDKEEPING**

- 9**
- How long are donation, payroll, and bank records retained?
 - Where are records stored, and who has access?

☐ **CONFLICT OF INTEREST**

- 10**
- Do you have clear definitions of what constitutes a conflict of interest?
 - Do board members and staff complete disclosure forms annually?
 - Is the process for reviewing and documenting conflicts written down?

ADDITIONAL NOTES OR CUSTOM POLICIES