

FLORIDA CONFERENCE of SDA TREASURERS MEETING

January 12, 2023



INTERNAL CONTROLS



INTERNAL CONTROLS

Internal Controls = Good Stewardship

They protect the church's assets



They protect the reputation of YOU, the treasurer and other leaders of the church. Also, controls build member confidence in the management and use of church funds



INTERNAL CONTROLS

Weekly offerings are counted by **2 or more UNRELATED** people



The counters utilize a Count Sheet and each sign the sheet when completed

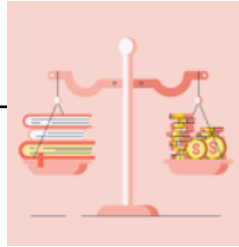
The Count Sheet is reconciled with the weekly deposit



Weekly deposits are made by Tuesday after the Sabbath collection



INTERNAL CONTROLS



Weekly deposits are to remain intact, as received from the donor

NEVER pay out expenses from these funds

Upon receiving a donation ensure clear concise documentation is present to determine any restrictions; especially donations received via direct deposit

Compare the deposit ticket to the accounting records, they should ALWAYS match



INTERNAL CONTROLS



Check stock is to be secured and kept in a locked location

Blank checks are NEVER to be signed

NEVER sign a check for yourself

EVERY check written must have an attached supporting document (a receipt or date of Board approval) verifying that the money spent is an authorized church expense





INTERNAL CONTROLS

Every debit / credit card transaction must have a receipt

Images of checks paid should be included in your monthly bank statements

Reconcile ALL bank accounts (checking, savings, investments, etc.) every month

Have your Finance Committee Chair or Board Chair review your reconciliations and signoff



INTERNAL CONTROLS

DONATION RECEIPT

Date: _____ Receipt No. _____

Donated By: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Amount Received by Charity (A) _____

Value of a discount (B) _____

Eligible amount of gift for tax purposes (A-B) _____

Description of a donation: _____

Authorized signature: _____

Thank you for your generosity. We appreciate your support!

Provide at the minimum an annual receipt to each donor

Provide donors with a contact person to discuss ANY discrepancies on their annual receipts – not the person entering the data in the accounting records

Provide 1099s as required by the IRS




INTERNAL CONTROLS

These are just some controls you should have in place

Internal controls may vary due to size and number of available volunteers to assist in the treasury duties

Remember these are to protect you and your leaders and not just to keep you busy



But my God shall supply all your need according to his riches in glory by Christ Jesus.
-Philippians 4:19

