

The Church Treasurer Sample Checklist

January	1	Rent/Mortgage	July	1	Rent/Mortgage
	5	Bank Reconciliation & Reports		5	Bank Reconciliation & Reports
	5	CRA Remittance, due 15th.		5	CRA Remittance, due 15th.
	10	Annual Audit preparation		15	Payroll
	15	Payroll		15	Fellowship tithes/Missions giving
	15	Fellowship tithes/Missions giving		EOM	Payroll
	EOM	Payroll	August	1	Rent/Mortgage
February	1	Rent/Mortgage		5	Bank Reconciliation & Reports
	5	Bank Reconciliation & Reports		5	CRA Remittance, due 15th.
	5	CRA Remittance, due 15th.		15	Payroll
	15	Payroll		15	Fellowship tithes/Missions giving
	15	AGM Preparation		EOM	Payroll
	15	Fellowship tithes/Missions giving	September	1	Rent/Mortgage
	EOM	Donation Receipts delivered		5	Bank Reconciliation & Reports
	EOM	T4's, T4A's delivered and filed with CRA		5	CRA Remittance, due 15th.
	EOM	Payroll		15	Payroll
March	1	Rent/Mortgage		15	Fellowship tithes/Missions giving
	5	Bank Reconciliation & Reports		15	Pastors file for CRA Letter of Authorization
	5	CRA Remittance, due 15th.		EOM	Payroll
	15	Payroll	October	1	Rent/Mortgage
	15	Fellowship tithes/Missions giving		5	Bank Reconciliation & Reports
	EOM	Corporation filing (Federal/Provincial)		5	CRA Remittance, due 15th.
	EOM	Payroll		15	Payroll
April	1	Rent/Mortgage		15	Fellowship tithes/Missions giving
	5	Bank Reconciliation & Reports		15	Start Budget preparation
	5	CRA Remittance, due 15th.		15	Order donation envelopes
	15	Payroll		EOM	Payroll
	15	Fellowship tithes/Missions giving	November	1	Rent/Mortgage
	EOM	Payroll		5	Bank Reconciliation & Reports
May	1	Rent/Mortgage		5	CRA Remittance, due 15th.
	5	Bank Reconciliation & Reports		15	Payroll
	5	CRA Remittance, due 15th.		15	Fellowship tithes/Missions giving
	15	Payroll		EOM	Payroll
	15	Fellowship tithes/Missions giving	December	1	Rent/Mortgage
	EOM	Payroll		5	Bank Reconciliation & Reports
June	1	Rent/Mortgage		5	CRA Remittance, due 15th.
	5	Bank Reconciliation & Reports		15	Payroll, include Christmas bonuses
	5	CRA Remittance, due 15th.		15	Fellowship tithes/Missions giving
	15	Payroll		15	Finalize Budget
	15	Fellowship tithes/Missions giving		15	Deliver donation envelopes
	15	T3010 filing due by EOM		EOM	GST/HST tax rebate filing
	EOM	GST/HST tax rebate filing		EOM	Payroll
	EOM	Payroll			

NOTE: Don't forget insurance renewals

- Property & Liability and Director & Officer Liability policies
- Based on policy renewal period

ASSUMPTIONS:

- Fiscal period is same as calendar year
- Twice-monthly pay, paid on the 15th and EOM

Church Treasurer - Audit & Policy Suggestions

Audit Control Suggestions

- There are basically four components to church finances: Income Processing, Expenditure Authorization, Making Payments, and Recording Activity.
- Separation of these functions is fundamental to good audit control.
- As much as possible have different persons in charge of Income processing, Expenditure Authorization, and another person for the Processing & Recording functions.
- Require two signatures for cheques, and have a sign-off (authorization) requirement for online payments.
- The Treasurer's role will centre around the processing and recording functions.

Policy Suggestions

1: Donor Restricted Gift Policy – Spending of funds is confined to (name of church) approved programs and projects. Each contribution directed toward an approved program or project will be used as restricted with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason as determined by (name of church), the remaining restricted contributions will be redirected to a similarly approved program or project, and where this is not feasible will be used where most needed. (Make this as visible as possible to all donors) (Credit CCCC)

2: Teller Team Policy – Teller teams shall consist of at least two unrelated persons of the same sex. If more tellers are required such persons shall not be related to other members of the team. Related persons meaning: spouse, parent, grand-parent, child, sibling, aunt, uncle, or 1st cousin.

3: Bank Deposit Policy – Upon receipt of Sunday offerings, at least two members of a teller team must count and deposit funds at the bank without delay. The bank deposit key to be returned to the church office.