Financial Safeguards General Survey

Questions	Yes	No
Do we have clear, written procedures for collecting, counting, depositing, and reporting our finances?		
Do we train ushers on how to take the collection and then keep it safe?		
Are there always two unrelated adults with the money from collection to deposit?		
Do we keep our petty cash in a discreet location and monitor and audit its use?		
Do we have a separation between the ushers, counters, financial secretary, and treasurer?		
Do we forbid anyone from taking funds home to count?		
Do we use a receipt or voucher system for purchases?		
Are our financial records safe (books or on computer)?		
Do we have an impartial, scheduled audit of our books?		
Do we keep a log of all accounts within the church?		
Are special event funds required to have two people present with them?		
De we provide any security when large sums of cash are involved?		
Do we keep cash locked up?		
Do we use a system with transients that does not utilize cash?		
Are receipt and disbursement of funds reported to the congregation?		
Do we encourage members to safeguard their personal belongings while at church?		

If you answered “no” to any of the survey questions, corrective action should be taken as soon as possible.

Survey completed by: _____ Date: _____

Corrective action taken:

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