

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

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: