

**Second Congregational Church
Financial Management Policy**

Financial Reporting

1. Financial transactions are recorded as they occur and monthly financial statements are prepared by the Office Administrator.
2. Financial reporting is done monthly. Financial results are reported to the Trustees monthly. The results are shared with the members of the congregation on an annual basis.
3. All financial records documenting transactions will be available to Trustees as needed. Financial records are the property of the church and will be kept on the church premises.

Sunday Collections

1. Sunday counters consisting of at least two people will be present when the collections are counted. No one shall sort or organize money alone.
2. Counters will be rotated periodically so that the same team members do not perform that function every Sunday.
3. All monies taken in will be counted, recorded and deposited by the Trustees. This includes regular offering, special offerings and collections, and Sunday School offering.
4. Checks are endorsed "for deposit only" during counting and a cash collection report is compiled and signed by the counters.
5. Cash will be deposited immediately. Endorsed checks will be retained until the Office Administrator has recorded them in Servant Keeper, then deposited.
6. Church members will receive quarterly contribution statements. The office administrator prepares these statements from Servant Keeper.

Other Collections

1. Checks and cash received by the Office Administrator during the week will be retained for the Trustees to record with the Sunday collection.

Other considerations

1. All bank accounts will be kept in the same bank. The Trustees will make deposits each Sunday to the operating account. The Trustees who are authorized signers on the checking accounts and the Office Administrator will be authorized to make online transfers of money between bank accounts as needed. The Treasurer will be able to access accounts online as well.
2. Bank Statements shall be reconciled each month and reviewed by a Trustee.
3. A review of the books and records (less than a full audit) shall be done each year by a qualified person-