Church Treasurer Duties Checklist

Adapt this checklist to the church's governing documents and financial policies. Assign preparation, authorization and independent review separately where required.

Church _____

Fiscal year _____

Treasurer _____

Reporting contact _____

Backup _____

Independent reviewer _____

Checklist approved by and date _____

Weekly duties

Week beginning _____

- [ ] Review upcoming bills and available cash.
- [ ] Confirm supporting documents and required payment approvals.
- [ ] Arrange authorized payments and record them.
- [ ] Obtain incoming-funds summaries and purpose breakdowns.
- [ ] Follow up on missing documentation.
- [ ] Report cash concerns and unresolved questions.

Completed by and date _____

Outstanding items _____

Monthly duties

Month _____

- [ ] Confirm all account statements have been received.
- [ ] Have each account reconciled by the assigned person.
- [ ] Investigate unmatched transactions and outstanding checks.
- [ ] Include activity from separate ministry accounts.

- [ ] Submit statements and reconciliations for independent review.
- [ ] Prepare income and expense reports with budget comparisons.
- [ ] Explain significant differences and identify decisions needed.
- [ ] Present reports to the designated leadership body.

Prepared by and date _____

Reviewed by and date _____

Follow-up decisions _____

Annual duties

Year ending _____

- [ ] Supply financial information for budget preparation.
- [ ] Confirm the approved budget and spending authority.
- [ ] Complete year-end account reconciliations.
- [ ] Prepare annual financial reports.
- [ ] Confirm responsibility for donor acknowledgments and checking totals.
- [ ] Assemble records for the required financial examination.
- [ ] Assign follow-up actions from findings.
- [ ] Review authorized access and backup arrangements.
- [ ] Retain records according to the approved schedule.

Completed by and date _____

Reviewed by and date _____

Tax and reporting calendar

Confirm applicable obligations and dates with the church's adviser. Track deposits and returns separately.

Obligation	Due date	Responsible person	Completion evidence	Reviewed by

Safeguards review

- [ ] Payment approval and payment release follow the approved separation of duties.
- [ ] The treasurer's reimbursements receive independent approval.
- [ ] Offering counting uses the approved independent counting team.
- [ ] Bank statements and reconciliations receive documented review.
- [ ] A backup can access authorized procedures and records.
- [ ] Unresolved exceptions have been referred to leadership.

Reviewer and date _____

Corrective action needed _____

Responsible person _____

Follow-up date _____