

ELKHORN BAPTIST ASSOCIATION

Financial Policy & Protocol Checklist

Purpose

- To have accountably and transparency
- Protection of the association's assets
- Compliance with constitution and bylaws
- Have good financial practices.
- Maintain confidence with member churches.

Board

- Approved annual budget.
- Reviews monthly/quarterly financial reports
- Approves major purchases above a set threshold.
- Ensuring internal controls are in place.
- Reviews and updates policies

AMS

- Oversee daily financial operations.
- Ensures compliance with policies.
- Approves routine expenses.
- Supervises bookkeeping process.

Financial Team

- Elected at annual meeting to serve 3-year terms.
- Reviews the financial information quarterly.
- Make recommendations to the board.
- Annual review of all record keeping and bill paying.
- Oversee and make recommendations on all investments.

Treasure/Assistant Treasurer

- Maintains financial records.
- Oversees bank accounts.
- Presents financial reports to the board.
- Oversee the payment of all bills.
- Reviews of the bookkeeping process

Bookkeeping

- Records transactions
- Reconcile accounts.
- Maintains receipts and documentation.
- Pays the bills once approved.
- Records deposits

Reimbursement Requirements

- Original receipts
- Completed reimbursement form.
- Explanation of purpose.
- Credit card payment must have detail receipts attached.

Bank Accounts

- All accounts in the legal name of the association
- Minimum **two authorized signers**
- Online access limited to designated personnel
- Reviewed quarterly by financial team

Check Signing

- Two signatures
- No one can sign a check written self.
- Recurring expenses are to be reviewed by Treasurer and/or finance team.

Statements

- Completed monthly,
- Reviewed by someone not involved in issuing checks.

Budget

- Approved by the Board before fiscal year begins.
- All items outside or over the budget must be approved by the board.

Financial Reports

- Monthly or quarterly reports include:
 - Income & Expense Statement
 - Budget vs. Actual
 - Bank Balances
- Reviewed and approved by the Board

Record-keeping & Document Retention

Retention Schedule

- Bank statements: **7 years.**
- Donation records: **7 years**
- Payroll records: **7 years.**
- Governing documents: **Permanent**

Storage

- Digital files stored securely with backups
- Physical documents in locked cabinets

Internal Controls

Segregation of Duties

Even in a small nonprofit:

- It is important that duties be broken down as much as possible.
- Always have other eyes on all documents.

Fraud Prevention

- Mandatory vacations for staff/volunteers
- Annual external financial review by an appointed team that has no financial access.
- Immediate reporting of suspected fraud to the Board
- Board has access to all records.