

Internal Controls in United Methodist Churches

Basic Goals and Recommendations for All Churches

(prepared by Audit Committee of Arkansas Conference of the United Methodist Church)

The church has a judiciary responsibility to its donors to ensure that the resources made available to the church are used in a manner consistent with the church's mission and any donor restrictions. Therefore, every church, regardless of size, should have a system of internal controls. Objectives of internal controls are:

- prevent loss or theft of the church's assets
- minimize the opportunity for an employee or volunteer to steal or misuse the assets and/or records of the church
- provide timely and accurate information to management; and
- ensure compliance with laws and regulations

The goal of a sound system of internal control is to balance asset protection with efficient operation. Only those controls in which the benefits outweigh both the financial and emotional costs should be implemented. Often, internal controls are installed due to the fear of fraud or in response to fraud. Many people may resent the discussion of controls. However, a system of internal controls benefits not only the church but also the employees and volunteers of the church. The employees and volunteers can be protected from false accusations of fraud or misuse of assets.

Cash Receipts

The goals for internal controls over cash receipts are:

- to protect all revenue
- to record all receipts
- acknowledge contributions and any restrictions on contributions
- to comply with Internal Revenue Service requirements

Church offerings make up the majority of cash receipts. Some recommendations are:

- Always follow the principle of two - At least two people should always collect and count the offering. Offerings should never be left in the possession of only one person. Also, the collection/count teams should be rotated and the same individuals should not always be paired together.
- Count the offering as soon as possible. The shorter the length of time between the receipt of funds and counting it, the potential for mishandling the funds decreases.
- Count in a secure area - No one should be allowed in the count room other than those counting. Also, coats, purses, or briefcases should not be allowed to be brought into the count room.
- Deposit all offerings intact - All offering should always be counted and deposited intact. This means not allowing cash in the offering to be used to pay church expenses or

Church Guide To Internal Controls

TD Snyder



Church Guide To Internal Controls:

The Top Books of the Year Church Guide To Internal Controls The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have captivated audiences this year. Church Guide To Internal Controls : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and thrilling novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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