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## Church Treasurer's Monthly Checklist

*A practical guide for church treasurers — monthly duties, reconciliation steps, report templates, and year-end checklist.*

**From Holdings — AI-native business banking for churches and nonprofits.**

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### Monthly Checklist

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#### Week 1: Reconciliation & Close

- Bank reconciliation** — Match every transaction in your accounting system to the bank statement
- Investigate discrepancies** — Any unmatched transactions? Resolve before proceeding
- Review outstanding checks** — Flag any checks outstanding more than 90 days
- Fund balance verification** — Confirm each fund balance matches accounting records:
  - [ ] General Fund: \$ \_\_\_\_\_
  - [ ] Building Fund: \$ \_\_\_\_\_
  - [ ] Missions Fund: \$ \_\_\_\_\_
  - [ ] Benevolence Fund: \$ \_\_\_\_\_
  - [ ] Youth/Children's Fund: \$ \_\_\_\_\_
  - [ ] Other Restricted Funds: \$ \_\_\_\_\_
- Online giving reconciliation** — Match online/mobile giving platform reports to bank deposits
- Petty cash count** — Count and reconcile petty cash (if applicable)

#### Week 2: Financial Reporting

**Prepare Income Statement by Fund**

- Total income by fund (tithes, designated, other)
- Total expenses by fund
- Net income/loss by fund

**Budget vs. Actual Report**

- YTD budget vs. YTD actual for each major category
- Note any category exceeding budget by more than 10%
- Note any category significantly under budget (may indicate deferred spending)

**Cash Flow Summary**

- Beginning cash balance
- Total deposits
- Total disbursements
- Ending cash balance
- Available unrestricted cash

**Prepare Board Report** (see template below)

**Week 3: Compliance & Payroll Review**

**Payroll verification**

- All payroll processed correctly for the month
- Housing allowance tracking current (pastor compensation)
- Payroll tax deposits made on time (non-pastor employees)
- Quarterly 941 filing on track

**Contribution recording**

- All contributions recorded with correct donor attribution
- Designated gifts coded to correct funds
- Any large gifts (\$250+) acknowledged in writing

**Accounts payable review**

- All bills paid or scheduled for payment

- No invoices past due

**Receipt collection**

- All credit/debit card receipts collected and filed

- Any missing receipts followed up on

**Week 4: Planning & Communication**

**30-60-90 day cash flow forecast**

- Anticipated income (based on giving trends)

- Known upcoming expenses

- Any potential shortfalls flagged

**Budget variance analysis**

- Categories trending over budget: \_\_\_\_\_

- Recommended adjustments: \_\_\_\_\_

**Communication prep**

- Monthly giving update for congregation (if applicable)

- Capital campaign progress update (if applicable)

**Offering count sheet review**

- All weekly count sheets signed by two counters

- Totals match bank deposits

- Filed chronologically

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## Board Financial Report Template

[Church Name] — Financial Report for [Month/Year]

### Summary

Metric	This Month	YTD	Budget YTD	Variance
Total Income	\$	\$	\$	\$
Total Expenses	\$	\$	\$	\$

Net Income/(Loss)	\$	\$	\$	\$
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## Fund Balances

Fund	Beginning Balance	Receipts	Disbursements	Ending Balance
General Fund	\$	\$	\$	\$
Building Fund	\$	\$	\$	\$
Missions Fund	\$	\$	\$	\$
Benevolence Fund	\$	\$	\$	\$
Youth/Children's	\$	\$	\$	\$
<b>Total All Funds</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Key Highlights

- Giving trend: [up/down/flat] vs. same month last year
- Major expenses this month: [list any significant one-time items]
- Budget concerns: [any categories significantly over/under]
- Cash position: [number] weeks of operating expenses in unrestricted reserves

## Action Items for Board

- [Any items requiring board vote or discussion]
- [Upcoming financial decisions]

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## Annual/Year-End Checklist

### December

- Pass housing allowance resolution for next year (board vote, record in minutes)
- Review and approve next year's budget
- Review insurance coverage and asset values
- Schedule annual financial review or audit
- Review internal controls — any gaps to address?

## January

- Close prior year books
- Prepare annual financial report for congregation
- Generate year-end contribution statements for all donors
- Mail/email contribution statements by **January 31**
- File W-2s for all employees (including pastors) by **January 31**
- File W-3 (transmittal of W-2s) by **January 31**
- File 1099s for any contractors paid \$600+ by **January 31**

## Quarterly

- File Form 941 (payroll tax return) — for non-pastor employees
- Review quarterly giving trends
- Update cash flow projections
- Review and update financial policies if needed

## Annually

- Conduct or schedule financial review/audit
- Update asset inventory (walk-through inspection)
- Review state registration requirements and file any required reports
- Verify sales tax exemption is current
- Review and update chart of accounts if needed
- Evaluate accounting software/systems — still meeting needs?
- Provide financial training for new board/committee members

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## Offering Count Sheet Template

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Date: \_\_\_\_\_

Service: \_\_\_\_\_

Category	Currency	Checks	Online/Mobile	Total
General Fund	\$	\$	\$	\$
Building Fund	\$	\$	\$	\$
Missions	\$	\$	\$	\$
Benevolence	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Counted by:**

- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Deposit slip #:** \_\_\_\_\_

**Deposit date:** \_\_\_\_\_

## Internal Controls Quick Checklist

Use this quarterly to verify your controls are in place:

- Two unrelated people count every offering
- Counting teams rotate regularly
- Checks above \$\_\_\_\_\_ require dual signatures
- Person recording contributions ≠ person making deposits
- Person writing checks ≠ person reconciling bank statement
- Someone outside the finance team reviews bank statements monthly
- Credit/debit card policy is documented and followed
- All receipts collected and reviewed
- Financial records stored securely (physical and digital)
- Access to accounting software limited to authorized personnel
- Background checks current for all financial personnel

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