TOOLS FOR BUDGETS AND STEWARDSHIP DURING COVID

Good bookkeeping standards and systems transcend emergencies and protect organizations. Accountability and transparency are our watchwords when establishing financial systems.

**Accountability from your staff:**

1. Hire / accept volunteer help with specific goals in mind and demand excellence and professionalism from all parties.

<https://ministrytodaymag.com/leadership/finance/27122-6-reasons-your-church-should-hire-a-bookkeeper>

Article 01: Qualities to Look For in a Bookkeeper

1. Require monthly financial statements. Actually review them.

Article 02: Aplos – Church Financial Statement Basics

**Accountability to your members:**

1. Correct establishment of collection activities allows members to feel confident that their donations are going where they intend them to go.
	1. Maintain clear records of both collections and distributions.
	2. Use remittance sheets correctly.

Remittance Sheet Example

* + 1. Don’t use the blank lines. This isn’t the place for creativity.
		2. Make regular contributions part of your cash flow cycle. Don’t wait for the end of the year to address a pledge commitment or gather up funds to be contributed.
	1. Share contribution and distribution records with your congregation regularly and be ready to answer questions without defensiveness.
	2. There are many demands and expectations at play in non-profit groups. Be sure you’re communicating clearly regarding the myriad possibilities. What is important to your specific population and how are you supporting that?

**Accountability to your mission:**

1. Are your donation systems working when worship schedules are disrupted?

Article 03: Pandemic Giving Systems

1. Budgeting

Article 04: Steps to Better Budgeting

Article 05: Budget Cheat Sheet

* 1. Budget for goals
	2. Review your budget regularly
	3. Don’t let your budget chain you to unproductive patterns.
	4. Determine congregation goals as a group; present options, choose a direction, and be ready to report progress.

**Accountability to the law:**

1. Fraud prevention systems

Article 06: Ways to Prevent Fraud

Article 07: Internal Control Basics

* 1. Fraud is easier than you think. Build clear systems, demand compliance, and monitor regularly. Do not quit using the systems because they haven’t detected fraud. That usually means they’re working!
	2. For staff, require vacations.
	3. For money handling, require multiple parties to verify totals, do not let counters be depositors or recorders.
	4. For reporting, require backup of key numbers.
	5. Divide duties and require multiple signatures.
1. Audit guidelines
	1. When to audit?
	2. Establish an audit plan. Involve professionals.

**PPP Rounds 1 and 2, The Basics**

1. Round 1 has reopened, if you didn’t apply before.
2. Round 2 is open now, if you have qualifying revenue drops.
3. Forgiveness is available for both, so they transfer from a loan to a grant.
4. Consult your financial professionals! Your situation won’t be like anyone else’s.