

Stewardship Review Checklist

Completed Notes

Organization

Incorporation Date

Incorporation Purpose

By-laws

Reports & Minutes

Annual Report

Congregational Meeting Minutes

Board Minutes – Council

Board Minutes – Finance

Board Minutes - Investment

Last External Audit

Last Annual Financial Report

Monthly Financial Reports

Policies & Procedures

Cash Receipt Procedures

Cash Disbursements Procedures

Conflict of Interest Policy

Written Information Security Policy

Recordkeeping

Software - Bookkeeping

Software - Contributions

Bank Statements

Electronic Giving Statements

Loan Statements

Personnel

Benefits Policy – Health insurance

Pension Documents

Sick Leave Policy

CONGREGATIONAL FINANCE LLC



Completed Notes

Budget

Budget Approval Timetable

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Budget Process

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Capital Budget (multi-year)

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Donor-Restricted Funds

List of Funds

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Documentation

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Deposits

Random Sample

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Contribution Records

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Contribution Receipt Format

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Contribution Statement Schedule

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Disbursements

Authorized Check signers / Electronic

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Safety of Checks

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1099s / New Hire Reporting

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Payroll

I-9s

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New Hire Reporting

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Tax Deposits

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IRS Form 941

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IRS Form 8941, 5578, 990-T

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QUEST / UI Online

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Records Retention

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W-2s

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Investment Accounts

Investment Policy

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UPMIFA

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