

# The Diocese of South Dakota



John B. Davis, Administrator

October 3, 1985

TO: Clergy, Wardens, Treasurers, Lay Readers

The Finance Committee of the Diocese has been looking recently at internal financial controls used by congregations.

These are the procedures used to protect treasurers, clergy, wardens, lay readers, and anyone else who may handle church money.

We suggest the following as minimal guidelines for all congregations in the Diocese:

- + Two persons (not to include the Treasurer) should count the Sunday offerings immediately following the service. We suggest that these persons not be close relatives.
- + No checks should be made payable to "cash".
- + "Blank" checks (checks without named payee, amount, date, etc.) should never be signed.
- + Bank statements should be reconciled promptly, by someone other than the Treasurer.
- + Deposits in excess of \$100 in currency and coin should be placed in a bank night depository promptly following receipt.
- + All checks should be endorsed immediately "for deposit only" to the church account.
- + Payments from church funds should be made by check only, and not made without adequate supporting documentation.

Additional, specific guidelines are also available. Please contact me for further information, or with questions you might have.

I remain,

Faithfully

John B. Davis  
Administrator

JBD/ln