Church treasurer handover

The Vera Standard

Church _____ Outgoing _____ Incoming _____

KEYS AND ACCESS

- ☐ Building and office keys
- ☐ Safe: combination or key
- ☐ Deposit bags and bank night-drop key
- ☐ Online banking: logins changed by the bank's process
- ☐ Accounting software or spreadsheet access
- ☐ Online giving platform: admin access moved

FILES AND RECORDS

- ☐ Signed count sheets for the year
- ☐ Deposit slips and bank statements
- ☐ Giving records and statements sent
- ☐ Board and finance reports
- ☐ Current budget and last year's
- ☐ Receipts and approvals for spending
- ☐ EIN and tax-exempt or group exemption letter: where kept

DATES

- ☐ Next bank statement and reconciliation
- ☐ Next board or finance meeting
- ☐ Filings and renewals your church already makes
- ☐ Year-end giving statements date
- ☐ Insurance renewal

BANK SIGNERS

- ☐ Bank told of the change in officers
- ☐ New signer added, old signer removed
- ☐ Cards, checkbooks and signature cards updated
- ☐ Online banking users and alerts reviewed
- ☐ Written confirmation from the bank kept

OPEN ITEMS

- ☐ Pledges not yet received
- ☐ Unpaid bills and who approved them
- ☐ Recurring payments and subscriptions
- ☐ Reimbursements owed
- ☐ Funds with restrictions, listed
- ☐ Payments the church sends to its denomination or district

THE FIRST MONTH

- ☐ Walk through one full count together
- ☐ Reconcile the first statement with the outgoing treasurer
- ☐ Introduce the incoming treasurer to the bank
- ☐ Agree who to ask when stuck

Change signers and logins through the bank's own process. Never share a login: each person gets their own.

Notes

Outgoing treasurer: signature _____ Incoming treasurer: signature _____ Date _____