The Vera Standard: ten practices for small-organisation money

Organisation _____ Date reviewed _____

Practices an organisation can choose to follow. Tick the ones you do today.

- ☐ **1. A two-person count, signed**
  Two people count every collection together, and both sign the count sheet before the money leaves the room.
- ☐ **2. Funds kept apart, restricted gifts honoured**
  Money given for a purpose is tracked by fund and spent only on that purpose.
- ☐ **3. A monthly report to the board**
  The board sees money in, money out, balances by fund and a comparison to budget, every month.
- ☐ **4. Bank statement reconciled monthly**
  Each month the books are matched to the bank statement, and differences are explained in writing.
- ☐ **5. Two signers or approvals for payments**
  No single person can both approve and make a payment.
- ☐ **6. Receipts and records kept**
  Every payment has a receipt or a note of what it was for, and records are kept for as long as your organisation's adviser says.
- ☐ **7. Regular backups**
  The records are copied to a second place on a regular schedule, and someone has tried restoring a copy.
- ☐ **8. A yearly review by someone independent of the treasurer**
  Once a year, a person who does not handle the money looks over the records and reports to the board.
- ☐ **9. Written handover when roles change**
  When the treasurer or a signer changes, the outgoing and incoming officers go through a written handover and both sign.
- ☐ **10. Budget approved and compared to actual**
  The board approves a budget for the year and sees actual figures against it at each meeting.

This is not an audit, a certification or an endorsement, and it is not tax or legal advice. Check with your organisation's adviser.

Next practice to start, who and by when