

Self-Assessment Questionnaire for Church Leadership

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Name of Organization: _____

Phone: _____

Name and Title of Questionnaire Respondent: _____

e-mail Address: _____

Mailing Address: _____

City/State/Zip: _____

	Symptom / Problem / Topic of Concern	Yes	No	Comments
1	Confusion about the current financial status of the church			
2	Not knowing what the balances are in various funds or bank accounts			
3	Infrequent, inadequate, or nonexistent bank reconciliations			
4	Incomplete/innacurate financial records and financial statements			
5	Not knowing where the church stands on its budgeted line items, or accuracy thereof			
6	Not always knowing how much cash is available for operations			
7	Not knowing if the bookkeeping is being done correctly			
8	Not knowing how to read the financial statements and interpret them			
9	Unaware of the myriad of methods that money could become missing			
10	Unaware of the fiduciary liability of the governing board and/or pastor			
11	Having multiple processes to do the same thing adding to the confusion			
12	Unaware that having multiple bank accounts leads to secrecy and lack of transparency			
13	Having inadequate separation of duties			
14	Having no/inadequate deliberately designed processes to implement internal control			
15	Having no/inadequate defined roles (descriptions that identify tasks, accountability, reporting, level of authority)			
16	Having no/inadequate organizational design tied to defined roles			
17	Unaware of skimming or larceny opportunities			
18	Unaware of physical security issues			
19	Having inadequate authorization, inspection, and oversight of expense disbursements			
20	Unaware of operational documentation requirements and retention			
21	Unaware of the IRS definition of employee and the penalties for violating IRS regulations			
22	Unaware of local, state, and federal tax and labor laws			
23	Unaware of Unrelated Business Income Tax			
24	Inadequate budget preparation			
25	Declining giving and participation in church activities			
26	Lack of strategy for transparency and vitality			
	TOTAL "YES" RESPONSES:			
	WE MIGHT BE INTERESTED IN AN ON-SITE RISK ASSESSMENT: (check)			
	PLEASE MAIL ME YOUR BOOK, <u>Financial Management for Episcopal Churches</u>: (check)			(No charge if completed Assessment shared with us!)