



# MinistryCPA

## Operational Review Survey

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Contact Information:

Name	Role	Email	Phone

Please upload the following documents in addition to your completed survey:

- Copy of or access to accounting records (QBO, QB Desktop, etc.)
- Copy of prior year Forms W-2
- Copy of any preexisting written policies and procedures.

### Revenues

#### Contributions

- What methods are available to donors for delivering cash to your organization? (select all the apply)  
 Face-to-face/Offering      Mail Delivery      Electronic      Other \_\_\_\_\_
- Are at least two responsible individuals involved in the counting of weekly offerings?  
 Yes      No      N/A
- Do offering counters sign or initial each week's "count sheet"?  
 Yes      No      N/A
- At any point in time, does a single individual have custody of *uncounted* currency?  
 Yes      No
- How often are deposits made? (select all that)  
 Daily      Weekly      Monthly      Other \_\_\_\_\_
- In situations when cash is not immediately brought to the bank are cash funds stored in a secure, locked on-site location?  
 Yes      No
- Are locking bank bags used for delivery of deposits?  
 Yes      No
- Are bank deposit receipts promptly compared to cash receipt records (count sheet, calculator tape, etc. vs. bank documents)?  
 Yes      No

### **Donor Management**

1. What methods are used to track donor information and contributions? (select all that apply)  
Donor Management Software      List program: \_\_\_\_\_  
Accounting software      List program: \_\_\_\_\_  
Electronic Spreadsheet  
Paper  
Other: \_\_\_\_\_
2. Do donors receive an annual report or statement which includes their annual contributions and statements that “no goods or services were provided in exchange for the contributions”?  
Yes      No
3. Do you solicit or receive donations that are restricted for a specific designated purpose?  
Yes      No
4. Has the board restricted any general funds for specific designated purposes (i.e. not donor designated)?  
Yes      No
5. Is there a process in place for the establishment of new designated funds, which requires some level of approval?  
Yes      No
6. How often are the total contributions per donor management reports reconciled with total contributions income per accounting records? (note: this requires the posting of loose currency to an “anonymous” donor in the donor tracking system)  
Daily      Weekly      Monthly      Annually      Never

### **Billing and Collections**

1. Do you receive regular income other than contributions, such as tuition? (If no, skip to Expenditures section)  
Yes      No
2. Are prices and discounts for each service reviewed by leadership on a regular basis?  
Yes      No
3. Are customer account balance records kept *within and/or outside*, your accounting software? (outside example: learning management system software)  
Within      Outside
4. How often are customer account balances reviewed?  
Daily      Weekly      Monthly      Annually      Never
5. Do you have a process in place to record approved adjustments to account receivable balances (e.g. bad debts, application of discounts, etc.)?  
Yes      No
6. Do you have a process in place to determine and evaluate *creditworthiness* of potential and current customers?  
Yes      No
7. Do you have any policies regarding communications with customers whose accounts are past due?  
Yes      No
8. Does the same person prepare billing and also record payments received on customer accounts?  
Yes      No
9. At any point in time, does a single individual have custody of *uncounted* currency?  
Yes      No

10. How often are deposits made? (select all that apply)

Daily      Weekly      Monthly      Other \_\_\_\_\_

11. In situations where cash is not immediately brought to the bank, are cash funds stored in a secure, locked on-site location?

Yes      No

12. Are locking bank bags used for delivery of deposits?

Yes      No

13. Are bank deposit receipts promptly compared to cash receipt records (transaction histories, calculator tape, etc. vs. bank documents)?

Yes      No

14. Does the organization make any sales of tangible personal property (bookstore, athletic apparel, etc.)?

Yes      No

Who is the primary contact individual for items in the above revenue activities? \_\_\_\_\_

Additional information related to revenues:

## Expenditures

### **Budgeting Process**

1. Does your budget development process follow an established timeline?

Yes      No

2. Who participates in the budgeting process? (select all that apply)

Pastor	Board Members
Director	Department Leads
Treasurer	Specific Ministries Leaders
Elders	Church Congregation
Deacons	

3. Does your budget development process account for the following? (select all that apply)

A contingency fund  
Capital expenditures  
Payments on long-term debt  
Adjustments and appeals by department leads

4. Do you provide the congregation/leadership with a draft of the budget to approve?

Yes      No

### **Authorizing and Documenting Expenditures**

1. Does the same person(s) both authorize purchases and disburse payments?  
Yes      No
2. Please check all documents that are required when authorizing an expenditure.  
Authorization of expenditure (e.g. check request form)  
Acknowledgement of receipt of goods or services (e.g. initialed invoice)  
Confirmation that price and quantities are as agreed upon (e.g. initialed invoice or receipt)  
No documents are retained for authorization of expenditures
3. Are reimbursements made to individuals who make organizational purchases with their own personal funds?  
Yes      No
4. Is documentation maintained for all disbursements (e.g. receipts, paid invoices)?  
Yes      No

### **Credit Cards**

1. Does the organization have any company credit cards? (If no, skip to Capital Expenditures section)  
Yes      No
2. Do any individual employees or members keep company credit cards in their possession?  
Yes      No
3. Does the organization allow employees or members to “check out” a company credit card?  
Yes      No
4. Are company credit card charges documented consistent with the authorization of expenditure process?  
Yes      No

### **Capital Expenditures** (If not applicable, skip to the Financial and Management Reporting section)

1. Does your current process include the following steps in approving capital expenditures? (select all that apply)  
Gathering bids from contractors/vendors  
Organizational approval of the expenditure  
Considerations of necessary changes to the organization’s insurance coverage  
Initiation of preventative maintenance schedules  
Addition to the depreciation schedules

Who is the primary contact individual for items in expenditure activities? \_\_\_\_\_

Additional information related to expenditures:

## Financial and Management Reporting

### **Accounting Records**

1. What accounting software are you using? \_\_\_\_\_
2. Which accounting method does the organization use?  
     Cash Basis      Modified Cash Basis      Accrual      Unknown
3. On a scale of 1-10 how satisfied are you with the organization's current chart of accounts?  
     Very Dissatisfied    1 2 3 4 5 6 7 8 9 10    Very Satisfied
4. How often are changes being made to the chart of accounts?  
     Weekly      Monthly      Annually      Other \_\_\_\_\_
5. Are any fund balances and fund activity maintained outside of the organization's financial software? (e.g. Microsoft Excel spreadsheets tracking donor designated funds)  
     Yes      No
6. Are all bank accounts accounted for in the accounting software?  
     Yes      No
7. How often are bank and credit card accounts reconciled to regular statements?  
     Monthly      Quarterly      Annually      Never
8. Are designated fund balances regularly tracked and updated?  
     Yes      No      N/A
9. On a scale of 1-10 how satisfied is the organization with the current accounting software?  
     Very Dissatisfied    1 2 3 4 5 6 7 8 9 10    Very Satisfied

### **Financial Reports**

1. On a scale of 1-10 how comfortable are accounting personnel with running and preparing reports?  
     Very Difficult    1 2 3 4 5 6 7 8 9 10    Very Easy
2. How often are reports prepared for leadership to use?  
     Daily      Weekly      Monthly      Quarterly      Annually      Other \_\_\_\_\_
3. On a scale of 1-10 how satisfied is leadership with the usefulness of the current reports?  
     Very Dissatisfied    1 2 3 4 5 6 7 8 9 10    Very Satisfied
4. What reports are prepared for leadership/board use? (select all that apply)
 

Balance Sheet/Statement of Financial Position	Missions Activities
Profit & Loss/ Statement of Activities	Fund Balances
Statement of Cash Flows	Fixed Asset Schedules
Budget-to-Actual income and expense	Other _____
Mortgage Activities	
5. How often are reports prepared for distribution to church members?  
     N/A      Weekly      Monthly      Quarterly      Annually      Never

6. What reports are prepared for external purposes (i.e. banks, accreditation boards, etc.)? (select all that apply)

Financial statements directly from accounting software

Financial statements prepared in conformity with Generally Accepted Accounting Principles

Compiled or reviewed financial statements

Audited financial statements

Other \_\_\_\_\_

None \_\_\_\_\_

Who is the primary contact individual for items concerning financial and management reporting? \_\_\_\_\_

Additional information related to financial and management reporting:

## Compensation and Other Financial Matters

### **Compensation Matters**

1. Indicate your organization's current number of employees: \_\_\_\_\_

2. Does your organization engage non-employees (independent contractors)?

Yes      No

a. Does your organization annually file Forms 1099?

Yes      No

3. How frequent are your employee pay periods?

Weekly      Bi-weekly      Semi-monthly      Monthly

4. Please check the boxes below for all types of compensation or benefits provided to employees of your organization.

Hourly wages

Annual salaries

Health coverage of any kind

Retirement benefits of any kind

Minister's housing allowances

Reimbursement of employee business expenses

Life and/or disability insurance

Personal use of organizational vehicles

Use of organization owned parsonage/housing

Other \_\_\_\_\_

5. Does your organization maintain electronic or paper documentation of the following employee matters (please indicate yes, no, or not applicable):

Yes    No    N/A

1. Formal evaluation of compensation levels for key employees
2. Authorization to payroll processors for new hires
3. Authorization to payroll processors for changes to individual employees' existing compensation arrangements (salaries/wages and benefits)
4. Employee documents including I-9s, W-4s, elections related to health, retirement and other benefits, background checks, housing allowance declarations, use of vacation days, use of sick days, garnishment orders, direct deposit information, etc.  
(provide details in the box below)
5. Supervisor approval of hours of work each pay period
6. Approval of vacation or sick days, etc.
7. Quarterly and annually filed government reports (e.g., Forms W-2, Form 941, state withholding reports) (provide details in the box below)

#### **Other Financial Matters**

1. Does your organization possess a copy of its IRS Tax Determination Letter formally acknowledging its tax-exempt status?  
Yes    No    Unsure    Not required for our organization (churches)
2. Is your organization registered as a not-for-profit entity in each of the U.S. States in which it solicits charitable contributions?  
Yes    No    Unsure    Not required for our organization (churches)
3. Please check the boxes below for all types of insurance policies held by the organization.
 

Real estate property	Personal property (contents)
Vehicles	General liabilities
Worker's compensation	Professional/counseling liabilities
Cyber	Other _____
Directors and officers	
4. Does the organization hold a not-for-profit organization sales tax exemption certificate?  
Yes    No
5. Does the organization possess property subject to local real estate taxes?  
Yes    No
6. Does the organization have a policy requiring an annual or periodic internal "audit" process?  
Yes    No
  - a. If yes, does the organization currently follow the policy?  
Yes    No

7. Does the organization have any unrelated business income? (i.e. rental income) \_\_\_\_\_

Who is the primary contact individual for compensation and other financial matters? \_\_\_\_\_

Additional information related to compensation and other financial matters: