

PCCFC2: Checklist & Risk Assessment for Financial Controls

The following checklist sits alongside the PCCFC1 booklet (Financial Control Guidance for PCCs) and is designed to act as an aid to assessing your financial risk. You should read PCCFC1 before attempting to complete this checklist. You can sign this checklist and keep it with your accounting records as part of your risk monitoring records.

NB: Completion of this checklist alone is not adequate risk assessment. The questions below are designed to draw your attention to potential areas of risk but there may be risks which are not covered. Additionally, completing a risk assessment does not reduce risk. It is important that you have a Financial Control Policy in place to minimise risk. Please speak to the Parish Finance Officer for examples of Financial Control policies.

Section 1		Yes	No	Comments
1	Have you read the document PCCFC1 in full?			
2	Do you have a written Financial Control Policy (FCP) document approved by the PCC?			

Section 2				
3	Have you communicated to all PCC Members that they are trustees and that they are responsible for managing the finances of the parish?			
4	Are financial updates given at every PCC meeting?			
5	Have you registered for the Charity Commission if your income is over £100,000?			
6	Are the statutory annual accounts up to date?			

Section 3				
7	Are the bank statements reconciled to the income and payment records on a monthly basis?			
		Yes	No	Comments
8	Do you handle cash in accordance with the guidelines in section 3 of PCCFC1?			
9	Do you have accurate and up-to-date records of all bank account and fund balances?			
10	Do you ensure authorisation by two PCC Members for all payments by cash, cheque, card, and online banking (except those covered in question 14)?			
11	Do you have clear policies, communicated to the relevant people, stating how much can be spent without seeking additional PCC authorisation?			
12	Do you keep all invoices, receipts and records of income?			
13	Can you demonstrate proper authorisation for all payments?			
14	If the church has debit/credit cards, have you detailed who may use a card and how much			

	they can spend without additional authorisation?			
15	Do you change passwords and/or destroy cards when someone is no longer eligible to access them?			
16	Do you make all payments in accordance with the guidelines in PCCFC1 section 6?			

Section 4				
17	Can you clearly demonstrate whether anyone paid by the PCC is an employee or not?			
18	If you are unsure of someone's employment status have you sought professional/legal advice?			
19	Are you up to date with all tax, National Insurance and pension contributions?			

Section 5		Yes	No	Comments
20	If you have any outstanding loans are the PCC aware and are the loans recorded in the statutory accounts?			
21	Can you prove adequate justification and approval for any donations to other charities?			
22	For any donations, and especially to charities overseas, can you prove that you are not wilfully or inadvertently being a party to money laundering?			

Section 6				
23	Do you have a budget for income and expenditure and is progress against these regularly shown to the PCC throughout the year?			
24	Do you have a reserves policy?			
25	Do you have a legacy policy?			
26	Are fixed assets and investments included in the statutory accounts and depreciated where appropriate?			
27	Are you recording all substantial donations from PCC Members in the statutory accounts?			

This checklist was completed & signed on:

X

PCC Member 1

X

PCC Member 2

Noted in minutes of PCC Meeting dated: