

Church Treasurer Handoff Checklist

Everything the outgoing treasurer should pass along — and everything the new treasurer should ask.

Church

Outgoing treasurer

Incoming treasurer

Handoff date

Fiscal year

Witness / finance chair

Security note: don't write passwords on this form. Transfer logins in person or through a password manager, then have the incoming treasurer change them.

1. Access & Authority

Task	Done by	Date
☐ Bank signers updated at every bank (add new treasurer, remove outgoing)		
☐ Online banking access transferred and password changed		
☐ Accounting software login transferred and password changed		
☐ Online giving platform admin access updated		
☐ Payroll service access updated (if used)		
☐ Church credit/debit cards reassigned or reissued		
☐ Mail, email, and PO box access for bank and vendor statements		
☐ Keys and safe combination handed over (and changed if appropriate)		

2. Regular Tasks Calendar

Task	How often / when	Notes
Record weekly offerings	Weekly	
Pay bills		
Reconcile bank accounts	Monthly	
Monthly report to leadership	Monthly	
Payroll & payroll tax deposits		
Quarterly payroll filings (e.g., Form 941)	Quarterly	
Contribution statements	January	
W-2s / 1099s	By January 31	
Budget preparation		

3. Funds & Balances at Handoff

Fund	Balance	Restrictions / notes
General Fund	\$	
Building Fund	\$	
Missions	\$	
Benevolence	\$	
	\$	
	\$	
Total	\$	

4. Records Handed Over

Item
☐ Last 12 months of bank statements and reconciliations
☐ Most recent monthly reports and last year-end reports
☐ Current approved budget
☐ Prior-year contribution statements and giving records
☐ Payroll records and tax filings
☐ Insurance policies, loan documents, and important contracts
☐ Backup of accounting data (verified that it opens)

5. Key Contacts

Who	Name	Phone / email
Bank contact		
Accountant / auditor		
Payroll provider		
Software support		
Finance chair		

Questions the incoming treasurer should ask

- Are there any bills, reimbursements, or commitments that aren't in the books yet?
- Are any funds restricted in ways that aren't written down?
- Have all bank accounts been reconciled through last month?
- What recurring payments come out automatically, and when?
- Are there any known problems, differences, or open questions?
- Who normally reviews the treasurer's work?

Outgoing treasurer

Date

Incoming treasurer

Date

Witness / finance chair

Date

Hand off the books, not a mystery

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Funds, reports, and history live in one place, so a new treasurer can pick up where the last one left off. Desktop and Online versions available.

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