Church Onboarding Checklist (Fillable)

Roma Financial Services | Please complete before your onboarding call.

A) Church Profile & Contacts

Church legal name:

DBA / Ministry name (if different):

Website:

Church address (city/state):

Primary contact name + role:

Email:

Phone:

Secondary contact name + role:

Secondary contact email/phone:

Fiscal year-end (MM/DD):

B) Financial Operations Snapshot

Average monthly giving (estimate):

Number of bank accounts:

Donation platforms used:

Accounting system + current login owner:

Payroll provider (if any):

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Do you have an annual budget? (Y/N):

C) Goals (next 90 days)

- ☐ Accurate monthly close and reconciliations (on time).
- ☐ Clear ministry-ready reports for leadership/board.
- ☐ Clean chart of accounts aligned to ministries/funds.
- ☐ Better cash flow visibility (know what’s available).
- ☐ Correct restricted/designated fund tracking.
- ☐ Giving statements process improved (accuracy & timing).
- ☐ Internal controls strengthened (approvals, separation of duties).

Top 3 goals for the next 90 days:

What does a “win” look like for leadership?:

D) Current Challenges

- ☐ Books are behind (months not closed).
- ☐ Bank/credit cards not reconciled regularly.
- ☐ Restricted/designated funds are not tracked or unclear.
- ☐ Cash handling process is inconsistent or undocumented.
- ☐ Expense approvals are informal (risk of overspending).
- ☐ Giving reports don’t match bank deposits.
- ☐ Payroll or contractor payments are not tracked cleanly.
- ☐ Budget vs actual is not reviewed monthly.
- ☐ Need help with audit/board reporting requirements.
- ☐ Need help separating ministry vs admin expenses.

Describe the #1 issue to fix first:

E) Giving & Revenue Details

Giving sources (in-person / online / events / other):

Do you batch/count offerings with at least 2 people? (Y/N):

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How often are deposits made? (daily/weekly/other):

Do giving reports reconcile to deposits monthly? (Y/N):

If not, what typically causes differences?:

Do you issue annual giving statements? (Y/N):

Who prepares them and what system is used?:

Any giving statement issues from last year?:

F) Restricted / Designated Funds

- ☐ We receive restricted/designated giving (missions, building, benevolence, etc.).
- ☐ We maintain a written list of restricted funds and purpose.
- ☐ We track fund balances consistently (by class/fund/tag/other).

List your restricted/designated funds and any known balances:

Any donor restrictions or grant requirements we should know about?:

G) Spending Controls & Policies

- ☐ Written finance policy exists (cash handling, reimbursements, approvals).
- ☐ Two-signature or approval thresholds are used.
- ☐ Separate duties for counting/depositing/recording.
- ☐ Expense reimbursements require documentation.

Approval threshold for purchases (e.g., $250/$500/$1,000):

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Who approves purchases (role/title)?:

Any recurring overspending areas or surprises?:

H) Payroll & Contractors

Do you run payroll? (Y/N):

Number of employees:

Number of contractors (1099):

Do you have housing allowance or clergy-specific items? (Y/N):

- ☐ We have W-9s/contractor agreements on file.
- ☐ We reconcile payroll liabilities monthly.

Any payroll pain points?:

I) Reporting Needs

- ☐ Monthly P&L + Balance Sheet
- ☐ Budget vs Actual by ministry
- ☐ Cash flow snapshot
- ☐ Restricted fund report (opening/closing balances)
- ☐ Giving by category/fund
- ☐ Board-ready monthly packet

Which ministries or departments should be shown separately?:

Any reporting deadlines (board meeting schedule)?:

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J) Data & Access Needed

- ☐ Invite Roma Financial Services as Accountant User (if QBO) or provide access instructions.
- ☐ Bank statements (all accounts) for requested period.
- ☐ Credit card statements (if any) for requested period.
- ☐ Donation platform payout reports (monthly).
- ☐ Payroll reports (wages, taxes, benefits) for requested period.
- ☐ Prior-year financial statements (if available).
- ☐ Current-year budget (if available).

Notes / Questions for the call:

After completing, book your Free Consultation at RomaFinancials.com.

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Acknowledgment

☐ I acknowledge this checklist is proprietary to Roma Financial Services and I will not distribute, copy, or modify it without written permission.

Name: ____________ **Date:** ____________

Role/Title: ____________

Church: ____________

Signature (typed): ____________