

21st Century Safety and Security Issues

1. Laptop Password Protection

Password either the computer or the Jewel program. Both is better. Tell the auditor if you change/set up your computer password. We need to know what it is in case of sudden tragedy.

To password the Jewel program (if you do not already have a Jewel password)

In Jewel, go to:

Maintenance/Properties/Change Password

- Does not have to be a complicated password.
- Do not use birthday or child's name.

2. Laptop Virus Protection

Windows 10 and 11: Defender Antivirus is free and already loaded on your computer.

You do not need to purchase a virus protection software.

Purchased software sometimes blocks Jewel.

Contact your conference support person if you have computer trouble.

3. Email Address Management

Create a church treasury email account. (Gmail is the best)

example: athenstreasurer@gmail.com

- Use it for online bank account access, Adventist Giving, Local Payroll, etc.
- Make sure to give it to your auditor so you can receive information and updates.
- Set it up on the treasury computer so it is easy for you to find
- ***Check it regularly. At LEAST once a week, preferable more.***

4. Online Account and Password Protection

NEVER use the same password for treasurer accounts as you do for personal accounts.

Use a different password for each account that asks for a password.

Password Preservation:

- Smartphone? Get app that safeguards passwords. OR
- Write them down on paper without identifying what they are
- Store them in safe place. Ex: In misc folder in file box
- File a well-labeled copy in the locked cabinet at church
- Tell 1 or 2 leaders in the church where to find it

5. Challenge Questions or Secret Questions

Write down both the question and the answer and store with password.

Ask yourself: Would someone be able to access this account if I was not able to?

6. Church Financial Record Storage Recommendations

Do not store records for previous years at your home (unless you rent a facility)

Create or find a secure place at your church. (locked file cabinet) *(Tutorial #5040)*

Corresponding videos: 3.1 – Use of Treasury Laptop. Find at <https://www.gccsda.com/auditing/10963>

3.2 – Passwords – Online and Computer.

3.3 – email Address Management.

For more tutorials on FRAUD PREVENTION FOR CHURCHES, see section 5500 on the gccsda.org auditor webpage.