

Parish ID# \_\_\_\_\_

PARISH FINANCIAL OPERATIONS REVIEW  
Archdiocese of Seattle

**A. GENERAL**

Date: \_\_\_\_\_

1. Are you presently using double entry accounting? \_\_\_\_\_
2. Are the books maintained on a *cash* or *modified accrual* basis? \_\_\_\_\_
3. Are all parish, school, and sponsored organizations bank accounts (including PRF and ARF) included in the General Ledger (GL) and Parish Annual Report (PAR)? \_\_\_\_\_
4. Are all Endowment, Investment, and Cemetery Care Fund Assets included in the GL and PAR? \_\_\_\_\_
5. Are all loan accounts (including PRF and ARF) included in the GL and PAR? \_\_\_\_\_
6. How long are financial records kept, and where? \_\_\_\_\_
7. Are cash and cash equivalents (including Scrip), accounting records, unused checks, and back-up diskettes stored in a fireproof safe or cabinet? \_\_\_\_\_
8. Has the parish developed a plan to continue financial operations in the event of a disaster?  
\_\_\_\_\_
9. Are monthly financial statements prepared? \_\_\_\_\_ By whom? \_\_\_\_\_
10. Finance Council:
  - a) Does the parish have a Finance Council? \_\_\_\_\_
  - b) How are members of the Finance Council selected? \_\_\_\_\_
  - c) Does the Finance Council make budget recommendations to the Pastor? \_\_\_\_\_
  - d) Does the FC monitor the actual expenditures against the budget? \_\_\_\_\_ How often?  
\_\_\_\_\_
  - e) Has the FC developed a long-range plan (3-5 years)? \_\_\_\_\_
  - f) Are FC members involved in day-to-day parish financial operations? \_\_\_\_\_

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g) Does the FC keep minutes or meeting summaries? \_\_\_\_\_ If so, where are they kept?  
\_\_\_\_\_

11. Is there a School Finance Committee, or sub-Committee of the School Commission? \_\_\_\_\_  
Does this group maintain minutes or meeting summaries? \_\_\_\_\_ If so, where are they  
stored? \_\_\_\_\_

12. Does the School Commission or Finance Council make budget recommendations to the  
principal? \_\_\_\_\_

13. Describe the process for pastor approval of the school budget. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. CASH RECEIPTS

***Please list all bank accounts on Attachment #2.***

### General

1. Are cash receipts deposited "intact" (as received)? \_\_\_\_\_

2. How are any donor imposed restrictions documented? \_\_\_\_\_  
\_\_\_\_\_

3. Are all checks and money orders restrictively endorsed (bank stamped) as soon as received?  
\_\_\_\_\_

4. Are all undeposited receipts kept in a locked safe or fireproof cabinet? \_\_\_\_\_

5. Does an authorized party review the bank statements prior to the reconciliation process? \_\_\_\_  
\_\_\_\_\_ Who ? \_\_\_\_\_

6. Are bank accounts reconciled monthly? \_\_\_\_\_ By whom? \_\_\_\_\_

7. Are the bank reconciliations reviewed? \_\_\_\_\_ By whom? \_\_\_\_\_

8. Are electronic payment methods accepted? \_\_\_\_\_ If yes, what financial  
institution/vendor processes these payments? \_\_\_\_\_

9. Are receipts given for individual contributions greater than or equal to \$250? \_\_\_\_\_

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10. How are donations under \$250 documented in the parish and in the school? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. When a receipt is part gift and part payment (such as an auction ticket), is the value of goods and services received by the donor clearly stated? \_\_\_\_\_

Parish

12. Weekly collections:

- a) Are tamper-evident bags used? \_\_\_\_\_
- b) Where are collections maintained before counting? \_\_\_\_\_
- c) Are collections counted by two or more people together? \_\_\_\_\_
- d) When and where are they counted? \_\_\_\_\_
- e) Are collections counted by individual mass? \_\_\_\_\_
- f) Are counters rotated? \_\_\_\_\_
- g) How are counters selected? \_\_\_\_\_
- h) Are tally sheets prepared in ink during counting? \_\_\_\_\_
- i) Are tally sheets signed by the counters? \_\_\_\_\_
- j) When are weekly collections deposited? \_\_\_\_\_
- k) Are collections posted to individual parishioners' contribution records? \_\_\_\_\_  
By whom? \_\_\_\_\_
- l) Are tally sheets reconciled to deposits and to contribution records? \_\_\_\_\_  
By whom? \_\_\_\_\_

13. Are periodic contribution statements sent to all parishioners? \_\_\_\_\_ How often? \_\_\_\_\_

14. Are Archdiocesan collections and all custodial collections for parish and other organizations remitted in a timely manner? \_\_\_\_\_

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15. If "Debt Reduction Collections" are taken up, is the total amount equal to loan principal reduction? \_\_\_\_\_
16. Is there a written policy for handling miscellaneous cash receipts? \_\_\_\_\_

School

17. Are tuition contracts signed by parents and kept on file? \_\_\_\_\_ Where? \_\_\_\_\_
18. Is the parish/school tuition aid/scholarship/tuition reduction policy documented? \_\_\_\_\_  
Where? \_\_\_\_\_
19. Who is responsible for collecting, recording, and depositing Tuition Collections? \_\_\_\_\_
20. Are Tuition Receipts reconciled to Tuition Deposits? \_\_\_\_\_ By whom? \_\_\_\_\_
21. Who follows up on Delinquent Tuition? \_\_\_\_\_
22. Is next year's tuition recorded as a liability? \_\_\_\_\_
23. Is there a written policy for handling Annual fund drive receipts? \_\_\_\_\_
24. Is there a written policy for handling miscellaneous cash receipts? \_\_\_\_\_

**C. CASH DISBURSEMENTS**

1. Are invoices reviewed and approved for receipts of goods and services, mathematical accuracy, and account distribution? \_\_\_\_\_ By whom? \_\_\_\_\_
2. Do check signers review supporting documentation prior to signing? \_\_\_\_\_
3. After a check has been prepared for payment of an invoice, are the check number, account code, and date paid indicated on the portion of the invoice retained? \_\_\_\_\_
4. Are unpaid invoices filed separately from paid invoices? \_\_\_\_\_
5. Does the parish have a credit card? \_\_\_\_\_ If "yes", please list the users and credit limits:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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6. Is there a written policy for use of parish credit cards? \_\_\_\_\_
7. Does the parish have any store credit cards (Staples, Home Depot) or memberships (Costco, Sam's Club)? \_\_\_\_\_ If "yes", is there a written policy for the use of these cards?  
\_\_\_\_\_
8. Are any electronic payment methods used? \_\_\_\_\_
9. Is a signature stamp or plate used for signing checks? \_\_\_\_\_ If "yes", where is it kept when not in use? \_\_\_\_\_ Is there a written policy documenting the procedure for use of the stamp? \_\_\_\_\_
10. Are all checks pre-numbered? \_\_\_\_\_ If "yes", are all check number sequences accounted for? \_\_\_\_\_

11. Are petty cash funds maintained? \_\_\_\_\_ Please list below:

<u>Purpose of Fund</u>	<u>Amount of Fund</u>	<u>Cashier (Person Responsible)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Are all petty cash payments documented and reviewed when the fund is replenished? \_\_\_\_\_  
By whom? \_\_\_\_\_

**D. PAYROLL / PERSONNEL**

1. Is ADP used for Payroll? \_\_\_\_\_
2. Are 1099 forms prepared for all non-employees who earn more than \$600 per year and meet the Independent Contractor criteria? \_\_\_\_\_
3. At year-end, is teacher/principal contracted salary liability recognized? \_\_\_\_\_
4. Are all Salary Advances repaid within one month? \_\_\_\_\_

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**E. RESTRICTED CASH (Including Endowments and Bequests)**

*Please list all Restricted and Designated funds on **Attachment # 3.***

1. Is documentation, including all correspondence, maintained for each restricted contribution received, as well as documentation for all related disbursements? \_\_\_\_\_
2. Is a separate ledger account maintained for each Restricted Fund? \_\_\_\_\_
3. Do you have an Endowment Fund? \_\_\_\_\_
4. If you have an endowment fund, have you filed appropriate documents and followed Archdiocesan procedures? \_\_\_\_\_
5. Has the Archdiocese been notified of all bequests? \_\_\_\_\_

**F. PROPERTY**

1. Are all capital items (cost \$5,000 or more and have a useful life of over one year) recorded on the books as assets? \_\_\_\_\_
2. Are capital assets depreciated? \_\_\_\_\_
3. Has the parish purchased or sold any real estate over the past two years? \_\_\_\_\_ Was the Archdiocese contacted? \_\_\_\_\_
4. Are Archdiocesan building and renovation guidelines followed? \_\_\_\_\_

**G. FUNDRAISING ACTIVITIES**

*Please list all fundraising activities of the Parish/School, and any clubs, societies, guilds or affiliated organizations on **Attachment # 4.***

1. Does the parish or school hold any raffles, bingo, or other gambling style events? \_\_\_\_\_  
If so are all Federal and State guidelines followed? \_\_\_\_\_ Is there a separate bank account for these activities? \_\_\_\_\_

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## H. AFFILIATED ACTIVITIES

1. Does the Parish or School have a Scrip program? \_\_\_\_\_ If so, do any employees work on it? \_\_\_\_\_ Does the Scrip program have its own bank account? \_\_\_\_\_
2. How often is Scrip inventory counted? \_\_\_\_\_ By who? \_\_\_\_\_
3. If the parish rents its facilities, are Archdiocesan guidelines followed, including proof of adequate insurance? \_\_\_\_\_
4. Are the Parish Policies on rentals documented? \_\_\_\_\_
5. Does the Parish earn income from any other business activity? \_\_\_\_\_

## I. PARISH SPONSORED CLUBS AND AFFILIATED ORGANIZATIONS

*Please list all Parish clubs, societies, guilds, or other affiliated organizations on **Attachment # 5.***

1. If these organizations maintain their own checking or savings accounts, please include their accounts on Attachment #2.
2. If regular fund raising activities are conducted, do any of these organizations have their own Tax Identification Number? \_\_\_\_\_ If so, please indicate. \_\_\_\_\_  
\_\_\_\_\_
3. Does the Parish provide written internal guidelines for these organizations? \_\_\_\_\_
4. Do these organizations prepare annual financial reports? \_\_\_\_\_ Does the parish review copies? *Please have these reports available for your scheduled review.*
5. Are any parish expenses paid by an affiliated organization directly from its own bank account? \_\_\_\_\_ If yes, please explain below. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ID #:	___ ___ ___
Parish:	_____
City:	_____

**Computer Questionnaire**

**Date:** \_\_\_\_\_

**Form completed by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Instructions:** Please complete the following questions as they relate to computer equipment used for processing Accounting / Payroll Information.

1. Name and Version of Software:

- Accounting - \_\_\_\_\_
- Census - \_\_\_\_\_
- Auction - \_\_\_\_\_
- Scrip - \_\_\_\_\_
- Credit Card - \_\_\_\_\_
- Electronic Banking (EFT) - \_\_\_\_\_

2. Describe any controls, such as user ID numbers, passwords, and locking on/off switches that are used to prevent unauthorized access to computers and software:

- Computers - \_\_\_\_\_
- Accounting - \_\_\_\_\_
- Census - \_\_\_\_\_
- Auction - \_\_\_\_\_
- Scrip - \_\_\_\_\_
- Credit Card - \_\_\_\_\_
- Electronic Banking (EFT) - \_\_\_\_\_

3. Who is responsible for generating and reviewing the following reports?

- |                         |                       |
|-------------------------|-----------------------|
| <u>General Ledger</u>   |                       |
| <u>Generates:</u> _____ | <u>Reviews:</u> _____ |
| <u>Balance Sheet</u>    |                       |
| <u>Generates:</u> _____ | <u>Reviews:</u> _____ |

**ATTACHMENT #1**  
Parish Financial Services  
Archdiocese of Seattle

Profit & Loss

Generates: \_\_\_\_\_

Reviews: \_\_\_\_\_

Budget vs. Actual

Generates: \_\_\_\_\_

Reviews: \_\_\_\_\_

Bank Reconciliation

Generates: \_\_\_\_\_

Reviews: \_\_\_\_\_

Contribution Records

Generates: \_\_\_\_\_

Reviews: \_\_\_\_\_

4. How are users trained and provided with instructions on how to use the computer system and software? \_\_\_\_\_
  
5. Have procedures been developed for periodic back-up of files? \_\_\_\_\_  
How often are computer files backed-up? \_\_\_\_\_  
What type of media is used? \_\_\_\_\_  
Are back-up files stored in a secure location? \_\_\_\_\_ Where? \_\_\_\_\_



ID #:	_____
Parish:	_____
City:	_____

**ATTACHMENT # 3**

Parish Financial Services  
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**Restricted and Designated Fund Schedule**

Fund Title	Purpose	Documented? (yes/no)
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**Restricted Funds** – *Those funds which are restricted by the donor for a specific purpose*

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

**Designated Funds** – *Those funds which are designated by parish leadership for a specific purpose*

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

**\* Do not include Custodials – Funds collected and held by the parish or school on behalf of another organization or sponsored group \***

ID #: _____
Parish: _____
City: _____

**Fundraising Activities**

**Instructions:** Please list all fundraising activities of the Parish/School, including any clubs, societies, guilds or affiliated organizations. Please list all gambling activities in separately.

Parish / School Organization	Activity	Purpose	Yearly Activity or Current Drive?	Beginning and Ending Date
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

**Gambling Activities**

1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

ID #:	_____
Parish:	_____
City:	_____

**ATTACHMENT # 5**  
 Parish Financial Services  
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**Parish Sponsored Organizations**

**Instructions:** Please list all Parish clubs, societies, guilds, or other affiliated organizations with their own bank account below.

Parish /School - Sponsored Organization	Purpose	Tax ID number ( - )
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____