



Policy Regarding Checking Accounts for Parishes and Schools

[Owner: Office of Finance and Accounting]

1. Parishes may have only one (1) checking account for the operation of the parish and one (1) checking account for the parish cemetery.
2. Parish organizations may maintain checking accounts to pay the internal operating expenses of that organization. Such accounts may *not* be used to pay for any parish expenses or to make donations directly to other organizations or entities. Nor may those organizations expend any funds except for their own internal operational purposes.
 - 2.1. For example: The Ladies Altar Society may retain a checking account for its internal operational purposes, but this checking account may *not* be used to pay for parish sanctuary expenses such as altar candles, flowers, bread, wine, etc.
 - 2.2. If this society wishes to help the parish to meet such expenses, they are to make a *donation* to the parish; and then the parish writes a *parish* check to meet these expenses.
3. Pastors (and Administrators) must have single check-signing authority on all accounts bearing the parish name, including the Cemetery account and *all organizational accounts*.
 - 3.1. No other single individual may have such single check signing authority on any account bearing the parish name.
 - 3.2. Dual check signing authority should also be arranged for at least two persons for all checking accounts. The pastor himself designates those who have dual check signing authority.
 - 3.2.1. N.B. Care should be taken that appropriate internal controls and segregation of duties are observed when choosing other check signers.

3.4 Recommended candidates for dual check signing authority are as follows: the Parochial Vicar, the parish deacon, an executive-level parish employee, the pastoral council or parish finance council presidents; and for schools, the assistant principal, the Consultative School Board President or the Finance Committee Chairperson, a very active and trusted volunteer.

3.5 Acceptable if no one else is available but not recommended: a parish or school secretary or any other lower-level employee, but preferably not one who actually writes the checks, does the accounting and/or reconciles the checking account.

4. The use of a facsimile signature (e.g. rubber stamp) for the signing of parish, school, institution or organizational checks is prohibited.

4.1. For parochial schools, the pastor and principal should have single check signing authority.

4.2. For diocesan schools, the principal or president should have single check signing authority.