

# FINANCIAL REVIEW CHECKLIST

Church:

Procedure	Reference	Parish (PJP) Notes	Trustee Corporation Notes
<b>Preliminary Review.</b> (Conducted: Click or tap to enter a date.)			
<b>I. Acquire an Understanding of the Ecclesiastical Parish</b> <i>(consisting of the Parish Public Juridic Person (PJP) and Trustee Corporation).</i>			
(1) Does parish submit required reports to the diocese? <i>(Fiscal &amp; Chancery Reports)</i>	Synod Statutes 254 and 256§2		
(2) Does the Canonical Inventory accurately account for all property?	Synod Statute 254		
(3) Does the website include items of financial or other related concerns?	N/A		
(4) Are operating months in ParishSoft closed timely?	Managing Temporal Goods Guide, Ch. II.H.(1)		
(5) What did the parish report for number of households and parishioners in its latest Annual Statistical Report?	Bismarck Diocese parish Statistical Report <i>(normally due to Chancery each October)</i>	Report as of: <input type="checkbox"/> Households: <input type="checkbox"/> Parishioners:	N/A
<b>II. Insurance Records &amp; Property Organization.</b>			
(1) Does all real property & structures appear on the CMG Ledger page?	Catholic Mutual Group (CMG) Website, Ledger Page	N/A	CMG Ledger Page #:
(2) Does the Chancery have all property records on file?	Synod Statute 248		
(3) Are there any active Resolutions?	Synod Appendix 29		
(4) Are there any known issues with the legal structures with the parish association or trustee corporation, to include annual reports or trade name registrations?	ND Century Code, 10-33-139, NDSoS FirstStop search at <a href="https://firststop.sos.nd.gov/">https://firststop.sos.nd.gov/</a>	<input type="checkbox"/> IRS EIN: <input type="checkbox"/> ND SoS: <input type="checkbox"/> OCD (Kenedy):	<input type="checkbox"/> IRS EIN: <input type="checkbox"/> ND SoS: <input type="checkbox"/> OCD (Kenedy):
(5) Has the parish submitted Special Event Reports as required by CMG?	Catholic Mutual Group Special Events Guidelines		N/A
<b>III. Fundraising.</b>			
(1) Does the parish request & receive fundraising permissions from the Diocese?	Synod Statute 284 & App. 35, & Managing Temporal Goods Guide, Ch. II.A.(4).h.		N/A
(2) Does the parish send fundraising activity reports to the Vicar General?	Synod Appendix 35		N/A
(3) Does the parish use Project Feature to record fundraising activities by event?	ParishSoft User Guide, Chptr 2		N/A

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<b>IV. Payroll/Mass Stipends/Stole Fees.</b>			
(1) Select Random sample of employees for on-site work review ( <i>insert employee list</i> ):	N/A		N/A
(2) Does the parish have an extraordinary number of special payroll runs? If so, why?	N/A		N/A
(3) Does parish pay Mass Stipends to priests through payroll? ( <i>Mass Stipends should be paid through payroll</i> )	Managing Temporal Goods Guide, Ch. III.B.(5); Synod Statutes 268-279 (Section IV) & App. 18; DOB Synod Resource Manual		N/A
(4) Are stipends for multiple Mass intentions for one day sent to the Diocese?	Synod Statutes 268-279 Managing Temporal Goods Guide, Chapter III.B.(7) DOB Synod Resource Manual		N/A
(5) Are Stole Fees recorded as parish income? ( <i>Should not be paid through payroll</i> )	Synod Statute 91§2, DOB Synod Resource Manual		N/A
<b>V. Financial Statements.</b>			
(1) Are there questionable accounts or balances on the Statement of Financial Position?	Managing Temporal Goods Guide, Chapter II.C.		
(2) Are there questionable accounts of balances on the Statement of Activities?	Managing Temporal Goods Guide, Chapter II.D. and E.		
(3) Are there questionable accounts or balances on the Statements of Dedicated Accounts?	Managing Temporal Goods Guide, Chapter II.H.(8)		
(4) Do account numbers comply with Diocese directed Chart of Accounts?	Managing Temporal Goods Guide, Chapter II.H.(5)		
(5) Budget Process: Is budget approved by the Corporate Board and reviewed by Finance Council? Is the budget effective?	Managing Temporal Goods Guide, Chapter II.H.(3), Catholic Mutual Group Parish Account and Financial Control Guidelines		
<b>VI. Cash/Investments.</b>			
(1) Do investments outside the Expansion Fund and Catholic Foundation exceed 90 days of operating expenses (as of most recent closed month)?	Synod Statute 252, Managing Temporal Goods Guide, Chapter II.C.(2)(a)		
(2) Are all local checking, savings, and investments assets FDIC insured ( <i>as of most recent closed month</i> )?	Managing Temporal Goods Guide, Chapter. II.C.(2)(b)		
(3) Does parish have 9-12 months of unrestricted emergency savings on hand?	Bishop's letter on unrestricted parish emergency savings, dated March 2, 2021.		

Procedure	Reference	Parish (PJP) Notes	Trustee Corporation Notes
(4) Are there any observed concerns with dedicated account balances in relation to the total cash assets of the entity?	<i>Not addressed in any reference; this question determines if an entity is using restricted funds for operating purposes.</i>		
<b>VII. Bank Reconciliations.</b>			
(1) Are bank reconciliations done monthly (or quarterly if appropriate) for all cash and investment accounts?	Managing Temporal Goods Guide, Chapter II.C.(3)		
(2) Does the parish have any outstanding checks, older than two years?	Managing Temporal Goods Guide, Chapter II.C.(3); ND Unclaimed Property Website: unclaimedproperty.nd.gov/app/reporting-guidelines		
(3) Do journal entries clear in a timely manner?	Managing Temporal Goods Guide, Chapter II.C.(3)		
(4) Do deposits clear in a timely manner?	Managing Temporal Goods Guide, Chapter II.C.(3)		
<b>VIII. Credit Card Reconciliations.</b>			
(1) Has the parish established liability accounts for their credit cards and do they use the credit card feature in ParishSoft?	Managing Temporal Goods Guide, Chapter II.D.(6)		N/A
(2) Does the parish reconcile its credit card bills monthly?	Managing Temporal Goods Guide, Chapter II.D.(6)		N/A
<b>IX. Deposit Register.</b>			
(1) Does Deposit Register for beginning of the prior fiscal year to-date contain questionable deposits?	Managing Temporal Goods Guide, Chapter II.A.		
(2) Does the parish take Diocesan/ National collections?	Synod Statute 280 & App. 33 Managing Temporal Goods Guide, Chapter II.H.8.		N/A
(3) Are dedicated accounts used for donor-restricted funds and diocese/national collections?	Synod Statute 280, 286, & 283; ND Century Code 10-33-95; Managing Temporal Goods Guide, Chapter. II.H.8.		N/A
<b>X. General Ledger.</b>			
(1) Does the parish make government tax payments in a timely manner?	Managing Temporal Goods Guide, Chapter III.A.		N/A

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(2) Are there any questionable accounts or transactions on the General Ledger Report beginning the prior fiscal year to-date?	N/A		
(3) Are adequate comments made when recording transactions in ParishSoft?	Managing Temporal Goods Guide, Chapter II.H.(2)		
<b>XI. Vendors and Related Tax Documents.</b>			
(1) Are there any questionable vendors or transactions on the Vendor Audit Report for the beginning of the prior fiscal year to-date?	Managing Temporal Goods Guide, Chapter II.F.		
(2) Are there questionable number or type of transactions between the charitable trust's trustee and beneficiary?	Managing Temporal Goods Guide, Chapter II.E.(3).		
(3) Are there any service vendors/ individuals who received over \$600 ( <i>list here for review during on-site review</i> )?	Managing Temporal Goods Guide, Chapter II.G.(2)		
(4) Are appropriate vendors marked as 1099 Vendors in ParishSoft? ( <i>List vendor W9s to research during on-site review</i> ).	Managing Temporal Goods Guide, Chapter II.G.(2)		
(5) Select random sample of vendors for on-site review:	N/A		
(6) Does the parish pay diocese/national collection to the diocese in a timely manner?	Synod Statute 280, Managing Temporal Goods Guide, Chapter II.H.(8)		
<b>XII. Parish Questionnaires.</b>			
(1) Are there concerns regarding the Parish Review Questionnaire?	Synod Statute 257		
(2) Are there concerns regarding the Parish Concerns Questionnaire(s)? ( <i>From both parish and finance council and trustees</i> ).	Synod Statute 257		
(3) Are there concerns regarding the Parish Mass Stipend/Stole Fee Questionnaire(s)?	Synod Statute 257		
(5) Are there concerns to address from the Diocese Support Log?	Diocesan internal I-Drive review ( <i>Review past emails and other correspondence of concern archived since the last review</i> ).		

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<p>(6) Conduct review of findings from previous financial review:</p> <p>Date of Last Financial Review:</p>	<p><i>See previous written Parish Financial Review report.</i></p>		

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<b>On-Site Review.</b> (Conducted: Click or tap to enter a date.)			
<b>I. Organization.</b>			
(1) Are copies of Secretary Certificates maintained in permanent records.	N/A		
(2) Does the Finance Council meet regularly and are meeting minutes on-file? Are there any concerns resulting from the minutes?	Managing Temporal Goods Guide, Chapter I.D. Synod Statute 14 §3 Can. 537, Code of Canon Law		
(3) Does the Parish Council meet regularly and are meeting minutes on file at parish? Are there any concerns resulting from the minutes?	Managing Temporal Goods Guide, Chapter I.D. 2016 Synod Statute 14 §3 Can. 536, Code of Canon Law		N/A
<b>II. Bank Statements.</b>			
(1) Are all bank statements on-hand for previous 12 months?	Managing Temporal Goods Guide, Chapter II.C.(1)		
(2) Are all bank statements in the name of the correct legal entity (containing no names of individuals?)	Managing Temporal Goods Guide, Chapter II.C.(1)		
(3) Does the church mailing address appear on all bank statements?	Managing Temporal Goods Guide, Chapter II.C.(1)		
(4) Do banks statements appear to be tampered with?	Managing Temporal Goods Guide, Chapter II.C.(1)		
(5) Does the pastor/administrator/president sign or initial bank statement indicating his review?	Managing Temporal Goods Guide, Chapter II.C.(1)		
(6) Does Parish maintain original Power of Attorney on file giving Bishop & VG banking privileges?	Managing Temporal Goods Guide, Chapter II.C.(1)(c)		
(6) Has permission been requested & received by Vicar General for other signers on additional parish bank accounts (if applicable)?	Managing Temporal Goods Guide, Chapter II.C.(1)(e)		N/A
<b>III. Parish or Trustee Loans.</b>			
(1) Are copies of all active loan agreements on-file and in writing?	Managing Temporal Goods Guide, Chapter II.C.(2)(d)		
(2) Have loans not with the Expansion Fund received approval from Bishop?	Managing Temporal Goods Guide, Chapter II.C.(2)(d)		

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<b>IV. Collection Tally Sheets.</b>			
(1) Are tally sheets signed or initialed by counters? <i>(Select two months at random during on-site review).</i>	Managing Temporal Goods Guide, Chapter II.A.(1)		N/A
(2) Are counters rotated periodically?	Managing Temporal Goods Guide, Chapter II.A.(1)		N/A
(3) Are tally sheets and collection process effective and organized?	Managing Temporal Goods Guide, Chapter II.A.(1)		N/A
<b>V. Fundraising</b>			
(1) Does parish maintain copies of fundraising permissions and follow up reports.	Managing Temporal Goods Guide, Chapter II.A.(4)(h), Synod Appendix 35		N/A
<b>VI. Employee &amp; Volunteer Reimbursements <i>(Select two months for review).</i></b>			
(1) Are receipts/paid invoices (and/or other required documentation) retained with check stub?	Managing Temporal Goods Guide, Chapter II.D.(2)		N/A
(2) Is business purpose documented on receipts/invoices?	Managing Temporal Goods Guide, Chapter II.D.(2)		N/A
(3) Do reimbursements appear reasonable in nature?	Managing Temporal Goods Guide, Chapter II.D.(2)		N/A
<b>VII. Credit Card Transactions <i>(Select two months for review).</i></b>			
(1) Are receipts (and /or other required documentation) retained with bill and check stub?	Managing Temporal Goods Guide, Chapter II.D.(5)		N/A
(2) Is business purpose documented on receipts/invoices?	Managing Temporal Goods Guide, Chapter II.D.(6)		N/A
(3) Do transactions appear reasonable in nature?	Managing Temporal Goods Guide, Chapter II.D.(6)		N/A
<b>VIII. Store Accounts <i>(Select two months for review).</i></b>			
(1) Are receipts (and/or other required documentation) retained with bill and check stub?	Managing Temporal Goods Guide, Chapter II.D.(1)		N/A
(2) Is business purpose documented on receipts/invoices?	Managing Temporal Goods Guide, Chapter II.D.(1)		N/A
(3) Do transactions appear reasonable in nature?	Managing Temporal Goods Guide, Chapter II.D.(1)		N/A

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<b>IX. Vendor Transactions (<i>Outreach Expenses, SCRIP/Gift Card, or any other extra-ordinary expenses identified from Preliminary Review</i>).</b>			
(1) Are receipts (and other req. documentation) retained with bill & check stub?	Managing Temporal Goods Guide, Chapter II.D.		
(2) Is business purpose documented on receipts/invoices?	Managing Temporal Goods Guide, Chapter II.D.		
(3) Do transactions appear reasonable in nature?	Managing Temporal Goods Guide, Chapter II.D.		
<b>X. Service Vendors/Contractors/Insurance.</b>			
(1) Does parish keep all W-9s on-file?	Managing Temporal Goods Guide, Chapter II.G.(1)		N/A
(2) Have all vendors from most recent calendar year, who having received \$600 (identified in Preliminary Review) also received a 1099 (if required by law)?	Managing Temporal Goods Guide, Chapter II.G.(2)		N/A
(3) Does parish keep record of all contracts and/or required Addendums to Contract for past year (active or complete) on-file?	Managing Temporal Goods Guide, Chapter IV.C. Synod App. 37		N/A
(4) Is a resolution completed for all contracts/projects/extraordinary expenses exceeding \$10,000?	Synod App. 29 Managing Temporal Goods Guide, Chapter II.F.		
(5) Is a resolution completed for trust distributions to the parish in amounts exceeding \$10K?	Synod App. 29		
(6) Does parish submit all contracts exceeding \$10,000 to Catholic Mutual Group for review?	Synod Appendices 29 & 37 Managing Temporal Goods Guide, Chapter IV.C.		N/A
(7) Do all contractors provide parish proof of liability insurance?	Managing Temporal Goods Guide, Chapter IV.C. Synod App. 37		N/A
(8) Do all third-party entities using parish facilities provide proof of insurance (or are special events coverage requested)?	Managing Temporal Goods Guide, Chapter IV.B.		N/A
<b>XI. Payroll/Taxes/Mass Stipends.</b>			
(1) Does parish maintain copies of all W-2s, W-3s, 941's, ND-306s and ND-307s for previous calendar year on-file?	Managing Temporal Goods Guide, Chapter III.A.		N/A
(2) Do all parish tax documents reconcile?	Managing Temporal Goods Guide, Chapter III.A.		N/A



Procedure	Reference	Parish (PJP) Notes	Trustee Corporation Notes
(3) Does parish keep all 1099s and 1096s issued for previous calendar year on file?	Managing Temporal Goods Guide, Chapter II.G.(2)		N/A
(4) Does parish have I-9s and W-4s on file for each employee ( <i>files randomly selected for review</i> )	Managing Temporal Goods Guide, Chapter III.B.		N/A
(5) Is the parish required to file IRS Form 990-T, recording Unrelated Business Income? If so, are copies of 990-Ts maintained in parish files?	IRS Tax Guide for Churches & Religious Organizations ( <i>Pub. 1828, p. 19</i> ) <i>Annual filing due date: no later than Dec. 15th</i>		N/A
(6) Does the parish require a ND Sales Tax Permit for sale of retail items and are records maintained for quarterly filings?	ND Tax Commissioner Memorandum (Jan. '97) ND Tax Commissioner Guidelines (Jan. '97)		N/A
(7) Does parish maintain a Mass Intention Log?	Synod Statutes 268-279 Managing Temporal Goods Guide, Chapter III.B.(7) DOB Synod Resource Manual		N/A
(8) Has parish accepted more Mass intentions than can be fulfilled within a year?	Synod Statutes 268-279 Managing Temporal Goods Guide, Chapter III.B.(7) DOB Synod Resource Manual		N/A
(9) How many baptisms, funerals, and marriages were performed in the last year according to the parish registers? What is the parish's recorded income from their Stole Fee Income Account during the same period?	Bishop's Directive to Internal Auditor Synod Statute 91 DOB Synod Resource Manual	<input type="checkbox"/> Stole Fee Income last fiscal year: \$ <input type="checkbox"/> Sacraments Registered last fiscal Year: ○ B- ○ M- ○ F*- <input type="checkbox"/> Stole Fee Income Current FY through : \$ <input type="checkbox"/> Sacraments Registered through same period: ○ B- ○ M- ○ F*-	N/A
<b>XII. Cash/Investments (<i>updated from preliminary review</i>).</b>			
(1) Do investments outside the Expansion Fund and Catholic Foundation exceed 90 days of operating expenses (as of most recent closed month)?	Synod Statute 252, Managing Temporal Goods Guide, Chapter II.C.(2)(a)		

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(2) Are all local checking, savings, and investments assets FDIC insured ( <i>as of most recent closed month</i> )?	Managing Temporal Goods Guide, Chapter. II.C.(2)(b)		
(3) Does parish have 9-12 months of unrestricted emergency savings on hand?	Bishop's letter on unrestricted parish emergency savings, dated March 2, 2021.		N/A
(4) Are there any observed concerns with dedicated account balances in relation to the total cash assets of the entity?	<i>Not addressed in any reference; this question determines if an entity is using restricted funds for operating purposes.</i>		
<b>XIII. Parish Policies.</b>			
(1) Does the church have written Internal Control and Finance Policies. If so, does it address all necessary topics?	Managing Temporal Goods Guide, Chapter V.B.		
(2) Does church have a written Fixed Asset Policy?	Managing Temporal Goods Guide, Chapter V.D.		
(3) Does the parish have written Employee Policies and Procedures?	Managing Temporal Goods Guide, Chapter V.A. Synod Statutes 260-267 (Section III). DOB Personnel Policies & Procedures		
(4) Does the parish have written Emergency Procedures?	Managing Temporal Goods Guide, para. V.C. Catholic Mutual Group Risk Management Cares Statements		
<b>XIII. Other Procedures (School, Cemetery, SCRIP or other topic requiring further review).</b>			
Are there other procedures required based on the above findings? ( <i>List here</i> )			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			