

## Parish Internal Controls

### GENERAL CONTROLS

- ☐ Are budgets prepared and are they approved in advance by the pastor and the finance council, after consultation with the pastoral council?
- ☐ Are monthly financial statements prepared and submitted to the appropriate members of parish management?
- ☐ Do monthly financial statements contain comparisons with the budget?
- ☐ Is the appropriate parish council consulted before important management decisions are made?
- ☐ Is an appropriately detailed accounting manual maintained on a current basis?
- ☐ Are yearly financial statements prepared and distributed to members of the parish?

### CASH CONTROLS

- ☐ Are all bank accounts and check signers authorized by the pastor?
- ☐ Are all bank accounts (cemetery funds, building funds, etc.) reported in the monthly financial statements?
- ☐ Are all cash disbursements made by check (except petty cash disbursements)?
- ☐ Are checks dated and recorded when prepared?
- ☐ Are pre-numbered checks used for all bank accounts?
- ☐ Do procedures prohibit drawing checks to "cash"?
- ☐ Do procedures prohibit signing blank checks or "counter" Checks?
- ☐ Are bank accounts reconciled each month?
- ☐ Is there a group of persons, on a rotating basis, involved with the counting of the Sunday Offertory collection?
- ☐ Does the parish approve reimbursements to employees for travel and other expenses on the basis of adequate documentation?
- ☐ Are payments made to vendors only on the basis of original invoices?
- ☐ Is more than one person involved with the check writing and check signing?
- ☐ Does the person who signs the checks review the invoice from which payment is being made?
- ☐ Are amounts deposited matched to cash receipts from the Cash Receipts Journal at the time of deposit?
- ☐ Are restrictions on cash adhered to (building fund donations used only for building fund purposes, grant money used only for intended purposes, etc.)?

### PETTY CASH CONTROLS

- ☐ Are there adequate physical safeguards over the petty cash fund?

### INVESTMENT CONTROLS

- ☐ Are investment securities and other negotiable instruments in the possession of an authorized person?
- ☐ If not, are they kept under lock and key or in a safe deposit box?
- ☐ Is a detailed record maintained of all investments by a person other than the designated custodian of the securities?
- ☐ Are all securities in the name of the parish?

### PAYROLL CONTROLS

- ☐ Are W-4 forms filed for each employee?
- ☐ Is the Chancery notified of all changes in employee status? contact: Diocesan Benefit Administrator
- ☐ Are salary changes approved by the pastor and the finance council?
- ☐ Are W-2 forms prepared at year end for all employees?