



# Diocese of Green Bay

## Financial System Checklist

This Financial System Checklist is a self-evaluation intended for use by parishes. Pastors/Parish Directors/Administrator, trustees, or Finance Council members may find completion of the checklist a helpful tool to review the parish's internal controls.

The statements are listed along with True/False boxes. Mark the respective answer that applies to the current operations of the parish. Questions with a "False" answer indicate a potential problem area in terms of safety and checks and balances. Please feel free to contact Diocesan Financial Consultant Paula Nault at (920)272-8261 with any questions.

<b>Offertory Collections</b>	<u>True</u>	<u>False</u>
1. Ushers place money in plastic single-use or locked bags after mass.	<input type="checkbox"/>	<input type="checkbox"/>
2. The bags are placed in a safe or bank until the time designated for counting.	<input type="checkbox"/>	<input type="checkbox"/>
3. The person who retrieves the money from the safe or bank does not have access to the keys to the locked bags.	<input type="checkbox"/>	<input type="checkbox"/>
4. Two or more people (adults) are always present while money is being handled.	<input type="checkbox"/>	<input type="checkbox"/>
5. Money is counted in a secured area.	<input type="checkbox"/>	<input type="checkbox"/>
6. Money in the envelope is compared to the amount written on the envelope.	<input type="checkbox"/>	<input type="checkbox"/>
7. Checks are restrictively endorsed - For Deposit Only (parish name)	<input type="checkbox"/>	<input type="checkbox"/>
8. Collection sheets are prepared and signed by the counting team.	<input type="checkbox"/>	<input type="checkbox"/>
9. The counting team returns the money and a copy of the deposit slip to the another single-use bag or bank bag that is then locked.	<input type="checkbox"/>	<input type="checkbox"/>
10. The individual who brings the deposit to the bank does not have access to the keys to the locked bags.	<input type="checkbox"/>	<input type="checkbox"/>
11. Contributions are posted to parishioner records and statements are periodically provided to parishioners.	<input type="checkbox"/>	<input type="checkbox"/>
12. ParishSoft receipts are given for individual gifts of \$250 or more.	<input type="checkbox"/>	<input type="checkbox"/>

**In-Office Collections**TrueFalse

1. The individual who records collections on the Parish books does not handle the actual money received.
2. A daily summary sheet of collections is forwarded to the bookkeeper to record collections on the Parish books.
3. Undeposited money is kept in a locked safe.
4. Deposits are made frequently.

**Disbursements**

1. The bank has been instructed that all checks require two signatures.
2. The pastor/parish director and the two trustees are the only authorized check signers on all accounts besides Scrip and bingo.
3. Pre-numbered checks are issued and used in order.
4. Voided checks are marked and retained with the bank reconciliation.
5. Checks are not pre-signed.
6. Check signers inspect all supporting documentation – including signed invoices.
7. Checks are never written out for “cash”.
8. Forms 1099 Misc. are filed for each person, partnership, and health care provider that receive \$600 or more as compensation during the calendar year.

**Payroll**

1. Hourly employees submit time cards that are signed by the employee and supervisor.
2. Employees are paid by check or direct deposit.
3. Overtime is approved prior to overtime hours being incurred.
4. I-9s are on file for employees.
5. Annually the 941s, W-2s, and W-3 are reconciled.
6. Eligible employees are covered by the Diocesan Employee Retirement Plan.
7. Eligible employees are offered coverage under the Diocesan Health Insurance Plan.

**Bank Accounts**

	<u>True</u>	<u>False</u>
1. The parish has only one checking account except for activities such as Scrip and bingo.	<input type="checkbox"/>	<input type="checkbox"/>
2. All bank accounts are in the name and address of the parish (general operating, school, men's/ladies' group, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Bank communications (bank statements) are directed to the appropriate individual at the parish.	<input type="checkbox"/>	<input type="checkbox"/>
4. The bank reconciliation is prepared monthly by someone other than the individual who prepares checks.	<input type="checkbox"/>	<input type="checkbox"/>
5. A copy of the bank reconciliation is submitted monthly to the Finance Council.	<input type="checkbox"/>	<input type="checkbox"/>

**Petty Cash**

	<u>True</u>	<u>False</u>	<u>N/A</u>
1. There is only one custodian of the petty cash fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Petty cash is kept in a secured location and reimbursed regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Store receipts are used for each disbursement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The individual receiving the petty cash fund initials the receipt or voucher and indicates the purpose of the expense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Endowment**

1. Each endowment has a written document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The document is on file at the Diocese.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Each endowment is kept separate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Endowment board(s) meet(s) annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The Endowment Board meetings have minutes that are kept in the parish office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Scrip</b>	<u>True</u>	<u>False</u>	<u>N/A</u>
1. Scrip has a separate checkbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Scrip checkbook requires two signatures. The pastor/parish director has appointed the check signers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The bookkeeper does not sign checks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inventory is counted and reconciled weekly to the accounting records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Our insurance carrier has been notified that Scrip is sold off premise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Tuition credits are only given for the parents'/ grandparents' purchases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Revenue/Expense reports along with a copy of the bank reconciliation is submitted monthly to the Pastor/Parish Director/Administrator and the Finance Council/School Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Volunteers and staffing hours are recorded and pass the 85% test.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*All Scrip programs must maintain a record of the hours compiled by each volunteer and paid employee for every fiscal year. If the paid hours exceed 15% of the total hours it takes to run the program, a federal form 990T must be prepared and taxes paid on profits.

**Other**

1. All records are maintained at the Parish Office.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The Diocesan Uniform Chart of Accounts is used.	<input type="checkbox"/>	<input type="checkbox"/>	
3. The Parish/Rectory/School maintains a current inventory of the buildings and contents.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Parish investments are monitored at least quarterly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All debt obligations are being recorded and met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Uncollected tuition is recorded as a receivable on the Parish books.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cemetery perpetual care funds are segregated from sale proceeds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. A cemetery perpetual care liability account or fund is maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. W-2Gs are completed for raffles as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. For quid pro quo contributions in excess of \$75, (silent auctions) a statement is provided which lists a good faith estimate of the fair market value of the good or service and that the amount deductible for federal income tax purposes is limited to the excess contributed over the fair market value (required by the IRS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment Area:

Parish Name: \_\_\_\_\_

Location: \_\_\_\_\_

Form completed by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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