

DIOCESE OF CHARLESTON
PARISH INTERNAL CONTROL
QUESTIONNAIRE
FOR FISCAL YEAR
2007/2008

2007/2008 PARISH INTERNAL CONTROL QUESTIONNAIRE

Parish Name _____ Parish Number _____

City _____ Deanery _____

Number of Families _____

Office Hours _____

Bookkeeper's Office Hours _____

Pastor/Parish Administrator _____

Pastor start date at the Parish _____

Pastor's E-Mail address _____

Person(s) who maintains account records

Telephone number if not same as parish _____

E-Mail address _____

Questions regarding information on quarterly reports should be directed to

Name: _____

Telephone Number _____

E-mail address _____

Does the parish office have access to the internet? Y N

Purpose:

This questionnaire is designed to help evaluate the accounting controls and financial management procedures in use in your parish. The answers to these questions will help assist you in improving the quality of the financial information you use as well as improve the security of your assets.

Instructions:

Please answer each of the questions below. On the final page please identify the person(s) completing the questionnaire. The form must be reviewed by the Parish Finance Council and Pastor/Parish Administrator, signed and submitted to the address below along with a copy of the approved budget for the fiscal year of 2008/2009.

Diocese of Charleston
Parish/School Accounting
1662 Ingram Rd.
Charleston, SC 29407

These materials should be mailed to arrive no later than the 15th of August. Please retain a copy of the completed questionnaire for parish records.

8. Are there any parish credit cards? Y N
 If yes:
 How many? _____
 What is the credit limit? _____
 How are they cared for?
 Who are they issued to?
- Is the balance paid in full each month? Y N

COLLECTIONS

9. Regarding weekly collections:
- Are collections maintained in a secure area? Y N
 Location during Mass _____
 Location after Mass _____
- Are collections counted by two or more people together? Y N
 Are counters rotated? Y N
 Are collections counted immediately after the mass? Y N
 If no, where are they kept _____
 Location where counted _____
 Is this location in a secure area? Y N
 Are collections kept in tamper proof bags? Y N
 Are count sheets prepared during counting and signed by counters? Y N
 Are count sheets subsequently reconciled to the deposit? Y N
 If yes, by whom?
- Are collections posted to individual parishioners' contribution records? Y N
 If yes, by whom?

Method used to record parishioner contributions:

PDS Census	_____	Manual Cards	_____
Other Census	_____	Other	_____

10. When are weekly collections deposited (day of week)? _____
- Is the time of day of the deposit rotated? Y N
- Are all cash and checks received from the collections deposited? Y N
- Is a night depository used? Y N
- If receipts remain on the parish campus, are they kept in a safe or locked fireproof cabinet? Y N
11. Describe the procedure how collections and/or monies received through the mail or in person are handled?
12. Do you accept contributions via credit card? Y N
- If yes, describe how this is handled.
- Who processes the payments?
- How do you manage recurring contributions?
- How are the credit card numbers stored?
- Who has access?
13. Are contribution statements sent to all parishioners at least on an annual basis? Y N
- How often? _____
- How are individual contributions of \$250.00 or more acknowledged?
14. Are all checks, money orders, etc., restrictively endorsed "For Deposit Only" to the proper parish checking account when counted? Y N

20. Are invoices reviewed and approved for:
- | | | |
|--------------------------------|---|---|
| Receipt of goods and services? | Y | N |
| Mathematical accuracy? | Y | N |
| Account distribution? | Y | N |
- By whom? _____
21. Do check signers review supporting documentation prior to signing? Y N
22. After a check has been prepared for the payment of an invoice, is the check number, **chart of account code**, and date paid indicated on the part retained? Y N
23. Describe the procedure for disbursements recorded in a checkbook or ledger?
24. Are all invoices or receipts "canceled" (marked "Paid") after payment? Y N
- How is this reflected?
25. Is a check protector i.e., watermark, etc. utilized? Y N
26. Are checks mailed by the check signer? Y N
27. Is a 1099-prepared at calendar year end for all non-employees who receive more than \$600? Y N

PETTY CASH

28. Is a petty cash fund maintained? Y N
- | Purpose of Fund | Amount of Fund | Cashier |
|-----------------|----------------|---------|
| A _____ | _____ | _____ |
| B _____ | _____ | _____ |
| C _____ | _____ | _____ |
| D _____ | _____ | _____ |
29. Are petty cash disbursements made on consecutively prenumbered vouchers? Y N
30. Are all petty cash payments documented and reviewed when the fund is replenished? Y N
31. How often is the petty cash fund replenished?

BANK RECONCILIATIONS

32. Are bank reconciliations prepared within two weeks of receipt of the bank statement and reviewed for accuracy? Y N
Reconciled by _____
Reviewed by _____
33. Is the reconciliation in agreement with book balance (balance sheet)? Y N
34. Are they retained for future reference? Y N
35. How long are hard copies of the bank statements and reconciliations retained?
36. To what address(es) does the bank mail the bank statements?
37. Who opens the bank statements?
38. Does the parish ever use wire transfers or automated clearing house transfers (ACH)? Y N
If so, please describe how they are initiated.

PAYROLL

39. Is the payroll prepared using:
Time records for hourly employees? Y N
Current Publication 15, Circular E (Federal Income Tax and Social Security Withholding Tables)? Y N
40. Are the following payroll related forms maintained and up to date:
W-4's for all employees? Y N
W-2's prepared at calendar year end for all employees (including all diocesan priests) who are currently working in the parish and all those who have worked there during the year? Y N
941 Quarterly Federal Tax Reports? Y N
Is the 941 reconciled to the 940 Annual Federal Tax Report, W-2's and General Ledger? Y N
SC Withholding Quarterly Tax Return WH-1605? Y N

41. Are all eligible employees (working at least 20 hours per week, and employed for more than one year after 6/30/94) offered participation in the Diocesan 403(b) Plan? Y N
42. Are all eligible employees being offered participation in the diocesan health insurance program? Y N

What percentage of the premiums does the parish pay for:

Single coverage? _____

Employee + 1 Coverage? _____

Family coverage? _____

43. Are all eligible employees being covered for life insurance and long term disability through the Christian Brothers Employee Benefit Trust paid for by the parish? Y N
44. Are all salary levels approved by the parish council or finance committee? Y N

If you have any questions concerning payroll or benefits please contact Parish/School Accounting.

INVESTMENTS

Each parish should utilize government-insured, interest-bearing accounts/instruments to maximize the earning power of available cash balances. The following is a list of allowable investment instruments:

Certificates of Deposit	Money Market Funds
U.S. Government Instruments	Government Agency Instruments
State/Municipal Govt. Instruments	Diocesan Deposit & Loan Fund

45. Are monthly/quarterly statements maintained and reconciled? Y N
46. Explain the process when the parish has CD's maturing?
47. List all investment assets owned by the parish, e.g., real estate, limited partnerships, rental properties, securities, trusts etc. Please include affiliated organizations.

If regular (weekly or monthly) fund raising activities are conducted, is the parish federal tax exemption number used? (This is the number given by the IRS to the parishes and listed in the Kenedy Official Catholic Directory.) Y N

Do they submit financial reports to the pastor? Y N

50. Are there bank accounts of affiliated parish organizations that appear in the parish annual financial report? Y N

If so, which ones?

51. Do the by-laws of the affiliated organization establish a maximum amount of cash that may be kept as an operating fund? Y N

If yes, what is the amount? _____

Organization	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

52. Do any affiliated organizations have investments? (Money market funds, savings accounts, CD's, etc.) Y N

53. Are any parish, school, convent, or religious education center expenditures paid by an affiliated organization directly? Y N

FOR PARISHES WITH CEMETERIES

54. Are cemetery records (perpetual care, lots, etc.) maintained in the rectory? Y N

At the cemetery office? Y N

Are they stored in a safe or a locked fireproof cabinet? Y N

Are there any duplicate records stored at another location? Y N

If yes, where? _____

55. Have you had any disinterment in the past 12 months? Y N

FOR PARISHES WITH COLUMBARIUMS

56. Does your parish have a columbarium? Y N

(If no, skip to question no. 57. If yes, please complete/answer the following:

Regarding Niches						
# Originally Constructed	When Constructed	# Sold as of 6/30/08	Introductory Price	On-Going Price	# Available as of 6/30/08	Outstanding Balance on those sold

Do you have an aging report for the outstanding balance due? Y N

How many licenses have been issued?

When do you issue the license to the purchaser?

Do you allow for the resale of a niche? Y N

If yes, how is this handled?

How are the records of eligible person(s) of a niche maintained?

Do you allocate niches for the poor? Y N

If yes, how is this determined?

Do you have a fund for the perpetual care/maintenance of the columbarium, its surrounding grounds and security? Y N

Do you have plans to expand your columbarium in the next 12 months? Y N

If yes, how many new niches will be constructed?

Do you maintain a separate columbarium checking account for the proceeds from the sales and the paying of expenses regarding the columbarium? Y N

Please list the signers on the checking account?

Is Columbarium cash receipts, revenue and expense maintained in separate accounts in the general ledger? Y N

The official diocesan columbarium license and rules and regulations can be found on the Diocese of Charleston website, www.catholic-doc.org.

This 2007/2008 Parish Internal Control Questionnaire was completed by:

Individual preparing questionnaire

Date

This 2007/2008 Parish Internal Control Questionnaire has been reviewed by the following:

Pastor/Parish Administrator

Date

Finance Council Member #1

Date

Finance Council Member #2

Date

Finance Council Member #3

Date

Finance Council Member #4

Date

Finance Council Member #5

Date

Finance Council Member #6

Date

Finance Council Member #7

Date

Finance Council Member #8

Date