

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

2007/2008 SCHOOL INTERNAL CONTROL QUESTIONNAIRE

School Name _____

City _____

Deanery _____

Number of Students _____

Number of Teachers _____

Office Hours _____

Bookkeeper's Office Hours _____

Principal _____

Principal's start date at the School _____

Principal's E-Mail address _____

Person(s) who maintains account records

Telephone number if not same as school _____

E-Mail address _____

Questions regarding information on quarterly reports should be directed to

Name: _____

Telephone Number _____

E-mail address _____

Does the school 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 school. 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 School Finance Committee, Principal 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 August 15th. Please retain one copy of the completed questionnaire for school records.

GENERAL

1. Who performs the following functions:

A. Bank Deposits
Name/Title _____

B. Reconciles the bank statement(s)
Name/Title _____

C. Prepares the payroll
Name/Title _____

2. Bookkeeping records: (Please indicate type of system) C (Computer) or M (Manual)

	System Type	Software Name & Version
General Ledger	_____	_____
Journals:		
Cash receipts	_____	_____
Cash disbursements	_____	_____
Payroll	_____	_____
General	_____	_____
Tuition Records	_____	_____

Method of accounting used (circle one) Cash Basis Accrual Basis

3. Are investments, accounting records, and unused checks stored in a safe or locked fireproof cabinet? Y N

Are the records kept onsite? Y N

If kept offsite please indicate where _____

4. Is an annual school budget prepared? Y N

5. Are monthly financial statements prepared? Y N

Are they reviewed by the school board or the finance committee? Y N

6. How often does the school board or finance committee meet?

Please provide a copy of the most recent school board or finance committee minutes with this questionnaire.

7. How does the school board or finance committee convey that the School Budget vs. Actual report is available for inspection?

8. Are there any school 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 |
| 9. | Are numbered duplicate receipts given to students/parents who pay cash? | Y | N |
| | How are they recorded? | | |
| 10. | Is a listing by student (family) of tuition outstanding and collected maintained? | | |
| 11. | Are tuition notices/statements sent to parents?
If yes, how often? | Y | N |
| 12. | Are all checks, money orders, etc., restrictively endorsed "For Deposit Only" to the proper school checking account when counted? | Y | N |
| 13. | Is there a written policy to address overdue tuition payments? | Y | N |
| | Is it published and enforced? | Y | N |

DISBURSEMENTS

- | | | | |
|-----|---|---|---|
| 14. | Is a signature stamp utilized for signing checks? | Y | N |
| | If yes, what is the procedure for using the stamp? | | |
| | What provision is made for the issuance of checks when the principal is away? | | |
| | _____ | | |
| | _____ | | |
| | Is an automatic check signer utilized? | Y | N |
| | If so, whose signature is on the signature plate? | | |
| | _____ | | |
| | Where is the signature plate kept when not in use? | | |
| | _____ | | |
| | Is the signature stamp or plate kept locked when not in use? | Y | N |

24. Is a check protector i.e., watermark, etc. utilized? Y N
25. Are checks mailed by the check signer? Y N
26. Is a 1099-prepared at calendar year end for all non-employees who receive more than \$600? Y N

PETTY CASH

27. Is a petty cash fund maintained? Y N

Purpose of Fund	Amount of Fund	Cashier
A _____	_____	_____
B _____	_____	_____
C _____	_____	_____
D _____	_____	_____

28. Are petty cash disbursements made on consecutively prenumbered vouchers? Y N
29. Are all petty cash payments documented and reviewed when the fund is replenished? Y N
30. How often is the petty cash fund replenished?

BANK RECONCILIATIONS

31. Are bank reconciliations prepared within two weeks of receipt of the bank statement and reviewed for accuracy? Y N

Reconciled by _____

Reviewed by _____

32. Is the reconciliation in agreement with book balance (balance sheet)? Y N
33. Are they retained for future reference? Y N
34. How long are hard copies of the bank statements and reconciliations retained?
35. To what address(es) does the bank mail the bank statements?
36. Who opens the bank statements?
37. Does the school ever use wire transfers or automated clearing house transfers (ACH)?

If so, please describe how they are initiated.

PAYROLL

38. 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 |
| Do you use an outside company to prepare the payroll?
If yes, name of vendor i.e. ADP, Ceridian, Paychex, etc. | Y | N |
| Do you use an outside company to prepare the tax filing?
If yes, name of vendor i.e. ADP, Ceridian, Paychex, etc. | Y | N |
39. 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 school and all those who have worked there during the year? | | |
| 941 Quarterly Federal Tax Reports? | Y | N |
| Is the 941 reconciled to the 940 Annual Federal Tax Report, W-2's and General Ledger? | | |
| SC Withholding Quarterly Tax Return WH-1605? | Y | N |
40. Are all eligible employees (working at least 20 hours per week, carrying at least a 1/2 teaching load and employed for more than one year after 6/30/94) offered participation in the Diocesan 403(b) Plan? Y N
41. Are all eligible employees being offered participation in the diocesan health insurance program? Y N
- What percentage of the premiums does the school pay for:
- Single coverage? _____
- Employee + 1 Coverage? _____
- Family coverage? _____
42. Are all eligible employees being covered for life insurance and long term disability through the Christian Brothers Employee Benefit Trust paid for by the school? Y N
43. Are all salary levels in line with those suggested by the Catholic Schools Office? Y N

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

INVESTMENTS

48. Are there any affiliated school organizations? Y N

If yes:

Do these organizations maintain their own checking or savings accounts? Y N

Is the principal listed as one of the signatures on the checking account? Y N

If no, explain why not.

Do they conduct any fund raising activities? Y N

If yes, what types?

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

Do they submit financial reports to the principal? Y N

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

If so, which ones?

50. 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
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

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

FOR SCHOOLS WITH TRUSTS & ENDOWMENTS

Provide a copy of all wills, bequests and trusts for accounts currently on hand, in the Diocesan D&L and Endowment Funds.

53. Have you ever had any bequests or gifts for a purpose that you were not able to fulfill within a five year period? Y N

54. Do you have any questions, concerns or suggestions relating to the diocesan accounting procedures that you would like to see addressed?

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE, YOUR PARTICIPATION IS APPRECIATED.

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

Individual preparing questionnaire

Date

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

Principal

Date

Pastor/Parish Administrator

Date

Finance Committee Member #1

Date

Finance Committee Member #2

Date

Finance Committee Member #3

Date

Finance Committee Member #4

Date

Finance Committee Member #5

Date

Finance Committee Member #6

Date

Finance Committee Member #7

Date

Finance Committee Member #8

Date