

Diocese of Bismarck
Parish Financial & Internal Control Review Questionnaire

Parish Name: _____

City Name: _____

Completed by: _____

Date Completed: _____

Parish Organization

Does the parish corporate board meet at least annually with a quorum? (The corporate board is made up of the Bishop as president, the Vicar General as vice-president, the pastor as secretary, and two trustees as directors. In order to have a quorum, three of the five members must be present.)

Yes No Comments: _____

Are corporate board meetings documented in meeting minutes?

Yes No Comments: _____

Does the parish have a functioning finance council? How often do they meet?

Yes No Comments: _____

Are finance council meetings documented in meeting minutes?

Yes No Comments: _____

Does the parish have a functioning pastoral council? How often do they meet?

Yes No Comments: _____

Are pastoral council meetings documented in meeting minutes?

Yes No Comments: _____

Are all meeting minutes retained indefinitely?

Yes No Comments: _____

Does the parish finance council annually meet with the finance councils of the other parishes in its parish cluster to discuss cost share agreements?

Yes No N/A Comments: _____

Are these cost share agreements documented in writing?

Yes No N/A Comments: _____

Does the parish combine pastoral councils with the other parishes within its cluster?

Yes No N/A Comments: _____

If yes, has the parish received permission to combine councils from the Bishop using a Mutual Cooperation Agreement?

Yes No N/A Comments: _____

Does the parish submit the required annual reports to the Diocese of Bismarck (requested in an annual letter from the Diocesan Finance Office)?

Yes No Comments: _____

Cash Handling and Disbursement

Collection Handling and Other Income

Who is responsible for collecting offertory?

How is the offertory secured after the collection?

Who is responsible for transporting the offertory to the area where it is counted?

When is the offertory counted?

How many counters make up a counting “team?”

How many counting teams are used?

Are teams and counters periodically rotated?

Yes No Comments: _____

Are there counting teams with related individuals counting together?

Yes No Comments: _____

If yes, is there at least one other counter counting with the related individuals that is not also related to these individuals?

Yes No N/A Comments: _____

Are all offertory checks endorsed with a restrictive "For Deposit Only" stamp?

Yes No Comments: _____

Are tally sheets used to count offertory?

Yes No Comments: _____

Are tally sheets signed by the counters?

Yes No Comments: _____

Are tally sheets retained by the parish?

Yes No Comments: _____

When is offertory deposited?

Who makes the deposit?

Is the offertory secured in a tamper-proof bag before transporting it to the bank?

Yes No Comments: _____

If offertory is not deposited right away, is it secured in the parish?

Yes No Comments: _____

Is the collection kept intact until deposited?

Yes No Comments: _____

Is the tally sheet deposit ticket reconciled to the tally sheet? By whom?

Yes No Comments: _____

Does the parish receive EFT contributions (i.e. contributions where the parishioner has given the parish permission to withdraw contributions directly from their bank accounts)?

Yes No Comments: _____

Does the parish require parishioners that wish to give with EFT contributions to complete a form that includes their name, address, bank account information, amount of the contributions, and the frequency they wish to give?

Yes No N/A Comments: _____

If a parishioner wishes to change the information on their form, does the parish require them to come to the parish office to make that change?

Yes No N/A Comments: _____

How often does the parish initiate EFT withdrawals?

Does the parish allow parishioners to give using online giving?

Yes No Comments: _____

Does the parish keep a log of all funds received from office walk-ins or through the mail?

Yes No Comments: _____

Do two people open all parish mail together?

Yes No Comments: _____

Is all parish mail sent to the parish address?

Yes No Comments: _____

Did the parish receive any bequests or memorials in the last fiscal year?

Yes No Comments: _____

Briefly describe any memorials or bequests received in the last fiscal year:

How are memorials and bequests accounted for in the accounting software?

Did the parish receive any non-cash gifts in the last fiscal year?

Yes No Comments: _____

Does the parish receive oil lease or royalty income?

Yes No Comments: _____

Are all oil checks run through the parish's demand fund with the Parish Expansion Fund?

Yes No N/A Comments: _____

Does the parish receive income from SCRIP sales?

Yes No Comments: _____

Are two individuals involved in the sale of SCRIP?

Yes No N/A Comments: _____

Is a tally sheet used to count the SCRIP sales?

Yes No N/A Comments: _____

Is this tally sheet signed by the counters?

Yes No N/A Comments: _____

Are proceeds from SCRIP counted at the parish?

Yes No N/A Comments: _____

Does the parish receive income from the sale of religious items?

Yes No Comments: _____

Are two individuals involved in the sale of religious items?

Yes No N/A Comments: _____

Is a tally sheet used to count the sale of religious items?

Yes No N/A Comments: _____

Is this tally sheet signed by the counters?

Yes No N/A Comments: _____

Are proceeds from the sale of religious items counted at the parish?

Yes No N/A Comments: _____

Does the parish receive income from fundraising?

Yes No Comments: _____

Are two individuals involved in the fundraising?

Yes No N/A Comments: _____

Is a tally sheet used to count the proceeds from fundraising?

Yes No N/A Comments: _____

Is this tally sheet signed by the counters?

Yes No N/A Comments: _____

Are proceeds from fundraising counted on at the parish?

Yes No N/A Comments: _____

Does the parish request permission from the Diocesan Bishop on an annual basis for each fundraising event?

Yes No N/A Comments: _____

Does the parish submit fundraising reports for each fundraising event to the Diocesan Fiscal Office after each event is held?

Yes No N/A Comments: _____

Are fundraising records kept in the parish offices?

Yes No N/A Comments: _____

Who records deposits in the accounting records?

Are all unrestricted donations recorded with income accounts and all restricted donations recorded with dedicated accounts?

Yes No Comments: _____

Are diocesan/national collections taken?

Yes No Comments: _____

Are dedicated accounts used to record diocesan/national donations?

Yes No Comments: _____

How often are diocesan/national collections paid to the diocese?

Who records offertory and other parishioner contributions in the parishioner contribution records?

What method is used to record parishioner contributions (manual card, computer software, etc.)?

Is a reconciliation performed between what is input into the parishioner contribution records and what is input in the accounting software? Who performs this reconciliation?

Yes No Comments: _____

Are contributions of \$250 or more properly acknowledged with a letter (one time giver) or an annual giving report (multiple gifts)?

Yes No Comments: _____

Do these letters/reports state, "The parish did not provide any goods or services in whole or in partial consideration for the contribution or provided only intangible religious benefit?"

Yes No Comments: _____

How often are individual giving records mailed?

How are non-cash gifts acknowledged by the parish?

Bank and Investment Accounts

Is the pastor a signer on all accounts using the parish tax ID number (including altar societies and guilds)?

Yes No Comments: _____

Are there signers other than the pastor on parish bank accounts (identify these when you complete Attachment A)?

Yes No Comments: _____

Were all additional signers approved by the Diocesan Bishop?

Yes No N/A Comments: _____

Are all bank and investment statements mailed to the parish address (including altar society)?

Yes No Comments: _____

Are bank reconciliations performed in the accounting software on all bank and investment accounts operating under the parish federal tax ID number?

Yes No Comments: _____

Does the pastor review all bank statements?

Yes No Comments: _____

Who performs bank reconciliations?

Is this individual authorized to sign checks?

Yes No Comments: _____

Does the parish pay bills or transfer fund online?

Yes No Comments: _____

Who has authority to pay such bills and perform such transfers?

Was this process approved by the corporate board or finance council and documented in the minutes?

Yes No N/A Comments: _____

Does the parish have investments with the Parish Expansion Fund? (Please include these on Attachment A.)

Yes No Comments: _____

Does the parish have endowments? (Please include these on Attachment A.)

Yes No Comments: _____

How are these endowments invested (i.e. local institutions, Catholic Foundation, etc.)?

Does the parish have other financial instruments, stocks, bonds or documents kept with a custodian or at the parish? (Please include these on Attachment A.)

Yes No Comments: _____

Does the parish have any loans? (Please include these on Attachment B.)

Yes No Comments: _____

If the parish has any loans not with the Parish Expansion Fund, was permission to take out this loan granted by the Diocesan Bishop?

Yes No N/A Comments: _____

Has the parish loaned out funds to other organizations?

Yes No Comments: _____

Did the parish submit a resolution and receive permission from the Diocesan Bishop for such loans?

Yes No N/A Comments: _____

Are all loan agreements in writing?

Yes No N/A Comments: _____

Cash Disbursement

Are invoices reviewed for receipt of goods, services, and accuracy before payment?

Yes No Comments: _____

Are all blank checks pre-numbered and used in sequence?

Yes No Comments: _____

How are blank checks safeguarded while not in use?

Who prepares checks for payment?

Is this person an authorized signer?

Yes No Comments: _____

Is the pastor the primary signer on all parish checks?

Yes No Comments: _____

Is a signature stamp used to sign checks at any time? If yes, who all has access to the signature stamp?

Yes No Comments: _____

Does the pastor review prepared checks along with original invoices before signing?

Yes No Comments: _____

Are paid invoices marked paid?

Yes No Comments: _____

Are paid invoices retained in parish financial records?

Yes No Comments: _____

Are spoiled, voided checks retained with the signature block removed?

Yes No Comments: _____

If the pastor is going to be absent, and another approved signer signs checks, does the pastor review all checks signed in his absence and initial the invoice indicating his review?

Yes No N/A Comments: _____

If the pastor is going to be absent, does he sign blank checks to be used in his absence?

Yes No Comments: _____

Are parish credit cards used?

Yes No Comments: _____

Who is authorized to use parish credit cards?

Are original receipts submitted for all credit card transactions with notation as to the business purpose of the transaction?

Yes No N/A Comments: _____

Are the original receipts retained with the credit card bill after payment?

Yes No N/A Comments: _____

Are parish credit cards only used for parish expenses?

Yes No N/A Comments: _____

Are store accounts used?

Yes No Comments: _____

Who is authorized to use store accounts?

Are original receipts submitted for all store account transactions with notation as to the business purpose of the transaction?

Yes No N/A Comments: _____

Are the original receipts retained with the store bill after payment?

Yes No N/A Comments: _____

Are store accounts only used for parish expenses?

Yes No N/A Comments: _____

How often are store accounts paid off?

When individuals request reimbursements, are the original receipts and business purposes required to be submitted with the request?

Yes No Comments: _____

Are all reimbursement requests approved by the pastor? If not, by whom?

Yes No Comments: _____

Does the parish require all vendors and individuals (non-employee) the parish pays to complete Form W-9 (including substitute priests)?

Yes No Comments: _____

Does the parish issue 1099 MISC to all qualifying vendors and individuals at calendar year end?

Yes No Comments: _____

Does the parish use a petty cash box to pay parish expenses? If yes, what is the balance?

Yes No Comments: _____

Are receipts for purchases from the petty cash box retained by the parish?

Yes No N/A Comments: _____

Are the receipts reconciled to the physical count of the petty cash box at least monthly?

Yes No N/A Comments: _____

Is the petty cash box replenished at least monthly?

Yes No N/A Comments: _____

Does the parish make parish purchases using SCRIP or gift cards?

Yes No Comments: _____

How much SCRIP or gift card inventory is kept for parish purchases at any given time?

Does the parish keep a log of SCRIP or gift card inventory?

Yes No N/A Comments: _____

Is this log reconciled to a physical count of the inventory at least monthly?

Yes No N/A Comments: _____

Are all receipts with business purpose notated for purchases on SCRIP or gift cards retained by the parish?

Yes No N/A Comments: _____

Does the parish pay outreach expenses on behalf of needy individuals?

Yes No Comments: _____

Who handles all needy requests for the parish?

Does the parish retain all request documentation in the parish files?

Yes No N/A Comments: _____

Does the parish pay needy individuals directly?

Yes No N/A Comments: _____

Does the parish have any discretionary funds?

Yes No Comments: _____

How are these discretionary funds accounted for?

In the last fiscal year, did the parish make any extraordinary expenditures over \$10,000?

Yes No Comments: _____

Did the parish submit a resolution for such expenditures?

Yes No N/A Comments: _____

Did the parish host a raffle or other gaming event in the last fiscal year?

Yes No Comments: _____

Did the parish file all required documents with the state and local government agencies to verify it is in compliance with all state and local regulations regarding raffles or other gaming events?

Yes No N/A Comments: _____

Did the parish file all tax forms (such as a W-2G) to all those that qualified during a raffle or other gaming event, as required by federal law?

Yes No N/A Comments: _____

Did the parish or other groups operating under the parish federal tax ID number pay monetary gifts (monetary gifts include cash, gift cards, SCRIP, and other cash equivalents) to any parish volunteers (including deacons not employed by the parish) in the last fiscal year?

Yes No Comments: _____

Does the parish bookkeeper perform bookkeeping work from home?

Yes No Comments: _____

How long are records kept at the bookkeeper's home before being returned to the parish?

What kind of parish records does the bookkeeper take home to work on?

Does the parish retain all records in accordance with diocesan and USCCB guidelines?

Yes No Comments: _____

Are all parish records kept up-to-date?

Yes No Comments: _____

Are all parish records kept in the parish?

Yes No Comments: _____

Does the parish prepare financial statements for finance council meetings?

Yes No Comments: _____

Does the parish close its months in the accounting software in a timely manner (months should only be open within three months prior of the current date)?

Yes No Comments: _____

Does the parish prepare an annual budget?

Yes No Comments: _____

Does the parish input this budget into the accounting software?

Yes No N/A Comments: _____

Does the parish periodically review variances in the budget?

Yes No N/A Comments: _____

Does the parish investigate significant variances in a timely manner?

Yes No N/A Comments: _____

Are all entities which operate under the parish tax ID# accounted for in the parish accounting software?

Yes No Comments: _____

Payroll

Are all employees on payroll and are taxes withheld?

Yes No N/A Comments: _____

Who prepares payroll to be sent to the third party payroll provider?

Describe the procedures for capturing hours for hourly employees (time sheets, time cards, etc.).

Does the parish prepare Forms W-2, W-3, and 307 at calendar year end (in coordination with the diocese)?

Yes No N/A Comments: _____

Are priests issued a Form W-2? (Not applicable to religious order priests)

Yes No N/A Comments: _____

Does the parish file quarterly 941's with the IRS and 306's with the state?

Yes No N/A Comments: _____

Does the parish have W-4's, I-9's, and job descriptions on file for all current employees (including priests)?

Yes No N/A Comments: _____

Does the parish perform annual performance evaluations for all employees?

Yes No N/A Comments: _____

Are background checks done on all new employees and volunteers?

Yes No N/A Comments: _____

Is a Workerforce Safety and Insurance Report filed annually for all employees including the Pastor? How much is the premium?

Yes No N/A Comments: _____

Are eligible employees offered the Healthcare plan?

Yes No N/A Comments: _____

Are eligible employees offered the 401(k) plan?

Yes No N/A Comments: _____

Is the parish depositing both employer and employee tax and retirement withholdings on a timely basis (as defined by the regulating organization)?

Yes No N/A Comments: _____

Are Mass stipends accounted for through payroll?

Yes No N/A Comments: _____

Are Mass stipends included on priests' W-2's?

Yes No N/A Comments: _____

Did the parish or other groups operating under the parish federal tax ID provide monetary bonuses/gifts (monetary includes cash, gift cards, SCRIP, and other cash equivalents) to parish employees?

Yes No N/A Comments: _____

Were these bonuses/gifts accounted for through payroll?

Yes No N/A Comments: _____

Were these bonuses/gifts included on employee W-2's?

Yes No N/A Comments: _____

Does the parish provide any other allowances to employees (this does not include reimbursements)?

Yes No N/A Comments: _____

Were these allowances accounted for through payroll?

Yes No N/A Comments: _____

Were these allowances included on employee W-2's?

Yes No N/A Comments: _____

Does the parish have any special agreements, including employment agreements, with the pastor or any volunteer, parishioner, parish employee, or diocesan employee? (i.e. life insurance policy, personal cell phones, living arrangements other than the rectory, employment of diocesan employee for parish work, etc.)

Yes No N/A Comments: _____

Please describe:

Property and Insurance

Does the parish have any third parties that use the parish facilities multiple times per year for meetings or events (Knights of Columbus, Catholic Daughters, etc.)? (Please include third parties on Attachment E).

Yes No Comments: _____

Does the parish complete a "Facility Usage Indemnity Agreement" with proof of insurance for these third party organizations or other applicable third parties wishing to use the parish facilities?

Yes No N/A Comments: _____

When third parties wish to use the parish facilities and cannot provide proof of insurance as outlined in the "Facility Usage Indemnity Agreement," does the parish submit an application for third party special events insurance?

Yes No N/A Comments: _____

Did the parish enter into any contracts exceeding \$10,000 in the last fiscal year?

Yes No Comments: _____

Were these contracts reviewed by CMG?

Yes No N/A Comments: _____

Did parish contractors provide proof of insurance?

Yes No N/A Comments: _____

If capital improvements were made to the parish in the last fiscal year, was Catholic Mutual updated on these changes for insurance purposes?

Yes No N/A Comments: _____

Does the parish complete CMG's annually required self-inspections? Who is responsible for completing the self-inspections at your parish?

Yes No Comments: _____

When was the last on-site inspection?

Did the parish review and respond to the items noted in their inspection report?

Yes No Comments: _____

Does the parish have a cemetery (or multiple cemeteries)? (Please include a list of cemeteries on Attachment C.)

Yes No Comments: _____

Where are parish property records kept?

Parish Chancery Both Unknown

Briefly describe all property the parish owns:

Are all oil lease and royalty agreements on file with the diocese?

Yes No N/A Comments: _____

Did the parish acquire or alienate any property in the last fiscal year?

Yes No Comments: _____

If the parish acquired or alienated any property, was a resolution submitted for the Diocesan Bishop's approval?

Yes No N/A Comments: _____

Does the parish lock the doors to its parish during the off hours?

Yes No Comments: _____

If the church is not locked, explain how the Blessed Sacrament is secured from desecration:

Does the parish keep a key log showing all individuals that have keys to the parish?

Yes No Comments: _____

Who all has the combination to the parish safe?

When was the last time the combination to the parish safe was changed?

Is the parish safe fire-proof?

Yes No Comments: _____

How are computer files backed up?

Who all has access to ParishSoft ConnectNow Accounting?

Does the parish own and operate a daycare?

Yes No Comments: _____

Please list all organizations or individuals that currently rent parish property?

Are all rent agreements in writing?

Yes No N/A Comments: _____

Policy

Does the parish have an employee policy and procedures manual?

Yes No Comments: _____

How often is this manual reviewed and updated?

Does the parish have a process manual outlining how specific processes are to be performed in their parish?

Yes No Comments: _____

How often is this manual reviewed and updated?

Does the parish have a written policy concerning emergency preparedness?

Yes No Comments: _____

Does the parish provide training to employees and key volunteers concerning emergency preparedness?

Yes No N/A Comments: _____

How often is this policy reviewed and updated?

Does the parish have a written policy regarding the treatment of equipment and fixed assets?

Yes No Comments: _____

Does this policy identify an individual responsible for tagging and monitoring all new and current equipment and fixed assets? Who is this individual?

Yes No N/A Comments: _____

Does this policy identify an individual responsible for approving the disposal of equipment and fixed assets?

Yes No N/A Comments: _____

Does this policy identify an individual responsible for annually reviewing the insurance amounts of all equipment and fixed assets to determine if there is sufficient insurance coverage?

Yes No N/A Comments: _____

How often is this policy reviewed and updated?

If your parish operates a school, does your parish have a written policy regarding the handling of tuition?

Yes No N/A Comments: _____

Does this policy identify an individual responsible for determining the price of tuition?

Yes No N/A Comments: _____

Does this policy identify an individual responsible for the billing of tuition?

Yes No N/A Comments: _____

Does this policy identify an individual responsible for the collection of past-due and current tuition?

Yes No N/A Comments: _____

Does this policy identify an individual responsible for recording tuition in the accounting software?

Yes No N/A Comments: _____

Is corporate board approval required to write-off uncollectible tuition?

Yes No N/A Comments: _____

How often is this policy reviewed and updated?

If your parish operates a school, does it have a written policy regarding reduced tuition?

Yes No N/A Comments: _____

How often is this policy reviewed and updated?

Attachment A – Bank and Investment Accounts

Please list all parish accounts below. Include the account name, the financial institution the account is with, the current balance of the account, and all authorized signers on the account. All accounts operating under the parish tax ID must be included. For all certificates of deposit, please include the maturity date in the “Balance and Date” line.

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

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Account Name: _____

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Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Account Name: _____

Financial Institution: _____

Balance and Date: _____

Authorized Signers: _____

Attachment B – Loans

List all parish loans below. Please include the name of the loan, the financial institution the loan is with, the current balance of the loan, and the purpose of the loan.

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Loan Name: _____

Financial Institution: _____

Balance and Date: _____

Loan Purpose: _____

Attachment C – Cemeteries

Please list all cemeteries the parish is responsible for below. Please include the name of the cemetery, the name of the Sexton, a description of the cemetery location, and the location of the plot records.

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Cemetery Name: _____

Sexton Name: _____

Cemetery Location: _____

Plot Record Location: _____

Attachment D – Altar Societies and Other Affiliated Organizations

Please list all altar society/guilds and other affiliated organizations below. Please include the name of the group, what federal tax ID number the group setup its accounts under, and what purpose the group serves for the parish.

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Group Name: _____

Tax ID #: _____

Group Purpose: _____

Attachment E – Third Parties that Use the Parish Facilities

Please list all third parties that use the parish facilities. Please include the group's name, tax ID number, and reason for using the parish facilities.

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

Group Name: _____
Tax ID #: _____
Reason: _____

By signing below, you are attesting that all information presented in this questionnaire is accurate to the best of your knowledge.

Individual Responsible for Completing this Questionnaire *Date*

Pastor *Date*

Trustee *Date*

Trustee *Date*