

Parish Review Checklist

Parish:

| Procedure | Reference | Comments |
|---|---|----------|
| Preliminary Review: (Conducted as of: _____) | | |
| I. Acquire an Understanding of the Parish | | |
| (1) Does parish submit annual financial reports to the diocese? | <i>Sec. Synod Diocese of Bismarck (16), Ch. 7, para. 254</i> | |
| (2) Does parish website highlight matters dealing with temporal goods? | N/A | |
| (3) Does parish close months in ParishSoft timely? | <i>Best Practices Guide, para. II.F.1. (pg. 11)</i> | |
| II. Insurance/Property Organization | | |
| (1) Does all parish property appear on the CMG Ledger page? | <i>Catholic Mutual Group Website, Ledger Page Application</i> | |
| (2) Does the Chancery have all property records on file? | <i>Sec. Synod Diocese of Bismarck (16), para. 248</i> | |
| (3) Does the parish have active Resolutions | <i>Sec. Synod Diocese of Bismarck (16), Appendix 29</i> | |
| (4) Is the parish's annual report to the Secretary of State correct (<i>Verify Tax ID/Corporate Structure</i>)? | <i>ND Century Code 10-33-139</i> | |
| (5) Has the parish submitted Special Event Reports? | <i>Catholic Mutual Group Special Events Guidelines</i> | |

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| III. Payroll/Mass Stipends/Stole Fees | | |
| (1) Select Random sample of employees for field work review: | N/A | |
| (2) Does parish pay Mass Stipends to priests through payroll in ParishSoft? <i>(Should be paid through payroll)</i> | <u>Sec. Synod Diocese of Bismarck (16), Ch. 7, Section IV (pp. 67-69); Sec. Synod Diocese Bismarck (16), App. 18</u> | |
| (3) Does parish pay Stole Fees to clergy through payroll in ParishSoft? <i>(Should not be paid)</i> | <u>Sec. Synod Diocese of Bismarck (16), Ch. 7, Section III, para. 261, §2 (p. 66)</u> | |
| IV. Financial Statements | | |
| (1) Are there questionable accounts or balances on the Statement of Financial Position? | <u>Best Practices Guide, para. II.C.1. (p.6)</u> | |
| (2) Are there questionable accounts of balances on the Statement of Activities? | <u>Best Practices Guide, para. II.C.1. (p.6)</u> | |
| (3) Are there questionable accounts or balances on the Statements of Dedicated Accounts? | <u>Best Practices Guide, para. II.C.1. (p.6)</u> | |
| (4) Do account numbers comply with Diocese directed Chart of Accounts? | <u>Best Practices Guide, para. II.F.7. (p.12)</u> | |

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| V. Cash/Investments | | |
| (1) Do investments outside the Expansion Fund and Catholic Foundation exceed 90 days of operating expenses (as of most recent closed month)? | <u>Sec. Synod Diocese of Bismarck (16), Ch. 7, Sec. I, para. 252 (p. 64)</u> | |
| (2) Are all investments FDIC insured (as of most recent closed month)? | <u>Best Practices Guide, para. II.C.2. (p.7)</u> | |
| VI. Bank Reconciliations | | |
| (1) Are bank reconciliations done monthly (or quarterly if appropriate) for all cash/investment accounts? | <u>Best Practices Guide, para. II.C.3. (p.8)</u> | |
| (2) Does the parish have any outstanding checks, older than two years? | <u>Best Practices Guide, para. II.C.3. (p.8)</u> | |
| (3) Do journal entries clear in a timely manner? | <u>Best Practices Guide, para. II.C.3. (p.8)</u> | |
| (4) Do deposits clear in a timely manner? | <u>Best Practices Guide, para. II.C.3. (p.8)</u> | |
| VII. Deposit Register | | |
| (1) Does Deposit Register for beginning of the prior fiscal year to-date contain questionable deposits? | <u>Best Practices Guide, para. II.F (p.11-13)</u> | |
| (2) Does the parish take diocese/national collections? | <u>Best Practices Guide, para. II.F.7. (p.12)</u> | |
| (3) Are dedicated accounts used for restricted and diocese/national collections? | <u>Sec. Diocese Bismarck (16), Ch. 7, Section V, para. 280, (p. 69); Best Practices Guide, para. II.F.7. (p.12)</u> | |

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| VIII. General Ledger | | |
| (1) Does the parish make government tax payments in a timely manner? | <u>Best Practices Guide, para. III.A. (p. 14)</u> | |
| (2) Are there any questionable accounts or transactions on the General Ledger Report beginning the prior fiscal year to-date? | N/A | |
| (3) Does parish make adequate comments when recording transactions in ParishSoft? | <u>Best Practices Guide, para. II.F.2.(p.12)</u> | |
| IX. Vendors and Related Tax Documents | | |
| (1) Are there any questionable vendors or transactions on the Vendor Audit Report for the beginning of the prior fiscal year to-date? | <u>Best Practices Guide, para. II.E. (p. 11)</u> | |
| (2) Are there any individuals who received over \$600 (<i>list here for review during field review</i>)? | <u>Best Practices Guide, para. II.E.2. (p. 11)</u> | |
| (3) Are appropriate vendors marked as 1099 Vendors in ParishSoft? | <u>Best Practices Guide, para. II.E.2. (p. 11)</u> | |
| (4) Select random sample of vendors for field review: | N/A | |
| (5) Does the parish pay diocese/national collection to the diocese in a timely manner? | <u>Sec. Diocese Bismarck (16), Ch. 7, Section V, para. 280, (p. 69); Best Practices Guide, para. II.F.7. (p.12)</u> | |

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| X. Parish Questionnaires (Date(s) received: _____) | | |
| (1) Are there concerns regarding the Parish Review Questionnaire? | <u><i>Sec. Synod Diocese Bismarck (16), Ch. 7, Section II, para. 257 (p. 65-66)</i></u> | |
| (2) Are there concerns regarding the Parish Concerns Questionnaire(s)? | <u><i>Sec. Synod Diocese Bismarck (16), Ch. 7, Section II, para. 257 (p. 65-66)</i></u> | |
| (3) Are there concerns regarding the Parish Mass Stipend/Stole Fee Questionnaire(s)? | <u><i>Sec. Synod Diocese Bismarck (16), Ch. 7, Section II, para. 257 (p. 65-66)</i></u> | |
| (4) Are there concerns to address from the Diocese Support Log? | N/A | |

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| Field Review: (Conducted as of: _____) | | |
| I. Parish Organization | | |
| (1) Does the Corporate Board meet at least 1x per year and are meeting minutes on-file at parish? Are there any concerns resulting from the minutes? | <i>Best Practices Guide, para. I.A. (p. 1); ND Century Code 10-33-65</i> | |
| (2) Does the Finance Council meet regularly and are meeting minutes on-file at parish? Are there any concerns resulting from the minutes? | <i>Best Practices Guide, para. I.B. (p. 1-2)</i> | |
| (3) Does the Parish Council meet regularly and are meeting minutes on file at parish? Are there any concerns resulting from the minutes? | <i>Best Practices Guide, para. I.B. (p. 1-2)</i> | |
| II. Bank Statements | | |
| (1) Does Parish have all bank statements on-hand for previous 12 months? | <i>Best Practices Guide, para. II.F.8. (p. 12-13)</i> | |
| (2) Are all bank statements in the name of the parish (containing no names of individuals?) | <i>Best Practices Guide, para. II.C.1.(p. 6)</i> | |
| (3) Does the parish mailing address appear on all bank statements? | <i>Best Practices Guide, para. II.C.1.(p. 6)</i> | |
| (4) Do banks statements appear to be tampered with? | <i>Best Practices Guide, para. II.C.1.(p. 6)</i> | |
| (5) Does the pastor sign or initial bank statement indicating his review? | <i>Best Practices Guide, para. II.C.1.(p. 6)</i> | |

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| (6) Has permission been requested & received by Bishop for other signers on bank accounts <i>(if applicable)</i> ? | <i>Best Practices Guide, para. II.C.1.(p. 6)</i> | |
| III. Parish Loans | | |
| (1) Does parish have copies of all active parish loan agreements on-file, in writing? | <i>Best Practices Guide, para. II.C.2.d. (p. 7-8)</i> | |
| (2) Have loans not with the Expansion Fund received approval from Bishop? | <i>Best Practices Guide, para. II.C.2.d. (p. 7-8)</i> | |
| IV. Collection Tally Sheets <i>(Two randomly selected months)</i> | | |
| (1) Are tally sheets signed or initialed by counters? | <i>Best Practices Guide, para. II.A.1. (p. 3)</i> | |
| (2) Are counters rotated periodically? | <i>Best Practices Guide, para. II.A.1. (p. 3)</i> | |
| (3) Are tally sheets and collection process effective and organized? | <i>Best Practices Guide, para. II.A.1. (p. 3)</i> | |
| V. Fundraising | | |
| (1) Does the parish request & receive fundraising permission from the Bishop? | <i>Sec. Synod Diocese Bismarck (16), para. 284; Best Practices Guide, para. II.A.4.(f) (p. 5)</i> | |
| (2) Does the parish send fundraising activity reports to the Diocese Finance Office? | <i>Sec. Synod Diocese Bismarck (16), para. 284</i> | |

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| VI. Employee Reimbursements (Two randomly selected months) | | |
| (1) Are receipts/paid invoices (and/or other required documentation) retained with check stub? | <u>Best Practices Guide, para. II.D.2.(p. 8)</u> | |
| (2) Is business purpose documented on receipts/invoices? | <u>Best Practices Guide, para. II.D.2.(p. 8)</u> | |
| (3) Do reimbursements appear reasonable in nature? | <u>Best Practices Guide, para. II.D.2.(p. 8)</u> | |
| VII. Credit Card Transactions (Two randomly selected months): | | |
| (1) Are receipts (and /or other required documentation) retained with bill and check stub? | <u>Best Practices Guide, para. II.D.3.(p. 9)</u> | |
| (2) Is business purpose documented on receipts/invoices? | <u>Best Practices Guide, para. II.D.3.(p. 9)</u> | |
| (3) Do transactions appear reasonable in nature? | <u>Best Practices Guide, para. II.D.3.(p. 9)</u> | |
| VIII. Store Accounts (Two randomly selected months): | | |
| (1) Are receipts (and /or other required documentation) retained with bill and check stub? | <u>Best Practices Guide, para. II.D.1.(p. 8)</u> | |
| (2) Is business purpose documented on receipts/invoices? | <u>Best Practices Guide, para. II.D.1.(p. 8)</u> | |
| (3) Do transactions appear reasonable in nature? | <u>Best Practices Guide, para. II.D.1.(p. 8)</u> | |

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| IX. Vendor Transactions (<i>Sample Outreach Expenses, SCRIP/Gift Card and any other extra-ordinary expenses from Preliminary Review</i>) | | |
| (1) Are receipts (and /or other required documentation) retained with bill and check stub? | <i>Best Practices Guide, para. II.D.(p. 8-10)</i> | |
| (2) Is business purpose documented on receipts/invoices? | <i>Best Practices Guide, para. II.D.(p. 8-10)</i> | |
| (3) Do transactions appear reasonable in nature? | <i>Best Practices Guide, para. II.D.(p. 8-10)</i> | |
| X. Service Vendors/Contractors/Insurance | | |
| (1) Does parish keep all W-9s on-file? | <i>Best Practices Guide, para. II.E.1.(p. 11)</i> | |
| (2) Does parish keep all 1099s and 1096s issued for previous calendar year on file? | <i>Best Practices Guide, para. II.E.2.(p. 11)</i> | |
| (3) Have all vendors from most recent calendar year, who having received \$600 (identified in Preliminary Review) also received a 1099 (if required by law)? | <i>Best Practices Guide, para. II.E.2.(p. 11)</i> | |
| (4) Does parish deep record of all contracts for past year (active or complete) on-file? | <i>Best Practices Guide, para. II.F.8.(p. 12)</i> | |
| (5) Does parish complete resolution process for all contracts exceeding \$10,000? | <i>Sec. Synod Diocese Bismarck (16), Appendix 29; Best Practices Guide, para. II.D.8. (p. 10)</i> | |
| (6) Does parish submit all contracts exceeding \$10,000 to Catholic Mutual Group for review? | <i>Best Practices Guide, para. IV. D.(p. 16)</i> | |

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| (7) Do all contractors provide parish proof of liability insurance? | <i>Best Practices Guide, para. IV. C.(p. 16)</i> | |
| (8) Do all third-party entities using parish facilities provide proof of insurance (or are special events coverage requested)? | <i>Best Practices Guide, para. IV. B.(p. 16)</i> | |
| XI. Payroll/Mass Stipends | | |
| (1) Does parish maintain copies of all W-2s, W-3s, 941's, ND-306s and ND-307s for previous calendar year on-file? | <i>Best Practices Guide, para. III. A.(p. 14)</i> | |
| (2) Do all parish tax documents reconcile? | <i>Best Practices Guide, para. III. A.(p. 14)</i> | |
| (3) Does parish have I-9s and W-4s on file for each employee (<i>files randomly selected for review</i>) | <i>Best Practices Guide, para. III. B.(p. 14-15)</i> | |
| (4) Does parish maintain a Mass Intention Log? | <i>Best Practices Guide, para. III. B.5.(p. 15)</i> | |
| (5) Are stipends for multiple Mass stipends for one day sent to the diocese? | <i>Best Practices Guide, para. III. B.5.(p. 15)</i> | |
| (6) Do Mass intentions exceed a year's worth? | <i>Best Practices Guide, para. III. B.5.(p. 15)</i> | |
| XII. Cash/Investments | | |
| (1) Do investments outside the Expansion Fund and Catholic Foundation exceed 90 days of operating expenses (as of most recent closed month)? | <i>Sec. Synod Diocese of Bismarck (16), Ch. 7, Sec. I, para. 252 (p. 64)</i> | |

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| (2) Are all investments FDIC insured (as of most recent closed month)? | <i>Best Practices Guide, para. II.C.2. (p.7)</i> | |
| (3) Are investments covered by SIPC protection if not covered by FDIC (as of most current month)? | <i>Best Practices Guide, para. II.C.2. (p.7)</i> | |
| XIII. Other Procedures | | |
| (1) Are there other procedures required based on the above findings? (<i>List here</i>) | <i>N/A</i> | |
| (2) Acquire Previous Parish Review Report and Follow-up to identify repeat findings. | <i>N/A</i> | |