

# **REQUIRED INTERNAL CONTROL PROCEDURES CHECKLIST**

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

## **Collection Procedures:**

Yes ___ No ___ N/A ___	Counting teams of 2 people rotated regularly?
Yes ___ No ___ N/A ___	Tally sheets reconciled to dated deposit slips?
Yes ___ No ___ N/A ___	Individual giving records mailed at least annually?
Yes ___ No ___ N/A ___	[Recommend] Locked/permanently sealed, controlled access bag.

## **Disbursement Procedures:**

Yes ___ No ___ N/A ___	Two signatures on checks? (Never pre-signed by either in blank.)
Yes ___ No ___ N/A ___	Non-check signer reconciles bank statement?
Yes ___ No ___ N/A ___	Bank statements reconciled monthly?
Yes ___ No ___ N/A ___	Vendor invoices/bills kept on file to substantiate payments?
Yes ___ No ___ N/A ___	[Recommend] Independent person review bank reconciliation. (Sign and date.)

## **Bank Accounts:**

Yes ___ No ___ N/A ___	General fund at local bank?
Yes ___ No ___ N/A ___	Accounts and signers have been authorized by Corporate Board?
Yes ___ No ___ N/A ___	Savings in Deposit & Loan Fund (D&L Fund)?
Yes ___ No ___ N/A ___	Endowment Funds in Catholic Development Foundation (CDF)?
Yes ___ No ___ N/A ___	Perpetual Care Funds in D&L Fund or CDF?
Yes ___ No ___ N/A ___	Stocks or bonds held? (Should be sold)

## **Loans:**

Yes ___ No ___ N/A ___	Only with Deposit & Loan Fund?
------------------------	--------------------------------

## **Records:**

Yes ___ No ___ N/A ___	All financial records (checks, bills, etc.) maintained at the Parish Office?
Yes ___ No ___ N/A ___	Blank check supplies stored in a secure place?

**Personnel/Payroll:**

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Individual personnel files in place with all required forms?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Employees offered the 401(k) Plan? (All employees are eligible for voluntary pre-tax contributions of their own money. All must have a form on file indicating participating or not participating.)

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Employees working more than 1,000 hours per year, or teachers with "50% or more" contract, receiving contributions to the Pension Plan?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

W2's issued for priests? (Not applicable for religious)

**1099's:**

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Payments of over \$600 being tracked and 1099-Misc forms being filed?

**Parish Finance Council:**

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Parish Finance Council is active?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Parish Finance Council Charter adopted?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Budgets prepared and reviewed by the Parish Finance Council?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Actual income/expenses compared to the budget by the Parish Finance Council?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Minutes of the Parish Finance Council meetings kept?

**Corporate Board:**

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Corporate Board meetings held?  
How often? \_\_\_\_\_