

DIOCESE OF MARQUETTE

PARISH INTERNAL CONTROL POLICIES AND PROCEDURES

The following parish internal control procedures are to be implemented at all parishes and missions:

CHECK SIGNING POLICY:

All parish bank accounts shall be established and maintained with the Pastor, Pastoral Coordinator or Administrator as the primary authorized signer of checks. Secondary authorized signers should be limited to the Associate Pastor or a Parish or Finance Council officer.

The parish secretary/bookkeeper shall not be one of the authorized signers of checks. "Rubber stamp" signatures are not allowable.

BANK ACCOUNTS:

- The number of bank accounts should be strictly limited to those absolutely required.
- All accounts should be opened in the name of the parish or mission, never an individual.
- Bank statements are to be delivered unopened to the pastor, pastoral coordinator or administrator, who will examine the checks and deposits contained therein.
- Bank accounts are to be reconciled by the parish secretary or bookkeeper and approved by the pastor on a monthly basis.

CASH RECEIPTS:

The parish secretary should make a listing of all checks and cash (cash receipts) that come through the mail. This person should be independent of the accounting functions, if possible. The listing should indicate the date received, person from whom the funds were received and the amount received. A listing is given to the pastor monthly.

Cash receipt should be deposited daily, intact (all receipts) with the secretary making up the deposit ticket and taking deposit to the bank. All cash receipts are to be deposited and recorded in the general ledger.

Mass Collection Counting Procedures established by the diocese are to be utilized. Cash receipts are to be maintained in a locked safe until deposited. Receipts are to be deposited no later than the first banking day after the collection takes place. Deposit summary sheets are to be retained for one year.

A tape should be run of the individual envelope receipts (as noted on the outside of the envelope) by the parish secretary/bookkeeper. Individual parishioner donations should be posted to a subsidiary record. The total posted to the subsidiary records should agree with the tape of the individual envelope receipts. The tapes and envelopes should be retained for one year.

Envelope holders are to be given an annual report of contributions made.

Internal Revenue Service regulations require that individual donations of \$250 or more are to be given a separate receipt. A sample Single Gift Acknowledgment form is attached for your use.

Total of individual envelope holder receipts should be reconciled with general ledger revenue on an annual basis by parish secretary/bookkeeper.

BUDGET & REPORTING:

An annual budget will be prepared and approved by the pastor and finance committee.

Financial statements are to be prepared at least quarterly and submitted to the finance committee for review, comparing budget with actual.

Annual financial statements of the parish are to be prepared and submitted to the parishioners.

Revised: February 1, 2000

By means of this general decree, I hereby establish the above policies and procedures as particular law within the ecclesiastical region of the Diocese of Marquette and as binding upon the faithful of the same Diocese of Marquette, according to the norms of the Code of Canon Law (1983).

May 22, 2000
Date

Most Reverend James H. Garland
Bishop of Marquette

Reverend Alex K. Sample
Ecclesiastical Notary

COLLECTION COUNTING SHEET/DEPOSIT SUMMARY

Date of Count: _____

Names of Money Counters: _____

REGULAR COLLECTION:

| | | |
|-----|-----------------------|----------|
| 501 | Sunday and Holiday | \$ _____ |
| 502 | Loose Collection | \$ _____ |
| 503 | Children's Collection | \$ _____ |
| 508 | Fuel Collection | \$ _____ |
| 603 | Pamphlets | \$ _____ |
| 604 | Votive Lights | \$ _____ |

DIOCESAN COLLECTIONS: (List)

_____ \$ _____

_____ \$ _____

OTHER INCOME: (List)

_____ \$ _____

_____ \$ _____

TOTAL COLLECTION \$ _____

Summary of Collection:

| | |
|----------------------|----------|
| Envelope Checks (2) | \$ _____ |
| Loose Checks (2 & 3) | \$ _____ |
| Currency | \$ _____ |
| Coin | \$ _____ |

Total Collection \$ _____

- (1) Total posted to accounts must be equal to deposit.
- (2) Amounts to be posted to parishioners' records
- (3) List loose checks on the back of this form for proper recording of donation.

Money Counter Signature: _____

Money Counter Signature: _____

MASS COLLECTION COUNTING PROCEDURES

- Establish a Count Committee of volunteers from the parish, working in teams of at least two unrelated individuals on a rotating basis.
- The uncounted collection should never be left in the custody of a single individual.
- Count collections after Mass, making certain that the amount checked on the offertory envelope agrees with the contents. If the collection is not counted immediately, it should be kept in a locked safe or night depository.
- Complete the Collection Counting Sheet/Deposit Summary form and have each member of the team sign the form evidencing concurrence of counts.
- Use a rubber stamp or write on back, to endorse all checks "For Deposit Only" to the parish bank account. Loose checks are to be listed on the back of the Collection Counting Sheet/Deposit Summary form for proper recording of donation.
- Bank deposits should be prepared in duplicate. The original deposit slip remains with the deposit to the bank depository. The duplicate slip, along with the validated deposit receipt from the bank, are to be retained for parish records until the bank statement is reconciled.
- Cash and checks are to be maintained in a locked safe until deposited no later than the first banking day after the collection takes place.
- Review envelopes to ensure that they clearly indicate amounts and parishioner so that the offering records will be accurately maintained.
- Copies of the Collection Counting Sheet/Deposit Summary, and duplicate deposit slips are forwarded with empty offertory envelopes directly to the pastor or bookkeeper.
- Collection Counting Sheet/Deposit Summary form and deposit slips should agree with the bank statement deposit.