

**Catholic Diocese of Memphis**  
**Parish Visit Internal Control Checklist**  
**A: 06.30.08**

Parish: \_\_\_\_\_

Pastor: \_\_\_\_\_

Associate Pastor(s): \_\_\_\_\_

Does the parish have a:

School? \_\_\_\_\_

Cafeteria? \_\_\_\_\_

Parish Visit Date: \_\_\_\_\_

**GENERAL QUESTIONS**

  X   if Management Letter Comment

\_\_\_\_\_ 1) Are accounting personnel required to take vacations? \_\_\_\_\_  
Who performs the accounting duties during their absence? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 2) Are journal entries authorized? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 3) Who initiates purchases? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 4) Who authorizes purchases? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 5) Are due to or due from accounts reconciled monthly? \_\_\_\_\_

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**CASH**

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       List all bank accounts maintained, their account numbers and the authorized signers:

<u>Bank</u>	<u>Account Number</u>	<u>Authorized Signer</u>

- 1) Are bank statements mailed directly to the rectory by the bank?  
 Yes        No
- 2) Are bank statements reconciled timely? Yes        No         
 By whom? \_\_\_\_\_
- 3) Type of bookkeeping system used:  
 Standard Diocesan Journals        One-Write         
 Batch-Process        PDS         
 Other (Describe) \_\_\_\_\_
- 4) Are accounting records and checks maintained in a safe or locked file cabinet  
 when not in use? Yes        No
- 5) Is the pastor an authorized signer for all parish and organization bank accounts?  
 Yes        No         
 If not, why not? \_\_\_\_\_  
\_\_\_\_\_
- 6) Have all signature cards been recently reviewed at the bank by the pastor and do  
 they all contain the currently authorized signatures only? Yes        No

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- \_\_\_\_\_ 7) Does the parish have a petty cash fund(s)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how many? \_\_\_\_\_  
If yes, how does it function and what is the amount of each fund?  
\_\_\_\_\_  
\_\_\_\_\_  
How often is cash replenished? \_\_\_\_\_  
Do the fund amounts agree to the general ledger? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 8) Does the parish use wire transfers or automated clearing house (ACH) transfers?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how are the transfers documented and authorized?  
\_\_\_\_\_

**INVESTMENTS**

- \_\_\_\_\_ 1) Does the parish maintain in their possession any investments (CD's, stocks, and bonds)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2) Are all of the above investments listed on the general ledger? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 3) Is investment/interest income recorded monthly (or when paid)? Yes \_\_\_\_\_ No \_\_\_\_\_

**LOANS, SUBSIDIES, AND ASSESSMENTS**

- \_\_\_\_\_ 1) Does the parish have any loans from the Diocese or with an outside financial institution? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 2) Has the parish made any personal loans to employees or others? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 3) Are all loans and interest expense properly recorded on the general ledger? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 4) Does the parish have a debt reduction plan? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 5) Does the parish have a copy of their debt amortization schedule(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

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- \_\_\_\_\_ 6) Does the parish/school receive any subsidies? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, are they properly accounted for? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 7) Is the new Cathedraticum methodology (effective January 1, 2008) being used?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Are assessments paid to the Diocese within 30 days after month-end? Yes \_\_\_\_\_  
No \_\_\_\_\_

**OFFERTORY COLLECTIONS**

Briefly describe the offertory collection procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1) Is the offertory secure after the collection? Yes \_\_\_\_\_ No \_\_\_\_\_  
How? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2) When is the offertory counted? \_\_\_\_\_  
By whom? \_\_\_\_\_
- \_\_\_\_\_ 3) Is tally sheet total and bank deposit receipt compared? Yes \_\_\_\_\_ No \_\_\_\_\_  
By whom? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 4) When is offertory deposited? \_\_\_\_\_  
By whom? \_\_\_\_\_
- \_\_\_\_\_ 5) If receipts remain in the rectory, are they kept:  
In an operational safe? \_\_\_\_\_  
Locked file cabinet? \_\_\_\_\_  
Other (describe)? \_\_\_\_\_
- \_\_\_\_\_ 6) Who records deposits to the accounting records? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 7) Is there a comparison of the tally sheet to the receipted deposit ticket?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 8) Who records offertory to the parishioner contribution records?  
\_\_\_\_\_  
\_\_\_\_\_

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**TUITION**

Briefly describe the procedures involved in collecting, recording, and depositing tuition payments:

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- 1) Is unearned tuition revenue and tuition receivable recorded at the beginning of each school year? \_\_\_\_\_  
\_\_\_\_\_
- 2) Is a detail tuition receivable sub-ledger maintained? \_\_\_\_\_  
\_\_\_\_\_
- 3) Are the receivables aged monthly? \_\_\_\_\_  
\_\_\_\_\_
- 4) Is the receivable detail reconciled to the general ledger on a regular basis and if so, how often? \_\_\_\_\_ By whom? \_\_\_\_\_  
\_\_\_\_\_
- 5) Who investigates overdue payments? \_\_\_\_\_  
\_\_\_\_\_
- 6) At year end, is uncollectible tuition written off? \_\_\_\_\_  
Who authorized this? \_\_\_\_\_
- 7) Are the duties of reconciling the receivable detail to the general ledger and recording/depositing tuition payments separated? \_\_\_\_\_  
\_\_\_\_\_
- 8) How often are tuition payments deposited? \_\_\_\_\_

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**OPERATING DISBURSEMENTS**

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- \_\_\_\_\_ 1) Who initially receives and reviews all mail?  
\_\_\_\_\_
- \_\_\_\_\_ 2) Are invoices reviewed and approved for receipt of goods or services, and accuracy? Yes \_\_\_\_\_ No \_\_\_\_\_ By whom? \_\_\_\_\_
- \_\_\_\_\_ 3) Who prepares checks? (Checks should be prenumbered) \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 4) Who signs checks? (Check signing should require dual signatures over specified dollar amounts). \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 5) Is a signature stamp used? (It is recommended that no signature stamp be used)  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where is it stored? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 6) Does the pastor review prepared checks and invoices before signing?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 7) Are paid invoices:  
Retained? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, are paid invoices cancelled? Yes \_\_\_\_\_ No \_\_\_\_\_  
How? \_\_\_\_\_
- \_\_\_\_\_ 8) Are checks written in sequence and recorded in a check register and cash disbursements journal? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 9) Is the supply of unused checks safeguarded? Yes \_\_\_\_\_ No \_\_\_\_\_  
How? \_\_\_\_\_

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**PAYROLL DISBURSEMENTS**

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- \_\_\_\_\_ 1) Describe procedures for capturing hours for hourly employees, e.g. time cards, time sheets, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2) Are time sheets approved by an appropriate supervisor and in writing? Yes \_\_\_\_\_  
No \_\_\_\_\_
- \_\_\_\_\_ 3) Are I-9s and W-4s properly maintained for each employee? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 4) Are vacation accounting records maintained for each eligible employee? Yes \_\_\_\_\_  
No \_\_\_\_\_
- \_\_\_\_\_ 5) Are W-2s issued for each employee (including the pastor) by January 31? Yes \_\_\_\_\_  
No \_\_\_\_\_
- \_\_\_\_\_ 6) Is a reconciliation of the W-2 Transmittal to the 941 Quarterly Federal Reports performed for the calendar year? Yes \_\_\_\_\_ No \_\_\_\_\_

**FIXED ASSETS**

- \_\_\_\_\_ 1) What is the parish's policy for capitalizing major fixed asset purchases (or is everything expensed?) AND for recording fixed asset disposals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2) Were there any significant purchases made during the current year? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3) Are all properties (i.e., real estate, rental properties) owned by the parish listed on the general ledger? Yes \_\_\_\_\_ No \_\_\_\_\_  
What information was used to record the value (i.e., insured values, cost, assessed value, other)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Is there a copy of all real estate transactions/deeds, lease agreements, and easement grants on file in the parish office? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 4) Does the parish rent any property or facilities to third parties? Yes \_\_\_\_\_ No \_\_\_\_\_

Property name/location

Rented to

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 5) Is there a signed lease agreement on file in the parish office? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 6) Is there a copy of proof of insurance on file from the lessee or renter? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 7) Is rental income recorded properly on the general ledger? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ 8) Is there a current detailed list of furniture, fixtures, and equipment owned by the parish/school? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, does it reconcile to the general ledger? Yes \_\_\_\_\_ No \_\_\_\_\_



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**INFORMATION TECHNOLOGY**

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- \_\_\_\_\_ 1) What procedures are in place to make sure that all software on systems is legally licensed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2) Does everyone have a unique user name and password for their system and for the accounting and bank software? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 3) Are any passwords shared among personnel? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 4) Are passwords required to be changed at regular intervals? Yes \_\_\_\_\_ No \_\_\_\_\_  
Automated or initiated by the user? \_\_\_\_\_ How often? \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 5) Do all workstations and servers have a firewall and virus protection (especially those with internet access)? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 6) Is surge protection installed for all equipment? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 7) If you have a server does it have a battery backup? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 8) Who is the systems administrator for the server (if applicable) and the accounting software? Server: \_\_\_\_\_ Accounting: \_\_\_\_\_
- \_\_\_\_\_ 9) For entities with a server, is it in a secure location (get description)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 10) Is all data required to be stored on the server? Yes \_\_\_\_\_ No \_\_\_\_\_
- \_\_\_\_\_ 11) How often and how many backups are made? \_\_\_\_\_  
How many copies? \_\_\_\_\_  
Where are they stored? \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_