Catholic Diocese of Memphis
Parish Visit Internal Control Checklist
A: 06.30.25

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

__X__ if Management Letter Comment

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

Bank	Account Number	Authorized Signer

_______ 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) Is bookkeeping done in Shelby Financials

_______ 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 current Parish Assessment methodology 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 the 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:

____
____
____
____
____
____

__X__ if Management Letter Comment

_______ 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

__X__ if Management Letter Comment

______ 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

__X__ if Management Letter Comment

_______ 1) Describe procedures for capturing hours for hourly employees, e.g. timecards, time sheets, Paylocity 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 ______

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 username 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 ____________________________