

Affiliated Organizations

PARISH/SCHOOL: _____ PARISH/SCHOOL ID: _____

PREPARED BY: _____

1. Name of organization or group:			
2. Does this organization or group use the Diocesan Federal Tax ID number		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. If no, what ID is being used? Go to 15			
4. What checking or savings accounts does this group or organization maintain			Are all these accounts listed on the parish/school financial statements?
Type of account:	Bank:	Account Number:	Yes / No
1)			
2)			
3)			
4)			
5. Bank statements sent to the Compliance & Parish Financial Services Office?			<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is there supporting documentation on file with the parish/school for each account?			<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is the pastor/principal a signatory on each account?			<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Who receives the unopened bank statement for review?			
9. Are bank reconciliations prepared within two weeks of receipt of the bank statement?			<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Who prepares these reconciliations?			
11. Who reviews the bank reconciliations for accuracy?			
12. Are bank reconciliations retained and filed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do the by laws of this organization or group establish a maximum amount of cash that may be kept as an operating fund?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$
14. For what amount are two signatures required?			Amount: \$
15. How often does this group submit a financial report to the pastor/principal?			
16. Does this organization or group have investments?			<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Did this group hold a raffle?			<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Were prize winners reported to the Office of Financial Services per the Parish Administrative Handbook?			<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Were cash prizes paid through the Office of Financial Services per the Parish Administrative Handbook?			<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Did this group hold an auction, boutique, flea market or engage in other sales?			<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Did this group file a sales tax report with the Office of Financial Services prior to January 20 for the prior year's sales?			<input type="checkbox"/> Yes <input type="checkbox"/> No