

In accordance with Canon 1283 as part of the transfer of assets of parish \_\_\_\_\_, a written record is needed for this transition. The following information should be prepared for the new pastor by \_\_\_\_\_ in order to facilitate the transition of pastors on June 30 – July 1, 20xx:

1. Fixed Assets – an inventory of buildings, furniture, fixtures, equipment, cars (if any) of the parish and of the school.
2. Financial Assets – a listing of all checking, savings, investment and loan accounts of the parish and of the school.
3. Bank Accounts and new signature card – a listing of all bank accounts of the parish and school with a copy of the reconciliations of \_\_\_\_\_, 20xx is to be prepared for the new pastor. Copies of \_\_\_\_\_ and \_\_\_\_\_ statements and reconciliations should also be given to the new director as they are completed. New signature cards will be needed by \_\_\_\_\_, 20xx for all the parish and school accounts; these cards are to be prepared for distribution to the appropriate banks on \_\_\_\_\_. Please confer with Fr. \_\_\_\_\_ to see if he wishes to retain some other local signers on the account. You will need to return all signature cards to me by \_\_\_\_\_ so I can get Fr. xxxxxxxx signature along with Bishop xxxxxx and others from the Diocese.
4. Parish Organizational Structure – can you please list, draw or illustrate the functions, services, programs and activities along with the employees or groups who assist in each?
5. Minutes of the last three Finance Council meetings
6. Copy of the last four Bulletins of the center
7. Written policies & procedures in place (other than diocesan standards)
8. Financial Records – where records are located; any advisory groups in place; copies of monthly, quarterly or annual reports; copy of the \_\_\_\_\_, 20xx monthly financial reporting to the Finance Council with the comparison to budget; budgets for the parish and school for FYxx and for FYxx.
9. Physical Plant – your evaluation of the condition of buildings and grounds
10. Insurance & Safety - policy and schedule for outside use of the parish and school facility, accident reporting procedures.
11. Legal Issues – leases or agreements with others, any pending legal issues.

If you need any assistance to get the needed information and to schedule the review of financial operations, please contact the Finance Office.

**INFORMATION INVENTORY OF THE PARISH  
FOR THE INCOMING PASTOR/ADMINISTRATOR**

**To: Parish bookkeeper, business manager and or secretary**

**Please assemble the following information for the new Pastor/Administrator**

List all bank and investment accounts

Identify location, purpose and balance in the accounts

Include parish, school and auxiliary organization accounts

List all debts

To who is the debt owed, what is the balance, what is the monthly payment and when will the debt be retired

List all employees

Include name, position/duties and salary

Personnel files ... Parish employees and school principal

April/May financial statements

Income statements & Balance Sheets

Most recent CPA Review Report and or Archdiocese Internal Audit (if applicable)

Copy of any written responses to the CPA or the Chancery regarding issues identified

List all parish credit cards (if any)

Include name of card holder and card purpose

Parish budget for the next fiscal year

Is it balanced?

School or Parish Endowment (if any)

By laws and minutes

Most recent financial statements

List members of the board

List of Committees

Including members and by-laws

*Include minutes for the past 3 years*

Listing of keys

Location of key box (if any), who has keys and to which buildings

Listing of Safety Deposit Box(es) (if any)

Location, purpose and who has access?

**INFORMATION INVENTORY OF THE PARISH (Continued)  
FOR THE INCOMING PASTOR/ADMINISTRATOR**

Information on the Parish safe

Include a description of its location, combination, contents, who has access?

List of recent significant capital improvements

List of capital improvements needed or contemplated

The most recent Pictorial (Parishioner) Directory

Instructions for using the phone system

Instructions for accessing the parish website

Instructions for using the parish security system, if any

## **PRACTICAL STEPS FOR THE INCOMING PASTOR/ADMINISTRATOR**

### **CHANGE THE SIGNATURE CARDS**

For all banking and investment accounts

Changing the signature cards does not remove the old signers

You must direct the banks to remove the old signers

### **OPEN MAIL**

For the first few weeks

It will give you a feel of the activity in the parish

### **SIGN ALL CHECKS**

Require complete documentation

#### **Payroll**

Compare to your employee list

Consider handing out payroll ...the first few times to meet people

It is a subtle way to remind them who's the boss, in a positive way

#### **Accounts Payable/Bills**

Pay from receipts/invoice

not a statement

Check needs to be completed, all information filled in

### **READ THE COMMITTEE MINUTES**

Finance Council

Pastoral Council

School Committee

Endowment

Read the past three years of minutes

Identify key issues, trends/changes, projects

### **REVIEW PERSONNEL FILES**

Last pay rate change

Compare salary to your list of employees

Inquire about any discrepancies

Typically pay rate increases go into effect July 1

### **REVIEW THE MONTHLY FINANCIAL REPORTS**

Income statement

Balance sheet

Transaction report

All parish financial activity must be reported through these statements

All bank and investment accounts must be included

FIND OUT HOW THE OFFERTORY IS HANDLED

Meet the money counters

Counters must include independent people

Consider counting with the offertory count team

Don't take cash from the offertory

Temptation to take cash for reimbursements, to fund petty cash, for groceries