



## **FINANCE COUNCIL SELF AUDIT REPORT INSTRUCTIONS 2016 - 2017**

### **Parishes**

This report enables the parish finance council to determine whether or not the council is set up and operating in accordance with diocesan standards for finance councils as defined in the "Parish Finance Council Charter."

### **Schools**

This report enables the school finance council to determine whether or not the council is set up and operating in accordance with diocesan standards for finance councils as defined in the "Guidelines for Parish School Advisory Councils."

### **Parish and Schools**

This report is to be filled out by the finance council chairperson. In the case of schools, where a finance council may not exist, the parish finance council should be brought in to perform the financial self audit.

The report is to be signed by all finance council members. These people should not be employees of the parish/school, nor should they be people who are responsible for the financial operations of the parish/school

When questions are answered "No", please explain in the "Explanations/Recommendations" section at the end of the document. The finance council is responsible for following up on these issues to ensure they are in compliance with diocesan standards for finance councils.

Please refer questions about this report to Teresa Convill in the Compliance & Parish Financial Services Office, [tconvill@dsj.org](mailto:tconvill@dsj.org) (408) 983-0241.

# FINANCE COUNCIL SELF AUDIT 2016 - 2017

PARISH/SCHOOL: \_\_\_\_\_ PARISH/SCHOOL ID: \_\_\_\_\_

PASTOR/MPL/PRINCIPAL: \_\_\_\_\_

This report is designed to insure that the parish/school finance council meets the requirements for finance councils outlined in the "Parish Finance Council Charter" for the Diocese of San Jose.

### DECLARATION

I am the chairperson of the finance council and verify that the answers contained in the questionnaire represent the current reality of the Finance Council of my parish/school.

I have provided the Pastor/Principal and the other finance council members with a copy of this completed Self Audit Questionnaire.

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed the completed questionnaire and feel that the answers represent the current reality of the Finance Council of my parish/school.

Finance Council Members:

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# FINANCE COUNCIL

## 1. MEMBERSHIP

|  |  |
|--|--|
| a. Is the finance council comprised of three to nine members, not including the pastor, principal, parish/school administrator and accountant?     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Was the Parish Pastoral Council consulted before the pastor appointed the finance council members?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 1) If No, is there a Pastoral Council?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Do the members of the Finance Council have knowledge of accounting, finance, budgeting, and/or development?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Are persons with a conflict of interest (in view of paid or unpaid services rendered to the parish/school or to the pastor/principal) excluded? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## 2. TERM OF OFFICE

|   |  |
|---|--|
| a. Have each of the members served on the council no more than six consecutive years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

## 3. CHAIRPERSON

|   |  |
|---|--|
| Did the members of the finance council elect their own chairperson? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Does the chairperson conduct the meetings?                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## 4. MEETINGS

|  |  |
|--|--|
| a. Does the council meet at least quarterly? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

b. List of dates on which the council met in the last fiscal year:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

|  |  |
|--|--|
| c. Is a written record (minutes) of each council meeting kept in the parish/school files?                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Are the minutes archived for future reference?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Are agendas and materials including financial statements, prepared and distributed prior to meetings? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**5. RESPONSIBILITIES: Does the finance council:**

|   |  |
|---|--|
| <b>a.</b> Advise the pastor on the parish/school financial operations?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>b.</b> Assist in the development of the parish/school budget?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>c.</b> Regularly review the internal and financial control procedures of the parish/school (cash, bank accounts, reconciliations, petty cash, cash accounting procedures, etc.)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>d.</b> Review and approve the annual budget for parish/school operating and capital expenditures?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>e.</b> Monitor the budget on a regular basis (e.g., are significant departures investigated and explained)?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>f.</b> Regularly review financial reports (at least quarterly) including balance sheet, income statement, budget to actuals, and cash flow?                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>g.</b> Make recommendations to the pastor/principal on any expenditure in excess of \$10,000?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>h.</b> Regularly review all activities to ensure that federal, state and local tax considerations are properly handled where applicable?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>i.</b> Assist the pastor/principal in accounting for all endowments and restricted gifts at least quarterly?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>j.</b> Review parish/school inspection reports or perform the inspections quarterly?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>k.</b> Prepare a five year asset replacement and maintenance plan?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>l.</b> Renew the asset and maintenance plan annually to maintain a five year projection of needs?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>m.</b> Provide regular reports to the Parish Pastoral Council?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>n.</b> Provide an annual report to parishioners on the financial state of the parish/school?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>o.</b> Dates when approved financial statements/budgets were made available to parishioners:   |  |
| <b>Date</b>   | <b>Statement or Budget?</b>                              |
|   | <b>Sent to Office of Financial Services?</b>             |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>p.</b> Ensure that diocesan guidelines are followed in the parish/school financial record keeping?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>q.</b> Perform the annual Financial Self Review and submit the signed report to the pastor/principal and to the Office of Financial Services?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>r.</b> Assist in the preparation and review of parish/school development plan?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>s.</b> Prepare and sign (chairperson) the Annual Financial Report submitted to the Office of Financial Services?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| t. Follow up on Armanino Financial Review findings and implement recommendations?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| u. Ensured Ethics Point reporting capability was communicated to all who interact with your parish/school?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, please send a sample of a least one community announcement made to your largest population this fiscal year ending 06/30/2014 (example: parish bulletin, parent email, website link). |  |
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**EXPLANATIONS/RECOMMENDATIONS**

(In response to any question answered "NO")

# FINANCE COUNCIL ROSTER

| Name | Email | Professional Title | # Yrs. on Council | Chair and Term Exp. |
|------|-------|--------------------|-------------------|---------------------|
|      |       |                    |                   |                     |
|      |       |                    |                   |                     |
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|      |       |                    |                   |                     |

- End -