

**CATHOLIC DIOCESE OF SIOUX FALLS
PARISH INTERNAL CONTROL CHECKLIST**

The Parish Internal Control Checklist should be completed and mailed to the Bishop along with the parish annual reports. This document is designed to be a self-evaluation tool for the parish. Please mark the appropriate answer as it pertains to the current operations of the parish. You may contact Denise Hanson at (605)988-3753 or dhanson@sfcatholic.org if you have any questions.

	Yes	No
1. Does the parish have a Finance Council?	___	___
2. Does the Parish Finance Council meet at least 3 times each year:	___	___
3. Are minutes of the Parish Finance Council meeting recorded?	___	___
4. Are the financial records computerized?	___	___
5. Are computerized records backed up at least weekly?	___	___
6. Is the pastor an authorized signer on all accounts using the parish Tax ID number?	___	___
7. Is the person who performs the bookkeeping functions an authorized signer on the bank accounts?	___	___
8. Are all unissued checks safeguarded at all times?	___	___
9. Are blank checks ever signed?	___	___
10. Are voided checks marked and retained?	___	___
11. Is the collection counted by at least two people?	___	___
12. Are the collection counters rotated?	___	___
13. Is the collection safeguarded until deposited in the bank?	___	___
14. Does the parish have a cemetery?	___	___
15. Is there a perpetual care fund?	___	___
16. Does the parish own any assets not listed on the financial statements?	___	___
17. Does the parish have any obligations not listed on the financial statements?	___	___
18. Does the Parish Finance Council review and approve an annual budget?	___	___
19. Do the financial statements, to your knowledge, present fairly the financial position of the parish?	___	___

Pastor

Parish Secretary/Bookkeeper/Business Manager

Parish Finance Council Chair or Representative