

# Pastor/Administrator Church Financial Review Checklist

Month and Year Reviewed: \_\_\_\_\_



**IMPORTANT:** This form should only be used as a reminder of the reviews that need to be completed on a given month. All documents reviewed should also include on the totals page the reviewer's signature and date. Please reference the **Church Financial Review Checklist** for additional details on what should be reviewed under each category.

WEEKLY REVIEWS	
Bank deposit agrees to count summary sheet	
<b>Count Date</b>	✓

BIWEEKLY REVIEWS	
Payroll should be reviewed each time it is processed.	
<b>Pre-Payroll Date</b>	✓
<b>Post-Payroll Date</b>	

MONTHLY REVIEWS	
<b>DATE:</b>	
Balance Sheet and Income Statement (compare actual to budget for reasonableness)	
Manual Journal Entries	
Checking account and D&L Reconciliations	
Review monthly check register and detailed trial balance	
Online Giving donations were deposited to parish's bank account	
Reconciliation of ParishSOFT posted contributions agree to PSA	
Mass Stipends	
Spot Check Receipt Books and trace to deposit	

QUARTERLY REVIEWS	
<b>DATE:</b>	
Reconcile endowment accounts to the statement from North GA Foundation	
Reconcile PSA to the School of Religion payments, student listing and scholarship	
Reconcile PSA to Preschool subledger (payment records and student listing)	
Reconcile PSA Revenue Account to Miscellaneous Income	
Columbarium	

ANNUAL REVIEWS	
<b>DATE:</b>	
Approve and publish FY Financial Statements to parishioners	
Ensure contribution letters are sent to all donors ( <b>deadline January 31<sup>st</sup></b> )	
Certification Letter is set to Archbishop ( <b>deadline September 31<sup>st</sup></b> )	
Annual Budget ( <b>recommended deadline mid-May</b> )	
Inventory of Gift Shop	
Required payment from parish to perpetual fund (if parish has Columbarium)	

The following contains a brief explanation of the checklist of financial reviews that should be performed at each parish, mission, or campus ministry centers, and what to look for in the review. Each reconciliation/report reviewed should be evidenced with a signature and date of the review on the totals page.

### **Weekly Reviews**

Count: Agree the bank deposit slips to the count summary sheet.

### **Biweekly Reviews**

- Pre- and post-processing of payroll by signing totals pages: review should take place each time payroll is processed. Check to ensure that only those that should be paid are. Review for accuracy. Consider having a list of employees and their net pay and comparing it to the PayChex reports. Investigate variances. Also, compare the pre-processing report to the post-processing report for changes.

### **Monthly Reviews**

#### **General Review**

- Balance sheet and Income Statement: compare actual to budget for reasonableness.
- Manual journal entries, including write offs.
- Checking account & D&L Reconciliations: Tie the balances per the bank reconciliation to the bank statement and the ParishSoft Accounting Statement of Position. Determine if other reconciling items are reasonable and deposits-in-transit have cleared.
- Monthly check register and monthly detail trial balance: Look for unusual items, duplicate payments, checks outstanding greater than 90 days, checks written to employees and to cash. Also, look for payments to employees that should have been run through payroll and to individuals that are 1099 eligible.
- Online giving: Confirm all online donations remittances (a summary for remittances can be printed from your online vendor, such as Our Sunday Visitor, Vanco, etc, for each month) were correctly deposited into the parish bank account and a portion was not routed to another bank account.
- ParishSoft Family Suite posted contributions: Agree to the ParishSoft Accounting bank deposits. We recommend this be performed using year-to-date numbers to ensure no changes were made to a pr: spot checkior reconciled period. Adjusting items should be reasonable. Most should relate to timing differences between when the donation is recorded in the ParishSoft and when the deposit is actually made and recorded in ParishSoft Accounting.
- Parish Soft Family Suite Audit Report: review to determine who has posted to PSFS. Look for unusual transactions.
- Mass stipends: review for reasonableness.
- Check Receipt Books: spot check and trace to deposit

### **Quarterly Reviews**

Balance sheet and revenue accounts should be reconciled periodically in writing and reviewed for existence, completeness, and accuracy. The reconciliation should compare ParishSoft Accounting to the sub-ledger, including Parishsoft Family Suite, Preschool software (Procare, FACTS, etc.), Religious Education software, Excel tracking log, etc. Evidence of this review by someone other than the preparer should be maintained. Old outstanding items (greater than 90 days) in the reconciliations should be investigated and written off, if necessary.

- Endowment accounts should be reconciled to the statement quarterly.

- School of Religion Income, Student Listing and Scholarships: Review for completeness and accuracy. A detailed listing/report of students from the student database (ParishSoft tuition module, Excel, etc.) should be maintained with details of rates, scholarships given, multi child discounts, and staff discounts. The amount collected should be reconciled to ParishSoft Accounting. This reconciliation should be reviewed by the pastor. Note that a parish should consider using Parishsoft Family Suite tuition module for tracking RE enrollment, tuition, and collections if they have families who must make installment payments (either due to financial hardship, large family size, or high RE fees).
- Preschool Income, Student Listing and Scholarships: Review for completeness and accuracy. A detailed listing/report of students from the student database (ParishSoft tuition module, Excel, etc.) should be maintained with details of rates, scholarships given, multi child discounts, and staff discounts. The amount collected should be reconciled to ParishSoft Accounting. This reconciliation should be reviewed by the pastor. If FACTS is used, the pastor should review the Problem Activity Report, which lists all inactive, delinquent, etc. accounts, including parents who have expired credit cards or closed bank accounts, and the FACTS Adjustment report, which highlights changes to billing.
- Miscellaneous Income: (sports, youth group events, ministry events, fundraisers, etc...): should be reconciled to ParishSoft Accounting revenue account. This can be done by multiplying the number of participants times the rate to get the total revenue deposited. Adjusting (tuition waivers, scholarships, etc) items should be reasonable. Events should use ticket so expected sales (tickets sold times rate) can be compared to actual GL revenue.
- Exchange accounts and other liability accounts per ParishSoft Accounting should be reconciled to a detailed list or what represents the balance (second collections, other parish ministries, sports, Archdiocese debt, accounts payable, miscellaneous exchange accounts, etc.). Old unchanged balances (greater than 90 days) should be investigated for accuracy, payments out, and write offs. These accounts could also be reconciled monthly.
- Columbarium: Reconcile HMIS (sales sub ledger) to general ledger.

### **Annual Reviews**

The following should be reviewed annually, unless there are changes after the initial review.

- Approval of the fiscal year-end financial statements to parishioners: Agree to the GL without exception or a footnote noting any changes is required detailing the change.
- Ensure contribution letters are sent to all donors.
- Certification letter: Sent to Archbishop
- Annual budget: Complete by mid-May
- Inventory of gift shop: Inventory should be taken once a year and compared to the balance in ParishSoft Accounting. The reconciliation should be reviewed for accuracy and reasonableness and then signed and dated.
- Contributions to perpetual fund:

### **Questions Reviewer Should Occasionally Ask**

1. What bills are due that aren't on the books?
2. How are electronic and Mass offertory giving trending versus same period last year?
3. Annual Appeal: Did we reach our goal yet? (Publish status in the bulletin and/or have thermometer in the narthex area).
4. Explain the variances in month-end income statement between actual and budget.