

## Annual Parish Corporate Governance Form

Under provisions of a Diocesan Statute promulgated on October 30, 1984, each parish is required to have a Finance Committee as required by Canon 537 of the *Code of Canon Law*. In addition, Article III of the Parish By-Laws requires a parish to have a Board of Trustees consisting of two (2) lay members. The roles of these individuals require that they work closely with the pastor to develop accurate and timely financial reporting. In order to comply with this requirement, I am requesting that you formalize your financial reporting oversight by the completion of the following forms:

### Parish Finance Committee (Two Pages)

This form is for the reporting of your Finance Committee members, their terms and their professional titles, as well as the dates of the parish Finance Committee meetings for Fiscal Years 2010 and 2011. In addition, if your parish has shared their Fiscal Year 2010 financial statements with the parishioners, please provide us with a copy. If the parish discloses the annual parish budget in the bulletin, please inform us of the date that the information is shared with the parish.

### Board of Trustee Meetings (One Page)

The Board of Trustees is required by New York State Corporate law to hold an annual meeting which is recorded with formal minutes. Please provide the dates of the Board of Trustees meetings for Fiscal Year 2010 and 2011.

### Financial Governance of the Parish (Two Pages)

This form reviews the importance of the role of the Trustee and the Finance Committee Chairperson by requesting the Pastor, Parish Trustees and the Finance Committee Chairperson to assess the practices and the internal control structure of the parish and to be aware of violations that we have uncovered as a result of our audits. The verification statement requests that these four individuals state that the financial statements for Fiscal Year 2011 represent a complete accounting of parish finances and includes all bank account activity and other assets. It also asks if these four individuals meet periodically to review the finances and if they take steps to constantly improve the accuracy of the financial reporting. The questions are designed to help those individuals to become more familiar with the areas that may need additional oversight. If the Trustees or the Finance Committee Chairperson need further assistance with the completion of the affirmation statement, please contact the Finance Office staff for further guidance.

**Kindly complete the forms attached and submit these, along with your parish financial report, by October 14, 2011. The forms and the financial report should be sent to your Regional Administrative Officer.**

Parish Finance Committee  
Fiscal Year ended \_\_\_\_\_

Parish Name \_\_\_\_\_

Address \_\_\_\_\_

PARISH FINANCE COMMITTEE MEMBERS

<u>Name, Professional Title, Address &amp; Phone Number</u>	<u>Year Appointed</u>	<u># of Terms Served</u>	<u>Date Term Ends</u>
1) _____ _____ _____	_____	_____	_____
2) _____ _____ _____	_____	_____	_____
3) _____ _____ _____	_____	_____	_____
4) _____ _____ _____	_____	_____	_____
5) _____ _____ _____	_____	_____	_____
6) _____ _____ _____	_____	_____	_____

## PARISH FINANCE COMMITTEE MEETINGS

Dates of Meetings held during the prior and current fiscal years:

September 1, 2009 through August 31, 2010

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September 1, 2010 through August 31, 2011

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If you shared your fiscal year August 31, 2010 financial statements with your parishioners, please provide a copy along with this form. If you also share your approved (i.e., by the Parish Finance Committee) parish budget with your parishioners, please indicate the date that the August 31, 2010 parish budget was presented to parishioners. The date was \_\_\_\_\_.

BOARD OF TRUSTEES MEETINGS

Parish Name \_\_\_\_\_

Address \_\_\_\_\_

Dates of annual Board of Trustees meetings:

Fiscal Year 2010\_\_\_\_\_

Fiscal Year 2011\_\_\_\_\_

## FINANCIAL GOVERNANCE OF THE PARISH

Parish Name: \_\_\_\_\_

Town: \_\_\_\_\_

The role of the Trustee is critical to the parish governance. As a corporate member of the parish, the Trustee has an important fiduciary responsibility to perform certain oversight activities as required by the Parish By-Laws. The Finance Committee has Canonical responsibilities, which assists the Pastor in many areas that will improve internal controls and parish practices.

We have identified the following areas of concern based on past audits of parishes. These questions are designed to make you aware of the potential risks in practices or procedures within the parish. You may be aware of others based on your knowledge of your parish that should be included in your overall assessment. If you have any questions, please contact the Finance Office.

- Are all bank accounts that are in the parish name or ministry name (i.e., the religious education or CYO) and use the parish Federal ID # included on this financial report?
- Have bank reconciliations been done by someone independent of the cash disbursement process and are they done on a regular basis throughout the year and at year-end for all accounts?
- Does the parish prohibit payments and or checks payable to “cash” for salaries and/or services or expenses that are beyond incidental expenses, such as postage?
- Are investments and other assets properly reflected on the financial statements?
- Have you received and understand the responsibilities of the position of Trustee as specified in the Parish By-Laws?
- Have restricted contributions been properly classified and accounted for and approved by the Bishop (i.e., endowments and trusts)?
- Has the parish obtained advance approval from the Bishop for Capital Expenditures greater than \$25,000?
- Has the parish obtained advance approval from the Bishop for Capital Campaign fundraising efforts?
- Are all employees paid on the books and do they receive a W-2 at the end of the year?
- Are all independent contractors paid on the books and do they receive an IRS Form 1099-MISC for earnings over \$600 at the end of the year?
- Have you reviewed the results of any parish audits?

ANNUAL VERIFICATION STATEMENT

Please accept this statement as the annual verification concerning financial governance of the parish for the current fiscal period. This is to verify to the following:

- that the enclosed financial statements for August 31, 2011 represent, to the best of our knowledge and belief, an accurate and complete accounting of parish finances and includes all activities of bank accounts and other assets.
- that the Finance Committee regularly reviews and discusses the budget and periodic financial statements and has taken the steps necessary to improve the accuracy and completeness of financial reporting.
- that the Pastor and the Finance Committee Members have met developed and discussed the financial statement and budget of the parish.

The above is hereby affirmed by the Pastor the Parish Trustees and the Finance Committee Chairperson:

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

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

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

\_\_\_\_\_ Finance Chair Date: \_\_\_\_\_