



### Accounting Procedures for Other Parish Organizations

The following recommendations are to be followed for any bank or other financial investment accounts of all parish or school activities, organizations, and societies:

- A. The pastor must be listed as a signer on all such accounts so that he has the legal authority to obtain and review the bank or other financial institution account records. This does not preclude others from being listed on such accounts (e.g., organization treasurer signing the checks).
- B. Since the accounts of affiliated societies and organizations often use the Employer Identification number of the parish, as well as engage in transactions involving the use of the parish/school Certificate of Exemption from Minnesota Sales and Use Tax, it is important that the pastor as the legal representative of the parish be in a position to oversee the activity in each such account.
  1. Bank/Investment statements and cancelled checks for all such accounts should be mailed directly to the rectory or parish office and reviewed by the pastor or his designee to ensure that all transactions are proper and that all checks paid have been properly authorized.
  2. The pastor has the responsibility for seeing that all of the societies and organizations of the parish and school are operated in compliance with civil regulations and diocesan standards of reporting and accountability. Therefore, budgets and financial reports for parish/school organizations should be submitted to the pastor and the parish finance council on at least a monthly basis. The finance council should review the financial reports, including monthly bank reconciliations on at least a quarterly basis. Note: This does not apply to consolidated schools, organized separately from parishes.
  3. The pastor's oversight and involvement would also extend to independent or Catholic organizations, such as the Knights of Columbus, if they are established under the auspices of the parish.

The above policies are consistent with the role of the pastor and his responsibilities for administering the temporal goods of the parish as defined in Canon Law. Moreover, they are intended to provide a means of assuring that the activities of parish organizations and societies are conducted in accordance with pertinent civil laws and regulations and that they do not jeopardize the tax exempt status of the parish and school.