

Roman Catholic Diocese of Raleigh



Top 10 Best Practices

Fiscal Year 2022

FY 2022 Best Practices Observed

Number of best practices observed:		
Disbursements		30
Mass Collections & Other Income		15
Facilities / Risk Management		2
Other		1
		48



Top 10 Best Practices

1. **Disbursements – Check / Reimbursement Request Form**

Requests to the parish/school office for reimbursements and payment of invoices are accompanied by a Check Request, Expense Reimbursement or Expense Voucher Form. The Form includes a section to document that the request was reviewed and properly approved for payment by the pastor or his designee. The Form also provides direction to the parish/school bookkeeper regarding the general ledger accounts to which the expenditure should be recorded and how the check should be routed once generated.

Number of times observed for FY 2022 = 14



Top 10 Best Practices

2. Cash Handling – Income / Deposit Log

A log is generated to document and track miscellaneous income received via the parish office. The log includes the date the funds are deposited, the amount and reason the funds were collected, the general ledger account to which the funds are to be recorded, and if the funds were received in the form of cash or a check. The log facilitates the entry of the deposit into the general ledger and provides supporting documentation for miscellaneous funds received and deposited on behalf of the parish.

Number of times observed for FY 2022 = 5



Top 10 Best Practices

3. Disbursements – Credit Card Reconciliation

A spreadsheet for the parish/school credit card is prepared on which each transaction's purchase and sales tax amounts, a description of the purchase, and the general ledger account to which the transaction is recorded. The spreadsheet facilitates the reconciliation of the credit card statements to the receipts and invoices and the entry of expenditures into the general ledger by the parish/school business manager/bookkeeper.

Number of times observed for FY 2022 = 4



Top 10 Best Practices

4. Cash Handling – Remote Deposit of Checks

A check scanner obtained from the bank is used to remotely deposit into the parish operations checking account donations and payments received by the parish in the form of a check. The use of the check scanner facilitates and expedites the parish's access to the funds, notification of returned checks, and provides automatic redeposit of returned checks.

Number of times observed for FY 2022 = 4



Top 10 Best Practices

5. Cash Handling – Receipts Issued for Mass Intention Offerings

When a Mass offering is donated in association with a Mass intention request, the collector issues a receipt to the donor. The receipt acts as the donor's proof of payment and provides an audit trail for the source of income received by the parish.

Number of times observed for FY 2022 = 3



Top 10 Best Practices

6. Disbursements – Credit Card Issuance Tracking Log

The parish/school office maintains a log which tracks to whom the credit card(s) are issued for the purpose of initiating purchases on behalf of the parish/school. The log documents the name and signature of the individual to whom the card is issued and the dates the card is issued and returned. The tracking log provides an audit trail for each purchase which appears on the credit card statement to be cross-referenced to the individual to whom a credit card was issued on the transaction date.

Number of times observed for FY 2022 = 3



Top 10 Best Practices

7. Disbursements – Gift Card Purchase Log / Form

A Gift Card Purchase Log is used for tracking and handling gift cards purchased for use by the parish and mission. The log documents relevant information for the gift card purchase expense which may not appear on a receipt or invoice. The log documents the: date the gift card was distributed, person's name who authorized the gift card distribution, recipient's name and signature, and amount of the gift card. The form provides detailed supporting documentation for gift card purchases and utilization.

Number of times observed for FY 2022 = 3



Top 10 Best Practices

8. Disbursements – Purchase Request Authorization Form

A Purchase Request Authorization form must be completed and approved by the pastor or his designee prior to the initiation of an expenditure. The form includes the: date of request, items and purchase prices, purpose of the request, total estimate of purchases, name of the requestor, and approver signature and date of approval. Use of a purchase pre-approval process enhances controls over parish spending.

Number of times observed for FY 2022 = 3



Top 10 Best Practices

9. Disbursements – Dual Endorsement of Checks over \$10,000

All parish/school checks of \$10,000 or more must be signed by two authorized signatories. This requirement establishes a preventive internal control over the disbursement of funds by which no individual has sole authority to approve such checks. Dual signatures adds transparency by ensuring that checks for \$10,000 or more issued in the name of a signatory on the operating checking account must be signed by another signatory on the checking account. This procedure helps protect the signatory from false accusations related to parish/school checks issued in his/her name.

Number of times observed for FY 2022 = 2



Top 10 Best Practices

10. Facilities / Risk Management – Use of Security Cameras

The parish/school installed security cameras to monitor activity on the parish/school property. The presence of the security cameras acts as a preventive internal control to deter anyone who may attempt to break into or vandalize the property and as a detective internal control in the event of the occurrence of an incident on the property.

Number of times observed for FY 2022 = 2

