

DIOCESE OF SACRAMENTO

PARISH FINANCIAL OPERATIONS SELF-REVIEW

Rev. June 2024

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About this document

This questionnaire is intended for the use of parish administration and the Parish Finance Council. The purpose of these questions is to enable the administration to review the internal policies and procedures toward assessing compliance with diocesan policies and recommendations. The questionnaire can be completed by any parish administration or staff that can provide the best answers. The list is *indicative* of the general controls and procedures checked during the Parish Financial Services Review. Accordingly, this questionnaire is not intended to replace either the Parish Financial Management Handbook (PFMH) or the Diocesan Statutes of the Third Diocesan Synod.

The Parish Financial Management Handbook can be found at:

<https://www.scd.org/sites/default/files/2018-09/ParishFinancialMgtHandbookUpdated.pdf>

The Diocesan Statutes of the Third Diocesan Synod can be found at:

https://www.scd.org/sites/default/files/2017-06/Statutes_Book_Web.pdf

Of special note, certain statutes pertaining to the Temporal Goods of the Church can be found at *Appendix I*.

These resources contain greater and more detailed information and should continue to be used as the primary sources of reference with regards to parish financial operations.

The following pages consists of a series of YES/NO questions.

The appropriate response to the question is already shaded, so questions that are not answered per the shaded reply may require administrative follow up to ensure that necessary procedures/ internal control requirements are met.

The Parish Financial Operations Review

Parish Financial Operations Reviews are performed once every three years or when there is a change in pastors. The objective of this review is to assist the parish in ensuring that proper stewardship of parish assets is achieved through the use of standard financial procedures and practices, more commonly known as internal controls. A review of the following general controls is performed:

Parish Oversight

- The roles and responsibilities of the Parish Finance Council are being met regarding parish financial matters.
- Parish financial matters are discussed, and issues are evaluated regularly.
- Diocesan reporting is submitted in a timely manner.
- The Council and Parish administration effectively maintain a strong financial and internal control environment.

Income/ Receipts

- Receipts are adequately safeguarded, and are recorded accurately as to account, amount and period.
- The processes of receiving and recording income (offertory, fundraising and other income) ensure safe and proper transfer of custody from receipt through bank deposit.

Expenses/Disbursement

- Purchases are based on valid, approved requests properly executed as to price, quantity, quality, budget approval.
- Invoices are accurate, account distribution is accurate.
- Transactions are authorized and promptly and accurately recorded.
- Checks are written only for authorized and received goods and services, for the proper account, amount and period.

Cash Management

- Bank statements are properly routed and reviewed.
- Bank reconciliations are performed in a timely manner.
- Bank reconciliation entries are supportable and are approved.
- Petty cash is maintained securely; and disbursements/reimbursements are properly accounted for.

Payroll & Personnel, Safe Environment

- Wages and remuneration are properly authorized and approved and are consistent with Diocesan policies.
- Employee benefits are provided in accordance with Diocesan policies.
- Personnel files are complete, accurate, and current in their documentation.
- Safe Environment requirements are met.
- Use of non-employee labor is appropriate and properly documented.

The parish adheres to the guidelines provided in the Parish Financial Management Handbook concerning:

- Management of capital projects
- Protocols of real property acquisition and management
- Risk management issues.
- Facility management
- Maintenance of Sacramental Registers
- Management of fixed assets.

Financial Operations Self Review

A. INCOME/ RECEIPTS

Parish Financial Management Handbook Section 203

		YES	NO
1	Is the un-counted offertory collection placed into numbered plastic sealable bags?		
2	Is the counting room private, secure, and not accessible by or visible to visitors to the location?		
3	Is the counting process and the handling of cash and checks independent of parish staff, including volunteer office staff?		
4	Are there at least two counting teams with at least three un-related volunteers each, which count the collection on a rotational basis?		
5	Are the members of the counting teams regularly mixed?		
6	Is the collection double counted or at least cross-checked for accuracy?		
7	Is the standard Summary of Deposit form used to summarize the collection as to currency denomination, source, and type of income received?		
8	Are deposits recorded as of the Sunday date of the collection?		
9	Is the Summary of Deposit form signed by all members of the collection counting team and by those who take the deposit to the bank?		
10	Is the collection deposited no later than Monday by at least two responsible individuals, e.g. a priest and a member of either the counting team or parish finance council?		
11	Does the bookkeeper confirm that the amount of the deposit receipt (if one is given) from the bank agrees to the count totals?		
12	Is a deposit receipt from the bank attached to the summary of deposit form?		
13	Are the entire offertory collection and all miscellaneous receipts usually counted and taken to the bank at the same time, in one deposit?		
14	Are parishioner envelopes marked with the amount of the enclosed donation for subsequent posting to parishioner's accounts?		
15	Are loose checks either listed or copied for posting to parishioner donor records?		
16	Is the total of contributions posted to parishioner donor records compared to the total of the offertory envelopes and listing of loose checks, and any differences reconciled?		
17	Are annual parishioner contribution statements either mailed or at least made available?		
18	Are personal, petty cash, or any other checks cashed out of the offertory collection? (answer should be no)		
19	Are freewill offerings for priests cashed in the offertory collection? (answer should be no)		
20	Is cash taken or withheld from the offertory collection for any purpose? (answer should be no)		
21	Are miscellaneous receipts stored in a secure location, such as a safe or locked file cabinet, before being included and counted along with the next offertory collection?		
22	Does the parish take up a second collection for other Diocesan Special Collections?		
23	Does the parish remit the entire amount of each diocesan special second collection to the diocese with one check within 30 days?		
24	If the parish sells religious articles, does the parish or the selling agent have a California Seller's Permit?		
25	If the parish sells religious articles, is sales tax regularly remitted to the State Board of Equalization?		

Religious Ed/ Faith Formation Programs		YES	NO
26	If funds are received by DRE or otherwise outside of the parish office, are triplicate receipts prepared when funds are received?		
27	When funds are in the DRE's custody, are they secured?		
28	Does the DRE remit funds collected to the parish office regularly (at least weekly)? * *If funds cannot be held securely while in DRE's possession, they should be submitted to the parish bookkeeper daily.		
29	Are the names of students enrolled sent to the parish bookkeeper to be compared against payment received?		

Sacramental Offerings: SEE APPENDIX 2		YES	NO
<p><i>The policy of the Diocese regarding stipends for the celebration of the Eucharist shall be observed in all parishes and institutions. All offerings from the faithful for the celebrations of baptisms, marriages, Quinceaneras, house/car blessings and any other such blessings, as determined by the specific guidelines, are not to be retained by the priest but are to be given to the parish and properly recorded". The suggested offerings throughout the diocese are as follows.</i></p> <p><i>Is the parish standard suggested offering in excess of the below, and/or is there a different offering based on parishioner vs. non-parishioner status?</i></p>			
30	Baptisms \$50 (answer should be no)		
31	Weddings \$500 (answer should be no) *The diocesan Bishop may grant an exception to this norm for particular circumstances		
32	Quinceaneras \$250 (answer should be no)		
33	Funerals \$200 (answer should be no)		
34	House and other building and automobile blessings \$20 (answer should be no)		
35	Do the parish books reflect that offerings for the facility are separate from the sacramental offerings?		

Deposit Support:		YES	NO
Does documentation supporting bank deposits include the following:			
30	Bank Deposit Receipt (from bank)?		
31	Deposit ticket?		
32	QuickBooks Deposit Summary?		
33	Triplicate copy of receipt OR receipt for cash payments and copies of checks for check payments?		
34	Cash count sheets?		

B. FUND RAISING EVENTS/ACTIVITIES

Parish Financial Management Handbook Section 203.4 and PFMH Appendix B (page 900-90)

SEE APPENDIX 3		YES	NO
1	Are 'start cash' checks, or any checks made out to 'Cash'? (answer should be no)		
2	Is start cash distributed by a member of parish administration?		
3	Is the amount of cash transacted at the activity minimized by use of tickets? <i>All sales of tickets must be tracked appropriately using a ticket inventory control sheet. This sheet must match all deposits received throughout the event from the beginning to the end.</i>		
4	During the event, are cash receipts frequently reconciled to the number of tickets sold prior to the event?		
5	At a dinner/ raffle/ crab feed type event, are unsold dinner and raffle tickets monitored and accounted for?		
6	At any event where game and refreshment tickets are sold (<i>such as a parish festival</i>), are tickets sold from one booth or location only?		
7	Are only tickets (not cash) accepted for play at the game and refreshment booths?		
8	Are game and refreshment booth volunteers instructed not to accept cash?		
9	Are tickets collected from the booths frequently?		
10	Are the first and last numbers in the series of tickets sold reconciled to the funds received at the event?		
11	At game or refreshment booths where tickets are not used, is starting and ending cash reconciled to items sold?		
12	Are any expenses reimbursed from/ immediately deducted from the cash received during the fundraiser? (answer should be no).		
13	At the end of the event, are all game and refreshment tickets sold and redeemed at the various booths reconciled to the days' cash receipts?		
14	If cash is accepted at a <i>snack bar</i> , are a start and ending count of cash performed every day that the booth/snack bar is open (i.e. not only at the end of the month/week/season)?		
15	After the event, is the number of persons collecting and counting money limited?		
16	After the event, are funds counted at least twice?		
17	Does this count occur immediately after the event (same day)?		
18	Is the money counted in a secured location?		
19	Is the money taken offsite before it is submitted to the parish office? (answer should be no). <i>In no case shall monies be left unguarded overnight nor should they be taken home by an individual. This is for the protection of all involved.</i>		
20	Are all requests for expense reimbursement submitted through the parish office?		
21	Do all requests for expense reimbursement include original receipts?		
22	<i>Before awarding the prize</i> , are IRS W-9 (Request for taxpayer ID number) forms completed by individuals who have won a raffle or other prize with a value of (1) at least \$600 and (2) three-hundred times the ticket price?		
23	<i>At the end of the calendar year</i> , are W-2G forms issued to individuals who have won a raffle or other prize with a value of (1) at least \$600 and (2) three-hundred times the ticket price?		
24	<i>For events at which participants have won prizes</i> , have all eligible prizewinners received a W-2-G, and has a 1096 been filed with the IRS by the due date?		

C. DISBURSEMENTS & REMUNERATION

Parish Financial Management Handbook Section 204

		YES	NO
1	Is access to blank check stock secured and limited to only the bookkeeper and pastor (or designate)?		
2	For bank transfers, is the pastor (or designate) informed BEFORE the transfer is done?		
3	On checks, is signature authority limited to the pastor (or designate)?		
4	Are checks always presented for approval ALONG WITH the supporting documents (invoice, reimbursement request, original receipts, etc.)?		
5	Is dual signature (i.e. a 2 nd signature) required for any checks in excess of \$2,000?		
6	For expense reimbursements, are advances reconciled after the expenditure has been made?		
7	Do reimbursements for mileage include supporting documentation? Is reimbursement issued at the rate correct rate for this year per the IRS?		
8	Is supporting documentation canceled by either marking it with the check number, date, and amount paid, or by attaching the voucher portion of the check to it?		
9	Are checks supported by approved invoices or other appropriate supporting documentation when they are submitted for signature?		
10	Are blank checks signed? (answer should be no)		
11	Does the parish own any mechanical check signers, signature plates or signature stamps that are used to sign checks? (Answer should be no).		
12	Is the bank immediately notified of all changes of authorized signers when a new pastor is assigned?		
13	Are blank (unused) checks locked up?		
14	In QuickBooks, are un-cashed checks voided, and re-issuance process initiated, 180 days after original issuance?		
15	Are checks ever made to CASH? (answer should be no)		
16	Are all voided checks physically marked as "VOID" with the signature line torn off?		
17	Are all voided checks physically retained in a 'voided checks' file?		
18	If there is a parish credit card in use, is it in the name of the parish?		
19	If there are parish credit cards in use, are there limits set on expenditure amounts?		
20	Are all credit card charges supported by receipts?		
21	Is the parish current on its payments for Diocesan Assessment, Insurance, Priest Pension and any other bills?		
22	Are funds received from Diocesan second and special collections submitted to the Diocese within one month after the collection was received?		
23	Are Supply Priest payments/ reimbursement in accordance with the current Diocesan Remuneration Policy? SEE APPENDIX 4 and https://www.scd.org/sites/default/files/2023-07/Remuneration-Policy-July-2023.pdf		
24	Are Diaconate payments/ reimbursement in accordance with page 15-16 of the current Diocesan Diaconal Policies? https://www.scd.org/sites/default/files/2020-10/Diaconal%20Policies_19Oct20.docx.pdf		

<p>Are Pastor entitlements/reimbursement in accordance with the current Diocesan Remuneration Policy? The list below highlights many of the entitlements/reimbursements of the policy but <i>is not all inclusive</i>. The full guidance can be found at https://www.scd.org/sites/default/files/2023-07/Remuneration-Policy-July-2023.pdf</p>			
25	Is Pastor and/or Parochial Vicar BASE COMPENSATION sourced from the current fiscal year Remuneration Policy and based on years of service? Years of service refers to years of service from the ordination date. The whole number of years between ordination date and the first day of the current fiscal year (i.e. July 1, 20xx), rounded down to the nearest whole number equals years of service.		
26	<p>Are mass offerings properly included/excluded from compensation as based on the Pastor's election of Tier 1 vs Tier 2?</p> <p>Tier I – The priest retains the allowed Mass offerings only (i.e., one offering per day, regardless of the number of Masses in a day or the number of intentions per Mass). All other offerings received must be turned into the priest's source of income. Under this method the offerings are not included on a Priest's Form W-2, and therefore, he is responsible for the reporting of offering income on his personal tax returns.</p> <p>Tier II – The Priest turns in all offerings including Mass offerings to his source of income, and in lieu thereof, receives a guarantee fixed amount of \$300 per month which is included on Form W-2.</p>		
27	<p>Are funeral offerings properly included/excluded from compensation as based on the Pastor's election of Option 1 vs Option 2?</p> <p>Option 1 - Priest receives \$200/month increased base salary and all funeral stipends (honorariums) go to the parish. Stipends are included on Priest W-2 form. (For calculation purposes this is already included in the 'base salary' amount)</p> <p>Option 2 - Priest retains all funeral offerings (honorariums), base salary is reduced by \$200/month.</p>		
28	If using an auto owned by the parish, is the required monthly amount deducted from Pastor's base compensation?		
29	Upon his selection of gas reimbursement vs mileage reimbursement, is the other (un-selected) reimbursement method ever used?		
28 30	The Parish is to reimburse Pastor for the actual cost of auto insurance, but not more than \$2250 per fiscal year, and for just one vehicle? Is this requirement met?		
31	Have auto repairs, or any associated costs (car rental, taxi) been reimbursed? (answer should be no)		
32	Is dry cleaning of only Clerical attire (not personal items) reimbursed?		
33	Dining out, are receipts originals (not copies)?		
34	Dining out: are reimbursements for meals on Father's day off reimbursed? (answer should be no).		
35	For entertainment meals, does the receipt include who was there and the purpose of the meal - written on back of the receipt?		
36	Is cell phone reimbursement the maximum of either (a) the bill amount or (b) \$100 per month?		
37	Is cell phone reimbursement more than the actual bill? (answer should be no)		
38	Are pet food and care costs reimbursed? (answer should be no)		
39	Is cable TV/ satellite service the 'basic' package? (Pay per view, sports and entertainment packages, premium channels and streaming services are in excess of 'basic').		
40	Are athletic equipment and health club dues being reimbursed? (answer should be no)		
41	Are health insurance deductibles or co-pays being reimbursed? (answer should be no)		
42	Are over the counter medications being reimbursed? (answer should be no)		
43	Are personal interest books and/or magazines being reimbursed? (answer should be no)		
44	Are tobacco products being reimbursed? (answer should be no)		
45	Have parish funds been used for Priest ordination, retirement, birthday or anniversary celebrations? (answer should be no).		
46	Is alcohol in excess of moderation being reimbursed? (answer should be no)		
47	Has the Priest, Parochial Administrator/Vicar received Christmas or Easter Bonuses from any accounts held in the parish name? (answer should be no).		
48	Have personal supplies, clothing, travel expenses been reimbursed? (answer should be no)		

D. VENDOR MANAGEMENT

Parish Financial Management Handbook Sections 400 & 500

SEE APPENDIX 5		YES	NO
1	Have 1099's been issued to eligible vendors?		
2	Have California DE542's been issued to these same vendors?		
3	Has summary 1096 been filed with the IRS by the due date, for these same vendors?		
4	Does the parish have W9's on file for these same vendors?		
5	<p>Have the parish and school offices coordinated regarding 1099 reporting for calendar year 2024 and forward?</p> <p>Per IRS guidance, any entity filing 10 or more 1099's must register with the IRS and file electronically. (The parish and school share the same tax ID and if the <i>combined total</i> is 10 or more 1099's, then e-file application and completion of 1099's as a combined entity is mandatory).</p>		
6	Have all individual capital expenditures or capital projects > \$15,000 received Diocesan approval?		
<p><i>For major repairs and capital projects, administration is to ensure that necessary contractor vetting documentation is obtained. Docs are to be obtained for projects that involve structural changes, or improvements, or work that due to its nature could present a liability risk. Parish/school will require contractors to provide these docs regardless of project cost, i.e., whether above or below the \$15k project cost threshold for Diocesan approval. This is for the protection of the parish, and vetting should be done/ docs are obtained before the work begins. Diocesan Finance/construction management may be involved in referring contractors, and overall project review and approval of contract itself, but obtaining these vetting documents is separate from any consultation with the Pastoral Center, so it is the parish responsibility to ensure these documents are obtained and then retained on site at the parish office</i></p>			
7	<p>For qualifying independent contractor the parish has paid, are the following obtained, and on file in the office:</p> <ul style="list-style-type: none"> • Copy of W-9 Request for Taxpayer ID number. • Copy of business license • Certificate of liability insurance <ul style="list-style-type: none"> - 1 million minimum per occurrence - 2 million liability aggregate coverage naming the legal title of the parish, a Corporation sole, and Roman Catholic Bishop, a Corporation sole. - Proof of Workers Compensation per State of California • Waiver of Right to Recover Endorsement: (usually in the contract but check). • Hold Harmless and Indemnification Agreement: (usually in the contract but check). • (If applicable for the project) Proof of Auto Insurance with 1 million minimum per occurrence 		

E. CASH MANAGEMENT & PETTY CASH

Parish Financial Management Handbook Section 202

Cash Management		YES	NO
1	Are bank statements given unopened to the pastor (or his designate) to review before they are given to the bookkeeper?		
2	SEE APPENDIX 6 Does the pastor/ designate review of the bank statement entail ALL of the following: <ul style="list-style-type: none"> • Review of cleared checks for altered or unauthorized signatures • Review of cleared checks to validate payees (names valid, familiar and not altered) • Review of cleared checks for any different from normal check stock • Review of bank statement for range/ numerical series of cleared checks. Question any outside of range. • Review of deposits on bank statement. Determine whether all bank deposits were made, and for the amounts expected. • Review of transfers on bank statement for any that were not authorized by pastor. • Review of withdrawals/debits/ EFT's on bank statement. Especially for any which show an unfamiliar vendor name, regardless of \$\$ amount. • Review of any cash withdrawals, as they are prohibited. 		
3	Are all parish organization * bank accounts recorded on the main books of the parish? <i>*For parish organizations operating under the parish tax-id number.</i>		
4	Is all correspondence for these bank accounts mailed directly to the parish address?		
5	Are there any cash, checking, savings, investment or endowment accounts that are not included in the parish QuickBooks? (answer should be no).		
6	Does administration review bank accounts online (daily basis) to verify that charges to the account are authorized?		
7	Are all bank accounts reconciled using QuickBooks?		
8	Are all cash, checking, savings and endowment accounts reconciled monthly, with reconciliation reports attached to the bank statement?		
9	Are reconciliations for all the bank accounts prepared by the parish bookkeeper?		
10	Are the reconciliation reports reviewed, signed and dated by the pastor (or designate)?		
11	Is the bookkeeper or any other lay employee a signer on any parish bank account (answer should be no).		
12	On the QuickBooks bank reconciliation report, are there outstanding checks and payments aged more than 180 days? (answer should be no)		
13	Are ACH transfers out of the parish bank accounts restricted only to (1) Diocesan payables and (2) recurring utilities?		
14	For ACH transfers – recurring utilities payments: A copy of the bill must be printed out and retained either (a) as support to/ included with the bank statement or (b) in the paid vendor files. Is this done?		
15	For funds received via payment app. Venmo and PayPal– is the account in the name of the parish, and do funds deposit directly to a parish account?		
16	For funds received via payment app. Square – do all readers belong to the parish (i.e. no personal devices) and do funds deposit directly to a parish account?		
17	For funds received via payment app. PayPal – are funds either auto deposited to, or are funds actively swept from the holding account to the parish account at least monthly?		
18	For funds received via payment app. PayPal – are funds actively swept from the holding account to the parish account so that the month end balance in the holding account is \$0?		

19	For funds received via payment app. Venmo, PayPal, Square– are activity reports provided to the bookkeeper monthly?		
20	Venmo, PayPal, Square– are payments made from any of these accounts? (answer should be no).		
21	On the QuickBooks bank reconciliation report, are there outstanding deposits and credits aged more than 30 days? (answer should be no)		
22	Does the balance of cash in local accounts exceed two months operating expenses? (answer should be no).		
23	Are all Balance Sheet accounts reviewed and reconciled before preparing the APFR?		

Petty Cash - Parish Financial Management Handbook Section 200-9

Petty Cash:		YES	NO
24	Are petty cash funds in a secured (locked) location with limited access?		
25	Is the amount kept in the petty cash fund minimal?		
26	Is a petty cash voucher that has been approved by the pastor (or designate) used for every disbursement from the petty cash fund?		
27	Are vouchers completed in ink, and attached to a purchase receipt after the purchaser has returned them?		
28	Are all petty cash supporting vouchers & receipts canceled immediately after the reimbursement check is signed, to prevent them from being re-used?		
29	Is the total of cash + receipts + vouchers in the petty cash box equal to the balance shown in QuickBooks?		
30	Is the petty cash fund periodically reconciled by someone other than the usual custodian of the fund?		
31	Is the petty cash fund used to cash personal checks? (answer should be no).		

F. PAYROLL AND PERSONNEL

Parish Financial Management Handbook Section 205

SEE APPENDIX 7		YES	NO												
1	Are time entries entered, approved and submitted by the employee him/her-self?														
2	Are time entries (electronic approvals) reviewed by the pastor or designate before payroll is submitted?														
3	As needed, are punch corrections and edits requested by the employee using form PT503? https://www.scd.org/sites/default/files/2021-02/PT503-Punch-Correction-Missing-Punch-Request-Form.pdf														
4	Are employees required to submit vacation requests in writing?														
5	Are vacation requests reconciled to actual vacation taken?														
6	Have any employees exceeded their sick/vacation limits? (answer should be no). You would know by looking on the ADP report, specifically the V05 report for any negative balances.														
7	Are overtime hours pre-approved (on form PT510) and compensated within the pay period they are worked? https://www.scd.org/sites/default/files/2017-06/PT510-OVERTIMEREQUESTANDPREAUTHORIZATIONFORM.pdf														
8	Are any wages paid in cash? (answer should be no)														
9	Are bonuses (or other payments in addition to wage compensation), even those which are paid using manual checks, reported as taxable wages in ADP?														
10	Additional payments may also include the value of costs paid to or on behalf of the employee (such as payments for auto repairs, rent/mortgage/utility payments, tuition assistance, etc.). If these payments have been made to the employee or on their behalf, has the value been reported to ADP as compensation?														
11	If there is a need to produce manual payroll checks or otherwise process additional wage payments, are these payments processed using current federal and state withholding rates, and then reported to ADP?														
12	Are employees paid at least minimum wage?														
13	In ADP, are salaries for religious paid to the order (not to the individual)?														
14	Rest breaks: Are non-exempt employees provided 10-minute rest breaks as follows? <table border="1"> <thead> <tr> <th>Work hours</th><th># Rest breaks</th><th>Work hours</th><th># Rest breaks</th></tr> </thead> <tbody> <tr> <td>3.5 - 6.0 hours</td><td>1</td><td>6.0 - 10.0 hrs.</td><td>2</td></tr> <tr> <td>10.0 - 14.0 hrs.</td><td>3</td><td>14.0 - 18.0 hrs.</td><td>4</td></tr> </tbody> </table>	Work hours	# Rest breaks	Work hours	# Rest breaks	3.5 - 6.0 hours	1	6.0 - 10.0 hrs.	2	10.0 - 14.0 hrs.	3	14.0 - 18.0 hrs.	4		
Work hours	# Rest breaks	Work hours	# Rest breaks												
3.5 - 6.0 hours	1	6.0 - 10.0 hrs.	2												
10.0 - 14.0 hrs.	3	14.0 - 18.0 hrs.	4												
15	Meal breaks: Are employees provided a meal break of at least 30 minutes for every work period of more than 5 hours?														
16	Meal breaks: Do meal breaks meet all of the following criteria? 1. They last at least 30 minutes 2. The employee is relieved of all duties 3. The employee is free to leave the premises														
17	If you have granted meal break waivers, have you met the following criteria? 1. The employee is not scheduled to work more than a 6-hour day 2. The waiver is in writing, signed by the employee 3. The written waiver is updated annually. https://www.scd.org/sites/default/files/2021-01/PT-502-Meal-Break-Waiver-Form-1220.pdf														
18	Is there is a periodic comparison made by the pastor (or designate) and the Parish Finance Council of actual to budgeted payroll, with a follow-up investigation of any material or unexplained variances?														
19	Do any employees work hours they are not compensated for? (answer should be no) <i>Employees should be reminded to document all hours worked on their timesheet</i>														

20	Are employee personnel files structured and ordered according to Lay Personnel guidelines (Including separate files for payroll, personnel, medical, and worker's compensation)? https://www.scd.org/sites/default/files/2024-02/Parish%20and%20Agency%20New%20Employee%20Checklist%202.24.pdf		
21	Within employee files is there a current W-4, i.e. one that matches the allowances/deductions currently taken from the employee paycheck.		
22	Are all changes in employee status (pay rate, hours, address, etc.) documented specifically on a form PT-200 (not on a letter or some other random sheet of paper), which is signed by the pastor or designate? https://www.scd.org/sites/default/files/2021-01/PT200-Personnel-Transaction-Separation-Transfer-Change-V4-FILLABLE.pdf		
23	Have all terminations received PRIOR approval from both the Diocesan Director of Human Resources and Legal?		
24	Is there a periodic review of regular part-time employees (those with ADP clock of 19HR) actual average hours? Purpose to ensure that the employee average hours have not increased to 20 or more per week.		
25	Is there a periodic review of employees with ADP clock of 20HR or more actual average hours? Purpose to ensure that the employee average hours have not decreased to less than 20 per week.		
26	Is there current documentation on which the employee has signed/ acknowledged all amounts deducted from the paycheck for his/her allocable portion of health benefits? i.e., are current year PT-10 and PT-1001 present? https://www.scd.org/sites/default/files/2024-04/2024-25%20Benefits%20Calculation%20Worksheet.xlsx		
27	For those employees who have elected participation in health benefits and are working between 20 and 35 hours per week, are additional employee costs correctly deducted from gross pay?		
28	Is there current documentation confirming, if applicable, that the eligible employee has refused medical benefits? https://www.scd.org/sites/default/files/2024-01/Waiver%20of%20Group%20Health%20Benefits.pdf		
29	Do the payroll deduction amounts on the PT-10 and PT-1001 match the amounts being deducted per ADP reports?		
30	Are all Diocesan and Parish Acknowledgements, and various addenda signed and present in the file?		
31	Is evidence of background clearance present in the file? • All employees – Clearance as required by Office of Safe Environment https://www.scd.org/safe-environment/safe-environment-information-adult-volunteers • Employees with access to funds or financial information clearance as required by Office of Lay Personnel https://www.scd.org/sites/default/files/2022-04/Background%20Check%20Policy%2004.22.pdf		
32	Are Emergency Information Forms (PT120) for all employees present, NOT in the individual employee files, but in a separate location? https://www.scd.org/sites/default/files/2017-06/PT120-EmployeeEmergencyInformation.pdf		
33	Are the I-9's for all employees present, NOT in the individual employee files, but in a separate location?		
34	Are the I-9's signed by both employee and employer representative?		
35	Employees cannot volunteer their time for duties they are compensated to perform. Are any employees volunteering their time in this way? (answer should be no)		
36	Are volunteers paid or compensated? (answer should be no)		
37	Have volunteers signed the volunteer agreement form (linked below in English and in Spanish)? https://www.scd.org/sites/default/files/2017-06/VolunteerAgreementFormV2.pdf https://www.scd.org/sites/default/files/2017-06/VolunteerAgreementFormSpanish.pdf		

G. FACILITY OVERSIGHT

Parish Financial Management Handbook Sections 500 and 900

		YES	NO
1	Is the approval of the pastor (or designate) sought before property and equipment is disposed of?		
2	<p>Are furniture and equipment identified by numbered tags, inscription, or some other means of identification OR has furniture and equipment been documented via a video inventory.</p> <p>In any case, the inventory should include all parish facilities, including church owned items in the rectory, and should also include sacred vessels, vestments and other liturgical items.</p> <p>Inventoriable items are those which the parish would request to be replaced under an insurance claim.</p>		
3	Is the inventory updated regularly?		
5	<p>If facilities are 'used by'* outsiders, are the documents/agreements obtained those found in the Parish Financial Management Handbook, Section 900?</p> <p>*used by = renting does not necessarily mean that a fee is received. More appropriately stated, outsiders 'use' of the facility, even for free, is sufficient to require the documentation described.</p> <p>SEE APPENDIX 8</p>		
	Is use of parish facilities such that there is no risk to its property tax exempt status?		
6	Does the pastor (or designate) have the passwords to all parish owned PC's and laptops on site?		
7	Does the pastor (or designate) maintain a log/inventory detailing which facility keys have been issued to which individuals?		

H. THE PARISH FINANCE COUNCIL

Parish Financial Management Handbook Section 100

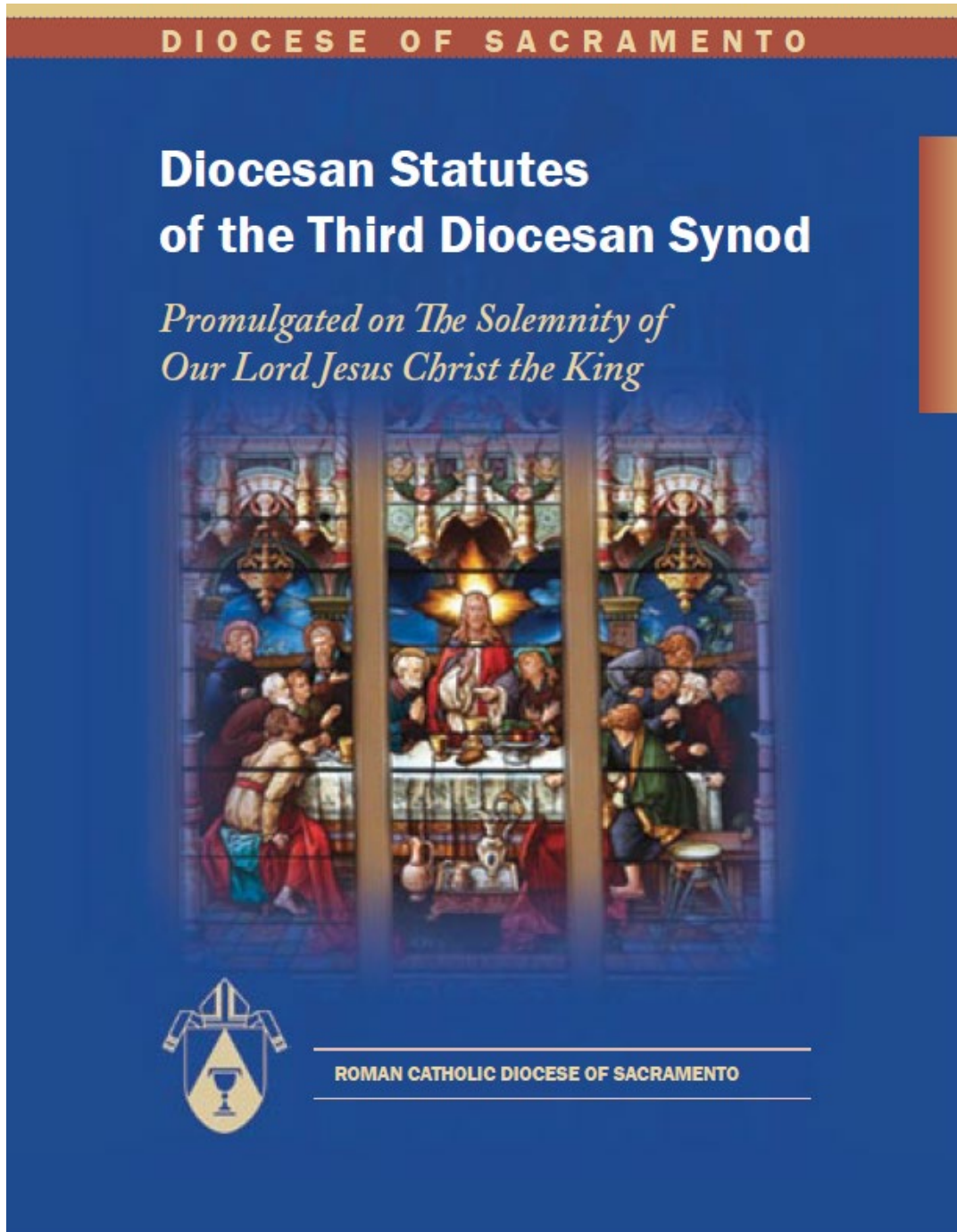
ALSO SEE APPENDIX 1 (DIOCESAN STATUTES)		YES	NO
1	Statute 146: Does the Council assist in ensuring an adequate system of internal control is in place at the parish? <i>This includes assistance in the implementation of recommendations made in Financial Operations Reviews.</i>		
2	Does the Council meet monthly (though the Diocesan Statutes require finance councils to meet no less frequently than once each quarter)?		
3	Does the Council review monthly Budget vs. Actual Financial Reports for the parish?		
4	Does the Council review the results of the (parish) weekly offertory collection for reasonableness on a regular basis?		
5	Does either the pastor or a member of the Council regularly review the cash disbursement journals for the parish?		
6	Do the pastor and Council compare actual disbursements with budgeted amounts, investigating and resolving any unusual differences?		
7	Statute 152: Does parish administration obtain documented diocesan approval before spending in excess of \$15,000 for individual purchases or projects?		
8	Statute 152: Does parish administration obtain documented approval from the Bishop before undertaking major projects within the church?		
9	Statute 146: Does the Council ensure that the Annual Parish Financial Report (APFR) is accurate before being submitted prior to deadline (generally 8/31)?		
10	Statute 146: Does the Council also ensure that that Addenda to the APFR and their supporting documentation are submitted along with the Report?		
11	Statute 147: Are parishioners provided with an annual report on the financial condition of the parish, as required by Canon 1287?		
12	Are minutes of the Council meetings on file in the parish office?		
13	Does the Council review the payroll register and other payroll detail at least quarterly?		
14	For any programs operating at a loss, does parish administration, and the Parish Finance Council specifically review profitability throughout the year?		

I. GENERAL/ OTHER

Parish Financial Management Handbook Sections 500 and 900

General and Other		YES	NO
1	Are parish documents maintained in accordance with the Diocesan Document Retention Policy outlined at Section 206 of the Parish Financial Management Handbook?		
2	In QuickBooks, are transactions 'deleted' (instead of 'voided' or adjusted via journal entry)? (answer should be no).		
3	Is parish maintenance of Sacramental Register and Records current and in compliance with the Diocesan "Norms for Mandatory Sacramental Registers"? https://www.scd.org/sites/default/files/2018-11/Norms-for-Mandatory-Sacramental-Registers-Booklet-102418.pdf		
4	Is the parish holding more than 2 months operating expenses in its local cash accounts? (Answer should be no) (Operating expenses are defined as the average of the past six months of normal operating expenses. Exclude: Capital and other non-operating expenses).		
5	If the parish is using QuickBooks desktop, is the program backed up to an external source (CD, External Drive, online data storage site) regularly (i.e. at least once a week)?		
6	Is the parish finance council provided monthly Budget vs. Actual Financial Reports (whether they meet or not)?		
7	In Quick Books, if an account has sub-accounts, are all transactions related to that income or expense category posted to one of the sub-accounts (not the parent account)?		
8	Are transactions posted to either the un-categorized income or un-categorized expense accounts kept to a minimum?		
9	Is there an internal review process to ensure that transactions are posted accurately to the parish books?		

APPENDIX 1
DIOCESAN FINANCIAL STATUTES



APPENDIX 1 (CONT'D)

...► Parishes

145. Parish Operating Budgets

Each parish shall conduct its financial operations in accord with an annual parish operating budget prepared with the assistance of the Parish Finance Council. Parishes are to operate with operational receipts at least equal to operational expenses. A budget should not show an operational deficit.¹²⁴ Exceptions to this rule require discussion with diocesan officials and the subsequent approval of the Diocesan Bishop.

146. Role of The Parish Finance Council

- §1. The Parish Finance Council is a consultative body of select professionals established to advise the Pastor in caring for the temporal goods of the parish.¹²⁵ The chairperson (if any) is to be other than the Pastor, who himself is not a member of the Council, but presides at the meetings and receives the Council's proposals. The Parish Finance Council assists the Pastor in the preparation of: the annual operating budget; long-term financial planning; the annual parish financial report to be submitted to the Diocesan Bishop;¹²⁶ annual and periodic financial reports to the faithful. The Parish Finance Council advises the Pastor on all expenditures in excess of \$15,000, before permission is requested from the Diocesan Bishop.
- §2. The Parish Finance Council assists the Pastor in ensuring that an adequate system of internal controls is in place. This assistance includes the review of Parish Financial Op-

Statutes 142-146

¹²⁴ Cf. CIC, c. 1284, §3

¹²⁵ See Statute 17

¹²⁶ Cf. CIC, c. 1287, §1

APPENDIX 1 (CONT'D)

erations Review Reports and the timely implementation of recommendations made in the Report.

§3. The annual parish financial report shall include the names and professional titles of the Council members, the Council's meeting dates during the fiscal year and a signed acknowledgment by each member of the Council stating that they have reviewed the annual parish financial report prior to its submittal.¹²⁷

147. Annual Report to the Faithful

It is required that a full report of parish finances shall be made to parishioners annually. In addition, it is recommended that interim reports be made periodically.¹²⁸

148. Parish Financial Operations Reviews

Diocesan Finance staff shall perform a Parish Financial Operations Review for each parish in the diocese every three years, as well as upon a change in Pastor and at the term renewal for a Pastor. Recommendations made as part of this Review are to be implemented by the parish within six months from the date that the Findings and Recommendations Report is presented to the Pastor and Parish Finance Council. An independent third party is to be engaged to perform the Parish Financial Operations Review every third time such a Review is performed.

149. The Parish Financial Management Handbook

All parishes of the Diocese are required to observe all policies and procedures outlined in the current edition of the Parish Financial Management Handbook.

150. Director of Parish Operations

In line with shared responsibility and collaboration, larger

¹²⁷ Cf. CIC, c. 537; Diocese of Sacramento, Synod 2004, Initiative 3

¹²⁸ Cf. CIC, c. 1287, §2

APPENDIX 1 (CONT'D)

parishes are encouraged to have a “Director of Parish Operations” (business manager) to assist the pastor - in some cases to be shared by two or more neighboring parishes. Normally, this person will be named and employed by the parish(es), but, in a given case, could be appointed by the Diocesan Bishop. Appointment of such a person does not relieve the pastor of his obligation “to take care that the goods of the parish are administered according to the norm of cc. 1281-1288,” unless otherwise provided by the norm of law or written concession of the Diocesan Bishop.¹²⁹

Statutes 147-153

151. Offerings

The policy of the Diocese regarding stipends for the celebration of the Eucharist shall be observed in all parishes and institutions. All offerings from the faithful for the celebrations of baptisms, marriages, *quinceañeras*, house/car blessings and any other such blessings, as determined by the specific guidelines, are not to be retained by the priest but are to be given to the parish and properly recorded.

152. Expenditures Greater than \$15,000

A parish may not expend on any one item or related items (that are a part of a single project) a total amount greater than \$15,000, without the pastor having first consulted with the Parish Finance Council and subsequently received formal diocesan approval.¹³⁰

153. Parish Savings: All parish savings and parish school savings must be deposited at The Parochial Fund Inc. No parish or parish school may have savings invested in any financial institution other than The Parochial Fund Inc. For purposes of this statute, parish savings and parish school savings are defined as those funds in excess of the equivalent of two months operating expenses.

¹²⁹ Cf. CIC, cc. 532; 1281-1288

¹³⁰ Cf. CIC, c. 1281

APPENDIX 2

Diocese issues policy on stipends and offerings

Editor's note: The following is the updated diocesan policy with regard to stipends and offerings issued by Bishop Jaime Soto, effective July 1, 2021. The updated policy has been sent to all priests and parish finance councils.

It is a fundamental tenet of Christian revelation that the grace of God is free. Salvation is pure gift, an act of extravagant generosity from God that no human being can ever hope to merit or pay back.

Therefore, any practice that would imply that a Catholic must pay for the sacraments would be contrary to the Church's understanding of God's love for the sinner, especially the poor. The ancient words of Isaiah express well the joyful understanding that governs all Church policy regarding money and religion:

*All you who are thirsty, come to the water!
You who have no money, come, receive grain and
eat; Come, without paying and without cost,
Drink wine and milk!*

The Catholic faithful are also encouraged to bring their offering to the altar. (Mt. 5.23; Acts 2.44-46; I Cor. 16.1-4) These gestures express one's gratitude to God. The portion one returns to the Lord recognizes that all good things come from Him. The offering also expresses our collaboration in the building up of the Kingdom. The extensive sacramental, teaching, and charitable works of the Church are a reflection of the generous, sacrificial offerings of the People of God.

Priests, who have dedicated their lives to preaching the Good News of the Gospel, must have an adequate means of support. The Church has an obligation to guarantee that material support. However, the Church is careful to provide for its priests in a way that does not give the impression that they are

somehow providing services for which they should be paid. For this reason, dioceses today mandate that priests get institutional remuneration from the parish or diocese in which they serve that is sufficient to support a reasonable standard of living. This remuneration is standardized throughout each diocese. In the Sacramento Diocese, that average annual base remuneration is approximately \$37,000. Room and board are also provided.

Priests are allowed to accept monetary offerings from the people when celebrating a sacrament, but it must be clear that the offering is given freely and the donor may choose how much to give. Moreover, the sacrament should be gladly available, whether or not this offering is made.

The same is true of offerings for sacramentals, such as blessings of houses or automobiles. In these cases, Diocesan regulations stipulate that the offering goes to the work of the parish, not to the priests personally.

The donor should choose how much to give on those occasions, and the blessings should be gladly available whether or not parishioners want to give an offering. In the Sacramento Diocese, priests are expressly forbidden from soliciting, either directly or indirectly, any offerings for blessings. Parishioners may, however, freely make an offering to the priest in addition to that specified for the parish. The priest may not ask for it.

The Code of Canon Law deliberately uses the term *offering* rather than *stipend* when referring to those monies (associated with sacraments and sacramentals) because the word *stipend* suggests a commercial exchange of goods for services, which this is not meant to be. In the sensitive area of money, it is the mind of the Church that even the appearance

APPENDIX 2 (CONT'D)

of trafficking in God's free grace be always avoided.

The offerings described above are distinct from another common form of giving in parish life: the practice of requesting a specific sum of money ("a suggested offering") for the use of Church facilities when baptisms, weddings, or funerals take place. Those donations are akin to an exchange of goods for services because the parishioner donates towards the financial support of the parish in exchange for use of the parish's buildings, and many parishes depend on this income to pay for the upkeep of its buildings and other expenses.

It should be remembered that the money given is a donation, and pastors should grant special consideration to parishioners who cannot afford the suggested offering. The overriding principle is that a parishioner must never be denied access to a sacrament because of money.

Following are the specific policies governing offerings in the Sacramento Diocese:

For Mass offerings, the suggested amount is \$10. This figure is the same for all dioceses in the Province of San Francisco. The priest can only receive one offering per Mass per day. This is a universal law set by the Church. If a family wishes to have several people named, that is acceptable, but the offering remains the same.

If the priest celebrates more than one Mass in a day, the second offering (and any additional offerings) are to be given to the parish.

The suggested offerings throughout the diocese are as follows:

Baptisms	\$50
Weddings	\$500*
*(The diocesan Bishop may grant an exception to this norm for particular circumstances.)	
Quinceañeras	\$250
Funerals	\$200
House Blessings	
And other buildings	\$20
Automobile Blessings	\$20

Any donation received for baptisms, weddings, quinceañeras, or blessings of houses, automobiles, or any other building or blessing, go to the support of the parish. If a gift, over and above the parish offering, is made freely and spontaneously to the priest, he may keep it; however, priests are prohibited from soliciting, directly or indirectly, any offering on such occasions.

Funeral offerings are made to the parish. In certain cases, diocesan policy allows for the parish to give this to the priest as part of his agreed compensation.

The Faithful have the custom of contributing to the offering on All Souls Day for the eternal repose of their dearly departed. The contributions of the Faithful will be given to the local parish. All priests will receive \$600 with the stipulation that they are each to offer 30 Masses for the eternal repose of the Faithful Departed.

+Jaime Soto
Bishop of Sacramento

APPENDIX 3

PARISH FUNDRAISING GUIDELINES

All fundraising activities within the parish must highlight the mission, vision, importance and needs of our parish community as well as our community at large.

POLICIES

In order for the parish to provide good stewardship, to act respectfully toward members of the parish, others who are asked to support the parish and support the goals of various groups and/or ministries within the parish it is important that the following principles are offered as a foundation for parish fundraising policies:

- All fundraising activities must have prior approval from the pastor. This approval must be obtained in writing via a "Fundraising Request Form" (attached). The pastor reserves the right to deny any request that is deemed unacceptable.
- The "Fundraising Request Form" must be submitted in a timely manner. The decision to approve or deny may not be immediate, depending on the need for further information or consultation with the Parish Finance Council.
- The approval of the fundraising event must be obtained prior to any advertising or reserving of parish or non-parish space.
- Immediately after approval the event must be included on the parish calendar if it is to take place on parish property. (Please note that approval does not guarantee the availability of parish space.)
- It is important that all fundraising activities or events have a chair and/or committee.
- If outsiders are involved they must complete and adhere to the diocesan policy regarding the use of diocesan and parish facilities.
- Evidence of insurance maybe required, the parish should contact the diocesan insurance company to ensure that the parish has the necessary insurance coverage for every event.
- All events and users must adhere to all alcohol use guidelines.
- If the event includes a raffle or any cash prize of \$600 or more, a W-2G must be completed at the time the winner receives their winnings. This document must be turned into the parish office.
- The fundraising activity must address essential elements, and not gratuitous wants or luxuries of the parish group or ministry.
- The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of the parish.
- The group raising funds must be aware of and respectful of the needs, customs and integrity of parish ministries and organizations and should seek to build partnerships in cooperation with other groups.
- Parish groups or ministries, in planning their fundraising activities, must be respectful of the members of the parish and the sacredness of the church's liturgy and the holy space.
- Because of the parish's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- The parish, in its administration of other funds raised, has a responsibility to be a good steward of these funds.
- The parish members should be informed, in a timely manner, before, during and after any fundraiser as to the goals and accomplishments of those fund raisers, including prompt reporting of the final totals, and acknowledgement of volunteers and supporters of the fundraiser.

The above policies are to be followed strictly by all parish groups and/or ministries that participate in fundraising events.

APPENDIX 3 (CONT'D)

PURPOSE OF FUNDS

- The financial goal of the fundraiser, in dollar amounts, is to be indicated by the group and/or ministry on the fundraising request, as well as any pre-event publicity.
- The purpose of the funds to be raised must be publicized before the fundraiser by way of promotional flyers, etc... The means of publicity must be stated in the fundraising request. All publicity must have prior approval of the pastor.
- If the proceeds are to be divided among various groups, ministries, etc... the amounts or percentages to be given to each are to be specified in detail on the fundraiser request.
- Proceeds of the fundraiser must go to the recipients designated, in the predetermined amounts.
- Since the purpose of parish groups, ministries, etc... is to work for the common good of the parish community, fund raising proceeds are distributed to the parish on a regular basis. After the event or at the end of the fiscal year, all funds raised during the fiscal year, except a reasonable amount determined by the Pastor are to be transferred to the parish.

REPORTING

- The parish group, ministry, etc... that conducted the fundraiser is responsible for reporting the total amount of proceeds raised to the Pastor and/or the Parish Finance Council. A final printed report is to be submitted within 1 week of the completion of the fundraiser.
- If the proceeds are to be divided among various groups, ministries, etc... this is to be included in the report.

HANDLING OF FUNDS

These cash management rules must be adhered to to insure the safekeeping of all monies raised:

- All funds received from the fundraiser before or during the event must be submitted to the parish office for processing. These funds must be deposited in the parish bank account or safe daily. In no case shall monies be left unguarded overnight nor should they be taken home by an individual. This is for the protection of all involved.
- All checks must be made payable to the parish.
- All expenses must be supported with receipts.
- All requests for expense reimbursement must include a receipt and must be submitted through the parish office. Reimbursements will only be disbursed by check. The requesting party must provide a receipt and have approval from either/or both the Pastor and the fundraising chair.
- Expenses can not be reimbursed from the cash proceeds of a fundraiser. All monies received and all expenses must be processed through the parish office and parish accounts.
- Use of a count sheets for cash must be used for all events in which money is collected without direct administrative oversight. A responsible individual should perform the first-count of money received and document this on a count sheet before sending the funds to the parish office.
- All sales of tickets must be tracked appropriately using a ticket inventory control sheet. This sheet must match all deposits received through out the event from the beginning to the end. A final ticket inventory control sheet must be provided with the final report.

APPENDIX 4

SUPPLY SERVICES REMUNERATION AND REIMBURSEMENT

CHECK REQUEST for Supply services, Stipend & Mileage

Check Payable To ** Date:

Address:

SS # for 1099

Requested By:

Expenses detail:

Mass / Event / Function:

Date (s):

Time(s):

Weekend Masses

of Masses - weekend (\$50 / Mass)

x

\$50

Mass Stipend (if any was received)

x

\$10

- If priest is tier 2 from his assigned parish, he is not entitled to the Mass intention

- The priest may only take one (1) \$10 mass stipend per day.

Weekday masses

of Masses - weekday (\$15 / Mass)

x

\$15

Mass Stipend (if any was received)

x

\$10

- If priest is tier 2 from his assigned parish, he is not entitled to the Mass intention

- The priest may only take one (1) \$10 mass stipend per day.

Mileage from origination to destination

Mileage rate is \$0.67/mile as of 1/1/2024. Consult Diocesan finance department for updates to the rate.

If priest has gas reimbursement from his assigned parish, he is not entitled to the mileage

Attach Mileage spreadsheet or Google map

x

\$0.670
(eff 1/1/24)

Sacramental/Ritual Occasions

Funeral (\$50 / Mass)

x

\$50

Funeral Vigil (\$30/ service)

x

\$30

Funeral Gravesite Service (\$20 / service)

x

\$20

Quinceanera/ Wedding

\$50 per Mass

x

\$50

Mass intention if any

- If tier 2 from his assigned parish, not entitled to the Mass intention

- Priest may only take one (1) \$10 mass stipend per day.

x

\$10

TOTAL

Approved by (original signature required)

***The parish is to ensure that a supply priest who is not from the Diocese of Sacramento has a recently issued "letter of good standing" approved by the office of the Vicar for Clergy filed in the parish office.*

QuickBooks Coding

601.14 Extra (Supply) Priests

605.2 Gas, Repair, Maintenance

TOTAL

APPENDIX 5 OUTSIDE VENDOR/ CONTRACTOR CHECKLIST

OUTSIDE VENDOR CHECK LIST

Project Title: _____ Date: _____

Vendor Contact Information

Name of Vendor: _____

Address: _____

Phone Number: _____

E-mail: _____

The following documentation is required when hiring an outside vendor to perform work with the Sacramento Diocese.

All Contracts require:

- ☐ Active Contractor License
 - <https://www.cslb.ca.gov/online/services/checklicenseII/checklicense.aspx>
- ☐ Proof of Liability Insurance (Certificate of Insurance- COI)
 - 1 million minimum per occurrence
 - 2 million liability aggregate coverage naming the legal title of the parish, a Corporation sole, and Roman Catholic Bishop, a Corporation sole
 - Proof of Workers Compensation per State of California
 - <https://www.dir.ca.gov/dwc/faqs.html>
- ☐ Waiver of Right to Recover Endorsement-California
- ☐ Hold Harmless and Indemnification Agreement
- ☐ Proof of Auto Insurance 1 million minimum per occurrence
- ☐ Signed W-9 Request for Taxpayer ID Number

Contracts over \$15,000 require an expenditure approval from the Diocesan Finance Department. These expenditure requests require consultation of the Parish Finance Council, how it will be funded, and three estimates from three different vendors with the same scope of work.

APPENDIX 5 (CONT'D)

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHOR REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>				<p>3/29/202</p>		
<p>PRODUCER InterWest Insurance Services, LLC License #0B01094 P.O. Box 8110 Chico CA 95927-8110</p>		<p>CONTACT NAME: Jessica Lack PHONE (A/C No. Ext.): 530-897-3165 FAX (A/C No.): 530-891-7765 E-MAIL: jlack@iwins.com ADDRESS: jlack@iwins.com</p>		<p>INSURER(S) AFFORDING COVERAGE</p>		
<p>INSURED Alternative Energy Systems Inc. 13620 Hwy 99 Chico CA 95973</p>		<p>License#: 0621094 ALTER#</p>		<p>INSURER A: Travelers Indemnity Co of CT 25682 INSURER B: Colony Insurance Company 39993 INSURER C: Midwest Employers Casualty Co 23612 INSURER D: Travelers Property Casualty Company of America 25674 INSURER E: INSURER F:</p>		
COVERAGES		CERTIFICATE NUMBER: 488515062		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADCL SUBR INSD WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> S&O GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	PACE54257804	4/1/2024	4/1/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (E&A occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADY INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		8108M545603	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (E&A accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED: <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	EXC4257904	4/1/2024	4/1/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	BNJWC0159738	5/1/2024	5/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Pollution Liability Rented/Leased Equipment		PACE54257804 6307K963209	4/1/2024 4/1/2024	4/1/2025 4/1/2025	Aggregate/Each Limit Limit 1000000/1000000 100,000
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Roman Catholic Bishop of Sacramento, a corporation sole, in Trust for Pastor of St. Peter & Paul Parish, Rocklin, a corporation sole, Pursuant to The Roman Catholic Diocese of Sacramento Master Irrevocable Trust Dated August 1, 2011 are named as additional insured. Waiver of Subrogation applies to Workers Compensation.</p>						
CERTIFICATE HOLDER			CANCELLATION			
<p>Diocese of Sacramento 2110 Broadway Sacramento CA 95818</p>			<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p><i>[Signature]</i></p>			

APPENDIX 6

REVIEWING THE BANK STATEMENTS AND RECONCILIATIONS

(THE PASTOR OR HIS DESIGNATE, I.E. A MEMBER OF THE PARISH FINANCE COUNCIL SHOULD REVIEW ALL PARISH BANK STATEMENTS AND BANK RECONCILIATIONS MONTHLY. THIS REVIEW IS SEPARATED FROM THE BOOKKEEPER/BUSINESS MANAGER JOB DUTIES)

You review:	What you are looking for:
Review the cleared checks, received along with all bank statements, for unauthorized or altered signatures	You, or someone else authorized to sign checks didn't sign the check
Review the cleared checks: look at the payees to determine that all checks were issued to authorized payees	You remember reviewing an invoice to that vendor, and subsequently signing a check for that vendor. No 'new' vendor names are on any of the checks (vendor name has not been changed)
Review the cleared checks for any that are of a different style (shape, color, size) than those of the parish/school account	Someone on the outside may have tried to replicate what your checks look like, and then cashed them.
Review the bank statement to determine that all cleared check numbers are within the number sequence of checks currently in use by the parish/school	For example, if last month you signed checks 8900 through 9300, you have to take a second look at check 6591 and 10450, because they are outside of range of rest of the checks.
Make a general review of the bank statement account balances	You have a general idea of how much is in your bank accounts. Does that month end balance on the statement seem right to you?
Review bank statement deposit transactions	To ensure that 'monthly income' is consistent with expectations/ budget
Review bank statement cash transfers	To ensure that you were aware of them, and that all were authorized by you.
Review bank statement cash withdrawals	Because there should not be any

APPENDIX 7

REVIEWING ADP PAYROLL REPORTS

(below is from the ADP labor distribution report, which is one of the reports produced every payroll).

- Ensure that payroll contains valid employees.
- Ensure that employee pay is correct. Changes in rates can be found on the ADP Personnel Change Audit Report.
- Overall, ensure that total payroll is consistent with, if not almost the same as it was last pay period, and normally is. A variance of more than 5% should be investigated.
- *Reviewing payroll is not unlike signing a series of vendor checks. Just like administrators would review an invoice before signing a check, so would they review how much each employee is scheduled to be paid.*

(ADP LABOR DISTRIBUTION REPORT)

PERSONNEL	HOURS			EARNINGS			GROSS	STATUTORY DEDUCTIONS			VOL. DEDUCTIONS
	Reg	O/T	Hours 3 & 4	Reg	O/T	Hours 3 & 4					
AGUSTIN, A. File: 000001 Dept: 611000 Clock: 40HR Rate: 11.0000	80.00	4.00	8.00 H	880.00	66.00	88.00	1,034.00	41.36 FIT 64.11 SS 14.99 MED	8.27 CA 10.34 SUI	22.05 M 2.25 D 0.23 O	M MEDICL D DENTAL O VISION W CHECK1
BARROS, K. File: 000002 Dept: 611000 Clock: 40HR Rate: 11.0000	80.00	6.00	8.00 H	880.00	99.00	88.00	1,067.00	42.68 FIT 66.15 SS 15.47 MED	8.54 CA 10.67 SUI	22.05 M 2.25 D 0.23 O	M MEDICL D DENTAL O VISION W CHECK1
HAMILTON, R. File: 000003 Dept: 611000 Clock: 40HR Rate: 11.0000	58.00		8.00 H 16.00 S 6.00 V	638.00	0.00	330.00	968.00	38.72 FIT 60.02 SS 14.04 MED	7.74 CA 9.68 SUI	22.05 M 2.25 D 0.23 O	M MEDICL D DENTAL O VISION W CHECK1

1. Review each employees' hourly rate, or salary. Is this the rate that you know is correct, and is also on the PT100/PT200/Contract
2. Do the regular hours match what the employee put on the timesheet?
3. Also, are the hours about right with what she normally works (not excessive)?
4. Do the overtime hours (if any) also match the timesheet?
5. Was there a holiday this pay period?
6. Was this employee sick this pay period? Did you see sick hours on the timesheet?
7. Did this employee take vacation this pay period? Did you pre-approve it, and did you see vacation hours on the timesheet?

APPENDIX 7

REVIEWING ADP PAYROLL (CONT'D)

(this labor distribution report has intentional errors and misrepresentation)

PERSONNEL	HOURS			EARNINGS			GROSS	STATUTORY DEDUCTIONS			VOL. DEDUCTIONS	
	Reg	O/T	Hours 3 & 4	Reg	O/T	Hours 3 & 4						
AGUSTIN, A. File: 000001 Dept: 611000 Clock: 40HR Rate: 11.0000	88.00	5.00		968.00	82.50	0.00	1,050.50	42.02 FIT	8.40 CA		22.05 M MEDICL	
								65.13 SS	10.51 SUI		2.25 D DENTAL	
								15.23 MED			0.23 O VISION	
											909.21 W CHECK1	
BARROS, K. File: 000002 Dept: 611000 Clock: 40HR Rate: 11.0000	88.00	3.00		968.00	49.50	0.00	1,017.50	40.70 FIT	8.14 CA		22.05 M MEDICL	
								63.09 SS	10.18 SUI		2.25 D DENTAL	
								14.75 MED			0.23 O VISION	
											880.65 W CHECK1	
HAMILTON, R. File: 000003 Dept: 611000 Clock: 40HR Rate: 15.0000	88.00	15.00	8.00 H 24.00 S 32.00 V	1,320.00	337.50	960.00	2,617.50	104.70 FIT	20.94 CA		22.05 M MEDICL	
								162.29 SS	26.18 SUI		2.25 D DENTAL	
								37.95 MED			0.23 O VISION	
											2,265.45 W CHECK1	
RONALD, H. File: 000004 Dept: 611000 Clock: 40HR Rate: 21.0000	88.00			1,848.00	0.00	0.00	1,848.00	73.92 FIT	14.78 CA		22.05 M MEDICL	
								114.58 SS	18.48 SUI		2.25 D DENTAL	
								26.80 MED			0.23 O VISION	
											1,599.44 W CHECK1	

NEXT PAY PERIOD, YOU NOTICED SOME ISSUES IN YOUR REVIEW....

- Review each employees' hourly rate, or salary.
 * The hourly rate increased from \$11.00 last pay period to \$15.00 this pay period. Did you approve this?
- Do the regular hours match what the employee put on the timesheet? Are hours about right?
 * The employee put in for the regular hours, and this is same as the timesheet...ok.
- Do the overtime hours (if any) also match the timesheet?
 * OK
- Do the overtime hours (if any) also match the timesheet?
 * Put in for 15 hours overtime. Do you remember this happening?
- Was there a holiday this pay period?
 * There was not, so he should not be getting paid holiday.
- Was this employee sick this pay period? Did you see sick hours on the timesheet?
 * You don't remember him being sick. Need to investigate further, starting with the timesheet
- Did this employee take vacation this pay period? Did you pre-approve it, and did you see vacation hours on the timesheet?
 * You don't remember him taking vacation time. Need to investigate further, starting with the timesheet
- Who is this new employee? Fictitious? If he exists, are his rate/ hours/etc. correct?

APPENDIX 8

USE OF PARISH FACILITIES

	Parish Sponsored Activities	Parish Special Events	Parish Affiliated Groups		Unaffiliated Groups	
Category	A	B	C		D	E
Users	Parish events open to all parishioners.	"Invite Only": parish events, not open to all parishioners	Catholic Societies and Organizations listed in the "Official Catholic Directory"		Use of the facility by outside individuals and organizations. Including use by non-profits for any purpose.	
Examples	* Parish Programs & Fundraisers * Celebrations Assoc w/Sacraments * Funeral Receptions	* Quinceañeras * Wedding Reception * Funeral Receptions (non Catholic)	* Knights of Columbus * St Vincent de Paul * Legion of Mary		* Meetings or classes (e.g. Community Organizations, AA)	* Private Parties * Fundraisers (not parish or school) * Business operations (for-profit and non-profit)
May the Parish facility be used? (See Publication 48 and contact county assessor if unclear)	GENERALLY YES	GENERALLY YES	GENERALLY YES		MAYBE	NO
Does parish have control over the event?	Yes	No	No		No	No
Risk of Property Tax Exemption Revocation	Low	Low	Low		High (advise parish to contact county assessor.)	Not allowed
User must complete and submit these documents prior to event	* Parish/Diocesan Facilities Use Request Questionnaire & Facility Application/ Rental Agreement PFMH 900-94 thru 900-104	* Parish/Diocesan Facilities Use Request Questionnaire & Facility Application/ Rental Agreement PFMH 900-94 thru 900-104 * Catholic Mutual Special Events Application * Parish Facility Use Policy (if parish has its own) * Certificate of Insurance: naming (1) parish and (2) Diocese as additionally insured	ONE TIME USE * Parish/Diocesan Facilities Use Request Questionnaire & Facility Application/ Rental Agreement PFMH 900-94 thru 900-104 * Catholic Mutual Special Events Application * Parish Facility Use Policy (if parish has its own) * Certificate of Insurance: naming (1) parish and (2) Diocese as additionally insured	MORE FREQUENT USE * Parish/Diocesan Facilities Use Request Questionnaire & Facility Application/ Rental Agreement PFMH 900-94 thru 900-104 * Catholic Mutual Unaffiliated Organizations Agreement * Parish Facility Use Policy (if parish has its own) * Certificate of Insurance: naming (1) parish and (2) Diocese as additionally insured	<i>IF USE DOES NOT PUT AT RISK: ONE TIME USE</i> * Parish/Diocesan Facilities Use Request Questionnaire & Facility Application/ Rental Agreement PFMH 900-94 thru 900-104 * Catholic Mutual Special Events	<i>IF USE DOES NOT PUT EXEMPTION AT RISK: MORE FREQUENT USE</i> * Parish/Diocesan Facilities Use Request Questionnaire & Facility Application/ Rental Agreement PFMH 900-94 thru 900-104 * Catholic Mutual Special Events