

## **Parish Financial Calendar**

### **Every week:**

Bookkeeper - Review, schedule, and submit all bills that are due (including assessments) to Pastor for approval and signing on appropriate day of week

Filing system up-to-date for: all paid bills, offertory tally sheets, deposit slips, time slips, and miscellaneous items

Record all financial transactions in general ledger.

### **Every Month:**

Pay assessment balance shown on monthly diocesan billing statement

Bank Reconciliation(s) prepared within one week of receipt of bank statements with checks and voided checks then filed sequentially with previously returned checks

Review bank reconciliations and bank statements submitted from other parish organizations.

Pastor's review of year-to-date financial statements of previous month with bookkeeper

### **Every Quarter:**

Finance Council meeting with review of current parish financial statement compared to budget (All variances should be investigated and review should include plan for the payment of any past due obligations)

Random review of bank reconciliations and corresponding bank statements with all enclosures (of all accounts) by person(s) independent of the custody, recordkeeping, or authorization, of the accounting assets and records (e.g., Finance Council Members) with individuals rotated periodically

Payroll taxes - independent review that the payment and filing of the various tax returns comply with their respective due dates and verify by canceled checks that deposits/payments have been made. Complete and submit Form 941 Quarterly Tax Report.

Personnel records current - W-4, I-9, vacation and sick day records, job descriptions, etc.