



This Financial Policies and Procedures Manual has been prepared to provide diocesan parishes one comprehensive document containing the financial policies of the Diocese of Winona-Rochester and the financial procedures to which all diocesan parishes must adhere. It is also intended to serve as a reference guide to all who are involved in parish finances.

In this manual the user will find a collection of all policies, procedures, internal controls, chart of accounts and informational topics as they relate to parish financial administration.

Please read the manual and become familiar with the topics covered within. In the Year of Jubilee 2000 we began the process of periodically performing financial audits of parishes, schools and cemeteries within our diocese. Future financial audits will incorporate these policies, procedures and internal controls into the scope of the audit evaluation. Most policies, procedures, government regulations and Church policies covered within this manual have been in existence for varying periods of time. It is essential that parishes implement, if necessary, new processes in order to achieve the desired goal of transparent parish accountability, appropriate internal controls, following generally accepted accounting principles, and adherence to Church policies and governmental regulations.

While this publication of a financial users' manual is extensive, additional topics and relevant sections will be added. It is our intention to add sections for school and cemetery association accounting, risk management policies and procedures, self insurance and employee benefits to name a few. As policies or topics are introduced or changed, we will publish and distribute the appropriate inserts. This will enable you to have ever-current copies of your manual. Please review the next section regarding the use of the manual.

I wish to acknowledge all who assisted with the development of this tool, particularly our diocesan internal auditor, Mr. Jeffrey Reimer, CPA. The contribution of time and expertise has led to a useful parish resource.

We offer this manual to the memory of Sr. Helen Marie Fenney, PBVM (1920-2002). Sr. Helen served as the first Diocesan Director of Finance from 1977-1984. Through Sr. Helen's leadership the foundation for solid financial administration was laid in our local church, the Diocese of Winona, now the Diocese of Winona-Rochester.

Andrew Brannon

Chief Finance and Administrative Officer



## Use of Manual

The Diocesan Financial Procedures Manual has been designed for ease of use and in a manner that allows for updates and additional material. The following is a reference for the use of your manual.

- Table of Contents** provides a quick reference to key topics and location in the manual.
- Page numbering** is ordered first by topic section and secondly by page number within a section. For example, page 3-10 refers to section three which covers the subject of Parish Financial and Accounting Systems and page ten within that section begins the payroll accounting examples.
- One topic** is presented per page. The exception to this is existing policies that have been previously published and incorporated into this manual.
- References to pastor** also include parish director or parish administrator.
- Manual updates** will be distributed as necessary. It is imperative that when changes or additions are provided that they are inserted into the appropriate place in the manual. Please remove pages as directed when revisions are published. Instructions will always accompany the publication of changes, updates and new sections. Make sure all copies of the manual are updated.
- Copies of this manual** may be made for use within a parish, school or cemetery. However, providing copies of any material contained in this manual to those outside the Diocese of Winona-Rochester requires prior permission from the Diocesan Chief Finance and Administrative Officer.