

Annual Financial Report Survey

Annual Survey Instructions

The following survey should be completed by the Pastor/Principal and parish/school staff, with the assistance of the Finance Council/School Board. Please select or provide the appropriate answer to the best of your ability. This survey is due by <u>September 30, 2023</u>. It can be filled out either online or a paper copy may be printed and sent to the Diocese of Des Moines Finance Department or emailed to <u>rwaskel@dmdiocese.org</u>.

Parish Finance Council

Parish Finance Council Guidelines can be found at <u>www.dmdiocese.org/filesimages/Parish%20Governance/Parish%20Finance%20Council%20Guidelines 2</u> 022.pdf

1. Please provide the name of your parish, the city where it is located and the name and title of the person filling out this form. *

St. Theresa of the Child Jesus Des Moines

Kenneth Seymour Parish Manager

2. Does the parish have a Finance Council that operates in accordance with the guidelines issued by the Diocese? *

🔵 Yes

🔵 No

Other

3. List the dates of the Finance Council meetings in FY2023: *

8-11-22 9-8-22 10-13-22 11-10-22 1-12-23 2-9-23 3-9-23 4-13-23 5-11-23 6-8-23

- 4. Are there five or more members, not including the Pastor? *
 - Yes
 -) No
- 5. Have all current Finance Council members served for six or less consecutive years?

If any member has served more than six years, please select both No and Other where you will fill in the number of years for those serving over six years.

Yes

No

Tom-20plus Margie-20plus, Kevin-20plus, Paul-20plus

6. Did the Finance Council maintain minutes of each meeeting? *





7. At least quarterly, did the Finance Council review full and complete financial statements printed directly from ParishSOFT Accounting? *

- · Statement of Financial Position: June 30, 2022 and 2023 balances
- Statement of Dedicated Accounts: June 30, 2023
- Statement of Activities: Year to Date, June 30, 2022 and 2023; Annual Budget June 30, 2023
- Yes

🔵 No

8. Has the Finance Council approved an annual operating budget for the fiscal year beginning July 1, 2023? *

🔵 Yes

) No

9. Has the Finance Council approved the priest housing letter for the coming year? *

🔵 Yes

) No

- N/A, we do not have priest housing
- 10. Are the statements of financial position accounts reconciled at the end of the fiscal year? *

🔵 Yes

) No

Approvals from the Bishop's Office.

11. Was the Bishop's approval obtained prior to initiating a building project **OR** prior to buying or selling property valuing \$25,000 or more? *

	Yes	
\bigcirc	No	
\bigcirc	N/A	

12. Was the Bishop's approval obtained prior to executing any loan, mortgage, line of credit, or renewals? *

🔵 Yes

) No

🔵 N/A

13. Was the Diocesan Building Commission's approval obtained for projects greater than \$50,000?

Resource Manual: **804 BUILDING CONTRACTS, p. 147**. <u>www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20April%2</u> <u>02022.pdf#page=147</u>

🔵 Yes

*

🔵 No

🔵 N/A

Banking and Investments

14. Does the Pastor/Principal have signatory power on all checking, savings, and investment accounts (including those of any auxiliary groups)? *

Resource Manual: **101 BANK/INVESTMENT ACCOUNTS, p. 11** <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> <u>pril%202022.pdf#page=11</u>

🔵 Yes



15. If you answered No above, please list accounts with exceptions: *

NA

16. Have signers been reviewed and are current? *





17. Are all bank and investment accounts reported on the Statement of Financial Position, including CDs and any auxiliary group accounts like Altar & Rosary or Home & School accounts? *

🔵 Yes

🔵 No

18. Are all balances from the above accounts as of June 30, 2023? *

🔘 Yes

) No

- 19. Does the parish/school have a written investment policy? *
 - 🔵 Yes

) No

Other

20. Are blank checks secured from unauthorized access? *



) No

21. Are blank checks pre-numbered by the check vendor? *



) No

22. Is supporting documentation (e.g., invoice, etc.) provided for all disbursements given to the Pastor/Principal, or his/her designee, for approval? *

🔵 Yes

) No

23. Are all bank accounts reconciled by someone without authority to withdraw funds and/or sign checks? *

Resource Manual: 101 BANK/INVESTMENT ACCOUNTS, p. 12.
http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A
pril%202022.pdf#page=12

Yes

No

24. Are all investment accounts reconciled by someone without authority to withdraw funds? *

~	Yes
	No
	Other

25. Are all bank and investment reconciliations reviewed in detail by a second person?



-) No
- 26. Does the 2nd person review the bank statement with the reconciliation review? *
 - 🔵 Yes



27. Are outstanding checks researched and resolved within 90 days? *

🔵 Yes

🔵 No

- 28. Are all uncleared journal entries researched and resolved within 90 days? *
 - 🔵 Yes
 - 🔵 No
- 29. Please calculate the number of months of average operating expenses you have in your unrestricted operating reserve, using this formula: *(Unrestricted cash balance divided by FY2023 Operating expense budget divided by 12)* *

3.6 months

30. Are only restricted funds appropriately categorized into parish council restricted accounts (#1200 series) or donor-restricted accounts (#1300 series)? *

Resource Manual: **103 RESTRICTED ASSETS**. p. 18 <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> <u>pril%202022.pdf#page=18</u>

🔵 Yes

) No

31. Did all withdrawals/disbursements from the donor-restricted accounts in the last year meet the restrictions set by the donor? *

YesNo

Other

32. Does your written credit card policy include these three restrictions: a) only assigned to those users who really need it for making purchases for the church; b) sets an appropriate credit limit on cards; c) does not allow cash withdrawals or personal purchases. Select Other if an explanation is needed. * Resource Manual: 303 PARISH AND SCHOOL CREDIT OR STORE CARDS, p. 43. http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20 April%202022.pdf#page=43



- 33. Does the Pastor/Principal review and approve credit card statements, including documentation for charges? *
 - 🔵 Yes

🔵 No

34. Is the credit card balance paid in full each month? *



) No

- 35. Does the parish or school have a debit card? *
 - 🔵 Yes
 - 🔘 No

36. Does the parish/school participate in online banking? (Logging into your bank remotely is considered online banking. Allowable transactions are direct deposit or debit via ACH, scan checks for remote deposit, transfer funds to another account, pay bills.) *

Resource Manual: **104 ELECTRONIC BANKING, p. 19** <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20</u> <u>April%202022.pdf#page=19</u>



37. Do all online banking transactions require the authorization of two people? *

\bigcirc	Yes

) N/A

No

- 38. Are all online banking transactions executed from a device that is not used for any other Internet activity? *
 - 🔵 Yes

) No

-) N/A
- 39. Does the parish/school offer an electronic recurring tithing option? *

🔵 Yes

) No

40. Does the parish/school offer an online giving option on your website? *



🔵 No

41. If you answered yes to online giving via your website, please name the online giving platform used: *

Common examples: ParishSOFT, OSV, LPI, Vanco, etc.

PatishSOFT

Processing Receipts

42. Do you use tamper-resistant bags for mass collections? *



) No

43. Do you use tamper-resistant bags for major fundraisers? *

Resource Manual: **201 PROCESSING RECEIPTS, p. 25** <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> <u>pril%202022.pdf#page=25</u>

🔵 Yes

🔵 No

🔵 N/A

44. Is access to the bags limited to someone who does not have access to undeposited funds? *

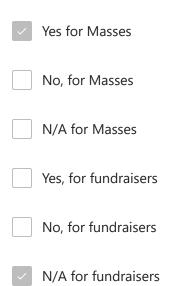
	Yes	
\bigcirc	No	
\bigcirc	N/A	

45. Is this same person using the Bag Tracking Form as shown on p. 169 of the Resource Manual? *

Resource Manual: **201 PROCESSING RECEIPTS, p. 169** <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> <u>pril%202022.pdf#page=169</u>

No

46. Do the counters verify that the assigned bag numbers they count from are identical to the bag numbers recorded on the bag tracking form for a Mass or fundraiser? *



47. Are there at least two unrelated people assisting with the counting? *

	Yes
\bigcirc	No

48. Are collection teams rotated each week (as in, you don't have the same team two weeks in a row)? *



No

49. Do any members of the count teams have recording responsibilities in ParishSOFT Family Suites or ParishSOFT Accounting? *

Yes

🔵 No

50. Is a tamper-resistant bag or a locking bank bag used to transport all deposits to the bank? *



🔵 No

Human Resources

51. There are two federal forms (W-4 and I-9) and one IA form (W-4) required to be kept on file for employment. Have you complied with all instructions as per the governing body for every parish and school employee? *

To verify your compliance,	please see	www.irs.gov/	<u>/forms-pubs</u> ,	<u>/about-form-w</u>	<u>-4</u> and
<u>www.uscis.gov/i-9</u> .					

	Yes
\bigcirc	No

52. Do you have a signed waiver for all employees who work at least 20 hours per week but have <u>NOT</u> elected to participate in the 403(b) Retirement Plan? * Resource Manual: 404.2 EMPLOYEE RETIREMENT (403B), p. 72 <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> pril%202022.pdf#page=72

🔵 Yes

🔵 No

53. Does someone reconcile the payroll liability/withholding accounts (GL accounts #2000 - #2050), at a minimum at the fiscal year-end? *

Resource Manual: **406 PAYROLL LIABILITIES, p. 80**. <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20</u> <u>April%202022.pdf#page=80</u>

Yes

) No

54. In the past year, has the IRS imposed any penalties or late fees? *

🔵 Yes

🔵 No

55. Have all federal and state withholding reports and payments been filed for the past four (4) quarters? *

	Yes
--	-----

No

56. List the current number of parish or school employees listed on IRS Form 941 as of June 30, 2023. <u>www.irs.gov/pub/irs-pdf/f941.pdf</u> *

Including the Pastor, please answer with:

1) # of Full-Time (works 28 hours or more per week);

- 2) # eligible for 403(b) (works at least 20 but less than 28 hours per week;
- 3) # of Part-Time (works less than 20 hours per week);
- 4) # of Seasonal or Temporary NOT included in the other categories.

1-40

- 2-0
- 3-23
- 4-6

Gambling and Sales Tax

57. Has a Gambling license been obtained for all raffles and bingo games? * Resource Manual: **204 FUNDRAISING ACTIVITIES, p. 34**. <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> <u>pril%202022.pdf#page=34</u>

🔵 Yes

) No

) N/A

58. Winnings over \$600 require filing of a W-2G. Was this form filed, if needed, for winnings over \$600? *

Resource Manual: **302 TAXES, p. 41**.

http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A pril%202022.pdf#page=41

Yes

) N/A

59. Has an IRS 1099 form been issued to all independent contractors or vendors in accordance to federal regulations? *

🔵 Yes

) No

60. Has an IRS W-9 form been obtained for all vendors of services greater than or equal to \$600? *

🔵 Yes

) No

) N/A

Safety

61. Do you have a Safety Committee which met at least three (3) times in FY2023? * Resource Manual: **510 SAFETY CULTURE, p. 105.** <u>http://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20A</u> <u>pril%202022.pdf#page=105</u>

Yes, and they met at least 3 times

No



- Yes, but they only met 1 or 2 times
- Yes, but they didn't meet
- 62. Did the Safety Committee maintain written minutes of each meeting?

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- Yes
- No
 - We don't have a Safety Committee.
- 63. Who is your Safety Coordinator? (Please provide name and email address.)

Justin Papian justinpapian@gmail.com

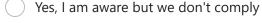
64. Are you aware of and do you comply with the Diocesan policy: Vehicle and Driver Safety? *

www.dmdiocese.org/resources/finance/policies

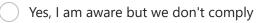


- Yes, I am aware and we comply
- Yes, I am aware but we don't comply
- No, I am not aware and I don't comply
- 65. Are you aware of and do you comply with the Diocesan Fraud Policy? * www.dmdiocese.org/resources/finance/policies

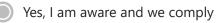
Yes, I am aware and we comply



- No, I am not aware and I don't comply
- 66. Are you aware of and do you comply with the Facility Usage Guide? * www.dmdiocese.org/resources/finance/policies
 - Yes, I am aware and we comply



- No, I am not aware and I don't comply
- 67. Are you aware of and do you comply with the Building Commission Guidelines? * www.dmdiocese.org/resources/administration/building-services



- Yes, I am aware but we don't comply
- No, I am not aware and I don't comply
- 68. Please remember to email or mail your Finance Council/School Board members information sheet and the AFR signature page to <u>rwaskel@dmdiocese.org</u> or Diocese of Des Moines, 601 Grand Ave, Des Moines, IA 50309. *

The space below is available for any additional information you would like us to know. Thank you!

Question 33, We answered no but I as the Parish Manager review the statement. So there is a second set of eyes aside from the accountant. Question 43, we will be using Tamper bags for Fundraisers going forward. Question 48, we are low on volunteers but are working toward this goal Question 49, yes as we are beginning to upload checks inhouse so our accountant help in the count. But we have put in place a check and balance for approval of deposit and signed off by me. Question 50, We will look into which of these is the best option. Question 61 our safety committee already has quarterly meetings planned for this year. I have tried to answer a few question that as a Finance Council we discussed at our Sept meeting in going over the annual report.

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