**Archdiocese of Seattle Parish**

**Financial Operations and HR Compliance Review**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parish ID#:** \_\_\_\_\_\_ **Parish:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL OPERATIONS REVIEW QUESTIONNAIRE**

# GENERAL

1. Are you presently using double entry accounting? Yes  No
2. Are the books maintained on a *cash* or *modified accrual* basis? Cash  Modified Accrual
3. Are all parish, school, and sponsored organizations bank accounts (including PRF and ARF) included in the General Ledger (GL)? Yes  No

In the Parish Annual Report (PAR)? Yes  No

1. Are all Endowment, Investment, and Cemetery Care Fund Assets included in the GL?

Yes  No  N/A  In the (PAR)? Yes  No N/A

1. Are all loan accounts (including PRF and ARF) included in the GL? Yes  No  N/A

In the PAR? Yes  No N/A

1. Are financial records stored and maintained in accordance with Archdiocesan Policy?

Yes  No

1. Are cash and cash equivalents (including Scrip), accounting records, unused checks, and back-up USB/flash drives or hard drives stored in a fireproof safe or cabinet? Yes  No
2. Has the parish developed a plan to continue financial operations in the event of a disaster?

Yes  No

1. Are monthly financial statements prepared? Yes  No  By whom?
2. **CONSULTATIVE BODIES**
3. Please fill in the table below:

|  | Parish Council | Finance Council |
| --- | --- | --- |
| 1. Does the parish have a Parish Council and/or a Finance Council? |  |  |
| 1. How many members does the council have? |  |  |
| 1. Are members of the council: |  |  |
| 1. Not currently employed by the parish or parish school or a close relative or in-law or living in the same household as a parish or school employee? |  |  |
| 1. Not simultaneously a member of the Parish council and Finance Council? |  |  |
| 1. How often does the council meet (monthly, quarterly, biannually, annually, other)? |  |  |
| 1. Does the council keep minutes or meeting summaries? |  |  |
| 1. Where are the minutes or meeting summaries kept? |  |  |

1. Finance Council
2. Does the Finance Council make budget recommendations to the Pastor?Yes  No
3. Does the FC monitor the actual expenditures against the budget? Yes  No

How often?

Is the school budget amended in September to reflect actual enrollment?

Yes  No  N/A

1. Has the FC developed a long-range plan (3-5 years)? Yes  No
2. Are FC members involved in day-to-day parish financial operations? Yes  No
3. School Finance Committee N/A
4. Is there a SchoolFinance Committee, or sub-Committee of the School Commission?

Yes  No  N/A

1. Does this group maintain minutes or meeting summaries? Yes  No  N/A  If so, where are they stored?
2. Does the School Commission or Finance Council make budget recommendations to the principal?Yes  No
3. Describe the process for pastor/pastoral leader approval of the school budget.

**C.** **CASH RECEIPTS**

*Please list all Bank Accounts on* ***Attachment #2.***

**General**

1. Are cash receipts deposited “intact” (as received)? Yes  No
2. How are any donor imposed restrictions documented?
3. Are all checks and money orders restrictively endorsed (bank stamped) as soon as received? Yes  No
4. Are all undeposited receipts kept in a locked safe or fireproof cabinet? Yes  No
5. Does an authorized party review the bank statements prior to the reconciliation process?

Yes  No  Who?

1. Are bank accounts reconciled monthly? Yes  No  By whom?
2. Are the bank reconciliations reviewed? Yes  No  By whom?
3. Are electronic payment methods accepted?Yes  No If yes**,** what financial institution/vendor processes these payments?
4. Are receipts given for individual contributions greater than or equal to $250? Yes  No
5. How are donations under $250 documented in the parish and in the school?

1. When a receipt is part gift and part payment (such as an auction ticket), is the value of goods and services received by the donor clearly stated? Yes  No

**Parish**

1. Weekly collections:
2. Are procedures for counting weekly collections documented in writing? Yes  No
3. Are cash count procedures clearly understood and followed by the counters? Yes  No
4. Are tamper-evident bags used? Yes  No
5. Is there a written policy for handling and tracking the bags?Yes  No
6. Where are collections maintained before counting?
7. Are collections counted by two or more people together? Yes  No
8. When and where are they counted?
9. Are collections counted by individual mass?Yes  No
10. Are counters rotated? Yes  No
11. How are counters selected?
12. Are tally sheets prepared in ink during counting? Yes  No
13. Are tally sheets prepared and signed by the countersin ink? Yes  No
14. When are weekly collections deposited?
15. Are collections posted to individual parishioners’ contribution records? Yes  No

By whom?

1. Are tally sheets reconciled to deposits and to contribution records? Yes  No

By whom?

1. Are periodic contribution statements sent to all parishioners?Yes  No  How often?
2. Are Archdiocesan collections and all custodial collections for parish and other organizations remitted in a timely manner? Yes  No
3. If “Debt Reduction Collections” are taken up, is the total amount collected used to pay down the loan principal? Yes  No  N/A
4. Is there a written policy for handling miscellaneous, including fundraising cash receipts?

Yes  No

**School  No School**

1. Are tuition contracts signed by parents and kept on file? Yes  No  Where?
2. Does the school use a tuition management service (e.g., SMART, FACTS)? Yes  No
3. Is the parish/school tuition aid/scholarship/tuition reduction policy documented? Yes  No  Where?
4. Who is responsible for collecting, recording, and depositing Tuition Collections?
5. Are Tuition Receipts reconciled to Tuition Deposits?Yes  No  By whom?
6. Are Tuition Receipts reconciled to Parent Records?Yes  No  By whom?
7. Who follows up on Delinquent Tuition?
8. Is there a written policy for writing off uncollectible accounts?Yes  No
9. Is next year’s tuition recorded as a liability (i.e. deferred revenue)? Yes  No
10. Is there a written policy for handling miscellaneous (including Annual Fund Drive and fundraising) cash receipts? Yes  No

**D. CASH DISBURSEMENTS**

1. Are check request forms used by staff and volunteers to request for reimbursement?

Yes  No

1. Are check request forms signed by a person with authority to approve expenses?

Yes  No  N/A

1. Are invoices reviewed and approved for receipts of goods and services, mathematical accuracy, and account distribution? Yes  No  By whom?
2. Who are the authorized check signers?
3. Do check signers review supporting documentation prior to signing? Yes  No
4. After a check has been prepared for payment of an invoice, are the check number, account code, and date paid indicated on the portion of the invoice retained?Yes  No
5. Are unpaid invoices filed separately from paid invoices?Yes  No
6. Does the parish have bank credit cards and any store credit cards (Staples, Home Depot) or memberships (Costco, Sam’s Club)? Yes  No  If “YES”, is there a written policy for the use of these cards? Yes  No

Please list the credit card, card number, users and credit limits:

|  |  |  |  |
| --- | --- | --- | --- |
| **Credit Card** | **Card Number** | **User** | **Credit Limit** |
|  |  |  |  |
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|  |  |  |  |

1. Are the credit cards issued in the name of the parish? Yes  No  N/A
2. Is a signature stamp or plate used for signing checks?Yes  No

If “yes”, where is it kept when not in use?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a written policy documenting the procedure for use of the stamp?Yes  No

1. Are all checks pre-numbered? Yes  No  If “yes”, are all check number sequences accounted for? Yes  No
2. Are petty cash funds maintained? Yes  No  Please list below:

|  |  |  |
| --- | --- | --- |
| Purpose of Fund | Amount of Fund | Cashier (Person Responsible |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Are all petty cash payments documented and reviewed when the fund is replenished?

Yes  No N/A  By whom?

**E. PAYROLL**

1. Who processes payroll? Who reviews the payroll reports?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. At year-end, is teacher/principal contracted salary liability recognized?Yes  No  N/A
3. Are all salary advances repaid within one month? Yes  No  N/A
4. Are all employees who no longer work at the parish terminated in the payroll system?

Yes  No

1. Who is trained as the payroll backup? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Are 1099 forms prepared for all non-employees who earn more than $600 per year and meet the Independent Contractor criteria? Yes  No  N/A

**F. RESTRICTED CASH (Including Endowments and Bequests)**

*Please list all Restricted and Designated funds on* ***Attachment #3.***

1. Is documentation, including all correspondence, maintained for each restricted contribution received, as well as documentation for all related disbursements? Yes  No  N/A
2. Is a separate ledger account maintained for each Restricted Fund?Yes  No  N/A
3. Are restricted funds recorded as liability when received? Yes  No  N/A
4. Is revenue and expense recognized, and liability reduced, when restricted funds are spent?

Yes  No  N/A

1. Do you have an Endowment Fund? Yes  No
2. If you have an endowment fund, have you filed appropriate documents and followed Archdiocesan procedures?Yes  No  N/A
3. Has the Archdiocese been notified of all bequests?Yes  No  N/A
4. **PROPERTY**
5. Are all capital items (cost $10,000 or more and have a useful life of over one year) recorded on the books as assets?Yes  No
6. Are capital assets depreciated?Yes  No
7. Has the parish purchased or sold any real estate over the past two years?Yes  No

Was the Archdiocese contacted?Yes  No  N/A

1. Are Archdiocesan building and renovation guidelines followed?Yes  No
2. **FUNDRAISING ACTIVITIES**

*Please list all fundraising activities of the Parish/School, and any clubs, societies, guilds or affiliated organizations on* ***Attachment #4.***

1. Does the parish or school hold any raffles, bingo, or other gambling style events?Yes  No  If so are all Federal and State guidelines followed?Yes  No  Is there a separate bank account for these activities?Yes  No

**I. AFFILIATED ACTIVITIES**

1. Does the Parish or School have a Scrip program? Yes  No  If so, do any employees work on it?Yes  No Does the Scrip program have its own bank account?Yes  No
2. How often is Scrip inventory counted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If the parish rents its facilities, are Archdiocesan guidelines followed, including proof of adequate insurance?Yes  No  N/A

Are the Parish policies on rentals documented?Yes  No  N/A

1. Does the Parish earn income from any other business activity?Yes  No
2. **PARISH SPONSORED CLUBS AND AFFILIATED ORGANIZATIONS**

**Check if none**

*Please list all Parish clubs, societies, guilds, or other affiliated organizations on* ***Attachment #5.***

1. If these organizations maintain their own checking or savings accounts, please include their   
   accounts on Attachment #2.
2. If regular fund raising activities are conducted, do any of these organizations have their own Tax Identification Number?Yes  No  If so, please indicate in Attachment 5.
3. Does the Parish provide written internal guidelines for these organizations?Yes  No
4. Do these organizations prepare annual financial reports?Yes  No  Does the parish review copies? Yes  No  (*Please have these reports available for your scheduled review)*
5. Are any parish expenses paid by an affiliated organization directly from its own bank account?Yes  No  If yes, please explain.

**PERSONNEL QUESTIONNAIRE**

1. **Parish-Owned Housing**
2. Do any parish employees other than priest, or family members of employees, reside in premises owned by the parish or school? Yes  No
3. **Employee Classification**
   1. Independent Contractors
4. Are all independent contractors vetted through CCAS/HR? Yes  No
5. Is a W-9 form filled out and maintained in the independent contractor’s file? Yes  No 
   1. Do you have exempt and non-exempt (white and blue collar) workers properly classified?

Yes  No

1. **Required Posters** ([www.dol.gov/general/topics/posters](http://www.dol.gov/general/topics/posters))
2. Are the following required employment posters properly displayed?
3. WA L&I Notice to Employees F207-037-909 [02-2009] Yes  No
4. Job Safety and Health Protection F416-081-909 [12-2008] Yes  No
5. Your Rights as a Worker F700-074-909 [12-2008] Yes  No
6. Your Rights under USERRA US DOL Yes  No
7. Archdiocese of Seattle Canon Law and Church Policy Yes  No
8. Unemployment Benefits EMS 9874.CC7540-032-407. Rev 1/11. UI-biz-poster-EN

Yes  No

1. City Specific Poster:
   1. City of Seattle – Labor Standards Workplace Poster Yes  No
   2. City of Tacoma
      1. Minimum Wage Poster Yes  No
      2. Paid Sick Leave Poster Yes  No
2. Are there posters displayed other than those listed above? Yes  No

If so, what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Employee Safety**
   1. Are the current Department for Labor and Industries forms being used[[1]](#footnote-1)?
2. Workers' Compensation Filing Information Yes  No
3. Hazardous Chemicals Yes  No  (refer to Appendix F, 11,12, SDS binder)
4. A Guide to Industrial Insurance Benefits Yes  No
5. Steps in Filing a Workers' Comp Claim – Supervisor Yes  No
6. Steps in Filing a Workers' Comp Claim – Employee Yes  No
7. Self-Insurer Accident Report (including the Claim Submission From) Yes  No
8. Physicians Initial Report Yes  No 
   1. Does your parish, in accordance with Department of Labor and Industries requirements, maintain a red Safety and Accident Prevention Program[[2]](#footnote-2)? Yes  No

* + 1. Is the current copy of the Archdiocese Safety and Accident Prevention Program[[3]](#footnote-3) in use?

Yes  No

* + 1. Is there a current and complete "Safety Bulletin Board[[4]](#footnote-4)" in an area where employees congregate[[5]](#footnote-5)? Yes  No  (refer to Appendix A)
    2. Are safety meetings conducted by the Safety Committee? Yes  No  (refer to App. D)

Are minutes of the Safety Committee meetings taken Yes  No

Are current meeting minutes posted on the safety bulletin board? Yes  No

* + 1. Is there a yellow Safety Data Sheet (SDS) binder in use (near the Safety Board)?

Yes  No

* + 1. Are there first aid supplies available at each safety station? Yes  No  (refer to App. A)
    2. Do maintenance and custodial workers attend the annual Archdiocese safety training?

Yes  No

* + 1. Do employees engaged in “hazardous work” have a PPE[[6]](#footnote-6) on file? Yes  No

(refer to Appendix B, Form B-2)

1. **Personnel Documents**
   1. I-9’s
      1. Is there proof of eligibility to work (I-9) form on file for all employees on the payroll whose hire date is after November 6, 1986? Yes  No
2. Are all I-9 forms completed in accordance with federal instructions? Yes  No
3. Is nothing attached to the I-9 forms? (NOTE: Never attach documentation to I-9 forms, i.e., copies of Driver’s License, Social Security Card, etc.) Yes  No
4. Are the I-9 forms filed separately from other employee records? Yes  No
5. Is the most current I-9 form used for all new employees? Yes  No 
   1. Personnel File
6. Does each employee have a personnel file? Yes  No
7. Are the personnel files kept in a locked cabinet? Yes  No
8. Does each file contain:
   1. A W-11 form for each employee hired under the HIRE Act of 2010? Yes  No
   2. A current, completed W-4? Yes  No
   3. An Archdiocesan approved background check, completed within the last 3 years?

Yes  No

* 1. A signed “Personnel Policies Agreement” Form? Yes  No
  2. Current employee emergency contact information form? Yes  No
  3. Documentation of the current fiscal year employee pay rate (authorized, amount, effective date, reason)? Yes  No

1. For regular employees and temporary employees on benefits, does the file contain:
2. A Letter of Employment Agreement? Yes  No
3. A current (within the last year) job description, signed by the employee and supervisor? Yes  No
4. An employee evaluation completed within the last year? Yes  No
5. Has the supervisor conducted a written performance evaluation within a reasonable period of time (not more than two months) following the completion of:
6. Three months of employment? Yes  No
7. Six months of employment? Yes  No
8. One year after probation period of six months and annually thereafter? Yes  No
9. Is there a separate employee “Medical File” (only required if there is medical information relevant to employment for the employee)? Yes  No
10. **HIPAA[[7]](#footnote-7)**
11. Do all employees who have access to PHI have a current certificate of HIPAA training on file? Yes  No
12. Do all employees who have access to PHI have a current signed confidentiality statement in their file? Yes  No
13. Is PHI (including benefit bills) kept in a separate locked file and seen only on a need to know basis? Yes  No
14. **SAFE ENVIRONMENT PROGRAM**
15. Have all Church personnel[[8]](#footnote-8) (including those volunteers with access to cash, checks or other negotiables as well as those volunteers that drive) successfully undergone an Archdiocesan approved criminal background check conducted by the Archdiocese of Seattle every three years? Yes  No
16. Does each parish have the abuse reporting phone number prominently displayed in a convenient and predictable location(s) for parishioners to view (Narthex, Vestibule, Lobby, Parish Hall)?

Yes  No

1. Is the USCCB Poster on display? Yes  No
2. Is the Reporting Brochure available? Yes  No

<http://www.seattlearchdiocese.org/SEP/Policies.aspx>

1. Is the Resource Center Brochure available? Yes  No

<http://www.seattlearchdiocese.org/SEP/community.aspx>.

1. **ETHICS**

Is the Ethicspoint poster properly displayed? Yes  No

1. **SCHOOL**
2. **Security**
3. Is the school is locked except the main door? Yes  No

Is a receptionist at the desk in the office adjacent to the door and intercepts those who enter the school? Yes  No

1. Is a sign-in sheet available for visitors to complete?Yes  No
2. **SAFE ENVIRONMENT Particular to Schools**
   1. For any child who did not participate in "*Touching Safety Program",* is the school opt-out form signed by the parent(s) or guardian on file? Yes  No

**Archdiocese of Seattle Parish**

**Financial Operations and HR Compliance Review**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish ID#:** \_\_\_\_\_\_ **Parish:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City:** \_\_\_\_\_\_\_\_\_\_\_\_\_

# ATTACHMENT # 1

# Computer Questionnaire

### Form completed by: Click here to enter text. Title: Click here to enter text.

**Instructions:** Please complete the following questions as they relate to computer equipment used for processing Accounting / Payroll Information.

1. Name and Version of Software:

|  |  |
| --- | --- |
| Accounting - |  |
| Census - |  |
| Auction - |  |
| Scrip - |  |
| Credit Card - |  |
| Electronic Banking (EFT) - |  |

1. Describe any controls, such as unique user IDs, passwords, locking on/off switches, and automatic locked screen saver after 15 minutes of inactivity that are used to prevent unauthorized access to computers and software:

|  |  |
| --- | --- |
| Accounting - |  |
| Census - |  |
| Auction - |  |
| Scrip - |  |
| Credit Card - |  |
| Electronic Banking (EFT) - |  |

1. Who is responsible for generating and reviewing the following reports?

|  |  |
| --- | --- |
| General Ledger Generates: | Reviews: |
| Balance Sheet Generates: | Reviews: |
| Profit & Loss Generates: | Reviews: |

|  |  |
| --- | --- |
| Budget vs. Actual Generates: | Reviews: |
| Bank Reconciliation Generates: | Reviews: |
| Contribution Records Generates: | Reviews: |

1. Does each PC and server have adequate security protection? Yes  No
2. List the name of the person or company that performs the computer/network related duties:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is the person in #5 a parish/school employee? Yes  No
2. Have procedures been developed for periodic back-up of files? Yes  No

How often are computer files backed-up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of media is used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are back-up files stored in a secure location? Yes  No  Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Does the parish have wireless capability? Yes  No

If YES, is encryption implemented? Yes  No

**Archdiocese of Seattle Parish**

**Financial Operations and HR Compliance Review**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish ID#:** \_\_\_\_\_\_ **Parish:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City:** \_\_\_\_\_\_\_\_\_\_\_\_\_

# ATTACHMENT # 2

# Bank Account Schedule

Instructions: Please include all savings and checking accounts relating to parish activity, including food banks, fundraising (i.e. bingo, raffles, building funds), parents clubs, guilds, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parish / School Organization** | **Bank** | **Account Number** | **Authorized** **Signers** | **Balance on****June 30th** |
|  |  |  |  |  |
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**Archdiocese of Seattle Parish**

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Parish ID#: \_\_\_\_\_\_ Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_

# ATTACHMENT # 3

# Restricted and Designated Fund Schedule

|  |  |  |
| --- | --- | --- |
| **Fund Title** | **Purpose** | **Documented?**  **(yes/no)** |

**Restricted Funds** – *Those funds which are restricted by the donor for a specific purpose*

|  |  |  |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

**Designated Funds** – *Those funds which are designated by parish leadership for a specific purpose*

|  |  |  |
| --- | --- | --- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

**\* Do not include Custodials – Funds collected and held by the parish or school on behalf of another organization or sponsored group \***

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# Parish ID#: \_\_\_\_\_\_ Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_

# ATTACHMENT # 4

# Fundraising Activities

**Instructions:** Please list all fundraising activities of the Parish/School, including any clubs, societies, guilds or affiliated organizations. Please list all gambling activities in separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parish / School Organization** | **Activity** | **Purpose** | **Yearly Activity or Current Drive?** | **Beginning and**  **Ending Date** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

**Gambling Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**Archdiocese of Seattle Parish**

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# Parish ID#: \_\_\_\_\_\_ Parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_

# ATTACHMENT # 5

**Parish Sponsored Organizations**

**Instructions**: Please list all Parish clubs, societies, guilds, or other affiliated organizations with their own bank account below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Parish /School - Sponsored Organization** | **Purpose** |  | **Tax ID number**  **( - )** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
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| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. |  |  |  |
| 17. |  |  |  |
| 18. |  |  |  |
| 19. |  |  |  |
| 20. |  |  |  |

1. Check for current Administrator’s Manual from the Archdiocese [↑](#footnote-ref-1)
2. For parishes with 10 or less full or part time employees a monthly safety meeting is required with minutes recorded - OR - for parishes with 11 or more full or part time employees a quarterly safety meeting is required with minutes recorded. [↑](#footnote-ref-2)
3. Check for the Archdiocese Safety Program Binder [↑](#footnote-ref-3)
4. Safety Board must clearly labeled “Safety Board” and it should have a green border [↑](#footnote-ref-4)
5. The Board must be placed “away from the prying eyes of Management” e.g. break room or shop not a manager’s office. [↑](#footnote-ref-5)
6. Personal Protective Equipment [↑](#footnote-ref-6)
7. Employees who come into contact with protected health information (PHI) in the course of conducting their job duties are required to treat this information in accordance with applicable policies. [↑](#footnote-ref-7)
8. The Policy for the Prevention of & Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment defines Church personnel as:

   \* All clergy, seminarians and religious;

   \* All paid employees of the parishes, schools or agencies of the Archdiocese; and

   \* All volunteers authorized to perform services entered into of his/her own free will on behalf of the parishes, schools or agencies of the Archdiocese and who have ongoing unsupervised contact with minors or vulnerable adults. [↑](#footnote-ref-8)