

FINANCIAL GUIDELINES AND POLICIES - PARISHES, SCHOOLS AND ECC'S

VII. Bank Accounts

Effective Date:

7/1/99

Revised:

1/1/01 & 7/1/06

STATEMENT OF POLICY:

For better management, supervision, accounting and utilization of financial resources, each parish and school shall maintain only one bank account through which all the financial transactions of the parish and parish organizations shall pass (Central bank account) except for the following auxiliary bank accounts:

- Mass stipend checking account, and
- Women's Guild checking account, and
- Men's Guild checking account, and
- Bingo checking account, and
- Parents Club, and
- Other auxiliary, fundraising or special accounts as recognized by the Diocese

No separately incorporated organization such as Knights of Columbus, St. Vincent de Paul Society, Girl Scouts shall maintain an account using the parish **or school** employer identification number (FEI). No bank accounts may be maintained in the name of any person.

PROVISIONS - GENERAL

1. Bank accounts may not be opened without the approval of the Pastor/Parochial Administrator or, in the case of a high school or special school, the Principal and the Treasurer of the School Corporation. The Finance Council should be informed of any changes in bank accounts, or any changes in the authorized signatories of such accounts.
2. All bank accounts must be in the name of the Parish or School, mailed to the Parish or School address, and be registered in the Federal ID# of the Parish or School.
3. The Pastor/Parochial Administrator must be the authorized signer on all bank accounts under his administrative authority; authorized signers cannot be added or deleted without the written authorization of the Pastor/Parochial Administrator. Business Managers/Bookkeepers may not be authorized signers.
4. Authorized signers on all bank accounts of high schools and special schools must include the Principal and the Treasurer of the School. Authorized signers may not be added or deleted without the approval of the Principal and the Treasurer of the School Corporation.
5. The Pastor or Principal must insure that appropriate internal controls are implemented for deposits made, checks drawn and the handling of bank statements; this includes a monthly reconciliation of the bank balances to the book balances of each account.

PROVISIONS - CENTRAL BANK ACCOUNT

1. The central bank account shall be established and maintained with the Pastor and/or Principal as the primary authorized signatory, and needs to have at least one additional signatory. Additional authorized signatories shall be limited to Pastors/Parochial Administrators, Parochial Vicars, and Assistant Principals. Incardinated permanent Deacons assigned to the parish may also be an authorized signatory in the parish of their assignment.

2. The parish and school Business Manager or Bookkeeper, if any, shall not be made an authorized signatory on any bank accounts.
3. The diocese is organized as a Corporation Sole whereby the Bishop holds title to all real property of the diocese, not individually but in a corporate capacity. Unlike statutorily approved not-for-profit corporations which consist of members, directors and officers, a Corporation Sole has one corporate officer, namely the Bishop. While parishes and schools have recognition under church law, they do not separately exist under Florida law, but are part of the Corporation Sole. Therefore, parishes and schools may not file a corporate resolution with a bank. Should such a resolution be required, please contact the Diocesan Finance Office.
4. Any single check in excess of \$10,000 made payable to a payee other than the Diocese or the Pastoral Center shall require the signature of two signatories on the check. Facsimile signatures are prohibited. No signature stamps are allowed. If a second signatory is not available, a Diocesan priest at a nearby parish may be used for both parishes and schools.
5. Bank statements must be reconciled to the accounting records each month in a timely manner. The individual responsible for reconciling the account should receive the bank statement unopened (unless it has been opened by the Pastor/Parochial administrator or Principal). The actual reconciliation should be compared with the financial statements by the Finance Council at least annually.
6. Credit Cards - Only the Pastor, Parochial Vicar and school principal, with the authorization of the pastor, may use a credit card and such use is limited to exceptional circumstances. Pastors and Principals are to control the usage of credit cards, review all statements and maintain supporting documentation. Credit Limits on such cards should not exceed \$10,000.

PROVISIONS - AUXILIARY BANK ACCOUNTS

1. Each auxiliary bank account's activity will be reported to the pastor **or principal** on a quarterly basis in a statement of revenue and expenditures. All receipts and disbursements will be adequately documented and accounted for.
2. The auxiliary bank accounts shall be established in the name of the parish **or school**, with the particular organization referenced, e.g., St. John Women's Guild or St. John Catholic Church - Women's Guild.
3. An auxiliary account shall be established and maintained with the Pastor or Principal as the primary authorized signatory. Additional authorized signatories, which shall be limited to any two, (excluding the business manager and/or bookkeeper) shall be chosen by the Pastor or Principal from the following:
 - A. Pastoral Team Member
 - B. Organization President or Treasurer

Two signatories shall be required on each check with one of the signatories being the Pastor/Parochial Vicar or the Principal.

4. Auxiliary accounts shall be subject to 2, 5 & 6 above pertaining to the Central Bank Account.
5. At the end of the fiscal year, financial and accounting records such as check stubs, paid and canceled checks, voided checks, bank statements, books of account, bills, invoices, etc. of each auxiliary organization shall be turned over to the parish or school finance office for permanent safekeeping.