

Catholic Mutual Parish/School/Unified Catholic School Systems Financial Review Verification Form June 30, 20_____

Location name: _____

Location address: _____

Date(s) of review: _____

1. All checking accounts must be inspected by the financial review team for accuracy and irregularities. Examples of accounts are home and school accounts, bingo accounts, society accounts, cemetery accounts, athletic booster accounts.
2. The review team must inspect canceled checks from each account for several months to ensure that checks are written for legitimate purposes and to businesses with which the parish does business. Please ensure that checks have been cashed and that each cashed check was endorsed by the proper party. Also, verify that checks were not altered prior to cashing.

Many financial institutions no longer provide canceled checks.

- Call the bank and find out whether it is cost effective to receive the canceled checks during the review period.
 - Inquire whether copies of the canceled checks are available or if the checks are available to view on-line.
 - Compare the dates the checks are written with the dates that the checks were cashed.
 - Note that deposits are being made on a timely basis and within the financial guidelines.
3. The review team should verify that payroll tax returns are being filed on a timely basis. Additionally, it should be verified that payroll taxes are being paid on time.
 4. If irregularities are found in accounts, on canceled checks, on the payment of payroll taxes or tax returns, or if the location is not complying with the financial control guidelines, contact Christine Strange, Acting Administrator, at (608) 791-2669.
 5. The review team should not consist of any of the following: the parish priest, the parish bookkeeper or any society treasurers. These people may be present to provide information to the team but should not be performing the review.
 6. This form is due annually by July 31.

Members of Parish Review Team:

Print name	Signature	Date
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Print name	Signature	Date
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Print name	Signature	Date
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Print name	Signature	Date
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