

INFORMATION INVENTORY OF THE PARISH FOR THE INCOMING PASTOR/ADMINISTRATOR

To: Parish bookkeeper, business manager and/or secretary

Please assemble the following information for the new Pastor/Administrator

List all bank and investment accounts

Identify location, purpose and balance in the accounts

Include parish, school and auxiliary organization accounts

Listing of Safety Deposit Box(es) (if any)

Location, purpose and who has access?

Information on the parish safe

Include a description of its location, combination, contents, who has access?

Prior two months' financial statements

Income statements and Balance sheets

Most recent Parish Review of Internal Controls

Copy of any written responses

List all parish credit cards (if any)

Include name of card holder and card purpose

Where it is kept and who has access to it – must be locked in safe

List all debts

To who is the debt owed, what is the balance, what is the monthly payment and when will debt be retired

Parish budget for the next fiscal year

Is it balanced?

School or Parish Endowment (if any)

By laws and minutes

Most recent financial statements

List members of the board

Information on cemeteries

List of recent significant capital improvements

List of capital improvements needed or contemplated

List of Committees

Including members and by laws

Include minutes for the past 3 years

Listing of keys

Location of key box (if any), who has keys and to which buildings

List all employees

Include name, position/duties and salary

Personnel files...Parish employees and school principal

Information on "go to" person for repairs, for heating, electrical, plumbing, etc.

The most recent Pictorial (Parishioner) Directory

Instructions for using the phone system

Instructions for accessing files on computer. How files are organized and map of organized files.
Backups of electronic documents. When last backed up and where backup is kept. Who is the "go to" person for fixing technical problems and maintains them.

Instructions for accessing the parish website

Instructions for using the parish security system, if any

Prepare IRS Form 8822-B: *Change of Address or Responsible Party – Business* (New incoming pastor or parochial administrator must sign this form and send to the IRS.)