

PRACTICAL STEPS FOR THE INCOMING PASTOR/ADMINISTRATOR

CHANGE THE SIGNATURE CARDS

- For all banking and investment accounts
- Changing the signature cards does not remove the old signers
- You must direct the bank to remove the old signers

CHANGE LOCKS/COMBINATION TO SAFE AND COMPUTER PASSWORDS

- Change the locks on the church and rectory in order to ensure limited access to the facilities
- Change the combination to the safe
- Change passwords on the computers

Access to keys, safe combinations and passwords should be limited to persons with direct financial and/or confidential responsibility

OPEN MAIL

- For the first few weeks
- It will give you a feel of the activity of the parish

SIGN ALL CHECKS

- Require complete documentation

Payroll

- Compare to your employee list
- Consider handing out payroll...the first few times to meet people
- It is a subtle way to remind them who's the boss, in a positive way

Accounts Payable/Bills

- Pay from receipts/invoice
- not a statement
- Check needs to be completed, all information filled in

READ THE COMMITTEE MINUTES

- Finance Council
- Pastoral Council
- School Committee
- Endowment

- Read the past three years of minutes
- Identify key issues, trends/changes, projects

REVIEW PERSONNEL FILES

- Last pay rate change
- Compare salary to your list of employees
- Inquire about any discrepancies
- Typically pay rate increases go into effect July 1

REVIEW THE MONTHLY FINANCIAL REPORTS

- Income statement
- Balance sheet
- Transaction report

All parish financial activity must be reported through these statements
All bank and investment accounts must be included

FIND OUT HOW THE OFFERTORY IS HANDLED

Meet the money counters

Counters must include independent people

Consider counting with the offertory count team

Don't take cash from the offertory

Temptation to take cash for reimbursements, to fund petty cash, for groceries

REVIEW THE *PARISH FINANCE MANUAL*

Contact St. Ambrose Financial Services, Inc. for review of the *Parish Finance Manual*

If assigned to multiple locations, please contact St. Ambrose Financial Services, Inc. with instructions on how to allocate your health insurance premium.

THE JUNE 30TH ANNUAL REPORT FOR THE PRIOR YEAR IS E-MAILED TO INCOMING PASTORS BY ST. AMBROSE FINANCIAL SERVICES, INC.

SIGN AND SUBMIT 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.)