



Archdiocese of St. Louis
Cardinal Rigali Center
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St. Louis, Missouri 63119

Deacon C. Frank Chauvin
Chief Financial Officer
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Memorandum

To: Pastors, Parish Business Managers, and Bookkeepers

From: Deacon C. Frank Chauvin, Chief Financial Officer

Copy: Mr. Gerard Hoeing
Mr. Chris Homyk
Mr. Michael Duffy

Date: December 13, 2010

Re: Bank Statements and Cancelled Checks

It has recently come to our attention that some parishes are not receiving either the actual cancelled checks or the images of cancelled checks (cancelled checks) with monthly bank statements.

Most parishes operate with limited staff. A detailed review of the monthly bank statements and cancelled checks by the pastor often is the strongest internal control that a parish can implement to detect errors, irregularities, or fraud in a timely manner. This control is even stronger when those statements are received unopened by the pastor from the bank. It is critical to the financial well-being of the parish that this review is completed with all of the necessary documents.

I understand that many banks are offering incentives to customers to encourage them to “go paperless.” However, in this case, the risks associated with not receiving cancelled checks or photocopies of cancelled checks with the monthly bank statements outweigh the often minimal cost savings. Since our policies already require pastors to receive bank statements unopened and to review these bank statements and cancelled checks, we ask that you adhere to the practice of receiving paper bank statements, including, at a minimum, photocopies of cancelled checks (no more than 15 per page so they are legible), for all parish and parish organizational bank accounts. Beginning on February 1, 2011, our internal audits will check especially to see that this practice has been implemented for all parish and parish organization accounts.

This policy or practice is intended to protect the parishes from potential fraud and is considered a “Best Practice” for insurance purposes. If you have any questions, please contact me at (314) 792-7280 or Michael Duffy in Internal Audit at (314) 792-7133.

Thanks for your cooperation in this matter.

CFC/par