

Monthly Administrative and Financial Checklist for Parishes

The following checklist is a tool for parish bookkeepers, accountants, business managers, and secretaries. The list is a base-line checklist and may/may not be all-inclusive based on parish needs.

Task	Completed
Administrative	
1. Received and read PACT.	
2. Process stock donation letters received from SLAF.	
3. Personnel Action Forms (PAF) and/or other required employee forms completed and submitted to HR.	
4. Pastor reviewed and initialed bank statements/reconciliations.	
5. Part time employees' hours tracked for benefit eligibility.	
6. Payroll contacted for all gift cards given to employees.	
Parish Helper OnLine	
1. Parish contacts updated in PHOL.	
2. Sacraments entered in PHOL and the notification printed from PHOL mailed to the Church of Baptism.	
3. Mass, Confession, and Eucharistic Adoration times are current.	
4. All Location Information is current.	
QuickBooks	
1. Bank/checking accounts reconciled in QB using the built-in reconciliation function.	
2. SLAF accounts reconciled in QB using the built-in reconciliation function.	
3. Endowment accounts reconciled in QB using the built-in reconciliation function.	
4. 'Stale' checks (not cleared in over 6 months) reissued, written off, or recorded in 271900 Unclaimed Property.	
5. Endowed gifts transferred to the endowment.	
6. Account 171200 Employees' Health Insurance has a zero balance.	
7. Unused vendor credits in accounts payable are verified/used.	
8. A/R invoices and payments current.	
9. Cash Exchange (271800) balance zero or due to be zero within 30 days.	
10. Unclassified transactions reviewed. (daily recommended)	
11. Consolidated Billing and MAI invoices entered and allocated as given on the invoices.	
12. Income and expenses posted correctly.	
13. Physical count of Script inventory completed and reconciled. (weekly)	
14. Balance Sheet and P&L collapse to two digit accounts.	
15. Special Collections submitted at the end of each month.	

16. Compare school roster to families billed. (minimum quarterly)	
17. Uncollectable A/R balances written off. (required in June only)	
18. Tuition Grants and Allowance accounts balance with related 461 Grants from Archdiocese accounts. (required in June only)	
19. Offertory and special collection balances agree with Servant Keeper totals. (required in June and January)	
20. Budget entered for all applicable classes for next fiscal year. (required in June only)	
Servant Keeper	
1. Account balances agree with QuickBooks offertory and Special Collection balances. (required in June and January only)	
2. Monthly update list sent to St. Louis Review.	