



ARCHDIOCESE
OF ST. LOUIS

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Organizational Bank Accounts

Many parish organizations have bank accounts that are managed by volunteers. On occasion, parish organizations mistakenly believe that these bank accounts are separate and independent from the parish. To address this misunderstanding, please note **any organization that uses the name or tax identification number of the parish is under the direction and control of the Pastor.** The Archdiocese requires parishes to centralize the accounting and financial reporting from parish organizations through the parish office.

Volunteers play a critical role in carrying out the mission of the church. However, it is an unnecessary burden to place significant financial responsibility on volunteers. The organization is in line with best practices when the parish office has centralized control of all parish organizations' funds. Please see the following expected internal controls for parish organizations' bank accounts:

Parish Organization Bank Accounts

1. Organizations must not have separate bank accounts, online payment applications (e.g., PayPal) or credit cards, unless approved by the pastor.
2. The pastor must be an authorized signer on all organizational accounts that use the parish's name and/or tax identification number.
3. The pastor must be receiving the bank statements directly from the bank, whether online or by mail, and reviewing the transactions and cancelled check images monthly.
4. The parish office must have access to any online payment application or credit card. A monthly transaction report must be provided to the parish office.
5. The organizational treasurer must provide an itemized record of receipts and expenditures to the parish office each month. The parish office or shared accounting services will enter into QuickBooks.

Cash Handling Best Practices

1. **Organizations must have written procedures for collecting, counting, and securing proceeds.**
For example, at least two individuals should count the proceeds using a count sheet that is signed by all counters. In addition, the treasurer, who records the transactions and prepares financial reports, must not have access to the proceeds prior to deposit. Further, the count sheets should be reconciled to the deposits by one who does not have access to the proceeds.
2. Payments received via an online platform must be accessible by the parish office.
3. **Funds may never be held at individual's home.**
Event proceeds must be secured in a sealed-tamper evident bag and deposited/placed in a parish.
Alternatively, two individuals may place the uncounted proceeds in a sealed tamper evident bag and store the bag in a parish drop safe. Separately, offertory money counters count and prepare the deposit. (Note: The bag number of the sealed tamper evident bags must be assigned via a log, prior to the count. The log must be signed by the individuals placing the money in the bag and the individuals counting the money.)
4. Deposits are to be made timely and intact. Proceeds cannot be removed to pay expenses.