

Diocese of Lexington 2009
 Diocesan Operation – Financial Review – Schools
 SCHOOL PROFILE

Completed by: _____

Date: _____

Review Date: _____

School: _____

Principal: _____

Bookkeeper: _____

School Board Members:

_____	_____
_____	_____
_____	_____
_____	_____

School Bank Accounts:

<u>Financial Institution</u>	<u>Account Name</u>	<u>Account #</u>	<u>Mailing Address</u>	<u>Authorized Signatory</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Cafeteria Account</u>	<u>Ledger #</u>	<u>Imprest Fund</u>	<u>Ledger #</u>
_____	_____	_____	_____
_____	_____	_____	_____

School Financial Categories:

<u>Quick Books Pro Classification</u>	<u>Ledger Name</u>	<u>Chair</u>	<u>Mailing Address</u>	<u>Authorized Signatory</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

QUESTIONNAIRE INTERNAL CONTROLS

TUITION AND FEE INCOME

Control Objective:

To ensure that all tuition and fees are promptly collected at the authorized rates and properly recorded.

1. How many students are currently enrolled in the school? _____
2. How many students are subsidized by the parish? _____
3. What contributions (including the amounts) do the school receive from the parish?

4. What are the current tuition rates charged by the school?

5. Who determines the tuition rates that are charged? _____

Please check response. YES NO N/A

(If answer is NO please use back of form to explain.)

- | | | | |
|--|-------|-------|-------|
| 6. Is tuition remitted by check, payable only to the school or collection agency? | _____ | _____ | _____ |
| 7. Is tuition due prior to the start of the school year? | _____ | _____ | _____ |
| 8. Are prepaid funds deposited in a savings account and kept separate from the current year's operating funds? | _____ | _____ | _____ |
| 9. Does the school have a tuition loan program? If so, describe.

_____ | | | |
| 10. If payment is due monthly, are payments made according to an installment plan schedule? | _____ | _____ | _____ |
| 11. Are tuition receipts periodically compared with the tuition revenue estimates in the operating budget? | _____ | _____ | _____ |

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Date:

- 12. Is tuition revenue periodically compared with enrollment data? _____
- 13. Are tuition adjustments, allowances, and credits approved by an authorized official? _____
- 14. Are current delinquents (past due less than one-year) actively pursued and are long-term delinquencies turned over to a collection agency? _____
- 15. Is the enrollment, awarding of diplomas, report cards, grades, certificates, etc. to delinquent students prohibited? _____
- 16. Are registration fees non-refundable? _____

QUESTIONNAIRE INTERNAL CONTROLS

CASH RECEIPTS

Control Objective:

To ensure that all cash intended for the school is received, promptly deposited, properly recorded reconciled and kept under adequate security.

- 1 Describe the procedures used for counting and depositing tuition and fees receipts. (Include the person accepting funds; the storage of funds; who prepares the deposit slip, who takes the deposits the money, etc.)

Please check response. YES NO N/A
 (If answer is NO please use back of form to explain.)

- | | | | |
|--|-------|-------|-------|
| 2. Is cash listed and are checks restrictively endorsed immediately upon receipt? | _____ | _____ | _____ |
| 3. Are pre-numbered receipts issued? Is adequate control maintained over the sequence of unused and used numbers? | _____ | _____ | _____ |
| 4. Is the initial listing of receipts sent directly to the person responsible for the general ledger and bank reconciliation functions? | _____ | _____ | _____ |
| 5. Does a duplicate listing accompany die receipts for use in preparing deposit slips? | _____ | _____ | _____ |
| 6. Is cash deposited in a bank account intact, on a timely basis, by a person independent of the receiving and general ledger functions? | _____ | _____ | _____ |
| 7. Is cash received directly by a bank, which authenticates and forwards deposit slips to the school? | _____ | _____ | _____ |
| 8. Is the initial listing of receipts compared with the bank deposit slip (s)? | _____ | _____ | _____ |
| 9. Is a receipt summary prepared for use in posting to the cash receipts journal or general ledger? | _____ | _____ | _____ |
| 10. Are cash receipts posted by a person independent of the cash receiving and processing functions? | _____ | _____ | _____ |
| 11. Does the school have a before/after school care program? Summer Camp? | _____ | _____ | _____ |
| 12. Describe the procedures for collecting and depositing money received for field trips, candy sales , book sales, etc. | | | |

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Date:

CHARITABLE GAMING

Control Objective:

To ensure that all charitable gaming activities are conducted in accordance with the Kentucky State Charitable Gaming Laws.

Please check response. YES NO N/A
(If answer is NO please use back of form to explain.)

- | | | | |
|--|-------|-------|-------|
| 1. Is the organization licensed to conduct charitable gaming activities? | _____ | _____ | _____ |
| 2. Are the charitable gaming activities conducted for less than fifteen days in any one calendar month? | _____ | _____ | _____ |
| 3. Is the charitable gaming license conspicuously displayed at the premises where the games are conducted? | _____ | _____ | _____ |
| 4. Are eligible workers paid for the services rendered at no more than \$5 per hour and \$30 per session and paid on a monthly basis? | _____ | _____ | _____ |
| 5. Are operators prohibited from using bingo cards without charge or at a reduced charge? | _____ | _____ | _____ |
| 6. Are quarterly reports of the organization's charitable gaming activities reported to the appropriate governing body? | _____ | _____ | _____ |
| 7. Is a separate checking account maintained for all receipts and disbursements related to charitable gaming? | _____ | _____ | _____ |
| 8. Do all the checks on this account have preprinted consecutive numbers, the words "Charitable Gaming Account" and the licensee's state charitable gaming license number? | _____ | _____ | _____ |
| 9. Are all checks made payable to a specific person or corporation? | _____ | _____ | _____ |
| 10. Are checks made payable to "Cash" forbidden? | _____ | _____ | _____ |
| 11. Are all receipts from charitable gaming deposited no later than the next banking day following the date of the charitable gaming session? | _____ | _____ | _____ |
| 12. Are the results of each gaming session fully and accurately documented? | _____ | _____ | _____ |
| 13. Is the separate gaming account reconciled monthly by someone other than the person who is authorized to sign checks on that account? | _____ | _____ | _____ |
| 14. Are charitable gaming records maintained for a period of at least three years? | _____ | _____ | _____ |

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QUESTIONNAIRE INTERNAL CONTROLS

Date:

CASH DISBURSEMENTS

Control Objective:

To ensure that cash is disbursed only upon proper authorization of the principal, for valid school business, and that all disbursements are properly recorded.

Please check response. YES NO N/A
(If answer is NO please use back of form to explain.)

- | | | | |
|---|-------|-------|-------|
| 1. Are invoices or requests for expense reimbursements supported by appropriate receipts and/or approval indicating receipt of goods or services? | _____ | _____ | _____ |
| 2. Are supporting documents canceled (stamped paid) when checks are written? | _____ | _____ | _____ |
| 3. Are all disbursements, except petty cash, made by check? | _____ | _____ | _____ |
| 4. Are checks pre-numbered and used in sequence? | _____ | _____ | _____ |
| 5. Are checks made payable to specific payees and not to Cash? | _____ | _____ | _____ |
| 6. Are unused checks kept in a secure location when they are not in use? | _____ | _____ | _____ |
| 7. Is a record of cash disbursements (e.g., check stubs, check copies, etc.) kept by the person processing the checks? | _____ | _____ | _____ |
| 8. Is check-signing authority vested in the principal or assistant principal? | _____ | _____ | _____ |
| 9. Is the signing of blank checks prohibited? | _____ | _____ | _____ |
| 10. Does the checkbook review and initial documentation supporting checks indicating completeness and appropriateness? | _____ | _____ | _____ |
| 11. What procedures are used for the issuance of checks when the principal (and assistant principal) are away? _____ | | | |
| _____ | | | |
| 12. Are cash disbursements posted to the cash disbursements journal or the general ledger by a person independent of the authorization, check processing and check signing functions? | _____ | _____ | _____ |

QUESTIONNAIRE INTERNAL CONTROLS

PETTY CASH

Control Objective:

To ensure that petty cash funds are disbursed only for proper purposes, are adequately safeguarded, and are properly recorded.

Please check response. YES NO N/A
 (If answer is NO please use back of form to explain.)

- | | | | |
|---|-------|-------|-------|
| 1. Is a petty cash fund maintained? | _____ | _____ | _____ |
| a. Who is the custodian of the petty cash? _____ | | | |
| b. How much is maintained in the petty cash fund? _____ | | | |
| c. How often is petty cash replenished? _____ | | | |
| 2. Is petty cash maintained on an imprest basis? | _____ | _____ | _____ |
| 3. Is the responsibility of the fund vested in a single custodian? | _____ | _____ | _____ |
| 4. Are the types and amounts of petty cash disbursements limited? | _____ | _____ | _____ |
| 5. Are advances to employees from the petty cash fund authorized by the principal? | _____ | _____ | _____ |
| 5. Do persons receiving cash sign petty cash vouchers? | _____ | _____ | _____ |
| 6. Are petty cash transactions periodically monitored and are increased levels of activity investigated? | _____ | _____ | _____ |
| 7. Do persons receiving cash sign petty cash vouchers? | _____ | _____ | _____ |
| 7. Is petty cash reimbursed by check only? | _____ | _____ | _____ |
| 8. Are petty cash reimbursement checks payable only to the petty cash administrator? | _____ | _____ | _____ |
| 9. Once the fund is reimbursed, are vouchers and receipts marked to prevent reuse? | _____ | _____ | _____ |
| 10. Are surprise counts of the petty cash fund made by an individual other than the petty cash administrator? | _____ | _____ | _____ |
| 11. Are physical safeguards over petty cash funds, including fire-resistant boxes, vaults, and overnight depositories maintained? | _____ | _____ | _____ |

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Date:

BANK RECONCILIATION

Control Objective:

To verify process and accuracy in financial and cash management record keeping.

Please check response. YES NO N/A
(If answer is NO please use back of form to explain.)

- | | | | |
|--|-------|-------|-------|
| 1. Are the bank accounts reconciled within a timely period after the end of each month? | _____ | _____ | _____ |
| How long after receipt of bank statement? _____ | | | |
| 2. Does the principal {or other responsible person} receive the bank statements unopened from the bank(s)? | _____ | _____ | _____ |
| 3. Are bank reconciliations prepared by a person independent of the cash receiving, check processing, recording and check signing functions? | _____ | _____ | _____ |
| 4. Are all school bank accounts included in the school's semi-annual and annual financial reports? | _____ | _____ | _____ |

QUESTIONNAIRE INTERNAL CONTROLS

PAYROLL and PERSONNEL

Control Objective:

To ensure that payroll disbursements are made only upon proper authorization of management, to bonafide employees, that payroll disbursements are properly recorded, and that related legal requirements are complied with.

1.a. How many employees does the school have?
 Full time _____ Part time _____ = Total Employees _____

b. Is payroll processed by the Diocesan Central Pay Office?

Please check response. YES NO N/A
 (If answer is NO please use back of form to explain.)

- | | | | |
|---|-------|-------|-------|
| 2. Are personnel files maintained in the school and at the diocesan Central Office? | _____ | _____ | _____ |
| 3. Do the school and diocesan personnel files contain information on: | | | |
| a. employment application and investigation? | _____ | _____ | _____ |
| b. date employed? | _____ | _____ | _____ |
| c. salary or pay rates, changes in compensation and position? | _____ | _____ | _____ |
| d. authorizations for payroll deductions? | _____ | _____ | _____ |
| e earnings records? | _____ | _____ | _____ |
| 4. Are written termination notices given which properly document the reasons for termination? | _____ | _____ | _____ |
| 5. Are all teachers' salaries in compliance with the Diocesan Minimum Salary Scale? | _____ | _____ | _____ |
| 6. Are all eligible employees offered participation in the medical plans, and other employee benefits? | _____ | _____ | _____ |
| 7. Do policies and procedures exist for accounting for vacations, holidays, and sick leave? | _____ | _____ | _____ |
| 8. Are payroll taxes taken out of the salary or wages of all employees by the diocesan central pay office? | _____ | _____ | _____ |
| 9. Are all disbursements made by pre-numbered checks? | _____ | _____ | _____ |
| 10. Are bank statements and cancelled checks received directly and reconciled to the payroll register by a person independent of the payroll processing, check signing, and authorization functions ? | | | |

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- 11. Is payroll distributed to the proper general ledger accounts? _____
- 12. Are the amounts withheld from the wages of each employee monitored? _____
- 13. Are all such taxes paid when due? _____
- 14. Are 1099's given to all non-employees who receive over \$600 from the school during the calendar year? _____
- 15. Are any employees (except teachers and principals) offered letters of employment as a term of employment? _____
- 16. Are all volunteers required to sign the Diocesan Abuse and Neglect of Minors form? _____
- 17. Are all employees and volunteers required to attend a *Virtus* training session? _____