

**FINANCIAL COMPLIANCE REVIEW**

All members of the Parish Finance Council, as well as the Pastor, are obligated to familiarize themselves with diocesan policies and procedures concerning Parish Finance Councils and financial matters. In order to ensure that diocesan policies are followed, every parish will have the Diocesan Finance Office perform a financial compliance review at least once every three years. The review will verify the balance sheet numbers and review the income statement and internal controls. A report will be prepared with the parish’s balance sheet and recommendations. This report will be presented to the Pastor and Parish Finance Council. Bishop and the Diocesan Finance Office will determine if an external examination is necessary.

Every Catholic school is required to have their financial records examined at least once every three years. The Catholic school may have the examination performed by the Diocesan Finance Office or a Certified Public Accountant (CPA). If a CPA is contracted, the examination must be an audit or a review.

In order to help defray the cost of the financial compliance review by the Diocesan Finance Office, the fee as stated below and out of pocket fees will be assessed to the parish, school, or other entity.

Small parish or school (annual income under \$150,000)	\$1,000
Medium parish or school (annual income \$150,000 to \$300,000)	\$2,000
Large parish or school (annual income greater then \$300,000)	\$2,500