

Recap of Recent Activities and Upcoming Tasks – Michael Warren

A. Property Insurance

- Catholic Mutual personnel changes
- Steve Brown retiring
- Alex Hagan to start in July
- “Lunch and Learn” scheduled for Thursday 7/15 from 10:00 to 3:00 at Holy Cross, regarding Emergency Loss response, and Loss Control

B. “Perfect” Business Office – different perspectives: perfect business manager and perfect pastor does not mean that ALL cash and financial responsibilities are handled by the business manager!

C. Reminder about Financial Risks and Exposures

- bad things happen when we do not have good separation of duties in offices
- if you think that this means only other diocese, not the case
- otherwise well-meaning people take advantage of lax controls
- “trust” works best when it related to good procedures, controls
- this year we are going to circulate a recap of “real” frauds and thefts for Pastors, Business Managers to hear about real situations and risks
- Parish Finance Council – Annual Certification Letters due after year end close

D. New Internal Audit Assistance

- several part-time, experienced auditors will begin certain parish audits in 2010
- we are working on that schedule
- we continue to work on the report structure – focusing on major risks
- we have a long way to go with helping pastors recognize and act upon segregation of duties, and internal control issues
- we will be using a Accounting Best Practices “recap” to help document the various controls and procedures

E. Parishioners Guide to Understanding Parish Finances

- was distributed electronically in Spring, 2010
- is on the web site: Finance/Policies
- recaps 15 questions that parishioners are encouraged to ask
- you and your pastors should anticipate questions

F. Parish Finance Council - SEMINAR

- August 9th 10 to 3:30 (Pastors, Priest Administrators and Business Managers) at the Cathedral
- Booklet, Video Seminar and Workshop for Rejuvenating Parish Finance Councils, their makeup, and expectations

G. New Documents in Draft

- Best Practices Checklist
- Segregation of Duties Recommendations: Smaller Parishes
- Frequently Asked Questions – various topics, for ParishSOFT, Logos, HR Portal, etc.
- Annual Schedule – recap of important dates
- ANY recommendations on problems that you encounter that need a FAQ, please email me (MWarren@archatl.com or 404.885.7261)

H. Final Reminders

- if you haven't turned in your parish BUDGET for next year, please do so
- if you haven't returned your Assessment Letters for next year, please do
- if you have sent in questions about your Assessment Letter and have not heard back, please send a gentle reminder to me or Patrick – there are a handful that are still being researched