

**ST. LAWRENCE AUDIT REPORT SUMMARY
2010**

FINDING

RESPONSE

<p>1. Reduce number of bank accounts: The parish currently maintains 8 bank accounts; accounts should be reviewed to see if any can be consolidated.</p>	<p>1. The parish agrees with the recommendation. The Finance Committee is currently reviewing the parish investment strategy. As part of that review, it will consider collapsing accounts as appropriate. In the event certain accounts are not collapsed, the parish administrative assistant will ensure there is annual activity in each account to protect against escheatment.</p>
<p>2. Improve controls around bank reconciliations: The pastor/administrator should be the first person to review bank statements and should evidence his review on the bank statement.</p>	<p>2. The parish agrees with the recommendation. The pastor/administrator will review the bank statement, evidence his review and the bank statement will be retained along with the appropriate QuickBooks reports. In addition, the pastor/administrator will review the bank reconciliation for accuracy and completeness and will evidence his review on the reconciliation.</p>
<p>3. Improve documentation of deposits: Deposit slips should be attached to the tally sheets when deposits are made and bank receipts should be attached when received; deposits should be posted as soon as possible after they are made and corrections to deposits should be communicated and adjusted in QuickBooks.</p>	<p>3. The parish agrees with the recommendation. The tally sheets, deposit slips and bank receipts will be retained together as documentation of the deposit. Deposits will be posted within two working days of the deposit. Any corrections to the deposit will be communicated and updated in QuickBooks.</p>
<p>4. Improve controls around collections: Security bags should be used consistently to transport collections from the church to the rectory. Bags should be sealed in the presence of at least two people. Bag ID numbers should be recorded on tally sheet before they are delivered to the church. Counters should note the condition of the bags on the tally sheet.</p>	<p>4. The parish agrees with the recommendation. In addition to the recommendations provided, the parish will also require the priest or deacon to secure the collection into the security bag(s) in the presence of at least two people and will transfer the bag(s) to the rectory. If the collection will not be counted immediately, the bags will be stored in the parish safe located in the parish office.</p>
<p>5. Improve controls around weekly deposits: Counting teams should be made of three or four teams of three to five people on a rotating basis. All collections should be counted in the parish office and no collection should be left unsecured in the parish office. All deposits should be made by two people.</p>	<p>5. The parish agrees with the recommendation. The Parish Council will consider ways to increase volunteers in the Counting Ministry to ensure there is an adequate pool of volunteers to support four rotating three-person teams. All deposits will be counted in the rectory. All deposits will be made immediately following counting, with two people delivering the deposit to the bank.</p>