

Annual Financial Report requirements for Agencies for 2010

Submit the following documentation:

- a. One copy of the automated accounting system generated year –end financial statements(balance sheet, income and expense statement compared to budget). *(For those who are having a formal audit, please submit unaudited statements in order to meet the deadline below. Your Audited statements will provide additional information when complete)*
- b. Annual Report Agency Questionnaire signed as indicated
- c. The Agency Letter of Certification with signatures.
- d. All reports are due on **September 25, 2010.**

Send to:

Sr. Charlotte Davenport, CSJP
CFO
Archdiocese of Anchorage
225 Cordova Street
Anchorage, Alaska 99501

If you have any questions regarding the information required contact Sr. Charlotte Davenport at 907-2797-7712 or cdavenport@caa-ak.org.

2010 Annual Report - Agency Questionnaire

Agency: _____ **Date Submitted to the Archdiocese** _____

This questionnaire is to be returned with the other required documentation for Annual Agency Report. The Annual Report is due in the Archdiocese of Anchorage Finance Office, attn: Sr. Charlotte Davenport, on September 25, 2010.

Administration

1. Does your Agency have a Finance Committee? Yes ___ No ___
2. How often did your Finance Committee meet during fiscal year 2009-2010?

3. Who are the members of your Finance Committee?
4. Has the Agency Finance Committee reviewed the Archdiocesan Finance Policies during the last fiscal year? Yes _____ No _____
5. Are the Archdiocesan Finance Policies available to Agency staff for reference to reporting requirements and accounting guidance?
6. Quarterly year-to-date Financial Statements compared to Budget are required to be submitted within 45 days after the end of each quarter. Have these quarterly statements been reviewed by the Agency Finance Committee and or Board prior to submittal to the Archdiocesan Finance Office? Yes ___ No ___
7. When was the agency budget for the fiscal year 2010-2011 reviewed by the Finance Committee and recommended to the Board? _____
8. When was the budget for the fiscal year 2010-2011 submitted to the Archdiocesan Finance Office? _____
9. When was the Agency Annual Report for the Fiscal Year 2009 submitted to the Archdiocesan Finance Office? _____

Accounting

10. Do you have written procedures for the following accounting activities: (please respond Yes or No)

_____ cash receipts
_____ cash disbursements
_____ payroll and personnel
_____ purchasing

If No, what assistance would be helpful to accomplish this task?

Bank Accounts

11. Has the Agency established any new bank accounts during the year?

Yes___ No___ If Yes, list the bank name, Account name and account number and the signers on the account:

12. Has the Agency closed any accounts this year? Yes _____ No _____

If Yes, list the bank, the account #:

13. Describe your procedure for reconciliation of bank statements? Identify the internal controls in place for this activity.

14. Are the bank accounts reconciled in the same month that the statements are received? Yes_____ No_____

15. How often are outstanding checks investigated and resolved? (Checks more than six months old will not be honored by the banks).

Cash Receipts

16. Is the person overseeing the collection of monies and making the deposit different than the person entering the cash receipts into the accounting system?

Yes_____ No_____

17. Are all cash receipts deposited and recorded in the accounting system in the proper accounts in a timely manner? Yes _____ No _____

Payroll and Personnel

18. Are personnel files including safe environment required documentation maintained? Yes _____ No _____
19. Is access to personnel files restricted and secure? Yes ____ No ____
20. Are eligibility requirements for all employee benefit plans carefully observed with respect to each employee so that no one will be improperly included or excluded? Yes ____ No ____
21. Are withholding from checks to employees for contributory participation in employee benefit plans remitted to the Archdiocese monthly? Yes _____ No _____

Overview

22. As a result of this review, what actions or changes might be required to improve accountability and internal controls?
23. Is there specific assistance that you would request of the Archdiocesan Finance Office?

We acknowledge that the responses provided in this questionnaire have been reviewed and are supported by the following:

Signature(s):

Agency Director

Chair of the Board

CFO/Treasurer

Agency Letter of Certification

(Place on Agency Letterhead)

Date

Dear Archbishop Schweitz:

Enclosed are the financial statements for the fiscal year ending June 30, 2010 for _____ . Please accept this statement as the annual certification concerning financial governance of Agency for the fiscal period. This is to certify to the following:

1. That periodic financial statements (including, but not limited to a Statement of Financial Position and Statement of Activities) were made reviewed by the Board of Trustees/Directors oin the following dates::

Date of financial statements	Date reviewed
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

2. That the Boards' Finance Committee regularly reviews and discusses the budget and periodic financial statements.

The above is hereby attested to by the Chair and members of the board, the Agency Director :

Printed Name

Signature

Occupation

Sincerely yours,

Chair of the Board

Agency Director