

School Letter of Certification

(Place on School Letterhead)

Date

Dear Archbishop Schweitz:

Enclosed are the financial statements for the fiscal year ending June 30, 2010 for _____ School. Please accept this statement as the annual certification concerning financial governance of School 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 School Board on the following dates:

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

2. That the Parish Finance Council regularly reviews and discusses the budget and periodic financial statements of the school.
3. That the Parish Finance Council reviewed the 2010-2011 school budget and recommended its approval to the Pastor along with approval of any subsidy that would be required for the coming fiscal year at its meeting on _____.

The above is hereby attested to by the Pastor and School Board members and the Principal:

Printed Name

Signature

Occupation

Sincerely yours,

Pastor

Chair of the Board

Principal

2010 Annual Report - School Questionnaire

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

This questionnaire is to be returned with the other required documentation for Annual School 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 School Board 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 School Finance Committee reviewed the Archdiocesan Finance Policies during the last fiscal year? Yes _____ No _____
5. Are the Archdiocesan Finance Policies available to School staff for reference to reporting requirements and accounting guidance?
6. Quarterly year-to-date Financial Statements compared to Budget are required to be submitted to the Archdiocesan Finance office within 45 days after the end of each quarter. Have these statements been reviewed by the School Finance Committee and/or School Board prior to submittal to the Archdiocesan Finance Office? Yes _____ No _____
7. When was the budget for the fiscal year 2010-2011 reviewed by the Finance Committee and School Board and recommended to the Pastor?

8. When was the budget for the fiscal year 2010-2011 submitted to the Archdiocesan Finance Office? _____
9. When was the Annual Report for the Fiscal Year 2009 (prior year) submitted to the Archdiocesan Finance Office? _____
10. When was the report of the 2009 Fiscal Year presented to the School Board and School community? _____

11. When do you anticipate presenting the 2010 Annual Financial Report to the School community?_____

Accounting

12. 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

13. Has the School 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:

14. Has the School closed any accounts this year? Yes _____ No _____

If Yes, list the bank, the account #:

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

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

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

Cash Receipts

18. 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 _____

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

Payroll and Personnel

20. Are personnel files including safe environment required documentation maintained? Yes _____ No _____

21. Is access to personnel files restricted and secure? Yes _____ No _____

22. 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 _____

23. Are withholding from checks to employees for contributory participation in employee benefit plans remitted to the Archdiocese monthly?

Yes _____ No _____

Overview

24. As a result of this review, what actions or changes might be required to improve accountability and internal controls?

25. 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):

Pastor

Principal

School Board President/Chair