



## PARISH / SCHOOL BANK ACCOUNTS – SIGNATURE CARDS AND PETTY CASH GUIDELINES

### CHECKING ACCOUNTS – SIGNATURE CARDS

- All accounts are to be titled *The Roman Catholic Archbishop of Los Angeles, A Corporation sole*, followed by the name of the parish or school or other entity
- All accounts (Parish, Elementary School, High School and related Organizations) are to have the signature of José H. Gomez, Incumbent and the current Moderator of the Curia, Reverend Albert Bahhuth followed by -

#### ❖ Parish account authorized signatories are:

- Pastor
- Administrator/Administrator Pro Tem
- Parish Life Directors (PLD)
- Associate Pastor (Incardinated Priest or Associate of a Religious Community Parish)
- Senior Priest (Incardinated)
- Retired Priest (Incardinated)
- Resident Priest (Incardinated)
- Chairperson of the Finance Council (not mandatory but advisable for cases of emergency)
- Lay Pastoral Associate \*\*\*(A WRITTEN REQUEST TO THE OFFICE OF THE MODERATOR OF THE CURIA/VICAR GENERAL IS REQUIRED)

#### **NO LAY EMPLOYEES ARE TO BE AUTHORIZED SIGNERS**

#### ❖ The Elementary School and High School account authorized signatories are:

- Pastor
- Administrator/Administrator Pro Tem
- Parish Life Directors (PLD)
- Principal
- Associate Pastor (Incardinated Priest or Associate of a Religious Community Parish)

**The Principal must be limited to sole signature for checks up to \$3,000, any checks above this amount require a second signature by the Pastor/Administrator/Administrator Pro Tem or PLD (whichever applies)**

#### **NO LAY EMPLOYEES (OTHER THAN THE PRINCIPAL) ARE TO BE AUTHORIZED SIGNERS**

➤ **Approved Type of Parish/School Accounts**

- The number of accounts should be limited to one operational account for each entity, the parish if necessary may have an account for the Religious Education Program and Society or Fiesta accounts, however, although not prohibited, for control purposes, the Archdiocese discourages the use of such accounts and recommends the set up of custodial funds within in the main parish account. The schools are allowed a "PTO" account with a maximum balance of \$1,000, amounts exceeding of this should be held as a custodial fund in the school's main operating account.
- Bingo Accounts – all profits derived from bingo games must be kept in a separate bank account and accurate records must be kept for all receipts. All receipts must be deposited intact (no disbursements should be made from game receipts other than cash payments of prizes) and all disbursements must be made by check and supported by invoice copies and/or receipts. No funds other than bingo receipts are to be deposited in this account and all disbursements from the account must be made by check and to pay expenses pertaining to the bingo games or to transfer the net receipts from bingo (gross receipts less prizes paid and expenses paid) to the parish school. Bingo funds may not be used to pay school salaries. In the City of Los Angeles only no funds can be transferred out of the bingo fund to any other account – invoices for the school must be paid directly from the bingo account

**At no time should any of the accounts describe above have a balance exceeding three months operating expense or \$100,000. It is strongly recommended that any amounts above what is needed for the three month operations be deposited in an Archdiocesan Investment Pool account**

**✚ UNDER NO CIRCUMSTANCES SHOULD CHECKS BE PRE-SIGNED**

AFTER THE PARISH/SCHOOL HAS ACQUIRED ALL THE SIGNATURES FROM THE LOCATION THE CARDS ARE TO BE SENT TO THE ARCHDIOCESAN CATHOLIC CENTER/FINANCIAL SERVICES (ADDRESS BELOW). UPON COMPLETION OF THE REQUIRED SIGNATURES FROM THE CATHOLIC CENTER, THE CARDS WILL BE RETURNED TO THE LOCATION TO DELIVER TO THE BANK.

## PETTY CASH

A petty cash fund may be kept at the rectory or school office for such items as postage, small offices need, and mileage reimbursements. The amount of this fund should not exceed \$300.00 and the cash funds should be kept under lock, with only one or two individual responsible for maintaining petty cash. In general, all disbursements should be made by check as much as possible, rather than using petty cash.

The petty cash should be reimbursed at least monthly by issuing a check for the exact amount of the expenditures made from it, and the amount should be distributed to each expense category the reimbursement pertains to in the disbursement journal (check register). Receipts and other supporting data should be attached to the petty cash expense breakdown at the time of reimbursing petty cash in the same manner as would be provided for paying any other bill. (See exhibit 2-7 for a sample of petty cash voucher).

Petty cash disbursement should normally not exceed \$50.00 unless the pastor grants approval in writing. No loans or cashing of personal checks should be allowed from these funds.

**For questions on specific problems with checks or signature cards, contact:**

**Financial Services  
Archdiocese of Los Angeles  
3424 Wilshire Boulevard  
Los Angeles, CA 90010  
(213) 637-7546**