

**Diocese of Altoona-Johnstown
Finance Council Questionnaire**
To be completed by the Finance Council Chair

Parish Name:	
Finance Council Chair Name:	

		Yes	No	Comment
1.	Has the finance council prepared and approved an annual parish budget?			
2.	Does the finance council periodically review income and expenditures against an approved budget?			
3.	Do parishioners periodically receive written reports of the financial condition of the parish? Please attach.			
4.	Does the parish finance council coordinate all fundraising?			
5.	Does the parish finance council review and advise all banking arrangements, investment decisions, and contracts?			
6.	Has the parish finance council developed/reviewed procedures and controls for counting, depositing, and safeguarding of parish receipts?			
	a - How often does Finance Council review internal controls?			
	b - When was the last time internal controls were reviewed?			
7.	Does the parish finance council review the annual report prior to submission?			
8.	Has the finance council consent been obtained for-			
	a - purchases of land or buildings?			
	b - sale or demolition of church property?			
	c - refusal of a major bequest?			
	d - construction/remodeling of existing buildings?			
	e - leasing or renting of property?			
	f - opening a cemetery?			
	g - establishing a school?			
	h - long term investments?			
	i - entering into legally binding contracts, etc.?			
	j - any other administrative action that requires the assent and approval of the Diocesan Bishop?			
9.	Has the parish finance council been advised and is aware of the current diocesan requirements and regulations regarding financial matters within the Altoona-Johnstown Diocese?			
10.	Does the finance council maintain minutes of meetings?			
11.	How often does the finance council meet?			

Signature: _____ Phone #: _____ Date: _____

Comments: