

# The Roman Catholic Diocese of Lancaster

## Parish Independent Examination

### Work programme

Parish name .....

Completed by: .....

Signed .....

Date .....

Name (in capitals) .....

### Summary

Please summarise here any matters which have not been resolved i.e. any tests which showed exceptions and any problems (giving the test reference from the left hand column). Also note any other matters from the examination which you feel should be reported to the Diocese or the External Auditors.

# The Roman Catholic Diocese of Lancaster

<b>Section A</b>	<b>Are the accounting records complete?</b>
A1	<p>Has the cashbook (both income and expenditure) been completed correctly (including totals) for each month during the year?</p> <p>Yes/No (Delete as appropriate)</p> <p>If no (even after discussions with bookkeeper to ask for complete records), please give details of exceptions below or as an attachment, if further space is required.</p>
A2	<p>Has a bank reconciliation been performed for each month?</p> <p>Yes/No (Delete as appropriate)</p> <p>If no (even after checking with bookkeeper in case misfiled), please give details of exceptions below/as attachment.</p>

# The Roman Catholic Diocese of Lancaster

Section B	Bank reconciliation
B1	<p>Has the bank reconciliation been correctly performed and signed at 5 April (year end)?</p> <p>Yes/No (Delete as appropriate)</p> <p>If no, please ask the parish bookkeeper to complete before proceeding with this section.</p> <p>Note: It is assumed that all parish funds are held in one bank account and that there is, therefore, only one bank reconciliation. Please ensure that the bank reconciliation does include all parish funds.</p>
B2	<p>Select a sample of six reconciling items (ie outstanding receipts and/or payments) from the bank reconciliation at 5 April (year end) and check that these are correctly recorded on the reconciliation by reference to the bank statements and cashbook. Items included in the reconciliation should have been paid/received and written into the cashbook <b>before</b> the year end but on the bank statements <b>after</b> the year end.</p>
B3	<p>Agree relevant balances on reconciliation to bank statement and cashbook at the year end.</p> <p>Correct?</p> <p>Yes/No (Delete as appropriate)</p> <p>If no, please explain below and ask parish bookkeeper to correct.</p>

# The Roman Catholic Diocese of Lancaster

Section C	Cashbook/Annual Return
C1	<p data-bbox="416 412 1468 584">Agree each column total of the cashbook to the Annual Return (including checking the subdivision of certain columns as noted on the Return). Initial each column total on the cashbook as evidence that this has been done by you. Photocopy the Annual Return and initial each entry on the photocopy as evidence that it has been agreed to the cashbook.</p> <p data-bbox="416 622 1468 835">You will have noted that there are additional information requirements on the Annual Return, for example, purchases over £5,000. Please check the Annual Return and initial each entry on the photocopy of the Return to confirm that you have checked the entries and that they are correct. You may need to discuss some of the entries with the bookkeeper or priest. Document any problems in the space below.</p> <p data-bbox="416 873 539 907">Correct?</p> <p data-bbox="416 945 852 978">Yes/No (Delete as appropriate)</p> <p data-bbox="416 1016 1460 1120">If no (and cannot be resolved from brief discussion with bookkeeper), please explain exceptions below, with details of columns affected and amounts and details of money involved.</p>

## The Roman Catholic Diocese of Lancaster

<b>Section C</b>	<b>Cashbook/Annual Return continued</b>
C2	<p>Test check the additions of the cashbook by selecting one month during the year and agreeing additions for income and expenditure columns and rows for that month. Please initial each total as evidence that you have done this.</p> <p>Note the month you selected below.</p> <p>If there were any errors, note these below.</p>
C3	<p>Ask the bookkeeper if the cash float was counted at the year end and agreed to the cashbook.</p> <p>Counted?</p> <p>Yes/No (Delete as appropriate)</p> <p>Agreed to cashbook?</p> <p>Yes/No (Delete as appropriate)</p> <p>Was the count/reconciliation to cashbook evidenced?</p> <p>Document any comments below.</p>

## The Roman Catholic Diocese of Lancaster

Section D	Income testing
D1	<p data-bbox="391 412 624 445"><b>Offertory income</b></p> <p data-bbox="391 483 1453 584">Select one offertory income record each month and confirm it has been properly completed by ensuring that the amounts per the offertory income record are:</p> <ul data-bbox="391 629 1453 808" style="list-style-type: none"> <li data-bbox="391 629 1015 663">• Recorded in the correct cashbook column</li> <li data-bbox="391 667 1453 734">• Consistent with the amounts and descriptions recorded on the paying in slips</li> <li data-bbox="391 739 1453 808">• The totals per the record, cash book and paying in slip match up with the amount banked per the bank statements</li> </ul> <p data-bbox="391 846 1453 947">Document your results below e.g. "no exceptions" or "week commencing....record had not been signed or completed" or income recorded incorrectly in the cash book because...."</p>
D2	<p data-bbox="391 1218 580 1252"><b>Other income</b></p> <p data-bbox="391 1290 1453 1424">For each month select at random an item from the records for other income (must not be an item that would be recorded in columns I(3) and I(4) as these are covered by test D1) and ensure that it has been correctly recorded by checking:</p> <ul data-bbox="391 1462 1453 1641" style="list-style-type: none"> <li data-bbox="391 1462 1453 1529">• Totals per the income record (i.e. letter from solicitor, special collections record) are recorded in the correct cash book columns.</li> <li data-bbox="391 1534 1453 1601">• The totals and descriptions are consistent with the amounts entered on the paying in slips.</li> <li data-bbox="391 1606 999 1641">• The totals agree to the bank statements.</li> </ul> <p data-bbox="391 1680 1110 1713">Use the working schedule supplied (see attached).</p> <p data-bbox="391 1751 1453 1852">Document your results below, e.g. "no exceptions" or "legacy for £1,000 received on 6 June could not be traced to the cash book or bank statements".</p>

# The Roman Catholic Diocese of Lancaster

Section E	Payments
E1	<p>Select one payment at random from each month and ensure the amount and analysis per the cash book is consistent with:</p> <ul style="list-style-type: none"><li>• Invoice or other supporting documentation</li><li>• Cheque stub</li><li>• Bank statement</li></ul> <p>Use the working schedule supplied (see attached). Document a summary of your results below.</p>

## The Roman Catholic Diocese of Lancaster

Section F	Final review for credibility
F1	<p data-bbox="427 412 1453 622">Having performed the detailed tests above, please review the cashbook and underlying records to identify any large/unusual items or possible mispostings. You should pay particular attention to entries over £5,000 in the cashbook. You should ensure that the accounting records include details of all parish funds, as confirmation of this is included in the certificate to be signed by you.</p> <p data-bbox="427 663 1158 696">Record your observations and any exceptions below.</p>



# The Roman Catholic Diocese of Lancaster

Section G	Supplementary returns
G1	<p data-bbox="427 412 1457 477">If the parish has a supplementary return please perform the following tests.</p> <ul data-bbox="475 517 1457 875" style="list-style-type: none"><li data-bbox="475 517 1457 730">• Agree each column total of the cashbook to the Annual Return (including checking the subdivision of certain columns as noted on the Return). Initial each column total on the cashbook as evidence that this has been done by you. Photocopy the supplementary return and initial each entry on the photocopy as evidence that it has been agreed to the cashbook.</li><li data-bbox="475 734 1457 837">• Ensure year end bank reconciliations for each bank account have been performed accurately through carrying out the tests detailed in section B of this programme.</li><li data-bbox="475 842 1457 875">• Review the supplementary returns for reasonableness.</li></ul> <p data-bbox="427 913 1161 947">Record your observations and any exceptions below.</p>

