

# Risk Assessment Report

Prepared:  
Wednesday, September 23, 2015  
8:13:03AM

## Overview

## Significance

## Probability

## Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 1: Governance**

### Risk: R-1507: General Fiscal Policy Assessment

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	Financial Reporting	12/31/2010
01. If religious articles are sold 3 or more times per year, are sales taxes collected and remitted to Parish Assistance to file the sales tax returns? NO (separate church corporations should file their own sales tax returns) (Policy 1100.1.43.1)	YES	00-To be analyzed	00 - Non Measuring Weight
02. Is all of the church's income (cash and currency) deposited intact at least weekly? YES NO (Policy 1100.1.11)		00-To be analyzed	00 - Non Measuring Weight
03. Is the cashing of personal or church checks out of currency receipts prohibited? YES NO (Policy 1100.1.11)		00-To be analyzed	00 - Non Measuring Weight
04. Are all disbursements and accounts payable (including payroll but not petty cash) disbursements made by check? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
05. What are the internal controls that are in place to safeguard the blank check stock? (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
06. Does the pastor/pastoral coordinator always have an opportunity to review all disbursements of church funds? YES NO Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
07. Are checks prepared by an employee who is not authorized to approve disbursements? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
08. Are checks prepared from an original vendor invoice only and not from a vendor statement? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
09. Are checks issued in chronological and numerical sequence? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
10. Are all check numbers accounted for? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
11. Are all voided checks properly mutilated and retained? YES NO		00-To be analyzed	00 - Non Measuring Weight
12. Are checks made payable to a specified payee as to opposed to cash or bearer? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
13. Does all supporting documentation accompany checks presented for signature? YES NO (Policy 1100.1.21)		00-To be analyzed	00 - Non Measuring Weight
14. Is the signing of blank checks prohibited? YES NO		00-To be analyzed	00 - Non Measuring Weight

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ASSESSMENT	QUESTIONNAIRE	Financial Reporting	12/31/2010
15. Are the clergy assigned to the parish compensated by the church for performing Weddings, Funerals, Baptisms, or Quinceaneras? (Policy 700.1.14)	YES NO	00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
16. What is the procedure for receiving and disbursing Mass Intentions? (Policy 700.1.14)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
17. Is the amount in the Mass Intentions account reconciled to a Mass Intentions calendar at least monthly? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
18. Are facsimile signatures on checks prohibited unless controlled by a check-signing machine with a numerical sequence counter? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
19. If signature stamps are used in other areas (i.e. signing correspondence letters) is the signature stamp under the care and control of the owner, and safely secured when not in use? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
20. Who receives and reviews the bank statements? (Policy 1100.1.11)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
21. Are bank accounts reconciled within a timely specified period after the end of each month? YES NO (Accounting Manual - Sec. 1000)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
22. Is an Outstanding Transaction List printed during the bank Reconciliation process? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
23. Are the Funds on Deposit/Restricted Funds on Deposit accounts reconciled to the diocesan statements monthly? YES NO (Accounting Manual - Sec. 1000)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
24. Is the Catholic Endowment Fund account reconciled to the Diocesan statement quarterly? YES NO (Accounting Manual - Sec. 1000)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
25. Was the annual financial report to parishioners published? (Accounting Manual - Sec. 1100.1.23) (Attach copy)	YES NO	00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
25.a Attach copy of report		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
26. Is the Catholic Endowment fund reported on Balance Sheet at market value, rather than cost? YES NO (Policy 1100.1.12)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
27. Are all records that pertain to annual or special events retained in the parish office? YES NO (Policy 1100.1.37)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight

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ASSESSMENT	QUESTIONNAIRE	Financial Reporting	12/31/2010
28. If records are not kept on site, why, and where are they retained?		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
29. If used, is the responsibility for the petty cash fund assigned to only one person? YES NO (Accounting Manual - Sec. 200)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
30. If used, is the petty cash fund balanced to the amount reflected on the Balance Sheet at least monthly? YES NO (Accounting Manual - Sec. 200)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
31. Are all custodial accounts reconciled monthly? YES NO (Accounting Manual - Sec. 1000)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
32. Are the parish debt and other liabilities reconciled monthly? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
33. Are there individuals residing on church premises other than the pastor/parochial vicar? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
34. If yes, has the bishop approved this action? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
35. Is the diocesan approved COA being used? YES NO (Accounting Manual - Sec. 1300)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
36. Are all monies received for the benefit of the church deposited and recorded as income? YES NO (Policy 1100.1.16)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
37. Are the facilities used for any purpose other than church functions? YES NO (Policy 1100.1.41)		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
a. If yes, are those usages limited to meetings? YES NO			
b. If no, explain uses:			
37a. If yes, are those usages limited to meetings? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
37b. Please explain extraordinary facilities usage:		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
38. How are the church's fixed assets safeguarded?			
i. Inventory tags/barcodes? YES NO		00-To be analyzed	00 - To be analyzed 00 - Non Measuring Weight
ii. Keys? YES NO			
iii. Alarm System? YES NO			

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ASSESSMENT	QUESTIONNAIRE	Financial Reporting	12/31/2010
39. Does the church maintain a facility activity calendar?	YES NO	00-To be analyzed	00-To be analyzed
40. If not, how is use of the facilities monitored?		00-To be analyzed	00-To be analyzed
41. Who is responsible for providing volunteers and staff access to the facilities?		00-To be analyzed	00-To be analyzed
42. Who is responsible for recording sacraments (baptism, 1st communion, confirmation, weddings, and funerals) to the sacramental records? (Policy 1100.1.37)		00-To be analyzed	00-To be analyzed
43. What is the procedure?		00-To be analyzed	00-To be analyzed
44. How are payments for sacraments verified?		00-To be analyzed	00-To be analyzed
45. Has the church received any grant income? (Policy 1100.1.26)	YES NO	00-To be analyzed	00-To be analyzed
46. Please describe the purpose for the grant income		00-To be analyzed	00-To be analyzed
47. Does the church provide financial assistance to the poor?	YES NO	00-To be analyzed	00-To be analyzed
48. Is there a formal procedure for determining financial need and subsequent aid? YES NO		00-To be analyzed	00-To be analyzed
49. If yes, what is the procedure?		00-To be analyzed	00-To be analyzed

**Risk: R-1507: General Fiscal Policy Assessment**      **0**      **0**      **0**

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**Risk: RSKASMT-COSO\_COMM: Information and Communication**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
07. Does communication flow across the organization adequately (e.g., from school to rectory) to enable people to discharge their responsibilities effectively?		00-To be analyzed	00-To be analyzed
08. Does management take timely and appropriate follow-up action on communications received from parishioners, vendors, regulators, or other external parties?		00-To be analyzed	00-To be analyzed
09. Do other parties outside the organization review and follow up on the organization's actions (e.g., appropriate Diocesan staff)?		00-To be analyzed	00-To be analyzed
01. Does management take timely and appropriate follow-up action on communications received from parishioners, vendors, regulators, or other external parties?		00-To be analyzed	00-To be analyzed
02. Is the information provided to the right people in sufficient detail and on time to enable them to carry out their responsibilities efficiently and effectively?		00-To be analyzed	00-To be analyzed
03. Is the development or revision of information systems over financial reporting based on a strategic plan and interrelated with the entity's overall information systems and is it responsive to achieving the entity-wide and activity-level objectives?		00-To be analyzed	00-To be analyzed
04. Does management commit the appropriate human and financial resources to develop the necessary financial reporting information systems?		00-To be analyzed	00-To be analyzed
05. Does management communicate employees duties and control responsibilities in an effective manner?		00-To be analyzed	00-To be analyzed
06. Are communication channels established for people to report suspected improprieties?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-COSO\_COMM: Information and Communication**      0      0      -7772

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**Risk: RSKASMT-COSO\_CTL: Control Activities**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
<b>13. Are financial statements and related disclosures prepared and reviewed by competent personnel who are knowledgeable of the factors affecting the company's financial reporting requirements?</b>		00-To be analyzed	00-To be analyzed
<b>01. Does management have clear objectives in terms of budget, profit, and other financial and operating goals? If yes, are such objectives:</b>		00-To be analyzed	00-To be analyzed
<b>01.a. Clearly written?</b>		00-To be analyzed	00-To be analyzed
<b>01.b. Actively communicated throughout the entity?</b>		00-To be analyzed	00-To be analyzed
<b>01.c. Actively monitored?</b>		00-To be analyzed	00-To be analyzed
<b>02. Do the planning and reporting systems in place:</b>		00-To be analyzed	00-To be analyzed
<b>02.a. Adequately identify variances from planned performance?</b>		00-To be analyzed	00-To be analyzed
<b>02.b. Adequately communicate variances to the appropriate level of management?</b>		00-To be analyzed	00-To be analyzed
<b>03. Does the appropriate level of management:</b>		00-To be analyzed	00-To be analyzed
<b>03.a. Adequately investigate variances?</b>		00-To be analyzed	00-To be analyzed
<b>03.b. Take appropriate and timely corrective action?</b>		00-To be analyzed	00-To be analyzed
<b>04. Has management established procedures to prevent unauthorized access to, or destruction of, documents, records, and assets?</b>		00-To be analyzed	00-To be analyzed
<b>05. Has management established policies for controlling access to programs and data files?</b>		00-To be analyzed	00-To be analyzed
<b>06. Does management adequately monitor such policies?</b>		00-To be analyzed	00-To be analyzed
<b>07. Are amounts recorded by the accounting system periodically compared with physical assets?</b>		00-To be analyzed	00-To be analyzed
<b>08. Are control and subsidiary accounts reconciled regularly and discrepancies reported to appropriate personnel?</b>		00-To be analyzed	00-To be analyzed
<b>09. Are signatures required to evidence the performance of critical control functions, such as reconciling accounts?</b>		00-To be analyzed	00-To be analyzed
<b>10. Are general journal entries, other than standard entries, required to be approved by a responsible official not involved with their origination?</b>		00-To be analyzed	00-To be analyzed
<b>11. Are accounting estimates and judgments made only by knowledgeable and responsible personnel?</b>		00-To be analyzed	00-To be analyzed
<b>12. Does the accounting system provide in a timely manner the necessary information for the preparation of financial statements and related disclosures in accordance with generally accepted accounting principles or another comprehensive basis of accountin</b>		00-To be analyzed	00-To be analyzed

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Risk: RSKASMT-COSO\_CTL: Control Activities      0      0      -480

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**Risk: RSKASMT-COSORISK: Entity Risk Assessment**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
08. Are new employees in key positions adequately supervised to ensure that they understand and perform in accordance with the entity's policies and procedures?		00-To be analyzed	00-To be analyzed
09. Are procedures in place to assess the effects of new or redesigned information systems and to monitor new technologies?		00-To be analyzed	00-To be analyzed
10. Are procedures in place to handle rapidly increasing volumes of information?		00-To be analyzed	00-To be analyzed
14. Is management aware of the existence of new accounting or reporting pronouncements and how they may affect the entity's financial reporting practices?		00-To be analyzed	00-To be analyzed
01. Has management established clear entity-wide objectives and are they consistent with its business plans and budgets?		00-To be analyzed	00-To be analyzed
02. Has management established objectives for key activities and are they consistent with and linked to the entity-wide objectives and strategies?		00-To be analyzed	00-To be analyzed
03. Has management identified the resources and critical factors that are important to achieving its objectives (e.g., financing, personnel, facilities, technology)?		00-To be analyzed	00-To be analyzed
04. Does management consider risks arising from external sources (e.g., supply sources, creditors' demands, competitors' actions, regulation, natural events)?		00-To be analyzed	00-To be analyzed
05. Does management consider risks arising from internal sources (e.g., retention of key personnel or changes in their responsibilities, compensation and benefit programs to keep the entity competitive, the adequacy of back-up systems in the event of failu		00-To be analyzed	00-To be analyzed
06. Does management identify and monitor significant shifts in the entity industry (e.g., changes in customer demographics, preferences, or spending patterns)?		00-To be analyzed	00-To be analyzed
07. Does management consult with its legal counsel regarding the implications of any new legislation?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-COSORISK: Entity Risk Assessment**      **0**      **0**      **-890**

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### Risk: RSKASMT-ENVIRONMENT: Control Environment

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
04. Is management's operating style, the way it assigns authority and responsibility and organizes and develops its people appropriate?		00-To be analyzed	00-To be analyzed
05. Does the Pastor understand the requirements of laws and regulations pertinent to the parish?		00-To be analyzed	00-To be analyzed
07. Are financial statements prepared and reviewed by the Pastor, Finance Committee and outside accountant at regular intervals?		00-To be analyzed	00-To be analyzed
08. Does the Pastor demonstrate concern about and willingness to correct important weaknesses in the system of internal control?		00-To be analyzed	00-To be analyzed
09. Does the entity maintain up-to-date accounting policies and a procedures manual? If yes, obtain copies.		00-To be analyzed	00-To be analyzed
21. Are employees who handle cash, securities, and other valuable assets bonded?		00-To be analyzed	00-To be analyzed
22. Do related employees, if any, have job assignments that minimize opportunities for collusion?		00-To be analyzed	00-To be analyzed
23. Are employees adequately trained to meet their assigned responsibilities?		00-To be analyzed	00-To be analyzed
24. Is rotation of duties enforced by mandatory vacations?		00-To be analyzed	00-To be analyzed
25. Is job performance periodically evaluated and reviewed with employees?		00-To be analyzed	00-To be analyzed
26. Has management established adequate policies and procedures for the development, modification, and use of computer programs and data files?		00-To be analyzed	00-To be analyzed
27. Does the Parish have a finance council? If yes:		00-To be analyzed	00-To be analyzed
27.a. Does the council take an active role in reviewing the entity's policies and practices?		00-To be analyzed	00-To be analyzed
27.c. Does the council have sufficient knowledge, experience, and time to serve effectively?		00-To be analyzed	00-To be analyzed
27.d. Does the council constructively challenge the Pastor's planned decisions?		00-To be analyzed	00-To be analyzed
27.e. Does the council meet in a timely manner with the Pastor and key staff to discuss the reasonableness of the financial reporting process, the system of internal control, and other significant matters?		00-To be analyzed	00-To be analyzed
01. Does management adequately convey the message that integrity cannot be compromised?		00-To be analyzed	00-To be analyzed
<u>Comment</u> 123			
02. Does a positive control environment exist, whereby there is an attitude of control consciousness throughout the organization, and a positive tone at the top?		00-To be analyzed	00-To be analyzed
03. Is the competence of the entity's people commensurate with their responsibilities?		00-To be analyzed	00-To be analyzed
27.f. Does the council review the scope of activities of the auditors at least annually?		00-To be analyzed	00-To be analyzed

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### Risk: RSKASMT-ENVIRONMENT: Control Environment

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
27.g. Does the council regularly receive and review key information, such as financial statements, school enrollment, significant contracts, and negotiations?		00-To be analyzed	00-To be analyzed
10. Is the Diocesan-approved chart of accounts maintained and is there a describe of how each account should be used? Attach a copy.		00-To be analyzed	00-To be analyzed
11. Does the Pastor periodically review insurance coverage?		00-To be analyzed	00-To be analyzed
12. Does management have a history of establishing reliable accounting estimates?		00-To be analyzed	00-To be analyzed
13. Is there a low turnover of key staff?		00-To be analyzed	00-To be analyzed
14. Are key operating positions adequately staffed, therefore avoiding constant crisis?		00-To be analyzed	00-To be analyzed
15. Is there adequate coordination between rectory and school staff, resulting in timely reports and closings?		00-To be analyzed	00-To be analyzed
16. Is there an organization chart that reflects the areas of responsibility and the line of reporting? If yes, obtain a copy.		00-To be analyzed	00-To be analyzed
17. Are there formal job descriptions that clearly set out duties and responsibilities?		00-To be analyzed	00-To be analyzed
18. Are backgrounds and references of applicants investigated?		00-To be analyzed	00-To be analyzed
19. Are personnel policies and employee benefit plans documented and communicated to employees?		00-To be analyzed	00-To be analyzed
20. Is a formal conflict of interest policy or code of conduct in effect? If yes, obtain a copy.		00-To be analyzed	00-To be analyzed
27.h. Does a process exist for informing the council in a timely manner of sensitive information, investigation, and improper acts (e.g., significant litigation, investigations by regulatory agencies, embezzlement, misuses of corporate assets)?		00-To be analyzed	00-To be analyzed
27.i. Is there appropriate oversight in determining the compensation and benefits of the clergy and staff?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-ENVIRONMENT: Control Environment**      **0**      **0**      **-7641**

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### Risk: RSKASMT-MONITOR: Monitoring

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
01. Is operating information(such as revised student counts) used to adjust operations and update financial projections and reporting?		00-To be analyzed	00-To be analyzed
02. Are complaints documented, investigated and any internal control deficiencies corrected?		00-To be analyzed	00-To be analyzed
03. Are communications from vendors and monthly statements of accounts payable used as a control monitoring technique?		00-To be analyzed	00-To be analyzed
04. Are internal control recommendations made by external auditors (and internal auditors, if applicable) implemented?		00-To be analyzed	00-To be analyzed
05. Does management receive feedback from training seminars, planning sessions, and other meetings on whether controls operate effectively?		00-To be analyzed	00-To be analyzed
06. Does the organization take a fresh look at the internal control system from time to time and evaluate its effectiveness? If yes:		00-To be analyzed	00-To be analyzed
06.a. Does the evaluation process include checklists, questionnaires, or other tools?		00-To be analyzed	00-To be analyzed
06.b. Are the evaluations documented?		00-To be analyzed	00-To be analyzed
07. Does the entity have an adequate internal audit function? If yes, do the internal auditors:		00-To be analyzed	00-To be analyzed
07.a. Possess adequate training and experience?		00-To be analyzed	00-To be analyzed
07.b. Adhere to applicable professional standards?		00-To be analyzed	00-To be analyzed
07.c. Have an adequate documentation of the organization's internal control?		00-To be analyzed	00-To be analyzed
07.d. Perform tests of controls and substantive tests?		00-To be analyzed	00-To be analyzed
07.e. Have adequate documentation of their work?		00-To be analyzed	00-To be analyzed
07.f. Submit reports on their findings to the Pastor, finance council and Diocese in a timely manner?		00-To be analyzed	00-To be analyzed
07.g. Follow up on corrective actions taken by management?		00-To be analyzed	00-To be analyzed
07.i. Have direct access to records and the scope of their activities is not limited?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-MONITOR: Monitoring**      **0**      **0**      **-5283**

**Process 1: Governance**      **0**      **0**      **-3070**

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**Process 3: Cash**

**Risk: RSKASMT-B\_REC: Bank Reconciliation Assessment**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
01. Are bank statements, related canceled checks, deposit tickets, and related memos received directly from the bank by the Pastor ?		00-To be analyzed	00-To be analyzed
02. Are bank accounts reconciled monthly by a person independent of cash receipts, general ledger, accounts receivable, or accounts payable functions?		00-To be analyzed	00-To be analyzed
03. Do bank reconciliation procedures include:		00-To be analyzed	00-To be analyzed
03.a. Accounting for the sequence of all check numbers?		00-To be analyzed	00-To be analyzed
03.b. Examining the paid checks for date, name, endorsement, and cancellation and comparing them to the cash disbursements journal?		00-To be analyzed	00-To be analyzed
03.c. Comparing the detail of bank deposits to cash receipts records?		00-To be analyzed	00-To be analyzed
03.d. Investigating other reconciling items (e.g., checks returned for insufficient funds)?		00-To be analyzed	00-To be analyzed
03.e. Following up on old outstanding checks?		00-To be analyzed	00-To be analyzed
4. Is independent review performed of monthly bank reconciliations?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-B\_REC: Bank Reconciliation Assessment      0      0      -3319**

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**Process 3: Cash**

### Risk: RSKASMT-CASH: Cash Processing

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
17. Is information adequately captured from remittances for accurate posting of credits to student or parishioner accounts or for proper classification regarding its sources (e.g., donations, interest income, intentions, fundraising, etc.)?		00-To be analyzed	00-To be analyzed
20. Are requests for refunds handled by a person independent of the cashier or accounts receivable functions?		00-To be analyzed	00-To be analyzed
01. Is mail opened by someone independent of cashier, accounts receivable bookkeeper, or other accounting employees who may initiate or post journal entries?		00-To be analyzed	00-To be analyzed
02. Is the delivery of unopened business mail prohibited to employees having access to the accounting records?		00-To be analyzed	00-To be analyzed
03. Does the employee who opens the mail:		00-To be analyzed	00-To be analyzed
07. Are miscellaneous cash transactions (stipends, mass intentions, etc.) handled properly?		00-To be analyzed	00-To be analyzed
07.a. Are cash receipts prenumbered?		00-To be analyzed	00-To be analyzed
07.b. Is an independent check of prenumbered receipts done daily and reconciled to cash collections?		00-To be analyzed	00-To be analyzed
07.c. Are cash register tape totals reconciled to amount of cash in drawer?		00-To be analyzed	00-To be analyzed
07.d. Do cash refunds require approval?		00-To be analyzed	00-To be analyzed
12.a. Preparing the bank deposit?		00-To be analyzed	00-To be analyzed
12.b. Obtaining access to the cash receipts book?		00-To be analyzed	00-To be analyzed
12.c. Having access to collections from customers?		00-To be analyzed	00-To be analyzed
13. Are banks instructed not to cash checks drawn to the order of the company?		00-To be analyzed	00-To be analyzed
03.d. Forward the total of all remittances to the person responsible for comparing it to the authenticated deposit ticket and amount recorded?		00-To be analyzed	00-To be analyzed
14. Is the cashier restricted from gaining access to the accounts receivable records and bank and customer statements?		00-To be analyzed	00-To be analyzed
15. Does a person independent of the cash receipts and accounts receivable functions compare entries to the cash receipts journal with:		00-To be analyzed	00-To be analyzed
11. Are employees who handle receipts bonded?		00-To be analyzed	00-To be analyzed
12. Is the accounts receivable bookkeeper restricted from:		00-To be analyzed	00-To be analyzed
15.a. Authenticated bank deposit slips?		00-To be analyzed	00-To be analyzed

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Prepared:  
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8:13:03AM

## Overview

## Significance

## Probability

## Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 3: Cash**

### Risk: RSKASMT-CASH: Cash Processing

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
15.b. Deposit per the bank statements?		00-To be analyzed	00-To be analyzed
03.a. Place restrictive endorsements (For deposit only) on all checks received?		00-To be analyzed	00-To be analyzed
03.b. Prepare a list of the money, checks, and other receipts?		00-To be analyzed	00-To be analyzed
03.c. Forward all remittances to the person responsible for preparing and making the daily bank deposit?		00-To be analyzed	00-To be analyzed
04. Is a lock box used?		00-To be analyzed	00-To be analyzed
05. Is an independent listing of cash receipts prepared before the receipts are submitted to the cashier or accounts receivable bookkeeper?		00-To be analyzed	00-To be analyzed
06. Does an independent person verify the listing against the deposit slips?		00-To be analyzed	00-To be analyzed
08. Are authenticated deposit slips retained and reconciled to the corresponding amounts in the cash receipts records?		00-To be analyzed	00-To be analyzed
09. Are cash receipts deposited intact daily?		00-To be analyzed	00-To be analyzed
18. Do postings to the general ledger control and subsidiary accounts include the date on which the remittance was received?		00-To be analyzed	00-To be analyzed
19. Are postings to the general ledger made by a person independent of the cash receipts and accounts receivable functions?		00-To be analyzed	00-To be analyzed
10. Is the bank deposit made by someone other than the cashier or the accounts receivable bookkeeper?		00-To be analyzed	00-To be analyzed
15c. Listing of cash receipts prepared when mail is opened?		00-To be analyzed	00-To be analyzed
16. Are areas where physical handling of cash takes place reasonably safeguarded?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-CASH: Cash Processing**      **0**      **0**      **-1746**

Overview

Significance

Probability

Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 3: Cash**

**Risk: RSKASMT-DISB: Cash Disbursement Procedures**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
13. Does anyone onther than the pastor have the ability to sign checks?		00-To be analyzed	00-To be analyzed
14. Are all checks promptly recorded upon issuance and listed in detail (e.g., in a check register)?		00-To be analyzed	00-To be analyzed
02. Are prenumbered checks used and all numbers accounted for?		00-To be analyzed	00-To be analyzed
04. Are checks over \$25,000 co-authorized and reviewed by the chancery?		00-To be analyzed	00-To be analyzed
04.a. Are the check signers independent of each other?		00-To be analyzed	00-To be analyzed
06. Are checks payable to Cash or Bearer prohibited?		00-To be analyzed	00-To be analyzed
08. Is a check-signing machine used? If yes:		00-To be analyzed	00-To be analyzed
08.a. At all times, are the keys, signature plate, and operation of the signing machine under control of the Pastor?		00-To be analyzed	00-To be analyzed
08.b. Are the employees who have custody of the keys and plate, and who operate the check-signing machine, independent of check-preparation functions and denied access to blank checks?		00-To be analyzed	00-To be analyzed
10. Are supporting documents for checks properly canceled (e.g., stamped PAID to avoid duplicate payment)?		00-To be analyzed	00-To be analyzed
11. Do proper safeguards exist to prevent checks that have been mailed from returning to the accounts payable bookkeeper or to the employee who drew the checks?		00-To be analyzed	00-To be analyzed
12. Is the check-signing function independent of purchasing, cash bookkeeping, and preparation of checks?		00-To be analyzed	00-To be analyzed
08.c. Are the checks issued to the machine operator counted in advance, and reconciled with the totals indicated on the check-signing machine by someone other than the machine operator?		00-To be analyzed	00-To be analyzed
09. Are invoices, vouchers, and other supporting documents presented with the checks submitted for signature?		00-To be analyzed	00-To be analyzed
03. Are voided checks properly defaced and retained?		00-To be analyzed	00-To be analyzed
04.b. Is approved supporting documentation presented to each check signer?		00-To be analyzed	00-To be analyzed
05. Is signing of checks in advance or in blank prohibited?		00-To be analyzed	00-To be analyzed
07. Is access to unused checks limited to authorized persons?		00-To be analyzed	00-To be analyzed
15. Are payroll checks drawn against a separate bank account?		00-To be analyzed	00-To be analyzed
01. Are all disbursements made by check except those from petty cash?		00-To be analyzed	00-To be analyzed

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<u>Overview</u>	<u>Significance</u>	<u>Probability</u>	<u>Weight</u>		
<b>DOM Parish Audit</b>					
<b>Parish HS01: John Bosco HS</b>					
<b>Cycle 23: St Mary's Parish</b>					
<b>Process 3: Cash</b>					
	<b>Risk: RSKASMT-DISB: Cash Disbursement Procedures</b>	<b>0</b>	<b>0</b>	<b>-5490</b>	
		<b>Process 3: Cash</b>	<b>0</b>	<b>0</b>	<b>-3159</b>

Overview

Significance

Probability

Weight

**DOM Parish Audit**

**Parish HS01: John Bosco HS**

**Cycle 23: St Mary's Parish**

**Process 6: Prepaid Expenses & Other Assets**

**Risk: RSKFR-PREPAID: Prepaid and Deferred items, other Assets**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
07. Are write-downs of carrying values properly documented and approved?		00-To be analyzed	00-To be analyzed
08. Are deferrals of expenses reviewed to assure that they result in recognition in the proper period?		00-To be analyzed	00-To be analyzed
04.e. Amortization method?		00-To be analyzed	00-To be analyzed
05. Are amortization periods and calculations approved and periodically reviewed by a responsible person?		00-To be analyzed	00-To be analyzed
06. Are the carrying values of all such assets periodically reviewed for reasonableness, and are appropriate adjustments or write-downs made?		00-To be analyzed	00-To be analyzed
01. Are all such transactions executed in accordance with management authorizations?		00-To be analyzed	00-To be analyzed
02. Is property and liability insurance coverage maintained and reviewed periodically for adequacy?		00-To be analyzed	00-To be analyzed
03. Are the unexpired amounts of premiums that were paid in advance carried as assets in prepaid expenses?		00-To be analyzed	00-To be analyzed
04. Is documentation adequate regarding intangible assets, including:		00-To be analyzed	00-To be analyzed
04.a. Specific identity and legal title, if applicable?		00-To be analyzed	00-To be analyzed
04.b. Manner of acquisition (e.g., purchased, developed internally)?		00-To be analyzed	00-To be analyzed
04.c. Basis for the capitalized amount?		00-To be analyzed	00-To be analyzed
04.d. Expected period of benefit?		00-To be analyzed	00-To be analyzed
<b>Risk: RSKFR-PREPAID: Prepaid and Deferred items, other Assets</b>			<b>0    0    22</b>
<b>Process 6: Prepaid Expenses &amp; Other Assets</b>			<b>0    0    22</b>

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## Overview

## Significance

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 7: Fixed Assets**

### Risk: RSKASMT-FIXED: Fixed Assets

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
05. Are assets physically inspected periodically and compared to detailed records?		00-To be analyzed	00-To be analyzed
06. Are acquisitions of property authorized by designated personnel for:		00-To be analyzed	00-To be analyzed
06.a. All capital expenditures?		00-To be analyzed	00-To be analyzed
06.b. Major renovations?		00-To be analyzed	00-To be analyzed
06.c. Major repair jobs?		00-To be analyzed	00-To be analyzed
06.d. Research and development projects?		00-To be analyzed	00-To be analyzed
07. Does the client have a well-defined policy for distinguishing between capital expenditures and repairs and maintenance?		00-To be analyzed	00-To be analyzed
08. Does the retirement or sale of property require the approval of designated personnel?		00-To be analyzed	00-To be analyzed
09. Are procedures adequate to ensure that property physically retired is properly removed from the accounting records and that the proceeds from sale, if any, are properly accounted for?		00-To be analyzed	00-To be analyzed
10. Are the methods of selecting useful lives and depreciation policy clearly defined and approved by designated personnel?		00-To be analyzed	00-To be analyzed
11. Are physical safeguards (e.g., alarms, guards, restricted access) over property adequate?		00-To be analyzed	00-To be analyzed
12. Are the personnel who are responsible for maintaining custody of the property independent of the personnel in charge of maintaining the accounting records?		00-To be analyzed	00-To be analyzed
13. Does in-house construction require authorized work orders?		00-To be analyzed	00-To be analyzed
14. Is construction-in-progress regularly reviewed for adherence to budgeted amounts?		00-To be analyzed	00-To be analyzed
15. Are receiving documentation, purchase order or contract, and invoice matched before transactions are recorded?		00-To be analyzed	00-To be analyzed
16. Are adequate procedures in place to identify possible impairments in the carrying amounts of long-lived assets?		00-To be analyzed	00-To be analyzed
01.b. Cost?		00-To be analyzed	00-To be analyzed
01.c. Acquisition date?		00-To be analyzed	00-To be analyzed
01.d. Depreciation method?		00-To be analyzed	00-To be analyzed
01.e. Related depreciation?		00-To be analyzed	00-To be analyzed

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 7: Fixed Assets**

**Risk: RSKASMT-FIXED: Fixed Assets**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
<b>01. Are detailed records maintained and do they include:</b>		00-To be analyzed	00-To be analyzed
<b>01.a. Description of asset?</b>		00-To be analyzed	00-To be analyzed
<b>01.f. Useful life?</b>		00-To be analyzed	00-To be analyzed
<b>02. Are the detailed records reconciled to the general ledger control accounts at least once a year?</b>		00-To be analyzed	00-To be analyzed
<b>03. Are depreciable lives reviewed periodically by management and compared to actual experience for adequacy?</b>		00-To be analyzed	00-To be analyzed
<b>04. Is all property adequately insured and is insurance coverage reviewed periodically?</b>		00-To be analyzed	00-To be analyzed

<b>Risk: RSKASMT-FIXED: Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>22</b>
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<b>Process 7: Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>22</b>
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Overview

Significance

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 8: Liabilities**

**Risk: RSKASMT-DEBT: Debt: Leases, Loans, Related Obligations**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
01. Do borrowings and leases require authorization by designated personnel?		00-To be analyzed	00-To be analyzed
02. Are signatures of two or more designated officials required on all notes payable, lease agreements, and renewals?		00-To be analyzed	00-To be analyzed
03. Is a notes payable register maintained by a person independent of check or note signing?		00-To be analyzed	00-To be analyzed
04. Do paid notes get canceled and returned?		00-To be analyzed	00-To be analyzed
05. Are interest charges regularly posted and reviewed?		00-To be analyzed	00-To be analyzed
06. Is compliance with loan covenants and lease agreements periodically reviewed and monitored?		00-To be analyzed	00-To be analyzed
07. Are detailed records periodically reconciled with the general ledger control accounts?		00-To be analyzed	00-To be analyzed
08. Are debt instruments and related legal documents (e.g., notes, bonds) adequately safeguarded?		00-To be analyzed	00-To be analyzed
09. Are procedures adequate to ensure that derivatives contracts are executed and processed according to management's authorizations?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-DEBT: Debt: Leases, Loans, Related Obligations**      0      0      22

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Significance

Probability

Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 8: Liabilities**

**Risk: RSKASMT-LEGAL: Financial impact of Legal-related items**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
02. Are legal and contractual matters always referred to in-house or outside legal counsel?		00-To be analyzed	00-To be analyzed
03. Is compliance with guarantee or warranty policies reviewed by a designated official before the costs are incurred?		00-To be analyzed	00-To be analyzed
04. Are adequate detailed records of costs incurred under product warranties maintained, and are related reserves reviewed periodically for adequacy?		00-To be analyzed	00-To be analyzed
05. Is adequacy of insurance coverage reviewed regularly?		00-To be analyzed	00-To be analyzed
01. Are files of contracts, legal correspondence, etc., maintained and periodically reviewed?		00-To be analyzed	00-To be analyzed
06. Is status of litigation reviewed regularly and monitored by designated officer and consultation with legal counsel?		00-To be analyzed	00-To be analyzed
07. Are reported claims reviewed by designated official for appropriate consideration in determining accruals for losses?		00-To be analyzed	00-To be analyzed
08. Are provisions for losses that are probable and subject to reasonable estimation recorded promptly?		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-LEGAL: Financial impact of Legal-related items**      0      0      22

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Overview

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 8: Liabilities**

**Risk: RSKASMT-LIABILITIES: Liabilities**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
<b>01. Are accruals for liabilities approved by a responsible official?</b>			
		00-To be analyzed	00-To be analyzed
<b>02. Are detail subsidiary records maintained and reconciled periodically to the general ledger control accounts?</b>			
		00-To be analyzed	00-To be analyzed

**Risk: RSKASMT-LIABILITIES: Liabilities**      **0**      **0**      **21**

**Process 8: Liabilities**      **0**      **0**      **22**

# Risk Assessment Report

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## Overview

## Significance

## Probability

## Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

### Risk: R-: BINGO Procedures Assessment

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	Finacial Reporting	12/31/2010
01. Is a separate bank account maintained for bingo games?	YES NO	00-To be analyzed	00 - To be analyzed
02. Have appropriate licenses/permits been obtained to run bingo games?	NO	00-To be analyzed	00 - To be analyzed
03. Does the parish maintain copies of regulations for bingo games from local governing agencies?	YES NO	00-To be analyzed	00 - To be analyzed
04. Are bingo games run by all volunteers?	YES NO	00-To be analyzed	00 - To be analyzed
05. Is a monthly accounting for bingo made to the church administration?	NO	00-To be analyzed	00 - To be analyzed
06. Are all receipts for disbursements retained?	YES NO	00-To be analyzed	00 - To be analyzed
07. Are all disbursements made by check?	YES NO	00-To be analyzed	00 - To be analyzed
08. When are bingo games played?		00-To be analyzed	00 - To be analyzed
09. Are deposits made after each day's operations?	YES NO	00-To be analyzed	00 - To be analyzed
10. Are cancelled checks retained?	YES NO	00-To be analyzed	00 - To be analyzed
11. Is the bingo bank account reconciled monthly?	YES NO	00-To be analyzed	00 - To be analyzed
12. Are all bingo transactions and bank account balance reflected on the PFR?	YES NO	00-To be analyzed	00 - To be analyzed
13. Is cashing of checks from bingo disallowed?	YES NO	00-To be analyzed	00 - To be analyzed
14. What facilities are used for bingo games?		00-To be analyzed	00 - To be analyzed

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

**Risk: R-: BINGO Procedures Assessment**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONAIRE	Finacial Reporting	12/31/2010
15. Are prizes limited to \$250?	YES NO	00-To be analyzed	00 - Non Measuring Weight

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**Risk: R-: BINGO Procedures Assessment**      0      0      0

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## Probability

## Weight

**DOM Parish Audit**  
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**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

### Risk: R-1505: Script Procedure Assessment

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	Financial Reporting	12/31/2010
01. Is a separate bank account maintained for scrip activity?	YES NO	00-To be analyzed	00 - Non Measuring Weight
02. Is the sale and purchase of scrip handled by volunteers?	YES NO	00-To be analyzed	00 - Non Measuring Weight
03. Are records maintained that reconcile scrip sales to deposits?	YES NO	00-To be analyzed	00 - Non Measuring Weight
04. Is the Scrip bank account reconciled monthly?	YES NO	00-To be analyzed	00 - Non Measuring Weight
05. Are all checks received for scrip purchases stamped "Not A Tax Deductible Contribution"?	YES NO	00-To be analyzed	00 - Non Measuring Weight
06. What procedure is used when NSF checks are returned by the bank?		00-To be analyzed	00 - Non Measuring Weight
07. Are all Scrip transactions and the bank balance reflected in the church's financial records and recorded on the PFR?	YES NO	00-To be analyzed	00 - Non Measuring Weight
08. Is the physical inventory counted and reconciled to the balance sheet by the church's administration at the end of each month?	YES NO	00-To be analyzed	00 - Non Measuring Weight
09a. If yes, where and what are the procedures?		00-To be analyzed	00 - Non Measuring Weight
09. Are scrip sales made at location other than the church facilities?	YES	00-To be analyzed	00 - Non Measuring Weight
NO a. If yes, where and what are the procedures?			
10. Are all scrip records and inventory retained on parish premises?	YES	00-To be analyzed	00 - Non Measuring Weight
NO			

**Risk: R-1505: Script Procedure Assessment**      **0**      **0**      **0**

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## Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

### Risk: R-1508: Fee-Generating Program Assessment

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	Financial Reporting	12/31/2010
<b>01. What programs are assessed a fee? (list below)</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>02. What are the charges and how many participants are there in the program? (list below)</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>03. What fund raising events are held? (list below)</b>			
Program/Fund Raiser		00-To be analyzed	00 - Non Measuring Weight
Fee Charged			
<b># of Participants</b>			
<b>Projected Income</b>			
<b>Total Projected Income:</b>			
<b>Total Collected Income</b>			
<b>Variance</b>			
<b>04. How are the fees collected?</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>05. Who is involved with this process?</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>06. Are receipts issued?      YES    NO</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>07. Are the fees collected reconciled to receipts?      YES    NO</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>08. Where are funds kept until they are deposited?</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>09. Who has access to the funds?</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>10. When are deposits made?</b>			
		00-To be analyzed	00 - Non Measuring Weight
<b>11. What is the process for tracking payments (PDS/Parish Soft)?</b>			
		00-To be analyzed	00 - Non Measuring Weight

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
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**Process 9: Revenue**

**Risk: R-1508: Fee-Generating Program Assessment**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONAIRE	Finacial Reporting	12/31/2010
12. Are fees deferred when collected for the program that will begin in the next fiscal year? YES NO		00-To be analyzed	00 - Non Measuring Weight

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**Risk: R-1508: Fee-Generating Program Assessment**      0      0      0

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**DOM Parish Audit**  
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**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

**Risk: R-1509: Ministries and Organizations Assessment**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	Finacial Reporting	12/31/2010
1. What ministries & organizations are active in the church?		00-To be analyzed	00 - Non Measuring Weight
2. Do any church ministries & organizations collect funds?      YES    NO		00-To be analyzed	00 - Non Measuring Weight
3. For what purpose are funds collected?		00-To be analyzed	00 - Non Measuring Weight
4. Who is responsible for handling funds collected by ministries & organizations?		00-To be analyzed	00 - Non Measuring Weight
5. What is the procedure for handling funds collected by ministries & organizations?		00-To be analyzed	00 - Non Measuring Weight
6. Is ALL income collected by church ministries & organizations deposited intact?    YES    NO		00-To be analyzed	00 - Non Measuring Weight
7. Do any church ministries & organizations pay for services with cash?      NO	YES	00-To be analyzed	00 - Non Measuring Weight
8. Do any church ministries & organizations hold fund raising events?      NO	YES	00-To be analyzed	00 - Non Measuring Weight
9. Is the approval of the pastor obtained for these fund raising events?      NO	YES	00-To be analyzed	00 - Non Measuring Weight
<b>Risk: R-1509: Ministries and Organizations Assessment</b>			<b>0    0    0</b>

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

**Risk: RSKASMT-FUNDRAISING: Assessment Template for Fundraising Items**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONAIRE	Finacial Reporting	12/31/2010
<b>Do all fundraising activities have a budget?</b>		00-To be analyzed	00 - Non Measuring Weight

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**Risk: RSKASMT-FUNDRAISING: Assessment Template for Fundraising Items**      0      0      0

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# Risk Assessment Report

Prepared:  
Wednesday, September 23, 2015  
8:13:03AM

Overview

Significance

Probability

Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 9: Revenue**

**Risk: RSKASMT-TUITION: Tuition Billing**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
02.Are billings and revenues are recorded correctly as to account, amount, and period?		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
03.Are recorded billings always for valid transactions.		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
04.Are tuition reductions or other refund requests approved and recorded correctly as to account, amount, and period?		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
05.Are uncollectible accounts are promptly identified and provided for?		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
12.bContract Terms		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
16.Please describe the source documents that support the tuition calculations.		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
<u>Comment</u> A report or spreadsheet should exist listing all households with children in the school, first, second, third, etc. child status, tuitions due, any reductions or discounts applied, and expected payment schedule			
17.Can you describe the computer media or system that is used in the processing of accounting information?		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
<u>Comment</u> Note if tuition collection is performed by an outside service (FACTS, SMART, etc)			
18.Can you describe the documents and reports generated by the accounting system and how they are used?		00-To be analyzed	00 - To be analyzed
			00 - Non Measuring Weight
<b>Risk: RSKASMT-TUITION: Tuition Billing</b>			<b>0 0 0</b>
<b>Process 9: Revenue</b>			<b>0 0 0</b>

Overview

Significance

Probability

Weight

**DOM Parish Audit**

**Parish HS01: John Bosco HS**

**Cycle 23: St Mary's Parish**

**Process 10: Cash Disbursements & Expenses**

**Risk: RSKASMT-QA06.1.1: Payables and Expense Disbursements**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
06. Are checks payable to CASH or BEARER prohibited?		00-To be analyzed	00-To be analyzed
10. Are supporting documents for checks properly canceled (e.g., stamped PAID to avoid duplicate payment)?		00-To be analyzed	00-To be analyzed
13. Are bank accounts and check signers authorized by the board of directors?		00-To be analyzed	00-To be analyzed
14. Are all checks promptly recorded upon issuance and listed in detail (e.g., in a check register)?		00-To be analyzed	00-To be analyzed
02. Are prenumbered checks used and all numbers accounted for?		00-To be analyzed	00-To be analyzed
08.c. Are the checks issued to the machine operator counted in advance, and reconciled with the totals indicated on the check-signing machine by someone other than the machine operator?		00-To be analyzed	00-To be analyzed
09. Are invoices, vouchers, and other supporting documents presented with the checks submitted for signature?		00-To be analyzed	00-To be analyzed
11. Do proper safeguards exist to prevent checks that have been mailed from returning to the accounts payable bookkeeper or to the employee who drew the checks?		00-To be analyzed	00-To be analyzed
12. Is the check-signing function independent of purchasing, cash bookkeeping, and preparation of checks?		00-To be analyzed	00-To be analyzed
07. Is access to unused checks limited to authorized persons?		00-To be analyzed	00-To be analyzed
08. Is a check-signing machine used? If yes:		00-To be analyzed	00-To be analyzed
08.a. At all times, are the keys, signature plate, and operation of the signing machine under control of the official whose signature is on the plate?		00-To be analyzed	00-To be analyzed
08.b. Are the employees who have custody of the keys and plate, and who operate the check-signing machine, independent of check-preparation functions and denied access to blank checks?		00-To be analyzed	00-To be analyzed
15. Are payroll checks drawn against a separate bank account?		00-To be analyzed	00-To be analyzed
01. Are all disbursements made by check except those from petty cash?		00-To be analyzed	00-To be analyzed
03. Are voided checks properly defaced and retained?		00-To be analyzed	00-To be analyzed
04. Are dual signatures required for checks over a predetermined amount? If yes:		00-To be analyzed	00-To be analyzed
04.a. Are the check signers independent of each other?		00-To be analyzed	00-To be analyzed
04.b. Is approved supporting documentation presented to each check signer?		00-To be analyzed	00-To be analyzed
05. Is signing of checks in advance or in blank prohibited?		00-To be analyzed	00-To be analyzed

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Overview

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Weight

DOM Parish Audit

Parish HS01: John Bosco HS

Cycle 23: St Mary's Parish

Process 10: Cash Disbursements & Expenses

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Risk: RSKASMT-QA06.1.1: Payables and Expense Disbursements	<u>0</u>	<u>0</u>	<u>-981</u>
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Process 10: Cash Disbursements & Expenses	<u>0</u>	<u>0</u>	<u>-981</u>
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# Risk Assessment Report

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## Overview

## Significance

## Probability

## Weight

**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 12: Payroll**

### Risk: RSKASMT-PAYROLL: Payroll

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
30. Are all new hires vented with background checks, citizen verification to ensure compliance with all state and federal laws?		00-To be analyzed	00 - Non Measuring Weight
06. Are signed authorizations on file for employees whose wages are subject to special deductions?		00-To be analyzed	
07. Are bonuses, commissions, and overtime:		00-To be analyzed	
07.a. Approved in advance?		00-To be analyzed	
07.b. Reviewed for compliance with Diocesan policy?		00-To be analyzed	00 - Non Measuring Weight
08. Are sick leave, vacations, and holidays reviewed for compliance with Diocesan policy?		00-To be analyzed	
09. Are appropriate forms (e.g., W-4) completed and signed by employees to show authorization for payroll deductions and withholding exemptions?		00-To be analyzed	
10. Is the payroll periodically checked against the personnel records for terminated employees, fictitious employees, etc.?		00-To be analyzed	
11. Does the client use a time clock?		00-To be analyzed	
14. Are payroll registers reviewed and approved, before disbursements are made, for:		00-To be analyzed	
14.a. Names of employees?		00-To be analyzed	
14.b. Hours worked?		00-To be analyzed	
14.c. Wage rates?		00-To be analyzed	
14.d. Deductions?		00-To be analyzed	
14.e. Agreement with payroll checks?		00-To be analyzed	
14.f. Unusual items?		00-To be analyzed	
15. Are all employees paid by check out of a separate bank payroll account?		00-To be analyzed	
16. Are payroll checks prenumbered and issued in numerical sequence?		00-To be analyzed	
17. Is access restricted to:		00-To be analyzed	
17.a. Unissued payroll checks?		00-To be analyzed	

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## Overview

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 12: Payroll**

### Risk: RSKASMT-PAYROLL: Payroll

Type	Group	Category	Assess Date
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
17.b. Signature plate?		00-To be analyzed	00-To be analyzed
18. Are checks reviewed and signed by the Pastor?		00-To be analyzed	00-To be analyzed
21. How and by whom is the payroll bank account reconciled?		00-To be analyzed	00-To be analyzed
22. Do payroll bank account reconciliation procedures include:		00-To be analyzed	00-To be analyzed
22.a. Comparing the paid checks to the payroll?		00-To be analyzed	00-To be analyzed
22.b. Scrutinizing canceled check endorsements?		00-To be analyzed	00-To be analyzed
23. Are the payroll registers reconciled to the general ledger control accounts?		00-To be analyzed	00-To be analyzed
24. Is a liability account set up for all wages that have remained unclaimed for a certain period of time? If yes:		00-To be analyzed	00-To be analyzed
24.a. Have these wages been redeposited in a special bank account?		00-To be analyzed	00-To be analyzed
24.b. Is identification required to be presented at the time of their subsequent distribution?		00-To be analyzed	00-To be analyzed
25. Are distributions of hours (direct and indirect) to activity or departments reviewed and approved?		00-To be analyzed	00-To be analyzed
26. Are actual payroll amounts reviewed and compared to budgeted amounts, and are variances analyzed regularly?		00-To be analyzed	00-To be analyzed
27. Do adequate procedures exist for timely and accurate preparation and filing of payroll tax returns and related taxes?		00-To be analyzed	00-To be analyzed
28. Are employee benefit plan contributions reconciled to appropriate employee census data?		00-To be analyzed	00-To be analyzed
29. Are adequate detailed records maintained of the entity's liability for vacation pay and sick pay? If yes:		00-To be analyzed	00-To be analyzed
29.a. Are they reconciled to the general ledger control accounts periodically?		00-To be analyzed	00-To be analyzed
01. Are personnel records maintained independent of payroll and timekeeping functions?		00-To be analyzed	00-To be analyzed
02. Is the payroll accounting function independent of the general ledger function?		00-To be analyzed	00-To be analyzed
03. Does the Pastor approve all changes to payroll ?		00-To be analyzed	00-To be analyzed
04. Are references and backgrounds checked for new hires?		00-To be analyzed	00-To be analyzed
05. Are all wage rates:		00-To be analyzed	00-To be analyzed

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Overview

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 12: Payroll**

**Risk: RSKASMT-PAYROLL: Payroll**

<u>Type</u>	<u>Group</u>	<u>Category</u>		<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting		12/31/2009
05.a. Authorized in writing by the Pastor?		00-To be analyzed	00-To be analyzed	
05.b. Fixed by union contract?		00-To be analyzed	00-To be analyzed	

**Risk: RSKASMT-PAYROLL: Payroll**      **0**      **0**      **-2310**

**Process 12: Payroll**      **0**      **0**      **-2310**

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Overview

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**DOM Parish Audit**  
**Parish HS01: John Bosco HS**  
**Cycle 23: St Mary's Parish**  
**Process 13: Technology**

**Risk: RSKASMT-COMPUTERS: Computer Controls**

<u>Type</u>	<u>Group</u>	<u>Category</u>	<u>Assess Date</u>
ASSESSMENT	QUESTIONNAIRE	COSO-Financial Reporting	12/31/2009
21.a. Restricting access to confidential and sensitive data?		00-To be analyzed	00-To be analyzed
21.b. Reducing the risk of entering unauthorized transactions into processing?		00-To be analyzed	00-To be analyzed
21.c. Detecting unauthorized changes to programs supporting the financial statements?		00-To be analyzed	00-To be analyzed
21.f. Limiting access by users to defined programs and data files?		00-To be analyzed	00-To be analyzed
22. Are there appropriate procedures to prevent the introduction of viruses and to recover from a virus infection, including:		00-To be analyzed	00-To be analyzed
22.a. Obtaining only recognized software from reputable sources?		00-To be analyzed	00-To be analyzed
22.b. Accepting only delivery of software in the manufacturer's sealed package?		00-To be analyzed	00-To be analyzed
22.c. Using virus protection software to screen for virus infections?		00-To be analyzed	00-To be analyzed
22.d. Prohibiting the use of unauthorized programs introduced by employees?		00-To be analyzed	00-To be analyzed
22.e. Prohibiting downloading of untested software from unknown sources?		00-To be analyzed	00-To be analyzed
23. Are there appropriate procedures for back up and storage of programs and data files?		00-To be analyzed	00-To be analyzed
24. Are critical data files, systems, and program libraries backed up regularly and stored off-site?		00-To be analyzed	00-To be analyzed
25. Have contingency plans been developed for alternative processing in the event of loss or interruption of the IT function?		00-To be analyzed	00-To be analyzed
01. Who is responsible for computer data entry, and how is separation of duties achieved?		00-To be analyzed	00-To be analyzed
03. Are IT personnel prohibited from initiating transactions and changes to master files?		00-To be analyzed	00-To be analyzed
05. Is access to the computers restricted to authorized personnel?		00-To be analyzed	00-To be analyzed
09. Are utility programs adequately controlled and their use logged for subsequent management review?		00-To be analyzed	00-To be analyzed
10. Are unique and confidential passwords required to use terminals?		00-To be analyzed	00-To be analyzed
11. Are passwords changed at regular intervals and canceled for terminated employees?		00-To be analyzed	00-To be analyzed
12. Do individuals have access only to those programs or files that are necessary to perform their duties?		00-To be analyzed	00-To be analyzed
13. Are there established procedures for documenting new systems and programs, as well as modifications of existing ones?		00-To be analyzed	00-To be analyzed