

THE ARCHDIOCESE OF AGAÑA

CHANCERY OFFICE

196B Cuesta San Ramon • Hagåtña, Guam 96910-4334 • Tel: (671) 472-6116, (671) 562-0000 • Fax: (671) 477-3519

Prot. No. 2015-067

AS A RESULT OF THE RECENT FINANCIAL REVIEW OF THE ARCHDIOCESE OF AGAÑA BY DELOITTE & TOUCHE LLP, FOR FISCAL YEAR ENDED JUNE 30, 2014, THE FOLLOWING REGULATIONS FOR THE (A.) DOCUMENTATION SUPPORTING CASH DISBURSEMENTS AND (B.) REGULATIONS FOR CREDIT CARD USE BY PARISHES AND CATHOLIC SCHOOLS ARE HEREBY ESTABLISHED.

A. REGULATIONS FOR DOCUMENTATION SUPPORTING CASH DISBURSEMENTS

These regulations are issued to all Pastors, Parochial Administrators and Catholic School Principals and Administrators, hereinafter referred to as the *approving authority*, to implement immediately the following:

1. Each cash disbursement, whether it be by cash, check or from petty cash, must be supported by a formal and fully itemized receipt(s) in the original form. Duplicate copies, or tape receipts showing only the amount are not acceptable.
2. Before making any payment, each cash disbursement shall be approved by the authorized person following the procedure as below:
 - a. Amounts less than \$10,000.00 (Ten thousand dollars) these may be approved independently by the approving authority.
 - b. For more than \$10,000.00, but less than \$25,000.00 the approving authority may approve payment on the recommendation for approval by parish/school finance committee after their review.
 - c. For \$25,000.00 (Twenty five thousand dollars) and above, on each cash distribution, supporting documentation must be sent to the Archdiocesan Finance Council for review and approval.
3. All invoices/statements received via postal mail shall be opened only by the approving authority, and indicate on the invoice/statement with a date of approval, purpose of the payment, and signature.

4. Monthly bank statements received via postal mail shall be opened only by the approving authority.
5. The reconciliation of bank accounts shall be completed in a timely manner by one who is independent of the cash disbursement process.
6. The Finance Committee of the parish/school, during its regular meeting, shall review the bank statements and the reconciliation report for any errors, unusual, suspected or improper transactions. Such items shall be reported to the approving authority for investigation.
7. All blank checks shall be kept in a safe, or a locked cabinet.


B. REGULATIONS FOR CREDIT CARD USE BY PARISHES AND CATHOLIC SCHOOLS

The following regulations for credit card use are to be observed by all pastors, parochial administrators and catholic school principals and administrators.

1. The issuing of credit card by parishes and schools should be limited, and controlled.
2. Certain added responsibilities come with the use of credit cards, because purchases made directly by the cardholder, in most cases, are done without proper review or control. It is incumbent on the cardholder to insure that these guidelines are followed.
3. Purchasing cards are not intended for personal use. Personal purchasing will be considered misappropriation of funds, a criminal offense, and will be reported to the proper authorities.
4. ALL credit card purchases require an itemized merchant receipt with every purchase.
5. An itemized receipt is required for all restaurant credit card purchases. A credit card user shall ensure that they obtain an itemized receipt to accompany the summary credit card sales. An itemized receipt is needed that shows what type of meals, beverages were purchased, and purpose of the charge.
6. The cardholder is responsible for the security of the card and shall protect the purchasing card account number carefully.
7. The parish/school finance committee shall establish the maximum amount of charges each credit card is allowed to purchase for each transaction. No credit card shall have credit limit of more than \$10,000.00.

8. All receipts must be matched to the monthly credit card statements and properly filed with the payment record.
9. The credit card must be cancelled immediately upon transfer or termination of the cardholder from employment.
10. The parish/school finance committee will conduct a periodic review of credit card purchases to comply with these guidelines.

*These regulations were reviewed and approved by the
Archdiocesan Finance Council on December 2, 2015.
They take effect on December 15, 2015.*


Most Reverend Anthony Sablan Apuron, OFM Cap., D.D.
Metropolitan Archbishop of Agaña
December 14, 2015


Rev. Fr. Jose Alberto Rodriguez
Vice Chancellor