



# Archdiocese of Agana

CHANCERY OFFICE

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Protocol No. 2017-049

## MEMORANDUM

**Date:** March 7, 2017  
**To:** Parish Pastors & School Principal/Administrators  
**From:** Josie G. Villanueva, Finance Officer *Josie Villanueva*  
**Subject:** **INTERNAL CONTROL REVIEW QUESTIONNAIRE**

Greetings to All:

In preparation for the external review for fiscal year closing June 30, 2016, I would like to request each parishes and schools to complete the attached internal control review questionnaire which covers questions related to the following:

- 1) General (6 questions)
- 2) Financial Reporting (7 questions)
- 3) Accounting System (2 questions)
- 4) Bank Accounts (13 questions)
- 5) Cash Receipts (14 questions)
- 6) Cash Disbursements (14 questions)
- 7) Personnel and Payroll (12 questions)

I ask that you complete this questionnaire within 30 days from the issuance date of this memo which is on April 7, 2017 by 4:00pm via email or hand delivery.

Please use the remarks columns for additional comments or use a separate sheet of paper for additional write –up.

The information that will be gathered from your feedback will provide us a better measure of what extent of outreaches, training programs and assistance to be provided to parish and schools as well as efficiently scheduling the external review to be consulted by our external auditors.

Should you have questions or concern, please contact me email [JVillanueva@archagana.org](mailto:JVillanueva@archagana.org) or contact 562-0015.