

APPENDIX

	<u>Page</u>
APPENDIX I - Accounting Procedures	
Chart of Accounts	I-1
Glossary of Basic Accounting Terms	I-34
 APPENDIX II - Audit Procedures	
Internal Control Questionnaire	II-1
Audit Attachment A	II-20
 APPENDIX III - Payroll Issues	
Determination of Employee Status.....	III-1
Government Reporting Requirements for Employees.....	III-2
Government Reporting Requirements for Non-Employees.....	III-4
Clergy Payments Table	III-6
IRS Questions to Determine Employee Status	III-7
 APPENDIX IV - Sample Forms/Reports:	
Check Request.....	IV-1
Deposit Form	IV-2
Collection Count Report	IV-3
Sample Contribution Acknowledgement.....	IV-5
Parish Endowment	IV-7
School Endowment.....	IV-9
Cemetery Endowment.....	IV-11
Authorization of Stock Transfer	IV-12
Stock Transfer Form	IV-13
Permission for the Sale of Alcohol.....	IV-14
Checklist for Employee Personnel Files	IV-15
Conference/Meeting Travel Expense Report	IV-16
Mileage and Meal Expense Report	IV-17
Parish Payment Transmittal Form	IV-18
Facility Usage/Indemnity Agreement	IV-19
Addendum to Construction Contract.....	IV-21
Addendum to Lease	IV-24
Addendum/Changes to AIA Contract.....	IV-27
Unaffiliated Organization Agreement.....	IV-31
 APPENDIX V - Personnel Policies	