

ARCHDIOCESE OF CHICAGO QUICKBOOKS HOSTED ONLINE SOLUTION PROTOCOL DOCUMENT

Purpose

We, at the Pastoral Center, are excited to present this protocol document to each parish at the Archdiocese of Chicago as our commitment to you and this important initiative to provide a new framework for parish finances. The QuickBooks Online Solution hosted by Right Networks (Online Solution) provides the tools and processes to manage the financial activities at each parish. By implementing the Online Solution, each parish should be better able to focus on the mission of their respective faith communities.

The involvement of Parish Operations is limited to collecting the information transferred from the parish to the Archdiocese for pre-defined reporting periods or by parish invitation for support or consultation.

The following protocols are general principles governing the financial information maintained by the Parish and the work of Parish Operations utilizing the Online Solution.

Guiding Principles for Parish Data Ownership and Related Parish Financial Responsibilities

The Online Solution does not transfer ownership or access of the Parish financial data to Parish Operations. Responsibility for entering, editing, and reporting information remains with the parish. All data maintained on the network belongs to each parish and is the responsibility of the parish. The pastor of each parish must ensure the integrity of the data and the completeness of what was recorded.

The Online Solution is designed to make it easier for each parish to produce standard reports for use in communicating with the parish community.

The Online Solution and the resources within Parish Operations are available to assist parishes with their responsibilities to keep accurate and complete financial records and support the controls that the parishes need to have to be good stewards of their resources. The tools provided will allow for more efficient financial processing and reporting at the Parish and Archdiocese level.

Guiding Principles for Parish Operations Involvement in the Online Solution

The objective of Parish Operations Accounting is to effectively support the financial processing and reporting objectives at all the parishes and schools of the Archdiocese of Chicago and on a consolidated level. All financial reporting should conform to generally accepted accounting principles and standards. Parish Operations will only undertake work that is within its scope of authority and competency.

Parish Operations undertakes access and involvement through three primary means: (1) consolidated reporting data abstracts, (2) requests by parishes or schools, and (3) the previously approved maintenance access matrix.

Consolidated Reporting Abstracts

Consolidated reporting abstracts will be run at the scheduled timeframes for the following reports:

- 1) Annual Report
- 2) Interim Report
- 3) Budget
- 4) Customized Consolidated Reports, as needed

The Parish must initiate the report submission electronically when information is complete and ready for transfer. Once the Parish runs the report, Parish Operations will collect information for consolidated reporting in the reporting database located on the Right Networks server.

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Parish Requests

Sometimes Parishes will request support from Parish Operations in the use of QuickBooks. In order to control access to Parish data, the Pastor or other authorized individual must make requests for assistance in writing to the Parish Operations Accounting Manager. Pastors and/or Business Managers are encouraged to consult informally with Pastoral Operations representatives in developing requests for Parish Operations work. Parish Operations will access the QuickBooks files only upon request of the Parish and the work will be limited to the requested content assistance. This may include, but is not limited to:

- 1) Review of unbalanced journal entries,
- 2) Verifying parameters for standard or customized reports, or
- 3) Other operational questions such as processing 1099's or running invoices.

Maintenance Access Matrix

Other maintenance of the Online Solution will be conducted in accordance with the attached access matrix. As noted on the attached matrix, the access within QuickBooks will vary by Parish based on the resources available and circumstances unique to the Parish. The Pastor determines the access structure within QuickBooks and the attached matrix is one suggested solution.

The primary responsibilities of Parish Operations and the Pastoral Center highlighted on the attached access matrix can be summarized as follows:

- Report Management
- Chart of Account Maintenance
- QuickBooks Administration
- Data Back-ups

Summary

This document has been prepared as a formal method of ensuring Parishes are comfortable in embarking on this new initiative. By mutual understanding, the Online Solution should change the way financial processes are executed at each Parish and introduce streamlined methods of reporting the parish results.

If you have any questions regarding this document, please contact Parish Operations.

Director of Finance
Archdiocese of Chicago

Protocol established as of:

(date)