

MINIMAL CROSS-TRAINING REQUIREMENTS

Updated: January 26, 2023

A detailed cross-training program can assist our parishes and other Archdiocesan entities in the continuation of day-to-day activities in the event that a staff member is unable to perform their normal job responsibilities. The first step in the implementation of a detailed cross-training program is the documentation of the individual's daily, weekly, monthly, quarterly and yearly job functions. After the individual's job duties are documented a formal training program can begin. Many of our parishes and other Archdiocesan entities do not have the resources to implement a "detailed" cross-training program; as a result below you will find what the Archdiocesan Audit Committee has recognized as our "minimal cross-training standards" for our Archdiocesan accountants, bookkeepers and secretaries. All of our parishes, schools and other Archdiocesan entities are encouraged to implement these recommendations and strive to attain a detailed cross-training program in the future.

- Payroll preparation
- Accounts receivable procedures
- Weekly cash receipts & deposit procedures
- Accounts payable procedures
- General ledger posting procedures
- Bank reconciliation procedures
- Financial report preparation & distribution
- Annual Report preparation (Parish, School, EEC, etc)
- Tamper evident bag preparation & distribution (if applicable)
- Data backup procedures
 - Back up regularly
 - Store backups offsite
 - Test backups regularly