

Pastor Change Checklist

In accordance with Canon 1283 as part of the transfer of assets of _____ parish, a written record is needed for this transition. The following information should be prepared for the new pastor by _____ in order to facilitate the transition of pastors on June 30 – July 1, 20xx:

1. Fixed Assets – an inventory of buildings, furniture, fixtures, equipment, cars (if any) of the parish and of the school.
2. Financial Assets – a listing of all checking, savings, investment, endowment and loan accounts of the parish and of the school.
3. Bank Accounts and new signature card – a listing of all bank and imprest accounts of the parish/school and organizations with a copy of the most recent reconciliations is to be prepared for the new pastor. New signature cards will be needed by June, 20xx for all the parish/school and organizations accounts. Please confer with the new pastor to set up a time to go to the bank with him, and also ask him if he wishes to retain some of the other signers on the accounts.
4. Charitable Gaming License – an amendment to the current license will need to be sent taking you off the gaming license and placing the new pastor on the gaming license.
5. File Form 8822-B (Change of Responsible Party) with the IRS with the new pastor information.
6. File Form 10A104 (Sales Tax Update Form) with the State of Kentucky with the new pastor information if you pay sales tax.
7. Credit Cards – if you have a credit card it will need to be cancelled and if the new pastor wants a credit card a new card should be ordered in his name.
8. Parish Organizational Structure – can you please list, draw or illustrate the functions, services, programs and activities along with the employees or groups who assist in each?
9. Minutes of the last three finance council meetings, parish council meetings, and school board meetings.
10. Copy of the last four Bulletins of the parish.
11. Written policies & procedures in place (other than archdiocesan standards). Also if there are any exceptions to the Archdiocese Policies and Procedures.
12. Financial Records – where records are located; any advisory groups in place; copies of monthly, quarterly or annual reports; copy of most recent monthly financial reporting to the Finance Council with the comparison to budget; budgets for the parish/school and organizations for past two years. A copy of the last audit report.
13. Contracts – provide copies of all contracts with vendors.
14. Physical Plant – your evaluation of the condition of buildings and grounds.
15. Insurance & Safety - policy and schedule for outside use of the parish and school facility, accident reporting procedures.
16. Legal Issues – leases or agreements with others, any pending legal issues.

If you need any assistance to get the needed information and to schedule the review of financial operations, please contact the Finance Office.