

**Internal Audit in the Diocese
Circular 2014-12**

To: All Parish Priests

As good stewards, to help you in the efficient and trustworthy administration of churches resources, the Internal Audit of all our parishes is underway. It is headed by Mrs. Liza B. Mallari

In this regard, she will be visiting your parishes to check on the efficiency of the internal control system being used in our parishes. To do this, she will be conducting some audit tests by observing the internal control flow and by interviewing your secretary/staff regarding the procedures in handling the finances in your Parish. This step is preliminary to the examination of your financial records and reports. A written notice will be sent out for the schedule of actual audit of your records.

I also wish to remind you of two things:

1. That the Parish Information Management System (PIMS) software must be put in use by all parishes for uniformity and comparability of the financial reports.
2. That the Financial Report Package you submit monthly must consist of
 - a. Statement of Receipt and Disbursements
 - b. Statement of Assets , Liabilities, and Equity
 - c. Bank Reconciliation Statements of all bank accounts your Parish maintains.

Given in the Chancery in Fairview, Quezon City, 5 August 2014.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested by:

Rev. Fr. Reynaldo Percival S. Flores
Chancellor