

Parish Records

Policy No. 222

Policy Statement: The proper recording of parish financial transactions, and the security of financial records is the responsibility of each parish.

Intent of Policy: To ensure the proper protection of records.

- Procedure:***
- a) The parish must maintain a general ledger, receipt and disbursement journal, and proper payroll records.
 - b) **All parish records must be kept on parish premises at all times.**
 - c) All electronic records must be subject to regular back up procedures and secure storage of back-ups.
 - d) Financial and payroll records should be stored in a fire proof location.