

## **Agreement and Acknowledgement of Responsibilities for a Parish Cheque Signing Officer**

Parish/Catholic Community: \_\_\_\_\_

City/Town/Village: \_\_\_\_\_

As an authorized cheque signing officer I acknowledge the following responsibilities and agree as follows:

1. I will not sign blank cheques;
2. I will not sign a cheque before seeing a proper invoice or other appropriate supporting documentation;
3. If I have concerns about the cheque I will seek clarification before signing;
4. I acknowledge the confidential nature of the cheques and other records I will see and I agree to only discuss such information with the parish priest or other cheque signing officers from my parish.
5. I acknowledge the parish priest is responsible for the finances of the parish and agree not to sign any cheques that have not been authorized by him. In his absence I will only sign cheques for normal recurring expenses unless I receive prior instructions from the priest to pay unusual non-recurring expenses. For example, if the priest is away payroll and utilities will continue to be paid but I will not sign a cheque for paving the parking lot unless the priest had approved such an expense prior to his departure.
6. I agree to cooperate with the parish priest in signing the cheques of the parish while working within my responsibilities outlined above.
7. I have completed the Called, Gifted & Sent screening.

\_\_\_\_\_  
Name (PLEASE PRINT CLEARLY)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Retain the original at the parish office and send a copy (by mail, fax, email or drop off) to Carol East at the Diocese.