



# HOLY VIETNAMESE MARTYRS' MISSION HỘI ĐẠO CÁC THÁNH TỬ ĐẠO VIỆT NAM

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The Finance Office of the Holy Vietnamese Martyrs' Mission is to assist the management of the schools and all liturgies/ministries with implementation and maintenance of a system of internal controls.

The objectives of a proper system of internal controls are to provide a reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Protection of assets
- Compliance with applicable laws and regulations

**This guideline becomes affective July 1<sup>st</sup>, 2008\*.**

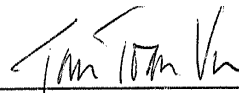
1. All departments to submit the budget requests by last work day in May of the current year for the next fiscal year budget.
2. For first time vendor, a completed W-9 form should be received by Accounting team prior to check issue.
3. For a contractor, a valid insurance proof from contractor's insurance must be received by Finance before the project starts.
4. All check requests must be filled completely with clear detail descriptions, print full name and sign by requester and his/her department head signature. Attach all original invoices and/or contract agreement.
5. All completed check requests must received by Finance office by 2pm on Sunday in order to receive check/reimbursement by next Sunday.
6. It's the responsibilities of department head to review and certify all check reimbursement requests before turning into Finance Office.
7. Individuals in leadership positions in departments, ministries, or organizations should not approve their own expenses. Their expenses/reimbursements should be submit to priest/vicar priest for review and approve.
8. All reimbursement requests should be submitted to Finance Office within **30 days from the invoices' date, except the month of June, reimbursement requests should be submitted by last day of June in the current year due to year end close activities.**
9. The reimbursement check must be written to the individual making the purchase and not, for example, to the individual's credit card company.
10. Under no circumstances should a check be issued without the complete address and/or name. Check should never be made payable to "Petty Cash."
11. Under no circumstances shall blank checks be signed.
12. All general/office supplies purchase over **\$500.00** shall be shipped to our mission's address, not personal, and bill to the Finance Office.

\* Original Guideline effective date was July 1<sup>st</sup>, 2008 and amendment became effective on January 15, 2011

13. A minimum of three competitive bids should be obtained for all major expenditures for goods and services. Competitive bids should be documented and retained. Expenditure greater than \$1,000 considered as major expenditure.
14. All expenses between \$ 1,000 and \$3,000 must be pre-approved by requester's department head, **and** Chairman of the Finance Office.
15. All expenses over \$3,000 must be pre-approved by requester's department head, Chairman of the Finance Office, **and** the Pastor.
16. Capital expenditures above a certain limit require prior approval from the Archdiocesan Finance Office. This limitation covers the total cost of a particular project rather than the amount of individual checks.
17. Certificate of Insurance should be obtained directly from independent contractor's insurance company listing minimum of \$500,000 in general liability (preferably \$1,000,000), workers compensation, and the Archdiocese as an additional insured. If contractor does not have workers compensation listed on Certificate of Insurance or less than \$500,000, the total amount paid to contractor should be reported to the Archdiocese annually for inclusion in workers compensation premium calculation.
18. All parish – specific second collections should be approved in writing by the Archbishop before scheduled. The second collection should not take place until Finance received the Archbishop's approval letter.
19. All collections within church property or related to church's ministries should be turn to Finance office within 7 days of collections. The fund then deposit to church's bank account and will be distribute based on administrator's instruction.
20. All cash/checks received for fundraising, registration fee and general income etc. should be recorded in the Income Remittance Form. Put all the original forms along with currency in a bank deposit plastic bag, seal and hand to Finance Office on the same day, or by next immediate Sunday. The senders keep a copy of the Income Remittance Form for their records.
21. The Finance Council should periodically review fundraising activities for compliance with Archdiocesan policies, including cash receipt and remittance procedures, obtaining required licenses, required documentation for tax filings, and the actual tax filings.
22. Archdiocesan Finance Office is required to interview prospective candidate for finance positions before hiring/volunteering at all parishes, missions, and schools. Bookkeeping should be performed on site at parish/mission.
23. The State of Georgia does not exempt churches from sales tax.
24. The Archdiocese, its parishes, agencies and other institutions are considered exempt organizations by both the federal government and the state of Georgia and are exempt from federal and state income tax, but not from income tax calculated on **unrelated business income**. Therefore, please consult with administrator and Finance Chairman for any uncommon fundraising activity.
25. Our mission cannot acknowledge the tax deductibility of Pass-through donations and Donations to foreign charities (without control over how they will spend).
26. All food requests over 20 persons must complete the Food Request Form and submit to Finance Office at least one week in advance.



Rev. Francis Tuan Quoc Tran, Administrator



Tom Toan Vu, Finance Council Chairman