

## Diocese of Dallas

### Policy on Accounting Systems

“Entity” means any diocesan entity (parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc., St. Joseph’s Residence, Inc., Texas Catholic Newspaper, Calvary Hill Cemetery, etc.).

A diocesan entity must rely on an established and tested system of accounting software and management controls. With an unsophisticated accounting system, people might be able to conceal transactions without leaving an audit trail.

Accounting controls should, where possible, include an effective segregation of duties, an authorization process, a method for validating transactions, and an internal audit function. These practices will help to ensure that funds are handled appropriately.

**All parishes and parochial schools are required to use the accounting software specified by the Diocese (presently Quick Books Pro) and only the charts of accounts for parishes and schools specified by the Diocese. All such general ledger accounting activity, software and charts of accounts are web-hosted by a vendor (presently Right Networks) selected by the Diocese.**

**Each parish and parochial school participates in a single contract, administered by the Diocese Business Office, with Right Networks for web hosting of the accounting software, the standard chart of accounts and the standard financial reporting. Those entities are invoiced each month by the diocesan Business Office for the service fee and for software licensing fee charged by Right Networks.**

Each other diocesan entity may choose its own accounting software at its own cost.