



1.) Guidance document on Scrip Program Internal Controls

- Based on a recent inquiry from a parish in the diocese, a best practices guidance document on Scrip Program internal controls has been published on Google Sites Finance Office Page

2.) Sample Employee Handbook

- Based on inquiry at 10.24.19 Biz Exchange meeting we have published a sample employee handbook on Google Sites Human Resources Page

NOTE: This book currently governs employees at Catholic Center, Catholic Charities, & Campus Ministry Centers. It Does NOT govern parishes but is available in part or whole for parish use at parish discretion

3.) 12/31/19 Financial Statements - Sync Up

- Just a heads up that we'll be asking each parish to close their books and sync/upload their financial statements in PDS at 12/31/19 similar to what was done at 6/30/19

4.) 1st Reminder - Biz Exchange Meeting: January 28, 2020