

**DIOCESE OF GARY 2016/2017**  
**Audit Checklist for Parishes and Schools**

*This checklist is to assist in identifying areas of compliance required  
by the OCYP under the auspices of the USCCB.*

**The following boxes are a double check in making sure that each item is completed. All forms must be thoroughly completed and submitted to the HR/Benefits Office before Friday, June 2.**

**Please note: This audit year, please make sure you are documenting on the Schedules as to whether or not the individual IS COMPLIANT with their training and background check.**

- Complete the **Parish/School Audit Report Form** thoroughly. Schedule counts are also required. Your **priest** MUST sign the form this year.
- List clergy and deacons on Schedule A.
- List paid parish/school employees on Schedule B.
- List **parish/RE** volunteers on first Schedule C.
- List **school** volunteers on second Schedule C.
- List principal and teachers on Schedule D.
- Complete **Schedule G** to bring all employees and volunteers into compliance.

**-----IMPORTANT REMINDERS-----**

- Background checks are to be renewed every 5 years; therefore, any background checks prior to July 2013 need to be renewed before the end of this 2016/2017 audit year.
- Employees and volunteers are required to attend a VIRTUS® training session. If they have not previously done so and have been an employee/volunteer for at least 60-days, they need to complete before the end of this 2016-2017 audit year.
- If a person indicates that they attended a training session **and** are VIRTUS registered, the Local Safe Environment Coordinator(s) can verify in VIRTUS Online. For background check questions, please contact Kathy Lafakis (219-769-9292, ext. 292 or [klafakis@dcgary.org](mailto:klafakis@dcgary.org)).
- Make copies of all your submitted audit forms and keep on file for future reference.

Thank you for your cooperation and assistance!  
Questions regarding the Audit or Safe Environment instrument should be directed to  
Cheryl Grandys, 219-769-9292, ext. 277 or [cgrandys@dcgary.org](mailto:cgrandys@dcgary.org)