

agenda



Lunch & Learn:
Risk, Audit, and Buildings & Properties
9/12/2018
10:00 AM – 2:00 PM

Location: Pastoral Center, 1150 Buffalo Road, Rochester, NY 14624
Presenters: Kara Philipp (Director of Internal Audit)
Sean Moran (Manager of Buildings & Properties)
William Millen (Risk Manager)

10:00 AM – 10:30 AM	Emergency Response Plan Policy, Procedures, and Active Shooter	Sean and Bill
10:30 AM – 11:30 AM	Buildings & Properties Long range planning, Capital Improvement projects, and Regulatory issues	Sean
11:00 AM – 12:00 PM	Lunch	
12:00 PM – 1:00 PM	Risk Management HHIA and COI requirements, Certificate database, Claim reporting, and Safety/Safety Assessments	Bill
1:00 PM – 1:30 PM	Audit Collection counting procedures, 1099's, and Bank statement reviews	Kara
1:30 PM – 2:00 PM	Panel Discussion Open discussion and Question & Answer	All

Additional Information:

This Lunch & Learn session is open to Pastors, Finance Directors, Business Managers and any other Parish employees who are involved with the day-to-day business activities at their Parish.

A prior Lunch & Learn session will be held on August 15, 2018 at St. John Vianney Parish, 32 E. Morris St., Bath, NY 14810 for those who cannot attend this session.