

ARCHDIOCESE OF WASHINGTON

CHECKLIST FOR ADMINISTERING CONFLICT OF INTEREST POLICY

Step	Completion Date (fill in when done)
1. Determine who should receive Annual Statements in accordance with policy (covered persons)	<hr/>
2. Distribute copy of policy and annual statements to all covered persons	<hr/>
3. Collect annual statements and list any reported potential conflicts	<hr/>
4. Ensure receipt of completed annual statements from all covered persons	<hr/>
5. Give list and annual statements to finance council/committee for review	<hr/>
6. Document in finance council/committee minutes that this review was completed	<hr/>
7. If there are no related party transactions or compensation of executives greater than \$80,000 subject to the policy, file annual statements with finance council records	<hr/>
8. For any transactions with covered persons, their immediate families and related entities, obtain two more competitive bids from independent sources before entering any transaction with related party	<hr/>
9. For executive staff who earn in excess of \$80,000 or any employee related to a covered person, obtain comparable salary and benefit data from independent sources before setting compensation	<hr/>
10. Present bids/comparable compensation data to finance council for review and determination of which transaction is in the best interest of Archdiocesan-related entity	<hr/>
11. Document decision in minutes and file with bids as part of finance council records	<hr/>