

GUIDELINES FOR COMPLETING ANNUAL PARISH FINANCIAL REPORT

These guidelines have been established to create a consistent and accurate method for all parishes to report its receipts and disbursements.

I. RECEIPTS AND DISBURSEMENTS

Section A: Church Operating Receipts

Line	Account Description	Account Details
1	Sunday and Holy Day Collections	All Sunday and Holy Day collections, exclusive of Easter and Christmas.
2	Christmas and Easter Collections	Christmas and Easter collections.
3	Other Church Collections	All collections at all services other than collections entered on lines 1 & 2, e.g. novenas, forty hours, Lenten masses.
4	Other Church Income	Income received from shrines, votive lights, and sale of religious articles and pamphlets.
5	Parish Societies	All contributions from various parish societies, e.g. Holy Name, Altar and Rosary, Men's Club.
6	Unrestricted Bequests and Gifts, Etc.	Any unrestricted bequests or special gifts, other than offertory or parish society contributions. Include funds from wills, estates, and bequests.
7	Interest, Dividends and Realized Gains/Losses on Investments	All actual interest or dividends received in the fiscal year. All realized gains or losses on investments sold during the fiscal year.
8	Rental and Other Miscellaneous Income-Gross	All other income received such as rental income. Report these incomes as gross amounts collected.
9	Gas/Oil Royalties	Royalties received from gas or oil companies.
Designated Collections Received:		
10	Parish Partnership through Mission/CRS Office	Only collections for the Parish Partnership program run through Diocesan Mission office.
11	Other Designated Collections	All other designated collections.
Parish Fundraising Activities: (Net)		All income reported under Parish Fundraising Activities should be reported net of all expenses associated with the fundraiser.
12	Bingo (Net)	Net income from bingo.
13	Festival (Net)	Net income from festivals.
14	Other Parish Fundraising Functions(Net)	Net income from all other parish fundraising functions e.g. fish fry and spaghetti dinner events.
15	Approved Building Fund and Debt Reduction	All collections received that are earmarked for approved Debt Reduction and approved building renovations
16	Restricted Bequests and Gifts, Etc.	Any restricted bequests or special gifts, other than offertory or parish society contributions. Include funds from wills, estates, and bequests.
17	A - Total Church Operating Receipts	Sum of lines 1 through 16

Section B: School Operating Receipts

Line	Account Description	
18	Receipts (excluding tuition)	All school income other than tuition (Grants, ACR monies).
19	Tuition	All tuitions collected during this fiscal year regardless of the school year it is for.
20	B - Total School Operating Receipts	Sum of lines 18 and 19
21	Total Operating Receipts	Sum of lines 17 and 20

Section C: Church Non-Operating Receipts

Line	Account Description	Account Details
22	Not used	Not used
23	Sale of Property	Proceeds from the sale of any properties net of selling expenses.
24	Loan Proceeds	Any funds received from any loan whether from a bank, or another diocesan institution.
25	Payments Received on Loans	List all money received for re-payment on loans to other parishes.
26	Unrealized Gains/Losses on Investments	The difference between the market value of investments at the beginning of the fiscal year and the end of the fiscal year.
27	Insurance Claim Monies	Any monies received on insurance claims.
28	C - Total Church Non-Operating Receipts	Sum of lines 22 through 27

Section D: School Non-Operating Receipts

Line	Account Description	Account Details
29	Elementary School Subsidy received	Any Elementary School subsidy received.
30	Other Income	Money received from non-school operations.
31	D - Total School Non-Operating Receipts	Sum of lines 29 and 30
32	Total Non-Operating Receipts	Sum of lines 28 and 31
33	Total Receipts	Sum of lines 21 and 32

Section E: Church Operating Disbursements

Line	Account Description	Account Details
34	Clergy and Religious Salaries	Gross salaries paid to pastor/administrator/diocesan pastoral associates along with any amounts paid to visiting priests.
35	Lay Salaries	Gross salaries paid to lay employees, e.g. Director of Religious Education, Ministers of Music, and Janitors.
36	Rectory Expenses	Rectory Expenses, e.g. food, cleaning supplies, and laundry expenses.
37	Office Expenses	Office Expenses, e.g. office supplies and postage.
38	Payroll Taxes and Fringe Benefits	All payroll taxes and fringe benefits paid by the parish for the church employees, e.g. medical insurance, employer portion of social security and Medicare taxes.
39	Transportation and In-Service Expenses	Any expenses incurred for providing outside speakers including speaking fees, speaker transportation and meal allowances.
40	Priest Reimbursed Expenses	Any expenses reimbursed to the pastor/administrator/diocesan pastoral associates by the parish, e.g. continuing education, travel expenses.
41	Parish Activities Expenses	This field is disabled because Parish Activities should be reported as Net Income (Income minus Expenses)
42	Sanctuary Expenses	All expenses for sanctuary supplies, e.g. altar, bread, flowers.
43	CCD and Adult Education Expenses (do not include any employee salaries)	Cost of books and other materials used in connection with CCD or any Adult Education classes.
44	Catholic Exponent Expenses	Expenses paid for those receiving the Exponent listed on the parishioner cover program, advertising expense, directory book purchases.
45	Miscellaneous Administration Expenses	Any expenses not specifically provided for on lines 34 through 44.
46	Stewardship Expenses	Any expenses associated with stewardship programs.
BUILDING EXPENSES		
47	Utilities Expenses	Utilities Expenses, e.g. electric bill, water and sewer bill, gas bill. Do not net any royalty income against these expenses.
48	Ordinary Building Maintenance and Security Expenses	Any repair expenses to parish or rectory. Security for any event that is not listed under Parish Activities.
49	Insurance Expenses	Property and Liability insurance paid to the Diocese of Youngstown.
50	Tax Expenses	Property taxes paid on any properties used for non-religious purposes.

Section E: Church Operating Disbursements (continued)

PAYMENT TO OTHERS		
51	Elementary School Subsidy paid	Elementary School subsidy paid & payments to other parishes for your parishioner's children schooling.
52	Cathedraticum Assessment	Cathedraticum Assessment paid to the Diocese of Youngstown during the fiscal year regardless of the year of assessment.
53	High School Quota Assessment	High school quota Assessment paid to the Diocese of Youngstown during the fiscal year regardless of the year of assessment.
54	Designated Collections Remitted	All designated collections submitted to the diocese or paid out to other organizations.
55	Interest Payments – Operating Loans	Total amount of interest paid on all operating loans.
56	Interest Payments - Building Fund & Debt Reduction	Total amount of interest paid on all building fund and debt reduction loans.
57	E - Total Church Operating Disbursements	Sum of lines 34 through 56

Section F: School Operating Disbursements

Line	Account Description	Account Details
58	School Operating Disbursements	Total of all operating expenses incurred for the operation of the school only.
59	Total School Operating Disbursements	Amount of line 58
60	Total Operating Disbursements	Sum of lines 57 and 59

Section G: Church Non-Operating Disbursements

Line	Account Description	Account Details
61	Land and Building	All land and building expenses not incurred for the normal everyday operations of the church or the school. E.g. cost to repair rectory major renovations or additions.
62	Equipment and Furniture	All equipment or furniture expenses not incurred for the normal everyday operations of the church or the school.
63	Principal Payments – Operating Loan	Loan principal payments excluding interest payments on church and school operating loan.
64	Loans to Others	All funds loaned to other parishes or any other borrowers.
65	Principal Payments – Building Fund and Debt Reduction	Loan principal payments excluding interest payments on Building loans and Debt Reduction loans.
66	G - Total Church Non- Operating Disbursements	Sum of lines 61 through 65

Section H: School Non-Operating Disbursements

Line	Account Description	Account Details
67	School Non-Operating Disbursements	Total of all non-operating expenses incurred for the school.
68	Not used	Not used
69	Not used	Not used
70	Total School Non-Operating Disbursements	Sum of lines 67 through 69
71	Total Non-Operating Disbursements	Sum of lines 66 and 70
72	Total Disbursements	Sum of lines 60 and 71

II. SUMMARY OF PARISH ASSETS

Section A1: Checking Unrestricted

Bank name	Account Type	Account Number	Balance as of 6/30/yr.
List the name of the bank.	List the type. e.g. general checking, festival checking	Enter the last 4 digits of the bank account number.	Enter year-end balance.
List all checking accounts in this section. To add another line click on ADD A LINE	You can use the copy feature by right clicking the mouse pad.		
Total Checking			Sum of all checking accounts.

Section A2: Checking Restricted

Bank name	Account Type	Account Number	Balance as of 6/30/yr.
List the name of the bank.	List the restricted fund type. e.g. building fund checking, festival checking	Enter the last 4 digits of the bank account number.	Enter year-end balance.
Total Checking			Sum of all checking accounts.

Section B: Saving Unrestricted

Bank name	Account Type	Account number	Balance as of 6/30/yr.
List the name of the bank.	List the type. E.g. general fund saving, school saving.	Enter the last 4 digits of bank account number.	Enter year-end balance.
List all saving accounts in this section. To add another line click on ADD A LINE			
Total Savings			Sum of all savings accounts.

Section B: Saving Restricted

Bank name	Account Type	Account number	Balance as of 6/30/yr.
List the name of the bank.	List the restricted type. e.g. build fund saving,	Enter the last 4 digits of bank account number	Enter year-end balance.
List all saving accounts in this section. To add another line click on ADD A LINE			
Total Savings			Sum of all savings accounts.

Section C:1 Unrestricted Investments

Bank or broker name	Description	Account number	Balance as of 6/30/yr
List the name of the bank or broker.	Enter the type of investment. e.g general.	Enter the last 4 digits of investment or bank account number	Enter year-end Current Fair Market Value (FMV), not cost of investment
List all investment accounts in this section. To add another line click on ADD A LINE	List all investments at fair market value		
Total Investments			Sum of all investment accounts.

Section C2:Restricted Investments

Bank or broker name	Description	Account number	Balance as of 6/30/yr
List the name of the bank or broker.	Enter the restricted type of investment. e.g. school endowment, capital fund.	Enter the last 4 digits of investment or bank account number	Enter year-end Current Fair Market Value (FMV), not cost of investment

Section D: Loans Receivable

Due From:	Description	Balance as of 6/30/yr
Enter the name of the institution that borrowed the money.	Enter the type of loan. e.g. 5 yr fixed rate, 7 yr variable rate.	Enter year-end balance.
To add another line click on ADD A LINE		
Total Receivable		Sum of all receivables

Section E: Notes

Add explanations for any major variances	Limited to 100 spaces so label notes if you run out of space add line and continue next note with N1C	To add another line click on ADD A LINE
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EG.	Line 15 BLDG fund collections down.	
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III. SUMMARY OF PARISH INDEBTEDNESS

Section A Loans Payable

Loans Payable Due To	Description	Balance as of 6/30/yr
Enter name of the institution that lent the money.	Enter the type of loan. e.g. 5 yr fixed rate, 7 yr variable rate.	Enter amount owed as of 6/30/yr.
To add another line click on ADD A LINE		
Total Loans Payable		Sum of all loans payable

Section B Accounts Payable

Accounts Payable Due To	Description	Balance as of 6/30/yr
Enter name of the vendor to whom the payable is due.	List the type of payable, e.g. Past due DA Assessment or all sufficient past dues	Enter amount owed as of 6/30/yr.
To add another line click on ADD A LINE		
Total Accounts Payable		Sum of all accounts payables
Total Liabilities		Sum of Loans Payables and Accounts Payables.

IV. RECONCILIATION OF TOTAL ASSETS

Section IV will not require any inputting, data will be pulled from various sections of this years and last year's report. Before finalizing this report the last two lines from this section **must** balance.

Description	Where data is linked	Dollar Totals
Total Assets, June 30 of prior year report	From Section IV of prior year report.	\$100,000
Add: Total Receipts	Line 33 of Section I of the current year report.	\$250,000
Total Assets	Sum of previous two lines.	\$350,000
Deduct: Total Disbursements	Line 72 of Section I of the current year report.	\$275,000
Total Assets , June 30 of current year report	Total Assets less Total Disbursements	\$75,000
Total Assets , June 30 of current year report	Total Assets from Section II	\$75,000

V. SUPPLEMENTAL SCHOOL INFORMATION

Section V will not require any inputting because data will be pulled from previous sections of this year's report to populate these fields. The Total Subsidy to School dollar amount should match the amount generated by your parish accounting software. If it does not, double check your dollars entered in this report.

Description	Where data is linked	Dollar Totals
School Operating Disbursements	From Section I	\$285,000
School Non-Operating Disbursements	From Section I	\$15,000
Total Disbursements	Sum of previous two lines	\$300,000
Less		
School Operating Receipts	From Section I	\$225,000
School Non-Operating Receipts	From Section I	\$25,000
Total Receipts	Sum of previous two lines	\$250,000
Total Subsidy to School	Total Disbursements less Total Receipts	\$50,000

VI. PARISH ORGANIZATION FUNDS

Organization Name	Account Type	Balance as of 6/30/yr.
Altar and Rosary	Checking	\$1,500
To add another line click on ADD A LINE		
Total Organization Funds		\$1,500

After all 6 sections are completed and Section IV balances, present the report to the pastor/administrator/diocesan pastoral associates for his or her approval. After the pastor/administrator/diocesan pastoral associate approves the report, finalize the report and print the certification page. After the pastor/administrator/diocesan pastoral associate signs the certification page, present it to the finance committee for their signatures. Make a copy of the signed certification page for the parish records and send the original to the diocesan Financial Services Office.