

INSTRUCTIONS
Parish Financial Report – Fiscal Year Ending June 30, 2011

- Use whole dollar amounts. Do not report cents.
- List Church (Column 1) and School (Column 2) income and expense separately.
- Column 3 is the total of Church (Column 1) and School (Column 2).

I. ORDINARY INCOME

- ❖ **FUNDS (WHICH HAVE PREVIOUSLY BEEN ASSESSED) THAT ARE TRANSFERRED FROM DEPOSIT ACCOUNTS AT THE DIOCESE OR OTHER FINANCIAL INSTITUTIONS TO THE PARISH CHECKING ACCOUNT SHOULD NOT BE REPORTED AS INCOME.**

01 - Sunday Collections - Include second collections only when not designated for building funds or specific National/Diocesan collections.

02 - Building Collections - Second collections for building funds, building pledges received.

04 - Special Events/Bazaars - Bazaars, carnivals, fairs, dinners.

06 - Daycare/Pre-school - If listed under "Church", income is assessed; if under "School", it is not assessed.

07 - Interest Income - Interest on Diocesan Deposits, which was credited to your quarterly Deposit & Loan statement from 7/1/10 to 6/30/11, and other interest earned on all cash accounts and investments. NOTE: Interest earned on Endowment Funds is reported on line 13.

08- Miscellaneous Income-**Attach separate sheet showing details.**

09 - **TOTAL REGULAR INCOME** - Add amounts on lines 01 through 08.

10, 11 - National/Diocesan Collections - Report National and Diocesan collections received on line 10. Report collections forwarded to the diocese as a deduction from income on line 11. Do not report the forwarding of collections under "Ordinary Expenses". This ensures you will not be assessed on these collections.

14- Other Income-**Attach separate sheet showing details.**

15 - **TOTAL OTHER INCOME** - Add amounts on lines 10, 12, 13 and 14, and subtract line 11.

16 - School Subsidy - Under the School Column (2), report the amounts received from the parish to subsidize the school. Be sure this is the same as the church reports on line 18.

17 - **GROSS INCOME** - Add the amounts on Lines 9, 15 and 16.

II. ORDINARY EXPENSES

18 - School Subsidy Given to School - Under the Church column (1), report the amounts given to the school to subsidize the school. Be sure this is the same as the school reports on line 16.

19, 20 - Teachers, All Others - Salaries/Benefits include salaries, overtime, payroll taxes (Social Security, Medicare), insurance (health, dental, life, LTD, Workers' Compensation) and retirement. The school should report only teachers and principals' salaries/benefits on line 19. All other salaries/benefits are reported on line 20. (Exception: priests are reported on line 22).

21 - **TOTAL SALARIES AND BENEFITS** - Add amounts on lines 19 and 20.

22 - Rectory - Include priest(s) salary, benefits, social security, auto allowance, and auto insurance allowance. Also include groceries, rectory utilities, repairs and other expenses.

23 - Transportation - Expenses paid or reimbursed for gas, mileage and repairs, etc.

24 - Utilities - Utilities for the church or school. NOTE: Rectory utilities are included in line 22.

- 25 - Maintenance - Normal expenses to keep the parish/school facilities in good order.
- 26 - Office/ Administrative - Normal expenses for parish/school offices. (Supplies, postage, software, office equipment & maintenance, etc.)
- 27 - Church/Worship (Religious Ed/Youth Ministry) - Include church sacramental and liturgical supplies.
- 28 - Diocesan Support - Amount paid to the Diocese as billed on the monthly Diocesan statement. (Does NOT include other billings by Diocese, such as for insurance, retirement, etc.).
- 29 - Insurance - General liability, property, auto insurance. Report health and dental insurances as Salaries/Benefits (line 19/20) or for priest, as Rectory, line 22.
- 30 - Contributions/Aid - Charitable gifts/programs (school scholarships under School Column (2)).
- 31 - Miscellaneous Expenses - **Attach separate sheet showing details.**
- 32 - **TOTAL OTHER EXPENSES** - Add lines 22 through 31.
- 33 - **TOTAL ORDINARY EXPENSES** - Add lines 18 + 21 + 32.
- 34 - **NET INCOME/(DEFICIT)** - Line 17 minus line 33.

III - OTHER CASH ITEMS

- 35, 36 - Principal Paid/Interest Paid - Loan payments made to the lender. Report the principal paid during the year on line 35 and the interest on line 36.
- 37 - **SUB TOTAL PAID** - Add lines 35 and 36. This total should be the total of your scheduled monthly payment, plus any advance payments made on your loan.
- 38 - Loan Proceeds Received - Report the receipt of funds generated from loans, either Diocesan Deposit & Loan loans, or other lender.
- 39 - Capital Expenditures Paid - Building and repair projects, purchase of computers, office furniture, cars, etc.
- 40 - Other Receipts - Receipts not included in Income or Expense. **Attach separate sheet showing details.**
- 41 - Other Payments - Payments not included in Income or Expense. **Attach separate sheet showing details.**
- 42 - Transfers Between Church & School - Funds transferred between the church and school accounts not reported as a subsidy.
- 43 - **TOTAL OTHER CASH ITEMS** - Add lines 39 - 42.
- 44 - **NET CASH INCREASE (DECREASE) FOR YEAR** - Lines 34 + 37 + 38 + 43 Column 3 must agree with Line 52, Column 5, 10/11 Increase/(Decrease).

IV. ACCOUNTS

- 45 -51 - List information requested about all Parish and school accounts, cash and investment accounts. If account type is not specified, attach a separate sheet detailing the requested information.
- 52 - **TOTAL ACCOUNTS**
 - a) June 30, 2010 total must be the same as reported on the 2010 financial report;
 - b) 2010/2011 Increase/(Decrease) must be the same as reported on the front page, line 44, Column 3.