



Diocese of Little Rock  
2500 North Tyler Street Post Office Box 7239  
Little Rock, AR 72217  
501-664-0340 / 501-664-1310 (Fax)

TO: Pastors and Administrators  
FROM: Gregory C. Wolfe, Diocesan Finance Officer  
DATE: July 22, 2021  
RE: June 30, 2021 Parish Financial Report

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Please do your best to have your parish financial report returned to my office **by Friday, August 20.**

If the report is completed but not signed, please send the completed report by August 20 and send the signed report later.

COVID-19 RELIEF REPORTING

1. Nothing needs to be reported regarding forgiven PPP loans.
2. 2<sup>nd</sup> Draw PPP Loan Amounts should be entered on Line 37.

If you need help regarding how to record PPP loan forgiveness in your accounting system or in completing the Parish Financial Report, please contact Liz Callaway in the diocesan Finance Office at [ecallaway@dolr.org](mailto:ecallaway@dolr.org) or call 501-664-0340 extension 306.

The report should also be sent to Liz Callaway. It can be emailed to [ecallaway@dolr.org](mailto:ecallaway@dolr.org), faxed to 501-664-1310, or mailed to the Finance Office, 2500 N. Tyler Street, Little Rock, AR 72207. The enclosed instructions and report can also be found on the Finance Office page of the Diocesan website at [www.dolr.org](http://www.dolr.org).

All income to parishes is assessed – with a few exceptions. The major exception is that all income related to schools, including school building funds, is not assessed. To avoid being assessed on school income, it is very important to put all school income in the column marked “School.” The other exceptions are the following and need to be clearly indicated on your report:

1. CASA grants to religious education or youth ministry programs
2. Grants from institutions (for example, Catholic Extension Society)
3. Monthly assistance received from another parish or the Diocese.
4. Money received from a property insurance claim (Report on Line 14).
5. National and diocesan collections forwarded to the Diocesan Finance Office.

Building collections for the parish, as well as large financial gifts, memorials, or estate proceeds received by a parish are assessed. Our practice is to spread the assessment on these large amounts over several years in order to lessen the impact on any one year.

**Please return the completed report by Friday, August 20.**