

REPORTING REQUIREMENTS

Chancery Report

The Chancery requires each parish and school to submit a balance sheet and income statement and to perform the PDS upload of financial data (via the DioView transmission) twice during the fiscal year.

- For the first six months period ending December 31 submit the following reports by January 31st
 - Balance Sheet,
 - Income Statement
- For the fiscal year ending June 30 submit the following reports by August 15th
 - Balance Sheet
 - Income Statement including next year's budget for the parish, parish organizations and school
 - Assessment Worksheet
 - Parish Accountability Report

The pastor, pastoral administrator, or school administrator of each parish and school is the responsible party for these reports and, therefore, he/she must sign the checklist along with the individual responsible for preparing the report.

The format requirements and checklist can be found in the appendix under Accounting Sample Forms/Reports. Parishes not using PDS can find the manual forms under Accounting Sample Forms/Reports.

Parish/School Financial Reports

The bookkeeper should submit monthly parish/school financial reports to the pastor, pastoral administrator, school administrator, parish council, school board, and finance council. These reports should include, but are not limited to, income statements and balance sheets. These reports should show actual versus budget amounts and monthly and year-to-date amounts.

Parish/School Organization Financial Reports

The bookkeeper should prepare monthly financial reports for each parish and school organization and committee with copies to the pastor, pastoral administrator, school administrator, parish council, school board, and finance council. These reports should include an income statement, balance sheet, and general ledger. The parish and school organization or committee should review these reports. These reports should show actual versus budget amounts and monthly and year-to-date amounts.

Annual Pledges

Pledges for annual stewardship commitments should be entered into a system (PDS Office or a manual system) so that comparison reports can be generated which show the difference

between amounts pledged and actual contributions posted. The stewardship committee and the parish finance council should review these reports and follow up as needed.

Cafeteria Financial Reports

A monthly report (form D-2) is due to the Chancery Food Service Office by the 5th of the following month. This form should be prepared and signed by the cafeteria manager with assistance from the parish/school bookkeeper. The D-2 and bank statements should be reviewed by the finance council quarterly. These reports should also be subject to the annual parish and school audit. Each school D-2 report not received by the 5th of the following month jeopardizes receiving the federal reimbursement for that month.

Reporting Misappropriation of Funds

Any theft or misappropriation of funds (or suspicions of such) must be reported immediately to the Chief Financial Officer, Controller, or Chancellor/Chief Administrative Officer at the Chancery. (See Report of Suspected Fraud policy) Additionally, any flagrant and deliberate violations or noncompliance by parish and school organizations of the Archdiocesan Financial Policies should also be reported.

IRS Reporting Requirements

For fund raising reporting requirements, please refer to the Charitable Gaming policy and the Disbursements policy.

Parish Accountability Report

All parishes are required to provide their parishioners with a Parish Accountability Report. A complete report, including balance sheet, income statements, budgets, and ministry/sacramental information for the reporting period, should be provided no less than annually. Parish financial information is suggested to be provided to parishioners no less than quarterly. Parishes and schools are also required to submit a copy of this report with the year-end Chancery Report.