

**Archdiocese of Louisville
Chancery Financial Report
For the Six Months Ending 12/31/17
PARISH/SCHOOL**

The following information has to be attached to this form and submitted by mail or email no later than **January 31, 2018** to the Pastoral Center, Finance Office, 3940 Poplar Level Road, Louisville, KY 40213-1463 to the attention of Margaret Kopatz Kraus, Parish Liaison/Internal Auditor. If you are not able to meet this deadline, you must contact Margaret Kopatz Kraus at 502-471-2262 or mkkraus@archlou.org, prior to the due date. Note: If your parish has a school or you are a regional school, you will also submit the six month report for the school department 80.

Parish _____ Number _____

Region _____ Phone # _____ EIN _____

Preparer's E-mail _____

Charitable Gaming License Number _____ Exempt: Yes No
(No gaming report has to be attached)

Checklist to attach to submittal:

- Attach Income Statement/Form 8 for manual users –
Column 1: YTD 07/17 – 12/17, **Column 2:** YTD Budget for 12/17, **Column 3:** Variance – YTD Minus Budget YTD, **Column 4:** Prior YTD 07/16 – 12/16. Note: Include account numbers on report in portrait format. Please suppress zero accounts.

- Attach Balance Sheet/Form 11 for manual users –
Column 1: 12/17, **Column 2:** 12/16.
Note: Include account numbers on report in portrait format.

- Attach a cover letter explaining any unusual variances to budget, any negative account balances (not fundraising accounts), and anything else that helps explain the financials.

- Upload DioView. Check the box "Include a Fresh Data Backup".

Completed by: _____
Preparer/Title Date

Approved by: _____
Pastor /Administrator/Principal Date