

**Archdiocese of Louisville
Chancery Financial Report
For the Fiscal Year End 06/30/2018
PARISH/SCHOOL**

Please submit the following no later than **August 15, 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.

Parish _____ Number _____

Region _____ Phone # _____ EIN _____

Preparer's E-mail _____

Charitable Gaming License Number _____ Exempt: Yes No

Checklist:

- Attach Diocesan Assessment Worksheet –
This must be signed by the pastor/pastoral administrator/school administrator.
- 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.
- Attach Income Statement/Form 8 for manual users –
Column 1: YTD 07/17 – 06/18, Column 2: YTD Budget for 06/18, Column 3: Variance – YTD Minus Budget YTD, Column 4: Prior YTD 07/16 – 06/17. Column 5: Approved Budget for fiscal year 2018-2019.
Note: Include account numbers on report in portrait format.
- Attach Income Statement for schools with department 80. Same format as above.
- Attach Balance Sheet – *Column 1: 06/18, Column 2: 06/17.*
Note: Include account numbers on report in portrait format.
- Attach a copy of Parish/School Accountability report to parishioners/school families.
- Complete the inventory of personal property of the pastor and others on parish property and keep on file at the parish.
- Update Ledger to latest version.
- Upload DioView. Check the box "Include a Fresh Data Backup".

*****Please remember to suppress zeros on your reports.**

Completed by:

Preparer/Title	Date	Email
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Approved by:

Pastor/Administrator	Date	Email
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