

**Archdiocese of Louisville  
Chancery Financial Report  
For the Six Months Ending 12/31/18  
PARISH/SCHOOL**

The following information has to be attached to this form and submitted by mail or email no later than **January 31, 2019** 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 must 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 07/18 – 12/18, **Column 2:** YTD Budget for 12/18, **Column 3:** Variance – YTD Minus Budget YTD, **Column 4:** Prior YTD 07/17 – 12/17. Note: Include account numbers on report in portrait format. Please suppress zero accounts.
- Attach Balance Sheet/Form 11 for manual users –  
**Column 1:** 12/18, **Column 2:** 12/17.  
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