

**Archdiocese of Louisville
Pastoral Center Financial Report
For the Six Months Ending 12/31/2024
PARISH/SCHOOL**

Please complete this checklist and email no later than **February 28, 2025**, to Adam Thieneman at athieneman@archlou.org. If you have additional questions, you can reach Adam Thieneman at 502-471-2229.

Parish _____ Number _____

Phone # _____ Preparer's E-mail _____

Checklist of items to be complete prior to submittal:

- ☐ Reconciled bank account(s) for each month from July 2024 through December 2024.
- ☐ Closed each month from July 2024 through December 2024.
- ☐ Input 2024 budget into ParishSOFT Accounting system.
- ☐ 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.

Completed by:

| | | |
|----------------|------|-------|
| | | |
| Preparer/Title | Date | Email |

Approved by:

| | | |
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| | | |
| Pastor/Administrator | Date | Email |