

Archdiocese of Louisville
YEAR-END PARISH/SCHOOL FINANCIAL REPORT
Fiscal Year End 06/30/2025

Please submit no later than **August 30, 2025**.

Return to: Adam Thieneman in the Finance Office at athieneman@archlou.org (preferred method)

OR

By mail or drop-off: Finance Office, Archdiocese of Louisville Pastoral Ctr, 3940 Poplar Level Rd., Louisville, KY 40213

Parish Name _____ Parish Number _____

Phone _____ Preparer's E-mail _____

CHECKLIST:

- ☐ Attach Diocesan Assessment Worksheet
- ☐ Attach a cover letter explaining any unusual variances to budget, any negative account balances, etc.
- ☐ Attach a copy of Accountability Report or other method used to communicate financials and key items.
- ☐ Attach a copy of the Bank Reconciliation Report for your Operating Account for June 2025.
- ☐ Close the month of June 2025 on ParishSOFT Accounting.
- ☐ Complete the inventory of personal property of the pastor and others on parish property and keep on file at the parish.
- ☐ Complete the ADL Fiscal Year-End Questionnaire 2024-2025 using the following link:
<https://form.jotform.com/251703770023145>

SPECIAL NOTES:

- **Do not submit until ALL items on the checklist are complete.**

COMPLETED BY:

Preparer Signature / Title	Date	Email
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APPROVED BY:

Pastor/Administrator Signature	Date	Email
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