

**Archdiocese of Louisville
Pastoral Center Financial Report
For the Six Months Ending 12/31/2025
PARISH/SCHOOL**

Please complete this checklist and email it no later than **February 28, 2026**, 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 completed before submittal:

- ☐ Reconciled bank account(s) for each month from July 2025 through December 2025.
- ☐ Closed each month from July 2025 through December 2025.
- ☐ Input the 2025 budget into the ParishSOFT Accounting system.
- ☐ Attach a cover letter explaining any unusual variances to the budget, any negative account balances (not fundraising accounts), and anything else that helps explain the financials.

Completed by:

Preparer/Title	Date	Email

Approved by:

Pastor/Administrator	Date	Email