

Archdiocese of Louisville
YEAR-END PARISH/SCHOOL FINANCIAL REPORT
Fiscal Year End 06/30/2026

Please submit no later than **August 28, 2026**.

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 the Diocesan Assessment Worksheet.
- ☐ Attach a cover letter explaining any unusual budget variances for the 2025-2026 fiscal year. Any negative account balances, etc.
- ☐ If a deficit budget was submitted for the 2026-2027 fiscal year, attach a letter explaining the deficit.
- ☐ If the Parish/School is planning any capital projects, please complete the capital project template and attach it.
- ☐ Attach a copy of the Accountability Report or other method used to communicate financial and key items.
- ☐ Reconcile bank accounts.
- ☐ Close End of Year for June 2026 in ParishSOFT Accounting.
- ☐ Complete the ADL Fiscal Year-End Questionnaire 2025-2026 using the following link:
<https://form.jotform.com/261954062770157>

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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