Diocese of Pueblo
2008 – 2009 Parish/Mission Report Instructions

Introduction

Please check off the list below as you prepare your Year End Report.

Reports are due on or before August 28, 2009

The instructions are to help you in the preparation of the Parish/Mission Financial Report Forms

Make copies of the financial forms for use as worksheets.

- **Type or print (in ink) on the report sent to the diocese.**
- **Enclose a detailed Income Statement and Balance Sheet to support entries on the Financial Report.** *These reports may be computer generated*.
- **Enclose copies of all June 30, 2009 Bank Statements.**
- **Enclose copies of all June 30, 2009 Savings Statements**
- **Amounts should be reported in whole dollars.**
- **Keep a copy for your records.**

Definitions:
Parish also means Mission when the mission parish is making its own report.

THANK YOU

FINANCIAL REPORT DUE DATE: AUGUST 28, 2009

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Parish/Mission Financial Report, Page 1.

A. The report must be **signed** and **dated** by the **person preparing** the report**,** the **Pastor,** and the **Finance Chair.**

B. The report is **due** in the Diocesan Finance Office by **August 28, 2009**.

Parish/Mission Financial Report, Page 2.

A. Line 1, Operating Income - Enter the totals from the following accounts:

Offertory Receipts - Envelopes	(Total of Account 4030)
Offertory Receipts - Loose, Coin & Currency	(Total of Account 4050)
Holy Day Collection	(Total of Account 4070)
Gifts and Donations	(Total of Account 4100)
Parish Activity Receipts	(Total of Account 4300)
Educational Receipts	(Total of Account 4500)
Other Receipts	(Total of Account 4600)

B. Line 2, Operating Expenses - Enter the totals from the followings accounts:

Salaries and Wages - Clergy	(Total of Account 5100)
Salaries and Wages - All Other	(Total of Account 5400)
Employee Benefits	(Total of Account 5600)
All Other Operating Expenses	(Total of Account 6000)

C. Line 3, Net Income or (Loss) from Operations - Enter total of Line 1 minus Line 2.

NOTE: ENCLOSE A DETAILED INCOME STATEMENT, WHICH SHOWS THE JUNE 30, 2009 CUMULATIVE INCOME AND EXPENSES, BY ACCOUNT AND DESCRIPTION

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ENCLOSE A COPY OF THE JUNE 30, 2009 BALANCE SHEET WHICH SHOWS CUMULATIVE ASSETS, RECEIVABLES, INVESTMENTS, AND LIABILITIES.

Parish/Mission Financial Report, Page 3.

A. Bank Accounts, Line 1.

CHURCH FEIN # _ _-______________________

Column (A) - Describe type of account, e.g., Operating, Bingo, Stipends, etc.
Column (B) - List name of bank where account is maintained.
Column (C) - Enter reconciled bank balances as of June 30, 2008.
Column (D) - Enter reconciled bank balances as of June 30, 2009.
Column (E) - Enter net total of Column (D) Minus Column (C).
Total Columns (C), (D) and (E).

Enclose copies of the June 30, 2009 Bank Statements.

B. Savings Accounts, Line 2.

CHURCH FEIN # _ __-______________________

Column (A) - Describe type of savings, e.g., Certificate of Deposit, Money Market, etc.

Column (B) - List name of bank, institution, etc., where the account is maintained.

Column (C) - Enter market value of account as of June 30, 2008.

Column (D) - Enter market value of account as of June 30, 2009.

Column (E) - Enter net gain or loss (Column (D) Minus Column (C).

Column (F) - Enter current interest rate.

Total Columns (C), (D) and (E).

Enclose copies of the June 30, 2009 Savings Statements.

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Parish/Mission Financial Report, Page 4.

A. Fixed Assets, Line 1.

   Column (B) - Enter balance, for each described line, as of June 30, 2008.

   Column (C) - Enter additions which were recorded between 7/1/08 to 6/30/09.

   Column (D) - Enter deletions which were recorded between 7/1/08 to 6/30/09.

   Column (E) - Enter the balance as of June 30, 2009. This balance is arrived by adding Columns (B) and (C) and Subtracting Column (D).

   Total Column (B), (C), (D) and (E).

B. Real Estate Purchases, Line 2.

   If any real estate was purchased or donated during the period July 1, 2008 to June 30, 2009, enter a description and cost/value.

C. Repairs or Improvements over $10,000, Line 3.

   If the parish had any repairs or improvements which cost over $10,000 or more during the period July 1, 2008 to June 30, 2009, enter a description and cost of the repairs or improvements.

D. Building Fund Account not included in report, Line 4.

   Indicate whether the parish has a Building Fund Account not included in the financial report.

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Parish/Mission Financial Report, Page 5.

A. Liabilities (Payables), Diocesan Debt, Line 1.
   DMF payable due diocese and Other payables due diocese.

Column (B) - Enter the amount of old debt. Old debt is defined as debt owed <u>prior</u> to July 1, 2008 and outstanding as of June 30, 2009. This can be found on your July statement issued from the Finance Office.

Column (C) - Enter the amount of new debt. New debt is defined as Debt established <u>between</u> July 1, 2008 to June 30, 2009 and outstanding as of June 30, 2009.

(B) Liabilities (Payables), Long Term Debt, Line 2.

CHURCH FEIN # _ _-______________________

Column (A) - Enter the name of the bank, institution or person owed.

Column (B) - Enter the date of the loan.

Column (C) - Enter the initial amount of the loan.

Column (D) - Enter the loan balance as of June 30, 2009.

Column (E) - Enter the payoff date of the loan.

Total Columns (C) and (D).

(C) Enter the total for Diocesan Debt, Column (D) total and Long Term Debt Column (D) total.

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Parish/Mission Financial Report, Page 6.

A. Bingo and Raffles, Line 1.

   Place a check mark in the space provided if the parish does not conduct bingo games or raffles.

B. Bingo and Raffles, Line 2.

   Provide the Bingo-Raffle License Numbers for Calendar Years 2008 and 2009 in the space provided.

C. Bingo and Raffles, Line 3.

   From the LE-21, Quarterly Reports submitted to the State of Colorado, provide the following information for the receipts described in Column (A).

   Column (A) - Enter the totals from the October 15, 2008, LE-21 Report, which covered the period July 1, 2008 to September 30, 2008.

   Column (B) - Enter the totals from the January 15, 2009, LE-21 Report, which covered the period October 1, 2008 to December 31, 2008.

   Column (C) - Enter the totals from the April 15, 2009, LE-21 Report, which covered the period January 1, 2009 to March 31, 2009.

   Column (D) - Enter the totals from the July 15, 2008, LE-21 Report, which covered the period April 1, 2009 to June 30, 2009.

   Column (E) - Enter the total of Columns (A), (B), (C) and (D).

   Total Columns (A), (B), (C), (D) and (E) and place totals in "Total Receipts" Line.

   Enter in Columns (A), (B), (C), (D) and (E) the total fee paid to the State of Colorado for conducting Bingo and Raffles.

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Parish/Mission Financial Report, Page 7.

A. Other Information, Tax Numbers, Line 1.

Enter the Federal and State Tax Numbers assigned.

B. Parish Charge Cards, Line 2.

Column (A) - Enter the type of charge card the parish has. Examples are, MasterCard, Visa, Sam's Club, Sears, etc.
Column (B) - Enter the bank, institution, etc., which issued the card.
Column (C) - Enter the number of cards issued to the parish. These cards may be in the name of the parish or a name of an individual.
Column (D) - Enter the combined credit limit for the cards issued.

C. Number cards issued, Line 3. Enter the total number of cards issued.

D. Total Credit Limit, Line 4. Enter the total combined credit limit for all cards issued.

E. Other Accounts, Line 5. Indicate whether the parish has any other accounts not reflected in the report. If the parish does have such accounts, list the accounts.

F. Original Abstracts or Deeds. Indicate whether the parish has any original Abstracts or Deeds in its possession. If the parish does have such abstracts or deeds, list the abstracts and deeds.

FINANCIAL REPORT DUE DATE:
AUGUST 28, 2009