

SUMMARY FINANCIAL REPORT
NAME OF PARISH
FOR THE FISCAL YEAR ENDED JUNE 30, XXXX

Parish Receipts:

- Offertory Collections (Line 1)
- Other Collections (Line 2)
- Donations & Bequests (Line 3)
- Net Bingo Proceeds (Line 7)
- Net Fund Raising Income (Line 8)
- Income from Parish Programs (Lines 5 & 6)
- Investment & Endowment Income (Lines 9 & 11)
- Net Rental Income (Line 10)
- Contributions from Parish Organizations (Line 4)
- Miscellaneous Receipts (Line 12)
- Designated Collections (Line 17)
- Other Extraordinary Receipts (Lines 14, 15, 16 & 18)

Total Parish Receipts
(must equal Total Parish Receipts, Line 20)

Parish Disbursements:

- Salaries, Benefits, & Taxes (Lines 21,22,23,31,32,33,39,40,46,47,58,59, 65,66,72 & 73)
- Rectory & Household (Line 25)
- Parish Office & Administration (Lines 24,26,27,28, & 29)
- Altar, Sanctuary, & Liturgical (Lines 34,35,36,&37)
- Community Outreach (Lines 41,42,43,44,67,68,69 &70)
- Religious Education & Evangelization (Lines 48,49,50,51,52,53,54,55,56,60,61,62,& 63)
- Utilities (Line 75)
- Insurance & Property Taxes (Lines 79 and 81)
- Maintenance, Repairs, & Plant Operating (Lines 74,76,77,78,80,& 82)
- Diocesan Assessments (Line 84)
- Designated Collections (Line 95)
- Capital Disbursements (Lines 88,89,90,91,& 92)
- School Support (Lines 85& 96)
- Other Extraordinary Disbursements (Lines 94,97,98, & 99)

Total Parish Disbursements
(must equal Total Parish Disbursements, Line 102)

Total Parish Surplus (Deficit)

Parish Cemetery Summary:

- Cemetery Receipts (from page 22, Schedule I)
- Cemetery Disbursements (from page 22, Schedule I)

Total Cemetery Surplus (Deficit)

This report can be prepared for a single year or for multiple years. It is suggested that a two year report be annually shared with parishioners so they can see changes from year to year. It is suggested that the five year trend report be prepared for Finance Council analysis and for sharing significant trends with parishioners.

NAME OF PARISH
FOR THE FISCAL YEAR ENDED JUNE 30, XXXX

School Receipts

Tuition & Fees (Lines 1 & 2)
Government Assistance (including Mandated Services) (Line 4)
Donations & Bequests (Line 3)
Net Fund Raising (Line 9)
Net Pre-School & Latchkey (Lines 6 & 7)
Other Student Receipts (Lines 5 & 8)
School Support from Parish (Line 15)
Interest & Endowment Income (Lines 10 & 12)
Other School Income (Lines 11,13,16,17,18, & 19)

Total School Receipts

(must equal Total Elementary School Receipts, line 21)

School Disbursements

Salaries, Benefits & Taxes (Lines 22, 23, 34, 35, 40, 41, 45,46,51,52,56,57,60,& 61)
Instructional (Lines 36,37,& 38)
Library (Lines 42 & 43)
Utilities (Line 63)
Maintenance, Repairs & Plant Operating (lines 62,64,65,66,68,& 70)
Insurance & Property Taxes (Lines 67 & 69)
Student Services (Lines 47,48,49,53,54,& 58)
Administration (Lines 24,25,26,27,28,29,30,31,& 32)
Faculty Residence/Convent Costs(Lines 72,73,74,75,76,77,78,79,80,81,82,&83)
Capital Improvements (Lines 86,87,88,89,90 & 91)
Other Extraordinary Disbursements (Lines 93,94,95 &96)

Total School Disbursements

(must equal Total Elementary School Disbursements, line 99)

Total School Surplus (Deficit)

Parish and School Assets & Liabilities
June 30, XXXX

Checking Accounts – Parish, School, & Cemetery
Savings & Investments – Parish, School, & Cemetery
Other Assets

Total Assets

Accounts Payable & Other Liabilities
Diocesan Assessments Payable
Diocesan Benefits/ Insurance Payable
Loans, Notes, & Mortgages Payable

Total Liabilities

Savings & Investments should include any foundations and endowment funds.

It is suggested that a brief written commentary be shared. Compliments, concerns and notes about significant changes or unusual items would be helpful for the parishioners. Also include contact information for any questions.