

SAMPLE LETTER TO THE DIOCESE

SAINT MATTHEW PARISH
123 MAIN STREET
CLEVELAND, OHIO 44XXX

Most Reverend Richard G. Lennon
Bishop of Cleveland
1027 Superior Avenue
Cleveland, Ohio 44114

Dear Bishop Lennon:

Pursuant to the Diocesan policy accepting the recommendations of the United States Conference of Catholic Bishops and the Accounting Practices Committee, we the Finance Council of Saint Matthew Parish, respectfully submit this letter to you.

The following names and titles, if applicable, are submitted for the members of the Finance Council:

(List Names of Finance Council members)

(example) John R. Smith, Partner, Economy Accounting Firm
(example) Mary Johnson, homemaker
(example) Joe Bush, retired, store manager)

During the fiscal year ending June 30, 2010, the Finance Council met on:

(List Dates of the Finance Council Meetings from 7/1/09 to 6/30/10)

At the **(insert date)** Finance Council meeting, the council reviewed the parish financial report for the fiscal year ended June 30, 2010. The members of the council have had the opportunity to discuss the operating results and the contents of the report. All books and records have been made available for inspection, if requested by any members.

(MORE INFORMATION OF THE REVERSE SIDE)

A summary of the parish financial report for the fiscal year ended June 30, 2009 was made available to all parishioners on:

(List the date/weekend the summary financial report was distributed to the parish. If the parish report was not made available to the parishioners, please state that the 2009 report was not made available.)

The parish budget for the 2010-2011 fiscal year was reviewed by the Finance Council on:

(List the date the budget was reviewed by the Finance Council. If a budget is not prepared, please state a budget is not prepared. If a budget is prepared, but not reviewed by Finance Council, please indicate the Finance Council did not review the budget; however, a budget was prepared.)

Saint Matthew Parish Finance Council Members:

John R. Smith, Chairperson

Mary Johnson

Joe Bush

(List other members of the Finance Council with their printed name and a line for their signature)

As pastor, my signature below also guarantees that all parish and school checking, savings, and investment accounts and any other accounts that exist for the benefit of the parish or grade school have been available for review by the Parish Finance Council and are listed on the parish financial report submitted for the fiscal year ended June 30, 2010.

Reverend Robert Jones, Pastor