

*Catholic Diocese  
of Cleveland*

**Financial Statements  
Overview**

*Parish Financial  
Operations Handbook*



# CATHOLIC DIOCESE OF CLEVELAND



\_\_\_\_\_ Parish

Address \_\_\_\_\_

City \_\_\_\_\_

Computer Control No. \_\_\_\_\_

## Overview of Parish Financial Data

Fiscal Year Ended June 30, \_\_\_\_\_

ANNUAL FINANCIAL RECAP	PARISH (AMOUNT)	SCHOOL (AMOUNT)	COMBINED (AMOUNT)
Operating Receipts	\$ _____	\$ _____	\$ _____
Less: Operating Disbursements	_____	_____	_____
Subtotal	_____	_____	_____
Add: Extraordinary Receipts	_____	_____	_____
Less: Extraordinary Disbursements	_____	_____	_____
Excess/(Decrease) of Receipts over Disbursements	\$ _____	\$ _____	\$ _____
<b>CHECKING, SAVINGS AND INVESTMENTS - (See Schedule G)</b>			
Checking Account Balances			\$ _____
Savings and Investment Account Balances			_____
<b>Total</b>			\$ _____
<b>AMOUNTS OWED TO OTHERS - (See Schedule I)</b>			
Unpaid Diocesan Assessments			\$ _____
Other Amounts Owed to Diocese (Including Insurance)			_____
Other Parish Liabilities			_____
<b>Total</b>			\$ _____
<b>OFFERTORY DATA</b>			
Number of Persons on Parish Register			_____
Number of Parish Households			_____
Number of Envelopes Used			_____
Offertory Collections for Fiscal Year (Control Account 1001)			\$ _____
Average Annual Offertory Collections per Envelope Used			\$ _____
<b>SCHOOL DATA</b>			
Average School Enrollment			_____
Number of Teachers			_____
Ratio of Students to Teachers			_____ to 1
<i>(Average School Enrollment divided by Number of Teachers)</i>			
Cost Per Pupil			\$ _____
<i>(Line 85 of School Financial Statements divided by Average School Enrollment)</i>			
Parish Subsidy of School			\$ _____



\_\_\_\_\_ Parish



**Overview of Parish Financial Data**  
**Fiscal Year Ended June 30, \_\_\_\_\_**

**CERTIFICATION**

We, the undersigned, have examined the accompanying financial statements and certify that they represent the information to be a complete and accurate record of the receipts and disbursements of the parish for the fiscal year.

Pastor (or Administrator) \_\_\_\_\_

Parish Accountant \_\_\_\_\_

Finance Council Member \_\_\_\_\_

Finance Council Member \_\_\_\_\_

Finance Council Member \_\_\_\_\_

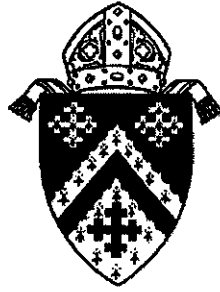
Finance Council Member \_\_\_\_\_

Finance Council Member \_\_\_\_\_

**PERSON TO CONTACT WITH QUESTIONS**

Name \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_



*Catholic Diocese  
of Cleveland*

**Financial Statements**

**Parish**

*Parish Financial  
Operations Handbook*



# CATHOLIC DIOCESE OF CLEVELAND



\_\_\_\_\_ Parish

Address \_\_\_\_\_

City \_\_\_\_\_

Computer Control No. \_\_\_\_\_

## SUMMARY OF PARISH RECEIPTS AND DISBURSMENTS

Fiscal Year Ended June 30, \_\_\_\_\_

LINE  
NO.

13	Operating Receipts	\$ _____
	Less Operating Disbursements:	
30	Administration	\$ _____
38	Celebrating	_____
45	Caring	_____
57	Teaching (Excluding Elementary School)	_____
64	Evangelizing	_____
71	Participating	_____
83	Plant Operation	_____
86	Other Operating Disbursements	_____
87	Total Operating Disbursements	\$ _____
	Excess Operating Receipts / (Disbursements)	\$ _____
19	Add Extraordinary Receipts	\$ _____
	Sub-total	\$ _____
	Less Extraordinary Disbursements:	
93	Capital Disbursements	\$ _____
100	Other Extraordinary Disbursements	_____
	Excess/(Decrease) of Receipts Over Disbursements for Fiscal Year	\$ _____



Parish



PARISH RECEIPTS  
Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

OPERATING RECEIPTS

1001	1	Offertory Collections	\$	_____
1002	2	Other Collections		_____
1004	3	Bequests, Donations and Restricted Funds		_____
1005	4	Contributions from Parish Organizations		_____
1006	5	Income from Parish Programs		_____
1007	6	Income from Teaching Activities		_____
1008	7	Net Bingo Proceeds		_____
1009	8	Net Fund-Raising Income - Schedule A		_____
1010	9	Investment Income		_____
1011	10	Rental Receipts		_____
1012	11	Endowment Income		_____
1013	12	Miscellaneous Receipts		_____
	13	Total Operating Receipts	\$	_____

EXTRAORDINARY RECEIPTS

1101	14	Diocesan Subsidies	\$	_____
1102	15	Receipts from Sale of Property		_____
1103	16	Receipts from Insurance Claims		_____
1106	17	Diocese Designated Collections Received		_____
1109	18	Other Extraordinary Receipts		_____
	19	Total Extraordinary Receipts	\$	_____
	20	Total Parish Receipts	\$	=====



PARISH DISBURSEMENTS  
Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

OPERATING DISBURSEMENTS

ADMINISTRATION

2001		Salaries and Other Compensation:	
	21	Priests and Deacons	\$ _____
	22	Religious and Lay	_____
2002	23	Payroll Taxes and Fringe Benefits	_____
2003	24	General Administrative Expenses	_____
2004	25	Rectory Food and Household Supplies	_____
2005	26	Staff Development and Training	_____
2006	27	Publications and Periodicals	_____
2007	28	Interest Expense	_____
2015	29	Miscellaneous Expenses	_____
	30	Total Administrative Expenses	\$ _____

CELEBRATING

2101		Salaries and Other Compensation:	
	31	Priests and Deacons	\$ _____
	32	Religious and Lay	_____
2102	33	Payroll Taxes and Fringe Benefits	_____
2103	34	Altar, Sanctuary and Liturgy	_____
2104	35	Spiritual Growth Activities	_____
2105	36	Staff and Parishioner Training	_____
2115	37	Miscellaneous Expenses	_____
	38	Total Celebrating Expenses	\$ _____

CARING

2201	39	Salaries and Other Compensation	\$ _____
2202	40	Payroll Taxes and Fringe Benefits	_____
2203	41	Christian Service Programs	_____
2205	42	Staff Development and Training	_____
2206	43	Administrative Expenses	_____
2215	44	Miscellaneous Expenses	_____
	45	Total Caring Expenses	\$ _____



PARISH DISBURSEMENTS  
Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

OPERATING DISBURSEMENTS

*TEACHING (EXCLUDING ELEMENTARY SCHOOL)*

2301	46	Salaries and Other Compensation	\$	_____
2302	47	Payroll Taxes and Fringe Benefits		_____
2303	48	PSR Instructional Expenses (K-12)		_____
2304	49	Other Teaching Programs		_____
2305	50	Staff Development and Training		_____
2306	51	Administrative Expenses		_____
2307	52	Volunteer Recognition Expenses		_____
2308	53	Teacher Certification Training		_____
2309	54	REO Assessment Fees		_____
2310	55	Memberships and Subscriptions		_____
2315	56	Miscellaneous Expenses		_____
	57	Total Teaching Expenses	\$	_____

*EVANGELIZING*

2401	58	Salaries and Other Compensation	\$	_____
2402	59	Payroll Taxes and Fringe Benefits		_____
2403	60	Evangelization Programs		_____
2405	61	Staff Development and Training		_____
2406	62	Administrative Expenses		_____
2415	63	Miscellaneous Expenses		_____
	64	Total Evangelizing Expenses	\$	_____

*PARTICIPATING*

2501	65	Salaries and Other Compensation	\$	_____
2502	66	Payroll Taxes and Fringe Benefits		_____
2503	67	Participating Activities		_____
2505	68	Staff Development and Training		_____
2506	69	Administrative Expenses		_____
2515	70	Miscellaneous Expenses		_____
	71	Total Participating Expenses	\$	_____



PARISH DISBURSEMENTS  
Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

OPERATING DISBURSEMENTS

*PLANT OPERATION*

2601	72	Salaries and Other Compensation	\$	_____
2602	73	Payroll Taxes and Fringe Benefits		_____
2607	74	Contracted Services		_____
2608	75	Utilities		_____
2609	76	Plant Operation Supplies		_____
2610	77	Rental of Facilities and Equipment		_____
2611	78	Replacement of Equipment		_____
2612	79	Property and Casualty Insurance		_____
2613	80	Vehicle Expenses		_____
2614	81	Property Taxes		_____
2615	82	Miscellaneous Expenses		_____
	83	Total Plant Operation Expenses	\$	_____

OTHER OPERATING DISBURSEMENTS

2704	84	Diocese Assessments	\$	_____
2705	85	Payments Made to Other Schools		_____
	86	Total Other Operating Disbursements	\$	_____
	87	Total Parish Operating Disbursements	\$	=====



Parish



PARISH DISBURSEMENTS  
Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

EXTRAORDINARY DISBURSEMENTS

*CAPITAL DISBURSEMENTS*

3001	88	Land	\$	_____
3002	89	Land Improvements		_____
3003	90	Buildings and Additions		_____
3004	91	Building Remodeling, Improvements and Major Repairs		_____
3005	92	Vehicles, Equipment and Furniture		_____
	93	Total Capital Disbursements	\$	_____

*OTHER EXTRAORDINARY DISBURSEMENTS*

3105	94	Insurance Settlements Expenses	\$	_____
3107	95	Designated Collections Remitted to the Diocese		_____
3108	96	Intra-parish Transfers		_____
3109	97	Removal of Underground Tanks		_____
3110	98	Removal of Asbestos		_____
3111	99	Miscellaneous Extraordinary Disbursements		_____
	100	Total Other Extraordinary Disbursements	\$	_____
	101	Total Extraordinary Disbursements	\$	_____
	102	Total Parish Disbursements	\$	=====



\_\_\_\_\_ Parish

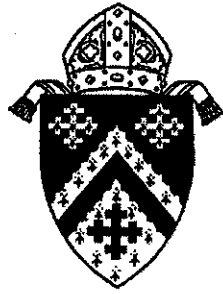


# PARISH FUND-RAISING ACTIVITIES RECEIPTS AND EXPENSES

June 30, \_\_\_\_\_

## SCHEDULE A

	RECEIPTS (1009)	EXPENSES (2706)	NET
Bazaars and Festivals	\$ _____	\$ _____	\$ _____
Raffles	_____	_____	_____
Building Fund-Raising Activities	_____	_____	_____
Debt-Reduction Drives	_____	_____	_____
Other Activities (Describe):			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals	\$ _____	\$ _____	
Net Fund-Raising Income - to line 8			\$ _____



*Catholic Diocese  
of Cleveland*

**Financial Statements  
Elementary School**

*Parish Financial  
Operations Handbook*



# CATHOLIC DIOCESE OF CLEVELAND



\_\_\_\_\_ Parish  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 Computer Control No. \_\_\_\_\_

## SUMMARY OF ELEMENTARY SCHOOL RECEIPTS AND DISBURSMENTS

Fiscal Year Ended June 30, \_\_\_\_\_

LINE  
NO.

14	Operating Receipts	\$ _____
	Less Operating Disbursements:	
33	Administration	\$ _____
39	Instructional	_____
44	Library	_____
50	Student Services	_____
55	School-Sponsored Food Programs	_____
59	Student Transportation	_____
71	Plant Operation	_____
84	Faculty Residence	_____
85	Total Operating Disbursements	\$ _____
	Excess Operating Receipts (Disbursements)	\$ _____
20	Add Extraordinary Receipts	\$ _____
	Sub-total	\$ _____
	Less Extraordinary Disbursements:	
92	Capital Disbursements	\$ _____
97	Other Extraordinary Disbursements	_____
	Excess/(Decrease) of Receipts Over Disbursements for Fiscal Year	\$ _____



# ELEMENTARY SCHOOL RECEIPTS

Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

## OPERATING RECEIPTS

4001	1	Tuition	\$	_____
4002	2	Registration and Other Fees		_____
4003	3	Bequests, Donations and Restricted Funds		_____
4004	4	Government Assistance		_____
4005	5	School-sponsored Food Programs		_____
4006	6	Latch-key - Net Receipts - Schedule B		_____
4007	7	Preschool - Net Receipts - Schedule C		_____
4008	8	Student Services Receipts		_____
4009	9	Fund-raising - Net Income - Schedule D		_____
4010	10	Investment Income		_____
4011	11	Rental Receipts		_____
4012	12	Endowment Income		_____
4013	13	Other Operating Income		_____
	14	Total Operating Receipts	\$	_____

## EXTRAORDINARY RECEIPTS

4101	15	Payments from Parish	\$	_____
4102	16	Diocesan Subsidies		_____
4103	17	Receipts from Sale of Property		_____
4104	18	Receipts from Insurance Claims		_____
4109	19	Other Extraordinary Receipts		_____
	20	Total Extraordinary Receipts	\$	_____
	21	Total Elementary School Receipts	\$	_____



Parish \_\_\_\_\_

# ELEMENTARY SCHOOL DISBURSEMENTS



Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

## OPERATING DISBURSEMENTS

### *ADMINISTRATION*

5001	22	Salaries and Other Compensation	\$	_____
5002	23	Payroll Taxes and Fringe Benefits		_____
5003	24	General Administrative Expenses		_____
5004	25	OCE Administrative Fees		_____
5005	26	Bad Debts		_____
5006	27	Memberships and Subscriptions		_____
5007	28	Workshops, In-service and Meetings		_____
5008	29	Faculty Expenses		_____
5009	30	Public Relations		_____
5010	31	Gifts and Donations		_____
5015	32	Miscellaneous Expenses		_____
	33	Total Administrative Expenses	\$	_____

### *INSTRUCTIONAL*

5101	34	Salaries and Other Compensation	\$	_____
5102	35	Payroll Taxes and Fringe Benefits		_____
5103	36	Instructional Expenses		_____
5104	37	Replacement of Instructional Equipment		_____
5105	38	Instructional Contracted Services		_____
	39	Total Instructional Expenses	\$	_____

### *LIBRARY*

5201	40	Salaries and Other Compensation	\$	_____
5202	41	Payroll Taxes and Fringe Benefits		_____
5203	42	Library Expenses		_____
5204	43	Audio/Visual Expenses		_____
	44	Total Library Expenses	\$	_____



# ELEMENTARY SCHOOL DISBURSEMENTS



Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

## OPERATING DISBURSEMENTS

### STUDENT SERVICES

5301	45	Salaries and Other Compensation	\$ _____
5302	46	Payroll Taxes and Fringe Benefits	_____
5303	47	Extracurricular Expenses	_____
5304	48	Health Service Expenses	_____
5315	49	Miscellaneous Expenses	_____
	50	Total Student Services Expenses	\$ _____

### SCHOOL-SPONSORED FOOD PROGRAMS

5401	51	Salaries and Other Compensation	\$ _____
5402	52	Payroll Taxes and Fringe Benefits	_____
5403	53	Food Costs	_____
5404	54	Other Food Program Expenses	_____
	55	Total School-Sponsored Food Program Expenses	\$ _____

### STUDENT TRANSPORTATION

5501	56	Salaries and Other Compensation	\$ _____
5502	57	Payroll Taxes and Fringe Benefits	_____
5504	58	Other Student Transportation Expenses	_____
	59	Total Student Transportation Expenses	\$ _____

### PLANT OPERATION

5801	60	Salaries and Other Compensation	\$ _____
5802	61	Payroll Taxes and Fringe Benefits	_____
5807	62	Contracted Services	_____
5808	63	Utilities	_____
5809	64	Plant Operation Supplies	_____
5810	65	Rental of Facilities and Equipment	_____
5811	66	Replacement of Equipment	_____
5812	67	Property and Casualty Insurance	_____
5813	68	School Vehicle Expenses	_____
5814	69	Property Taxes	_____
5815	70	Miscellaneous Expenses	_____
	71	Total Plant Operation Expenses	\$ _____



# ELEMENTARY SCHOOL DISBURSEMENTS



Fiscal Year Ended June 30, \_\_\_\_\_

CONT. LINE  
ACCT. NO.

## OPERATING DISBURSEMENTS

### *FACULTY RESIDENCE*

5901	72	Salaries and Other Compensation	\$	_____
5902	73	Payroll Taxes and Fringe Benefits		_____
5906	74	Telephone		_____
5907	75	Contracted Services		_____
5908	76	Utilities		_____
5909	77	Faculty Residence Supplies		_____
5910	78	Rent Expense		_____
5911	79	Furniture and Equipment Replacement		_____
5912	80	Property and Casualty Insurance		_____
5913	81	Faculty Vehicle Expenses		_____
5914	82	Property Taxes		_____
5915	83	Miscellaneous Expenses		_____
	84	Total Faculty Residence Expenses	\$	_____
	85	Total Operating Disbursements	\$	_____

## EXTRAORDINARY DISBURSEMENTS

### *CAPITAL DISBURSEMENTS*

6001	86	Land	\$	_____
6002	87	Land Improvements		_____
6003	88	Buildings and Additions		_____
6004	89	Building Remodeling, Improvements and Major Repairs		_____
6005	90	Vehicles, Equipment and Furniture		_____
6006	91	Faculty Residence		_____
	92	Total Capital Disbursements	\$	_____

### *OTHER EXTRAORDINARY DISBURSEMENTS*

6105	93	Insurance Settlements Expenses	\$	_____
6109	94	Removal of Underground Tanks		_____
6110	95	Removal of Asbestos		_____
6111	96	Miscellaneous Extraordinary Disbursements		_____
	97	Total Other Extraordinary Disbursements	\$	_____
	98	Total Extraordinary Disbursements	\$	_____
	99	Total Elementary School Disbursements	\$	_____



\_\_\_\_\_ Parish



# LATCH-KEY PROGRAM RECEIPTS AND DISBURSEMENTS

Fiscal Year Ended June 30, \_\_\_\_\_

## SCHEDULE B

CONT.  
ACCT.

4006	Latch-Key Program Receipts	\$ _____
	Less Disbursements:	
5601	Salaries and Other Compensation	\$ _____
5602	Payroll Taxes and Fringe Benefits	_____
5603	Other Program Expenses	_____
	<b>Total Disbursements</b>	\$ _____
	<b>Net Latch-Key Program Receipts - to Line 6</b>	\$ _____



Parish



**PRE-SCHOOL PROGRAM  
RECEIPTS AND EXPENSES**  
Fiscal Year Ended June 30, \_\_\_\_\_

**SCHEDULE C**

CONT.  
ACCT.

4007	Pre-School Program Receipts	\$	
	Less Disbursements:		
5701	Salaries and Other Compensation	\$	
5702	Payroll Taxes and Fringe Benefits		
5703	Other Pre-School Expenses		
	<b>Total Disbursements</b>	<b>\$</b>	
	<b>Net Pre-School Program Receipts - to Line 7</b>	<b>\$</b>	



\_\_\_\_\_ Parish

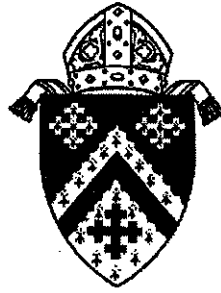


# ELEMENTARY SCHOOL FUND-RAISING ACTIVITIES RECEIPTS AND EXPENSES

June 30, \_\_\_\_\_

## SCHEDULE D

	RECEIPTS (4009)	EXPENSES (4009)	NET Income
Candy Sales	\$ _____	\$ _____	\$ _____
Magazine Subscription Sales	_____	_____	_____
Raffle Sales	_____	_____	_____
Bingo	_____	_____	_____
Other Activities (Describe):			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Totals</b>	\$ <u>_____</u>	\$ <u>_____</u>	
<b>Net Income From Fund-Raising - to line 9</b>			\$ <u>_____</u>



*Catholic Diocese  
of Cleveland*

**Financial Statements**

**Other**

*Parish Financial  
Operations Handbook*



# CATHOLIC DIOCESE OF CLEVELAND

\_\_\_\_\_ Parish



## RECONCILIATION OF BEGINNING AND ENDING CASH BALANCES

Fiscal Year Ended June 30, \_\_\_\_\_

### SCHEDULE E

Parish and School Checking, Savings and Investment Account balances at July 1, 20_____ - See prior year financial report to the Diocese	\$ _____
Excess / (decrease) of Receipts over Disbursements for current fiscal year - See Financial Recap on "Overview of Parish Financial Data"	_____
Increase (decrease) in Mass Offerings account for fiscal year ended June 30, 20_____ (Account 1108)	_____
Increase (decrease) in Cemetery Bank account for fiscal year ended June 30, 20_____ as shown on Schedule I.	_____
Sub-total	\$ _____
Deduct Parish and School Checking, Savings and Investment Account balances at June 30, 20_____ shown on Schedule G.	\$ _____
Difference - Over/(Under)	\$ _____ *

\* Parishes will frequently show a zero balance on this line. However, for a variety of reasons - such as changes in beginning and ending "Balance Sheet" account balances - differences may result. If a difference is shown, please complete Schedule F - Analysis of Differences in Cash Reconciliation.



# ANALYSIS OF DIFFERENCES IN CASH RECONCILIATION

Fiscal Year Ended June 30, \_\_\_\_\_

## SCHEDULE F

Decrease or (increase) between July 1 and June 30  
balances of the following accounts:

Accounts Receivable (Account 0103)	\$ _____
Prepaid Expenses (Account 0104)	_____
Other Assets (Account 0105)	_____
Fixed Assests (Account 0200)	_____

Increase or (decease) between July 1 and June 30  
balances of the following accounts:

Accounts Payable (Account 0301)	_____
Income Received in Advance (Account 0302)	_____
Employee Withholding (Account 0303)	_____
Accrued Liabilities (Account 0304)	_____
Deferred Restricted Support (Account 0305)	_____
Loans, Notes and Mortgages Payable (Account 0400)	_____

Sub-total \$ \_\_\_\_\_ \*

Adjustments (Please explain) \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total - Should agree with Difference - Over/(Under) shown on Schedule E \$ \_\_\_\_\_

\* The difference in the above Account Balances from July 1 through June 30 should equal the "Difference - Over / (Under)" shown on Schedule E. If this Sub-total does not equal that amount, please explain the difference under adjustments.



Parish

# CHECKING, SAVINGS AND INVESTMENT ACCOUNT BALANCES



June 30, \_\_\_\_\_

## SCHEDULE G

### CASH IN BANK - CHECKING ACCOUNTS (ACCOUNT 0101):

Bank Name	Account Number	Amount
<b>PARISH</b>		
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Parish Checking accounts		\$ _____

<b>ELEMENTARY SCHOOL</b>		
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Elementary School Checking accounts		\$ _____

SAVINGS AND INVESTMENTS (ACCOUNT 0102):		
<b>PARISH</b>		
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Parish Savings and Investment accounts		\$ _____

<b>ELEMENTARY SCHOOL</b>		
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total Elementary School Savings and Investment Accounts		\$ _____

Total of Parish and Elementary School Checking, Savings and Investment accounts as of June 30, 20\_\_\_\_\_. \$ \_\_\_\_\_

(Note: If additional space is necessary to list more accounts, please show on a separate sheet.)





Parish \_\_\_\_\_



# OTHER PARISH FINANCIAL INFORMATION

Fiscal Year Ended June 30, \_\_\_\_\_

## SCHEDULE I

### CEMETARY FINANCIAL RECAP

Cemetery bank balance July 1, 20 _____	\$ _____
Add: Receipts for fiscal year _____	_____
Deduct: Disbursements for fiscal year _____	_____
Cemetery bank balance June 30, 20 _____	_____
Increase (Decrease) in bank balance for year	\$ _____

### DIOCESE ASSESSMENTS

Unpaid balance July 1, 20 _____	\$ _____
Assessments for current fiscal year _____	_____
Assessments paid during fiscal year _____	_____
Unpaid balance June 30, 20 _____	\$ _____

### OTHER AMOUNTS OWED TO DIOCESE AT YEAR-END

Loans or notes payable to Diocese _____	\$ _____
Health Insurance _____	_____
Pension _____	_____
Workers' Compensation Insurance _____	_____
Life and Weekly Indemnity Insurance _____	_____
Other amounts owed to Diocese _____	_____
Total	\$ _____

### OTHER PARISH LIABILITIES AT YEAR END

Accounts payable to others _____	\$ _____ *
Employee withholdings not yet paid to taxing authorities and others _____	_____
Loans, notes and mortgages payable (Principal only) _____	_____
Other amounts owed _____	_____
Total	\$ _____

### SAFE DEPOSIT BOX

Bank Name \_\_\_\_\_  
 Branch Location \_\_\_\_\_  
 Box Number \_\_\_\_\_

\*Attach list of accounts payable as of June 30.