

ANNUAL REPORT LINE REFERENCE

To ensure the annual report is correct, please use the following guidelines:

PAGE THREE (SUMMARY OF PARISH RECEIPTS AND DISBURSEMENTS)

Line 13 must agree to line 13, page 4

Lines 30, 38, 45, 57, 64, 71, 83, and 86 must agree to the corresponding lines on pages 5, 6, & 7

Line 87 must agree to line 87, page 7

Line 19 must agree to line 19, page 4

Lines 93 and 100 must agree to the corresponding lines on page 8

Additional Information on parish report:

Net fund raising income on page 9 must agree to line 8, account 1009, on page 4

Any amount in account 1013, line 12 on page 4 or account 1109, line 18, on page 4 that exceeds \$2,500 must be explained on a separate sheet. The explanation must detail the source of the funds or to whom the funds were disbursed.

PAGE TEN (SUMMARY OF SCHOOL RECEIPTS AND DISBURSEMENTS)

Line 14 must agree to line 14, page 11

Line 33, 39, 44, 50, 55, 59, 71, and 84 must agree to the corresponding lines on pages 12, 13, and 14

Line 85 must agree to line 85, page 14

Line 20 must agree to line 20, page 11

Lines 92 and 97 must agree to the corresponding lines on page 14

Any amount in account 4013, line 13 on page 11 or account 4109, line 19 on page 11 that exceeds \$2,500 must be explained on a separate sheet. The explanation must detail the source of the funds or to whom the funds were disbursed.

Additional Information on school report:

Schedule B, page 15, must agree with line 6, page 11

Schedule C, page 16, must agree with line 7, page 11

Schedule D, page 17, must agree with line 9, page 11

PAGE 18 (RECONCILIATION OF CASH BALANCES)

The first line of this page must agree to the prior years financial report. The second line, must agree with the overview of parish financial data on page one. Any difference in cash balance **MUST** be explained on Schedule F, page 19

PAGE 19 (ANAYLSIS OF CASH RECONCILIATION)

This page is completed using the **DIFFERENCE** between the asset and liability accounts, not the balance in the accounts at June 30th of either year. Remember, you are analyzing the difference between the balances in the asset and liability accounts as of June 30th of each respective year.

PAGE 20 (ACCOUNT BALANCES)

This page must list all parish accounts and the balance in those accounts as of June 30th. Any account for the benefits of the parish or parish school must be listed on this page.

PAGE 22 (OTHER INFORMATION)

If there is an accounts payable balance, a detailed list of the indebtedness must be attached. The vendor should be indicated as well as the amounts due the vendor. If there is an amount on the other amounts owed line, please submit detail indicating to whom the money is owed.

PAGE ONE (OVERVIEW OF FINANCIAL DATA)

The amount in the “Annual Financial Recap” section must agree with the amounts from pages 3 and 10. The combined amount is computed and the total is carried forward to Schedule E on page 18.

The total amount in the “Checking, Savings & Investments” section must equal the total of all accounts listed on Schedule G on page 20.

The “Amounts Owed to Others” section must agree to the totals on Schedule I, page 22. As a reminder, unpaid Diocesan assessments must be recorded.

During the report preparation process, if you have any questions, feel free to contact the Finance Office.