

**DIOCESE OF CLEVELAND
ANNUAL REPORT SUBMISSION CHECK LIST**

When submitting the annual report to the Diocese, it would be helpful to review the following items. Your cooperation in reviewing these items will help facilitate this process.

Please foot the annual report. Some reports submitted contain mathematical errors. For example, line 13, page 4 of the parish annual report is total operating receipts. Line numbers 1 through 12 must equal line 13. The amount on Line 13 must be carried forward to page 3. The Total Operating receipts from page 3 of the report must be carried forward to page 1 of the Overview of Parish Financial Data. As you can see, it is important to begin with the correct total. If the total of line 13 was incorrect, it affects the report in three different places.

Please compare the total of line 17, page 4 of the parish report, Designated Collections Received, with the total of line 95, page 8, Designated Collections Remitted. These amounts must be reasonably close. For example, if line 17 showed the parish received \$50.00 in designated collections and line 95 reflected the parish forwarded \$1,000.00 in designated collections, this would not be considered reasonably close. If there is a large difference, documentation must be attached explaining the difference.

Line 84, page 7 of the parish report, Diocesan Assessments, must agree to Schedule I, page 22 of the parish report.

The account balances of groups and organizations, endowment funds, building funds, and any other parish account not listed on Schedule G, must be listed on Schedule H, page 21 of the parish report. If the parish does not have items to list, please indicate NONE on the schedule.

The totals on Schedule G, page 20 of the parish report, must agree with the Overview of Parish Financial Data - section Checking, Savings and Investments. This total must also agree with the June 30th balances indicated on Schedule E, page 18 of the parish report.

If there is a difference in the reconciliation of beginning to ending cash on Schedule E, page 18 of the parish report, the difference must be explained on Schedule F, page 19 of the parish report.

Mandated Service income received by the parish school must be reported on line 4, page 11 of the school report.

The financial report must be signed by the Pastor and the Parish Accountant.