

PARISH/SCHOOL ORGANIZATION ANNUAL REPORT

Parish Name City Code No.

Name of Organization, Association, Society, etc.:

Financial Report prepared by:

Financial Report approved by:
(Pastor/Pastoral Administrator)

President: Telephone: _____
(Name)

Treasurer: Telephone: _____
(Name)

Authorized signers on bank accounts:

Diocese of Saginaw Fiscal Policy for Parish/School Organizations

1. All parish or inter-parish organizations must submit (on this form) an annual fiscal report to the parish, which will be included in the parish's annual report to the Bishop.
2. All checks written by parish or inter-parish organizations must carry, at a minimum, a double signature. Any expenditure \$1,000 or more must be approved in writing by the Pastor or Pastoral Administrator.
3. All parish or inter-parish organizations (including cemeteries which are operated under the name of the parish) must place on deposit with the Inter-Parish Deposit and Loan Program all cash assets in excess of \$10,000. Special exceptions will be given to school endowments or foundations if their plans are approved by the Bishop and on file with the Diocese Chief Financial Officer.
4. All parish or inter-parish organizations who make a purchase for the parish, or who contribute moneys to or underwrite the expense of any parish purchases, must make their checks payable to the parish.
5. The pastor must be an authorized signer on all parish or inter-parish organization accounts

It should be noted that the purpose of these policies is simply to have sound accounting procedures, and to be consistent with parish financial policies. For example, money deposited in the Inter-Parish Deposit and Loan program is still "owned" by the depositor and available to the depositor in the same way as a deposit with a bank. The purpose of doing this is simply to be consistent with the principle that excess parish funds are made available for loans to other parishes that need to borrow funds.

Also, Parish organizations are part of the overall mission of the parish and should be fiscally accountable to the parish. They are not to be separately incorporated. Such accountability is not meant to inhibit or limit the involvement of such organizations in parish programs, but simply to provide the necessary linkage with the source of their existence. It should be noted that they are linked to the parish from a legal and insurance standpoint.

Financial Report for the period of July 1, 2017 to June 30, 2018

Cash Balance July 1, 2017
 Checking
 Savings
 Deposit and Loan \$ _____

Receipts:
 Membership Dues \$ _____
 Interest and Dividends _____
 Fund Raising Income _____
 Donations _____
 Other Receipts (please list) _____
 _____ _____
 _____ _____
 _____ _____

Total Receipts \$ _____
 Total Receipts and Beginning Balance \$ _____

Disbursements:
 Fund Raising Expenses \$ _____
 Donations (please list) _____
 _____ _____
 _____ _____
 _____ _____
 Office Supplies _____
 Postage _____
 Printing and Duplicating _____
 Other Expenses (please list) _____
 _____ _____
 _____ _____
 _____ _____

Total Disbursements \$ _____

Cash Balance June 30, 2018
 Checking
 Savings
 Deposit and Loan \$ _____

Bills Due:	Vendor	Purpose	Amount Due
	_____	_____	_____
	_____	_____	_____
Total Bills Due			\$ _____

Please attach a copy of your organization's mission or purpose statement and a copy of the first page of your organization's June 30 bank statement to this report.