

DIOCESE OF PUEBLO
2017 – 2018 Parish/Mission Financial Report Instructions

Introduction

Please check off the items listed below as you prepare your Year End Report.

*These instructions are to help you prepare the
Parish/Mission Financial Report Forms*

Make copies of the financial forms and use them as worksheets.

CHECK LIST

- Type or print the report in ink.
 - Print and attach a copy of the June 30, 2018:
 - a) Final Statement of Financial Position
 - b) Final YTD Statement of Activity
 - Then *Close Year* on the system.
 - Keep a hard copy for your records.
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THANKS VERY MUCH FOR YOUR COOPERATION!

FINANCIAL REPORT DUE DATE: AUGUST 31, 2018

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Parish/Mission Financial Report, Page 1

1. Enter the Summary Financial Information.
2. The report must be **signed** and **dated** by:
 - a) The **person preparing** the report,
 - b) The **Pastor**
 - c) The **Finance Chair**.

Parish/Mission Financial Report, Page 1

1. Enclose a detailed STATEMENT OF ACTIVITY which shows the June 30, 2018 CUMULATIVE INCOME and EXPENSES by account and description
2. Enclose a copy of the year end STATEMENT OF FINANCIAL POSITION which shows the detailed ASSETS, RECEIVABLES, INVESTMENTS, LIABILITIES, and NET ASSETS on June 30, 2018.

Parish/Mission Financial Report, Page 2.

Top of Page: Please Input your Federal and STATE Tax ID Numbers. **Please also include a copy of your Tax ID certificate issued by the IRS and Colorado Department of Revenue.**

1. Checking Accounts.
 - Column (A) – Input account number.
 - Column (B) – Input name of bank or financial institution.
 - Column (C) – Input ending balance as of June 30, 2018.

2. Savings AND Investment Accounts.
 - Column (A) - Input account number.
 - Column (B) - Input name of bank or financial institution.
 - Column (C) - Input ending balance as of June 30, 2018.

Please enclose copies of your checking, savings, and investment account statements to support your June 30, 2018 balances reported.

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1. Real Estate Purchases.
 - If any real estate was purchased or donated during the fiscal year being reported, enter a description and cost/value.

2. Repairs or improvements equal or greater than \$10,000.
 - If the parish had any repairs or improvements which cost of \$10,000 or more during the fiscal year reported, enter a description and cost of the repairs or improvements. Include any insurance claim repairs.

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1. Liabilities (Notes and Mortgages) - Long Term Debt.
 - a. Column (A) - Enter the name of the bank, institution or person owed.
 - b. Column (B) - Enter the date of the loan.
 - c. Column (C) - Enter the initial amount of the loan.
 - d. Column (D) - Enter the loan balance as of June 30, 2018.
 - e. Column (E) - Enter the payoff date of the loan.
 - f. Total Columns (C) and (D)

Enter Long Term Debt Column (D) total in the space provided.

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1. Bingo and Raffles:

Place a check mark in the space provided if the parish does not conduct bingo games or raffles.

2. Bingo and Raffles:

Provide the Bingo-Raffle License Numbers for Calendar Years 2017 and 2018 in the space provided.

3. Bingo and Raffles:

- a. From the LE-21, Quarterly Reports submitted to the State of Colorado, provide the following information for the receipts described in Column (A).
- b. Column (A) - Enter the totals from the October 15, 2017, LE-21 Report, which covered the period July 1, 2017 to September 30, 2017.
- c. Column (B) - Enter the totals from the January 15, 2018, LE-21 Report, which covered the period October 1, 2017 to December 31, 2017.
- d. Column (C) - Enter the totals from the April 15, 2018, LE-21 Report, which covered the period January 1, 2018 to March 31, 2018.
- e. Column (D) - Enter the totals from the July 15, 2018, LE-21 Report, which covered the period April 1, 2018 to June 30, 2018.
- f. Column (E) - Enter the total of Columns (A), (B), (C) and (D).
- g. Total Columns (A), (B), (C), (D) and (E) and place totals in "Total Receipts" Line.
- h. Enter in Columns (A), (B), (C), (D) and (E) the total fee paid to the State of Colorado for conducting Bingo and Raffles.

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1. Parish Charge Cards.
 - a. Column (A) - Enter the type of charge card the parish has. Examples are, MasterCard, Visa, Sam's Club, Sears, etc.
 - b. Column (B) - Enter the bank, institution, etc., which issued the card.
 - c. Column (C) - Enter the number of cards issued to the parish. These cards may be in the name of the parish or a name of an individual.
 - d. Column (D) - Enter the combined credit limit for the cards issued.
2. Number cards issued. Enter the total number of cards issued.
3. Total Credit Limit. Enter the total combined credit limit for all cards issued.
4. Other Accounts. Indicate whether the parish has any other accounts not reflected in the report. If the parish does have such accounts, list the accounts.
5. Original Abstracts or Deeds. Indicate whether the parish has any original Abstracts or Deeds in its possession. If the parish does have such abstracts or deeds, list the abstracts and deeds. Use a separate sheet if necessary.

FINANCIAL REPORT DUE DATE:
AUGUST 31, 2018