

INSTRUCTIONS
Parish Financial Report - Fiscal Year Ending June 30, 2021

- Use whole dollar amounts. Do not report cents.
- List Church (Column 1) and School (Column 2) income and expense separately.
- Column 3 is the total of Church (Column 1) and School (Column 2).

I. ORDINARY INCOME

- ❖ **NOTE: FUNDS THAT ARE TRANSFERRED FROM DEPOSIT AND LOAN FUND ACCOUNTS TO THE PARISH CHECKING ACCOUNT SHOULD NOT BE REPORTED AS INCOME.**

- 01 - Sunday Collections - Include second collections only when not designated for building funds or specific National/Diocesan collections.
- 02 - Building Collections - Second collections for building funds, building pledges received.
- 04 - Special Events/Bazaars - Bazaars, carnivals, fairs, dinners.
- 06 - Daycare/Pre-school - If listed under "Church", income is assessed; if under "School", it is not assessed.
- 07 - Interest Income - Interest on Diocesan Deposits, which was credited to your quarterly Deposit & Loan statement from 7/1/20 to 6/30/21, and other interest earned on all cash accounts and investments. NOTE: Interest earned on Endowment Funds is reported on line 13.
- 08- Miscellaneous Income-**Attach separate sheet showing details.**
- 09 - **TOTAL REGULAR INCOME** - Add amounts on lines 01 through 08.
- 10, 11 - National/Diocesan Collections - Report National and Diocesan collections received on line 10. Report collections forwarded to the diocese as a deduction from income on line 11. Do not report the forwarding of collections under "Ordinary Expenses". This ensures you will not be assessed on these collections.
- 14- Other Income-**Attach separate sheet showing details.** Include Grants from outside sources (e.g. CASA Grants, etc.) Also use Line 14 for moneys received from a property insurance claim.
- 15 - **TOTAL OTHER INCOME** - Add amounts on lines 10, 12, 13 and 14, and subtract line 11.
- 16 - School Subsidy - Under the School Column (2), report the amounts received from the parish to subsidize the school. Be sure this is the same as the church reports on line 18.
- 17 - **GROSS INCOME** - Add the amounts on Lines 9, 15 and 16.

II. ORDINARY EXPENSES

- 18 - School Subsidy Given to School - Under the Church column (1), report the amounts given to the school to subsidize the school. Be sure this is the same as the school reports on line 16.
- 19, 20 - Teachers, All Others - Salaries/Benefits include salaries, overtime, payroll taxes (Social Security, Medicare), insurance (health, dental, life, LTD, Workers' Compensation) and retirement. The school should report only teachers and principals' salaries/benefits on line 19. All other salaries/benefits are reported on line 20. (Exception: priests are reported on line 22).
- 21 - **TOTAL SALARIES AND BENEFITS** - Add amounts on lines 19 and 20.
- 22 - Rectory - Include priest(s) salary, allowances, and insurance and retirement benefits. Also include groceries, rectory utilities, repairs and other rectory expenses.
- 23 - Transportation - Expenses paid or reimbursed for gas, mileage and repairs, etc.
- 24 - Utilities - Utilities for the church or school. NOTE: Rectory utilities are included in line 22.
- 25 - Maintenance - Normal expenses to keep the parish/school facilities in good order.
- 26 - Office/Administrative - Normal expenses for parish/school offices. (Supplies, postage, software, office equipment & maintenance, etc.)
- 27 - Church/Worship (Religious Ed/Youth Ministry) - Include church sacramental and liturgical supplies.
- 28 - Diocesan Support - Amount paid to the Diocese as billed on the monthly Diocesan statement. (Does NOT include other billings by Diocese, such as for insurance, retirement, etc.).
- 29 - Insurance - General liability, property, auto insurance. Report health and dental insurances as Salaries/Benefits (line 19/20) or for priest, as Rectory, line 22.
- 30 - Contributions/ Aid - Charitable gifts/ programs (school scholarships under School Column (2)).
- 31 - Miscellaneous Expenses - **Attach separate sheet showing details.**
- 32 - **TOTAL OTHER EXPENSES** - Add lines 22 through 31.
- 33 - **TOTAL ORDINARY EXPENSES** - Add lines 18 + 21 + 32.
- 34 - **NET INCOME/(DEFICIT)** - Line 17 minus line 33.

III - OTHER CASH ITEMS

- 35, 36 - Principal Paid/Interest Paid - Loan payments made to the lender. Report the principal paid during the year on line 35 and the interest on line 36.
- 37 - PPP Loan Proceeds Received – Enter the total amount of the PPP Loan distributed to the parish or school.
- 38 - Deposit & Loan Fund, Inc. Loan Proceeds Received – Enter the total amount of funds received from loan draws from Deposit & Loan Fund, Inc.
- 39 - Capital Expenditures Paid - Building and repair projects, purchase of computers, office furniture, cars, etc.
- 40 - Other Receipts - Receipts not included in Income or Expense. **Attach separate sheet showing details.**
- 41 - Other Payments - Payments not included in Income or Expense. **Attach separate sheet showing details.**
- 42 - Transfers Between Church & School - Funds transferred between the church and school accounts not reported as a subsidy.
- 43 - **TOTAL OTHER CASH ITEMS** - Add lines 39 - 42.
- 44 - **NET CASH INCREASE (DECREASE) FOR YEAR** - Lines 34 + 35+ 36+ 37 + 38 + 43 Column 3 should agree with Line 52, Column 5, 2020/2021 Increase/(Decrease).

IV. ACCOUNTS

- 45 -51 - List information requested about all Parish and school accounts, cash and investment accounts. If account type is not specified, attach a separate sheet detailing the requested information. Balances shown for cash accounts should be the reconciled amount.
- 52 - **TOTAL ACCOUNTS**
- a) June 30, 2020 total must be the same as reported on the 2020 financial report;
 - b) 2020/2021 Increase/(Decrease) should be the same as reported on the front page, line 44, Column 3.