

**ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL PARISH FINANCIAL REPORT
Fiscal Year: July 1, 2013 through June 30, 2014**

Church Name: _____

City: _____

We believe the attached financial statements present fairly the assets, liabilities, revenues, and expenses of the Parish. We confirm we are responsible for fair financial reporting, for adopting sound accounting policies, and for establishing and maintaining effective internal controls, including controls to prevent and detect fraud. The attached listing of bank and investment accounts (page 7) is a complete listing of all known bank and investment accounts for the parish and its organizations. No other unrecorded assets exist to our knowledge.

Signature & Date:

Pastor

Parish Administrator

Bookkeeper

Finance Council Chairperson

Pastoral Council Chairperson

Report Prepared By: _____

E-mail address: _____

Phone #: _____

Accounting System*: _____

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

Finance Council Reporting Form

Below please list all members of the parish Finance Council (indicate chairperson, after his/her name). Additionally, please note the number of years served on the Finance Council and the profession the member is employed.

(Please add additional pages if necessary)

<u>Name (Print)</u>	<u>Years Served</u>	<u>Year Term Expires....</u>	<u>Professional Title</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pastor, Parish Finance Council and Financial Statement Preparer Attestation

We have met, reviewed and discussed the financial statements of the above named parish and the parish budget for the fiscal year ending June 30, 2014, including any recommendations made by the internal and/or external auditors. The approved parish financial statements were provided to the parishioners on _____, and are attached to this document for the Archbishop's review.

Pastor's Signature:

Finance Council Members Signatures:

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

Internal Control Survey

Please answer the following questions to the best of your ability. Use additional pages if needed.

- | Y/N | |
|-----|--|
| 1) | <input type="checkbox"/> Are financial reports prepared more often than annually? Frequency: _____ |
| 2) | <input type="checkbox"/> Does the parish prepare an annual financial budget? |
| 3) | <input type="checkbox"/> Are financial and analytical reports (comparing current to prior periods and budgets) reviewed regularly?
Frequency: _____ |
| 4) | <input type="checkbox"/> Are past due amounts listed and discussed with the Pastor & Finance Council? |
| 5) | <input type="checkbox"/> Are all parish-sponsored organizations reporting financial activity to the Pastor and Finance Council at least annually and is this information included on the Annual Parish Financial report? |
| 6) | <input type="checkbox"/> Is the Pastor on signature cards for all Parish related accounts? |
| 7) | <input type="checkbox"/> Is the parish bookkeeper prohibited from signing checks? |
| 8) | <input type="checkbox"/> Do parishioners receive a year end financial statement reporting on Parish income, expenses and cash balances? |
| 9) | <input type="checkbox"/> Is the continuity of processing assured by cross-training of programs and systems? |
| 10) | <input type="checkbox"/> Are offertory collections placed in a secured location as soon as practical following each mass or service? |
| 11) | <input type="checkbox"/> Are at least two unrelated persons in possession of Offertory collection receipts at all times until they have been secured in a vault or safe? |
| 12) | <input type="checkbox"/> Is a vault, locked drop box, or similar secured location with limited access used to secure Offertory receipts? |
| 13) | <input type="checkbox"/> Is each Mass collection kept in a separate marked "tamper" evident bag? |
| 14) | <input type="checkbox"/> Are at least two unrelated persons counting incoming collections and cash receipts? |
| 15) | <input type="checkbox"/> Are two or more count teams used for each count, and do count teams members rotate? |
| 16) | <input type="checkbox"/> Are members of the parish staff excluded from the count teams? |
| 17) | <input type="checkbox"/> Is a collection report prepared during each count, totalled and signed in pen by all counters? |
| 18) | <input type="checkbox"/> Is the collection report reconciled to the actual bank deposit by an individual not involved in the count? |
| 19) | <input type="checkbox"/> Are parishioners provided with periodic contribution statements, adequate for tax substantiation? |
| 20) | <input type="checkbox"/> Are invoices approved for payment by the pastor or his designee before checks are prepared? |
| 21) | <input type="checkbox"/> Is the signing of blank checks before use prohibited? |
| 22) | <input type="checkbox"/> Does the pastor or his designee receive the unopened bank statements directly from the bank for all accounts for review prior to forwarding the statements to the appropriate individual? |
| 23) | <input type="checkbox"/> Are bank reconciliations printed for review by the pastor or his designee with the detailed deposits in transit and outstanding checks? |
| 24) | <input type="checkbox"/> Are the bank reconciliations compared to the cash balances reported in the financial statements as of month-end by the Finance Council? |
| 25) | <input type="checkbox"/> Are the individuals who prepare checks different from those who approve the invoices or payroll for payment? |
| 26) | <input type="checkbox"/> Are individuals unable to write checks to themselves or their businesses. |

PASTOR

FINANCE COUNCIL CHAIRPERSON

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

BALANCE SHEET (1)

ASSETS

CASH

Petty Cash Fund	9011*	_____	
Undeposited Funds	9014*	_____	
Cash in Bank	9020 *	_____	
Archdiocesan Funds Deposit (Indicate if funds on deposit are restricted in any manner)	9028 *	_____	
Other Deposits	9029 *	_____	
Total Cash			\$ _____ -

RECEIVABLES

Employee Advances	9031	_____	
Other Accounts Receivable	9032	_____	
Total Receivables			\$ _____ -

INVESTMENTS

Investments - Donated Securities/Endowments * (market value per investment firm statements)	9041 *	_____	
Investments - Real Property (Attach separate listing of these properties and their location. Indicate whether cost or appraised value is being used)	9042	_____	
Total Investments			\$ _____ -

OTHER ASSETS

_____		_____	
_____		_____	
_____		_____	
Total Other Assets			\$ _____ -
TOTAL ASSETS			\$ _____ -

* List in detail on page 7

Check figure:		
Cash and Investments per Balance Sheet	\$	-
Cash and Investments per Page 7	\$	-
Difference (should be zero)	\$	-

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

BALANCE SHEET (2)

LIABILITIES

CURRENT LIABILITIES

Accounts Payable

(Include amounts owed to Archdiocese
for past due assessments)

Federal Income Tax Withheld

9061

State Income Tax Withheld

9062

FICA Withheld

9063

Notes Payable - Archdiocese (short-term)

9067

Other Current Liabilities (amounts owed to others due within one year):

Total Current Liabilities

\$ -

LONG TERM LIABILITIES

Contracts Payable

9068

Notes Payable - Archdiocese (Long-term)

9071

Notes Payable to Banks and Other Institutions

Other Long-Term Liabilities:

Total Long-Term Liabilities

\$ -

OTHER LIABILITIES

Funds Held in Trust

9081

\$ -

TOTAL LIABILITIES

\$ -

EQUITY

EQUITY ACCOUNT

Parish Fund Balance

9091

\$ -

TOTAL LIABILITIES AND FUND BALANCE

\$ -

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

FINANCIAL SUMMARY

RECEIPTS

Ordinary Collections (pg 4)	\$ -
Other Contributions (pg 4)	\$ -
Income from Parish Assets (pg 4)	\$ -
Capital Fund Drives (pg 4)	\$ -
Parish Ministry Program Receipts (pg 4)	\$ -
Communication Apostolate (pg 5)	\$ -
Special Activities (pg 5)	\$ -
Cemetery (pg 5)	\$ -
Other Income (pg 5)	\$ -
Receipts from Borrowing (pg 5)	\$ -
Additional Parish Receipt Accounts (pg 5)	\$ -
TOTAL RECEIPTS	\$ -

DISBURSEMENTS - input as positive number, for example \$10.00 not (\$10.00)

Personnel Expenses

Salaries - Church (pg 8)	\$ -
Salaries - Operations (pg 8)	\$ -
Salaries - Other (pg 8)	\$ -
Contract Services (pg 8)	\$ -
Personnel Related Exp. (pg 8)	\$ -
Total Personnel Expenses	\$ -

Parish Operations

Maintenance (pg 9)	\$ -
General Operations (pg 9)	\$ -
Insurance (pg 9)	\$ -
Travel (pg 9)	\$ -
Administration (pg 9)	\$ -
Professional Services (pg 10)	\$ -
Cost of Borrowing (pg 10)	\$ -
Other Parish Operations (pg 10)	\$ -
Total Parish Operations	\$ -

Capital Expenditures

Equipment (pg 10)	\$ -
Buildings (pg 10)	\$ -
Land (pg 10)	\$ -
Debt Reduction (pg 10)	\$ -
Other (pg 11)	\$ -
Total Capital Expenditures	\$ -

Parish Programming & Services

Liturgical Supplies (pg 11)	\$ -
Parish Ministry Program Supplies (pg 11)	\$ -
Communication Apostolate (pg 11)	\$ -
Special Activities (pg 11)	\$ -
Parish Cemetery (pg 11)	\$ -
Total Parish Programming & Services	\$ -

Parish Responsibility in its Mission

To the World (pg 11)	\$ -
Within the Archdiocese (pg 12)	\$ -
Within the Parish (pg 12)	\$ -
Within the Community (pg 12)	\$ -
Total Parish Responsibility in its Mission	\$ -

Additional Disbursement Accounts (pg 12)

TOTAL DISBURSEMENTS	\$ -
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NET - (RECEIPTS LESS DISBURSEMENTS)

Disbursements for K-12 Religious Education in Total Disbursements above	\$ -
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Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

RECEIPTS

ORDINARY COLLECTIONS

Envelope Collections	101	\$	-	
Plate Collections	102	\$	-	
Pew Rent Collections	103	\$	-	
Total of accounts 101, 102, 103		\$	-	
Special Parish Collections	104	\$	-	
Other Parish Collections	107	\$	-	
Net Extra Parochial Collections (Pg 13)	108	\$	-	
Mass Stipend-Stole Fees (Parish)	109	\$	-	
Other _____		\$	-	
SUB TOTAL - Ordinary Collections				\$ -

OTHER CONTRIBUTIONS

Parish Assessments	111	\$	-	
Gifts & Bequests - Designated	112	\$	-	
Gifts & Bequests - Other	113	\$	-	
Gifts from the Diocese or Parishes	114	\$	-	
Parish Organizations - Donations	116	\$	-	
Altar, Votive & Candle Offerings	118	\$	-	
Other Contributions	119	\$	-	
Other _____		\$	-	
Other _____		\$	-	
SUB TOTAL - Other Contributions				\$ -

INCOME FROM PARISH ASSETS (not including changes in market value of investments- see page 7)

Sale of Parish Property	121	\$	-	
Interest/Dividend Income	124	\$	-	
Rental Income	126	\$	-	
Other _____		\$	-	
SUB TOTAL - Income from Parish Assets				\$ -

CAPITAL FUND DRIVES

Parish Capital Fund Drives	131	\$	-	
FFOH - Parish Rebates	135	\$	-	
ACTS - Parish Rebates	137	\$	-	
Other _____		\$	-	
SUB TOTAL - Capital Fund Drives				\$ -

PARISH MINISTRY PROGRAM RECEIPTS

Adult Education Fees	141	\$	-	
Student Fees	142	\$	-	
Book Rental Receipts	145	\$	-	
Book Sales Receipts	146	\$	-	
Supplies Sales Receipts	147	\$	-	
Other Parish Ministry Program Receipts	149	\$	-	
Other _____		\$	-	
Other _____		\$	-	
SUB TOTAL - Parish Ministry Programs Receipts				\$ -

SUBTOTAL - RECEIPTS (this page only)

\$ -

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

RECEIPTS (continued)

COMMUNICATION APOSTOLATE

Archdiocesan Newspaper Receipts	151	\$ -
Bulletin Advertising Receipts	152	\$ -
Other _____		\$ -
Other _____		\$ -
SUB TOTAL - Communication Apostolate		\$ -

SPECIAL ACTIVITIES

Socials, Etc., Receipts	161	\$ -
Cafeteria Receipts	162	\$ -
Bus Receipts	163	\$ -
Athletic Receipts	165	\$ -
Parish Organization Receipts	167	\$ -
Other _____		\$ -
Other _____		\$ -
SUB TOTAL - Special Activities		\$ -

CEMETERY

Cemetery Receipts	171	\$ -
Other _____		\$ -
SUB TOTAL - Cemetery		\$ -

OTHER INCOME

Reimbursed Expenses	181	\$ -
Vending Machines	182	\$ -
Loans to Others Repaid	183	\$ -
Insurance Recovery	184	\$ -
Other Income	189	\$ -
Other _____		\$ -
Other _____		\$ -
SUB TOTAL - Other Income		\$ -

RECEIPTS FROM BORROWING

Loan Proceeds	191	\$ -
Other _____		\$ -
Other _____		\$ -
SUB TOTAL - Borrowing		\$ -

ADDITIONAL PARISH RECEIPT ACCOUNTS **

Endowment Fund Income	194	\$ -
Endowment Fund Contributions	195	\$ -
Change in Market Value of Investments not yet realized in cash (note- amounts realized in cash should be recorded as Income from Parish Assets, account #124, page 4)	198	\$ -
Other _____		\$ -
Other _____		\$ -
Other _____		\$ -
Other _____		\$ -
SUB TOTAL - Additional Accounts		\$ -

TOTAL RECEIPTS (includes this page & page 4) \$ -

** These spaces are provided for accounts which the parish found necessary, but were not contained in the uniform chart of accounts. Should not be amounts which are properly in accounts 100 (Ordinary Collections); 110 (Other Contributions); or 120 (Income From Parish Assets).

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

PARISH FINANCIAL STATEMENT RECONCILIATION (CASH FLOW)

Beginning Balance - June 30, 2013 (pg 7) (THIS MUST EQUAL THE TOTAL OF ALL PRIOR YEAR FUNDS AND INVESTMENTS pg 7)	\$ -	
Plus: Total Parish Receipts (pg 3)	\$ -	
TOTAL Funds Available		\$ -
Less: Total Parish Disbursements (pg 3)		\$ -
Subtotal		\$ -
Reconciliation to Accrual Basis:		
Plus: Amounts recorded as expenses but not yet paid (such as accrued payroll taxes)	\$ -	
Other (please describe) _____	\$ -	
Ending Balance - June 30, 2014		\$ -
Ending Balance per Total of Funds and Investments from pg 7		\$ -
Difference (should be zero)		\$ -

CATHEDRATIC

The Disbursement for Archdiocesan Operations (Cathedral) is to be paid on the total of all amounts in the account groupings (Acct. #'s 100 to 130) of: Ordinary Collections; Other Contributions; and Income from Parish Assets. Cathedral is determined at the rate of 5% on the total of these accounts. If you are a tithing parish and charge no tuition for your GRADE SCHOOL, then 50% of the parish support for the GRADE SCHOOL is deducted before computing the Cathedral.

(Obtain Totals from pg. 3)		
Total Ordinary Collections	\$ -	
Total Other Contributions	\$ -	
Total Income From Parish Assets	\$ -	
Subtotal	\$ -	
Less: 50% support of GRADE SCHOOL (if tithing parish)	\$ -	
Total and Amount Due for Year	\$ -	x 5% = \$ -
Less Advance Payments Made (if any)		\$ -
Amount Due (please send check with report)		\$ -

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

DISBURSEMENTS

PERSONNEL EXPENSES

SALARIES - CHURCH

Pastor	311	\$ -
Associate(s) No. _____	312	\$ -
Additional Clergy Assistance	313	\$ -
Other Parish Spiritual Services	314	\$ -
Music Director, Choir and Organist	317	\$ -
Other _____	318	\$ -
SUB TOTAL - Church Salaries		\$ -

SALARIES - OPERATIONS

Administrative Services	321	\$ -
Office	322	\$ -
Housekeeper	324	\$ -
Maintenance Personnel	325	\$ -
Cafeteria	328	\$ -
Bus Driver	329	\$ -
Other _____	331	\$ -
SUB TOTAL - Operations Salaries		\$ -

SALARIES - OTHER (Rel Educ, RCIA, Youth)

Coordinators -Religious	351	\$ -
Coordinators - Lay	352	\$ -
Teachers - Religious	354	\$ -
Teachers - Lay	355	\$ -
Other _____	359	\$ -
SUB TOTAL - Other Salaries		\$ -

CONTRACT SERVICES

Contract Services - Church	361	\$ -
Contract Services - Operations	363	\$ -
Contract Services - Other (Rel Educ, RCIA, Youth etc.)	365	\$ -
SUB TOTAL - Contract services		\$ -

PERSONNEL RELATED EXPENSES

Employer's Share - FICA	371	\$ -
FSA Fee	373	\$ -
Insurance - Health Care - Lay	375	\$ -
Insurance - Dental Care - Lay	375A	\$ -
Insurance - Life - Lay	376	\$ -
Insurance - Workman's Comp	377	\$ -
Archdiocesan Retirement Plan - Lay	378	\$ -
Archdiocesan Retirement Plan - Priest	381	\$ -
Priest Retreats & Continuing Education	382	\$ -
Priest Health & Dental Care Insurance	383	\$ -
Seminars, Conferences, Workshops	385	\$ -
SUB TOTAL - Personnel Related Expenses		\$ -

TOTAL PERSONNEL EXPENSES (#300s) \$ -

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

DISBURSEMENTS (continued)

PARISH OPERATIONS

MAINTENANCE

Grounds: Contract Services	421	\$ -
Grounds: Maintenance	422	\$ -
Grounds: Repairs	423	\$ -
Grounds: Supplies	424	\$ -
Building: Contract Services	431	\$ -
Building: Maintenance	432	\$ -
Building: Repairs	433	\$ -
Building: Supplies	434	\$ -
Equipment: Contract Services	441	\$ -
Equipment: Repairs	442	\$ -
Equipment: Repairs (plbg. htg. & elec.)	445	\$ -
Equipment: Repairs (furniture)	451	\$ -
Other _____		\$ -
SUB TOTAL - Maintenance		\$ -

GENERAL OPERATIONS

Utilities	501	\$ -
Telephone	505	\$ -
Laundry & Dry Cleaning	506	\$ -
Food	508	\$ -
Household	509	\$ -
Contract Services - Other	512	\$ -
Rent-Equipment	514	\$ -
Rent-Facilities	515	\$ -
Other _____		\$ -
SUB TOTAL - General Operations		\$ -

INSURANCE

Insurance-Special Multi Peril	521	\$ -
Insurance-Liability	525	\$ -
Insurance-Vehicle	526	\$ -
Insurance-Other	529	\$ -
SUB TOTAL - Insurance		\$ -

TRAVEL

Auto Usage Reimbursement	531	\$ -
Owned Auto Expense	533	\$ -
Owned Auto Repair	534	\$ -
Other Travel	539	\$ -
Bus Expense	541	\$ -
Bus Repair	542	\$ -
Bus Leased Expense	546	\$ -
SUB TOTAL - Travel		\$ -

ADMINISTRATION

Office Supplies	551	\$ -
Paper Stock	552	\$ -
Printing-General	553	\$ -
Postage	555	\$ -
Other _____		\$ -
SUB TOTAL - Administration		\$ -

SUBTOTAL DISBURSEMENTS - this page only **\$ -**

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

DISBURSEMENTS (continued)

PROFESSIONAL SERVICES

Accounting Fees	561	\$ -	
Legal Fees	562	\$ -	
Architectural & Engineering	563	\$ -	
Fund Raising Fees	565	\$ -	
Computer/Data Processing Fees	566	\$ -	
Other Professional Fees	569	\$ -	
SUB TOTAL - Professional Services			\$ -

COST OF BORROWING

Interest Expense	571	\$ -	
SUB TOTAL - Cost of Borrowing			\$ -

OTHER PARISH OPERATIONS

Dues & Subscriptions	581	\$ -	
Licenses, Taxes & Assessments	582	\$ -	
Taxes - Property	584	\$ -	
Rental Property	586	\$ -	
Reimbursable Expenses	587	\$ -	
Miscellaneous Operations Expenses	589	\$ -	
SUB TOTAL - Other			\$ -

TOTAL PARISH OPERATIONS (# 400s & 500s)

\$ -

CAPITAL EXPENDITURES

EQUIPMENT CAPITAL EXPENSE

Autos	611	\$ -	
Bus	612	\$ -	
Audio Visual Equipment	614	\$ -	
Athletic Equipment	615	\$ -	
Maintenance Equipment	616	\$ -	
Office Equipment	617	\$ -	
Furniture & Equipment	618	\$ -	
Other Equipment	619	\$ -	
SUB TOTAL - Equipment			\$ -

BUILDINGS - CAPITAL EXPENSE

Buildings - Purchases	631	\$ -	
Buildings - New Construction	632	\$ -	
Buildings - Additions	633	\$ -	
Buildings - Improvements	634	\$ -	
Buildings - Architect & Engineer	637	\$ -	
SUB TOTAL - Buildings			\$ -

LAND - CAPITAL EXPENSE

Land Acquisition	641	\$ -	
Site Improvement	642	\$ -	
Land Engineering	645	\$ -	
Rental Property	647	\$ -	
SUB TOTAL - Land			\$ -

DEBT REDUCTION FOR CAPITAL LOANS

Principal Payment	651	\$ -	
SUB TOTAL - Principal			\$ -

CAPITAL EXPENDITURES (# 600's this page only)

\$ -

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

DISBURSEMENTS (continued)

<u>OTHER - CAPITAL EXPENSE</u>		\$ -	
SUB TOTAL - Other			\$ -
TOTAL CAPITAL EXPENSE (# 600s)			\$ -
 <u>PARISH PROGRAMMING & SERVICES</u>			
<u>LITURGICAL SUPPLIES</u>			
Altar Vestments, Chalice, etc.	711	\$ -	
Altar Bread & Wines	712	\$ -	
Altar Supplies - Other	713	\$ -	
Candles	715	\$ -	
Choir	716	\$ -	
Liturgical Publications	717	\$ -	
SUB TOTAL - Liturgical Supplies			\$ -
 <u>PARISH MINISTRY PROGRAMS SUPPLIES(Rel Educ, Youth, RCIA, Adult Educ, etc)</u>			
Homily Materials	721	\$ -	
Library	722	\$ -	
Books - Rental	724	\$ -	
Books	725	\$ -	
Subscriptions & Publications	726	\$ -	
Supplies for Resale	727	\$ -	
Rent - Audio Visual Materials	728	\$ -	
SUB TOTAL - Parish Ministry Program Supplies			\$ -
 <u>COMMUNICATION APOSTOLATE</u>			
Archdiocesan Newspaper	741	\$ -	
Bulletin - Parish	742	\$ -	
Radio & Television	743	\$ -	
Advertising	746	\$ -	
Public Relations	747	\$ -	
SUB TOTAL - Communication			\$ -
 <u>SPECIAL ACTIVITIES</u>			
Socials, Etc.	751	\$ -	
Cafeteria	752	\$ -	
Athletic Supplies & Expenses	754	\$ -	
SUB TOTAL - Special Activities			\$ -
 <u>PARISH CEMETERY (if not reported separately)</u>			
Cemetery - Operations & Maintenance	761	\$ -	
Cemetery - Capital Expenditures	762	\$ -	
SUB TOTAL - Cemetery			\$ -
TOTAL PARISH PROGRAMMING & SERVICES (#700s)			\$ -
 <u>PARISH RESPONSIBILITY IN ITS MISSION</u>			
<u>TO THE WORLD</u>			
Missionary Priest	801	\$ -	
Missionary Sisters	802	\$ -	
Missionary Volunteers	805	\$ -	
Foreign Students	806	\$ -	
Assistance to other Parishes	811	\$ -	
SUB TOTAL			\$ -

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

DISBURSEMENTS (continued)

WITHIN THE ARCHDIOCESE

Archdiocesan Operations (Cathedraticum)	821	\$	-
Catholic Charities Assessment (net of Christmas Collection)	822	\$	-
Extension Volunteers	827	\$	-
Assistance to Other Parishes (within the Archdiocese)	831	\$	-
Youth Formation Assessment	834	\$	-
Pastoral Center Assessment	835	\$	-
Regional Assessments	837	\$	-
Priesthood Assessment (net of Easter Collection)	839	\$	-
Other _____		\$	-
SUB TOTAL			\$ -

WITHIN THE PARISH

High School Education (subsidy)	861	\$	-
High School Regional Subsidy			
Tuition Assistance & Elementary Subsidy (should be the sum of all expenses paid on behalf of the School plus amounts paid directly to the School)	863	\$	-
Assistance to Parishioners	867	\$	-
St. Vincent de Paul	868	\$	-
Legion of Mary	869	\$	-
Other Parish Organization Expenses		\$	-
Other _____		\$	-
SUB TOTAL			\$ -

WITHIN THE COMMUNITY

Ecumenical Efforts	841	\$	-
Community Funds	845	\$	-
Community Volunteers	846	\$	-
Legislative Efforts	848	\$	-
Black Apostolate	851	\$	-
Hispanic Apostolate	852	\$	-
Native American Apostolate	853	\$	-
Assistance to Needy	858	\$	-
Other _____		\$	-
SUB TOTAL			\$ -

TOTAL PARISH MISSIONS (# 800s)

\$ -

ADDITIONAL DISBURSEMENT ACCOUNTS **

_____		\$	-
_____		\$	-
_____		\$	-
_____		\$	-
_____		\$	-
_____		\$	-
TOTAL ADDITIONAL ACCOUNTS			\$ -

** These spaces are provided for accounts which the parish found necessary, but were not contained in the uniform chart of accounts.

Note: All school expenses paid by the Parish should be listed under account #863 above.

ARCHDIOCESE OF KANSAS CITY IN KANSAS

Catholic Mutual CUP II Information

Church Name:

City:

Fiscal Year: July 1, 2013 through June 30, 2014

Description	Explanation	Number of Units
Autos	Diocesan & Parish Owned Total	
Trucks	Diocesan & Parish Owned Total	
Vans	Diocesan & Parish Owned Total	
Buses:	Diocesan & Parish Owned	
0-20 Passengers		
20-60 Passengers		
Over 60 Passengers		
	Total	0
Students:		
Elementary	K-8	
Secondary	High School	
Day Care/ Preschool/ Extended Care	Daycare students are ages infant through pre-kindergarten. Preschool and extended care students can be of any age when enrolled in a care program which takes place before or after regular school hours. A pre or extended care program can either be on or off school premises. It is possible for a child to be both an elementary student and an extended/preschool care student.	
	Total	0
Teachers:	Teaching Grades K-12	
Full-Time		
Part-Time		
	Total	0
Counselors:	If primary function is spiritual guidance, they should NOT be included in this category. There is no distinction between social workers with bachelors and masters degrees.	
	Total	

SPECIAL NOTE:

Please do NOT include S.O.R./CCD students in any of the totals.

Prepared By:

Please Print First & Last Name

Contact Telephone Number:

Contact Email Address:

ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL CEMETERY REPORT
Fiscal Year: July 1, 2013 through June 30, 2014

NAME OF CEMETERY:

Church Name:

City:

PASTOR:

DIRECTOR OF CEMETERY OPERATION:

UNDER DIRECTION OF (BOARD, COMMITTEE, ETC.):

For the Year:

No. of Burials

No. of Burial Sites Sold

Size of Cemetery:

Total Amount of Property (Acres)

Total No. of Acres Platted

% Sold:

% Occupied:

Total No. of Acres Unplatted

Please attach copies of Annual Financial Reports:

Balance Sheet

Receipts and Disbursements

Bank and Investment Account Listing

We believe the attached financial statements present fairly the assets, liabilities, revenues, and expenses of the Cemetery. We confirm we are responsible for fair financial reporting, for adopting sound accounting policies, and for establishing and maintaining effective internal controls, including controls to prevent and detect fraud. The attached listing of bank and investment accounts is a complete listing of all known bank and investment accounts for the cemetery. No other unrecorded assets exist.

Pastor's Signature/Date

Cemetery Director's Signature/Date

ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL PARISH FINANCIAL REPORT
Fiscal Year: July 1, 2013 through June 30, 2014

1. The Parish is required to list every known bank and investment account for the Parish, and for all Parish organizations. Disclosing these accounts does not have an impact on the Cathedratic calculation. Please see pages 6 and 7.
2. The Parish is required to list all known investment accounts at market value. Disclosing the market value does not have an impact on the Cathedratic calculation for amounts not yet realized in cash. Please see pages 5 and 7.
3. Check figures have been added to help verify the report is consistent between pages. The reconciliation on page 6 has been updated with a section for Parishes using accrual basis accounting.
4. Parish organization income should be shown on page 5, account #167. Parish organization expense should be shown on page 11, under "Within the Parish". All parish organization bank accounts should be listed on page 7 (except for Knights of Columbus, or other national organizations).
5. Instructions for Cemeteries:
 - a. If the Parish serves a cemetery, please complete page 15.
 - b. Cemetery income, expenses, assets, liabilities, and cash and investment accounts must be reported to the Parish and the Archdiocese at least annually. This information may either be included in pages 1-14 of the report, or it may be added as a separate set of reports after page 15.
 - c. Cemeteries are now required to provide a list of all known bank and investment accounts. Because the cemeteries are Parish property, those administering the cemeteries must be accountable to Parish leadership.
6. Instructions for Schools:

School income and expenses should be listed in detail on the School Annual Financial Report. If the Parish pays monies to the School, or pays expenses on behalf of the School, such amounts should be shown in total as Tuition Assistance & Elementary Subsidy, account 863 on page 12 of the Parish Annual Financial Report. This amount should then be listed as income on the School report. The detail of expenses paid by the Parish for the School is then listed in detail on the School report. For example, if a Parish pays \$50,000 directly to the School, plus \$25,000 in salaries for School staff members, the total for account #863 should be \$75,000. The School financial report should show the \$75,000 as income from the Parish, then list the salary expense of \$25,000 in detail on the School expense listing.
7. Cafeteria income, expenses, and bank accounts should be included in the School report. Cafeteria income in total should be input on page 4, account 100301. Cafeteria expenses in total should be input on page 11, under section 1300. All cafeteria bank accounts should be listed on page 7. The person in charge of the cafeteria should also sign the report.
8. Daycare/Preschool/After School care programs should be included in the School report if the accounting is prepared in the same set of books. All income, expenses, and bank accounts should be listed. If the Daycare is accounted for separately, then a separate copy of the School report should be prepared just for the Daycare. The Daycare Director should also sign the report where the Daycare information appears.