

PARISH 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 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.*
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, 20__ to June 30, 20__

Cash Balance on Hand July 1, 20__ \$ _____

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 on Hand June 30, 20__ \$ _____

Schedule of Assets:

(Name of Bank or Institution)	(Interest Rate)	(Current Balance)
Checking Account _____	_____	_____
Savings Accounts: Inter-Parish Deposit & Loan _____	_____	_____
_____	_____	_____
_____	_____	_____
Allowed Certificate of Deposit: _____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ASSETS: \$ _____

SCHEDULE OF LIABILITIES:

_____	_____	_____
_____	_____	_____
TOTAL LIABILITIES		\$ _____