

# Archdiocese of Grouard-McLennan

La Corporation Épiscopale Catholique Romaine de Grouard

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*“God wants you all to be holy.”*

*-1 Thessalonians 4:3*



## Annual Parish Financial Report

for the Period

January 1<sup>st</sup> \_\_\_\_\_, to December 31<sup>st</sup> \_\_\_\_\_

### 1. General Information

Parish or Mission \_\_\_\_\_

Pastor/Pastoral Animator \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Account No. \_\_\_\_\_

Line 1. Bank Account balance as at Dec 31<sup>st</sup>, \_\_\_\_\_  
(Enter this amount on line 10)

Line 2. Add outstanding deposits if any \_\_\_\_\_  
(Enter this amount on line 11)

Line 3. Total of Line 1 and 2 = \_\_\_\_\_

Line 4. Subtract outstanding cheques \_\_\_\_\_  
(Enter this amount on line 16)

Line 5. Bank Balance (Book Balance)  
(Subtract line 4 from line 3) = \_\_\_\_\_

### 2. Bank Reconciliation - Proof

Line 6. Last year end bank book balance \_\_\_\_\_  
(Last year's line 9)

Line 7. Add total Credits to Bank Account \_\_\_\_\_

Line 8. Subtract debits to Bank Account \_\_\_\_\_

Line 9. Equals Year-End Balance \_\_\_\_\_  
(Surplus or deficit) (This amount should equal line 5)  
(Line 6 plus line 7 minus line 8 )

**3. Balance Sheet as at December 31, \_\_\_\_\_**

**ASSETS:**

Savings Account

Line 10. Bank Balance \_\_\_\_\_

Line 11. Outstanding deposits \_\_\_\_\_ (Same as line 1)

Line 12. Petty Cash / Other \_\_\_\_\_ (Same as line 2)

Line 13. Accounts Receivable \_\_\_\_\_

Line 14. Investments - Savings \_\_\_\_\_

Line 14a Building Allocation Prior Years \_\_\_\_\_

Line 14b Building Allocation Current Year \_\_\_\_\_

(From Line 27 Page 5)

Line 14c Fixed Assets- see Note1 \_\_\_\_\_

**Line 15. Total Assets** \_\_\_\_\_

(Add lines 10,11,12,13,14,14a)

**LIABILITIES:**

Line 16. Outstanding cheques \_\_\_\_\_

Line 17. Money borrowed \_\_\_\_\_

Line 18. Accounts payable \_\_\_\_\_

Line 19. Others (Reserve funds)

Investments & Savings \_\_\_\_\_

**Line 20. Total Liabilities** \_\_\_\_\_

(Add lines 16,17,18,19)

**NET WORTH**

Line 21 Opening Balance \_\_\_\_\_

(Line 23 of previous year's report)

Line 22 Year's Surplus or deficit \_\_\_\_\_

(Line 26 of page 5)

Line 22A- Increase in Bldg & F&E during the year \_\_\_\_\_

**Line 23. Balance** \_\_\_\_\_

(Sum of Lines 21, 22 & 22a)

Line 24. Add total Liabilities and Net Worth \_\_\_\_\_

(Add lines 20 & 23) (This amount should be the same as line 15)

Note1- for buildings, furniture and equipment use the Insured Value provided by the Archdiocese Office.

**4. Financial Statement of Current and Budgeted Income and Expenses**

	<u>Actual for Current Year</u>		<u>Budget for Next Year</u>	
	Debits	Credits	Debits	Credits
Automobile - Expenses	_____	_____	_____	_____
- Depreciation	_____	_____	_____	_____
Bank charges	_____	_____	_____	_____
Fund Raising Activities	_____	_____	_____	_____
Cemetery	_____	_____	_____	_____
Charities	_____	_____	_____	_____
Church Dues	_____	_____	_____	_____
Church Hall	_____	_____	_____	_____
Church Supplies	_____	_____	_____	_____
Ordinary Collections	_____	_____	_____	_____
Communications: Telephone, Stamps	_____	_____	_____	_____
Priests Retirement Fund 5%- see Note 2	_____	_____	_____	_____
Cathedraticum 13%- see Note 2	_____	_____	_____	_____
Food	_____	_____	_____	_____
Furniture & Fixtures	_____	_____	_____	_____
Gifts	_____	_____	_____	_____
Insurance (property & vehicle)	_____	_____	_____	_____
Interest	_____	_____	_____	_____
Library, subscriptions	_____	_____	_____	_____

Note 2- **Starting in Budget 2008**, Priests Retirement Fund increases to 5% and both the Priests Retirement Fund and Cathedraticum are calculated on all Credits set out on line 25 less Special Collections, debits reported for Fund Raising Activities and debt repayments which includes both principal and interest.

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	<u>Actual for Current Year</u>		<u>Budget for Next Year</u>	
	Debits	Credits	Debits	Credits
Loan repayment	_____	_____	_____	_____
Maintenance	_____	_____	_____	_____
Mass Stipends	_____	_____	_____	_____
Medical Care	_____	_____	_____	_____
Ministry Help	_____	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
Office	_____	_____	_____	_____
Others	_____	_____	_____	_____
Reimbursed deposits	_____	_____	_____	_____
Rental	_____	_____	_____	_____
Building Reserve Allocation- see Note 3	_____	_____	_____	_____
Salaries - Benefits for Pastor	_____	_____	_____	_____
Others	_____	_____	_____	_____
Special Collections- see Note 4 - Development & Peace	_____	_____	_____	_____

Note 3- Building Reserve Allocation are funds allocated to Archdiocese of Grouard-McLennan Pooled Investment Fund in the name of the parish for major repair, renovation or replacement of buildings, furniture and equipment reported on line 14a. **Starting in Budget 2008**, the Archdiocese of Grouard-McLennan requires that this annual allocation to be no less than one fortieth of buildings, furniture and equipment value reported in line 14a or as determined from a thorough fixed asset assessment completed in conjunction with the Archdiocese of Grouard-McLennan.

Note 4- Please note the Special Collections are a credit when they arrive and a debit when you send them to the Archdiocese of Grouard-McLennan.

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	<u>Actual for Current Year</u>		<u>Budget for Next Year</u>	
	Debits	Credits	Debits	Credits
- Evangelization of nations	_____	_____	_____	_____
- Holy Land	_____	_____	_____	_____
- Needs of the Canadian Ch.	_____	_____	_____	_____
- Papal Charities	_____	_____	_____	_____
- Eucharistic Congress Col	_____	_____	_____	_____
- _____ (Please Specify)	_____	_____	_____	_____
- _____ (Please Specify)	_____	_____	_____	_____
Surplice Fees (marriages, funerals - offerings)	_____	_____	_____	_____
Studies - Sessions- Retreats	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Taxes	_____	_____	_____	_____
Utilities				
- Electricity	_____	_____	_____	_____
- Heating	_____	_____	_____	_____
- Water & Sewer	_____	_____	_____	_____
<b>Line 25 Total All Debits/Credits</b>	_____	_____	_____	_____
<b>Line 26 End Balance- see Note 5</b>	_____	_____	_____	_____
Line 27 Bldg Allocation Transfer to Assets (Line 14b)	_____	_____	_____	_____
				[Credit]

**Printed Name of Pastor/Pastoral Animator:** \_\_\_\_\_

**Signature of Pastor/Pastoral Animator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note 5- Subtract Debits from Credits, and indicate End Balance as + or -. End Balance for Actual for Current Year to line 22, page 2.