

**ARCHDIOCESE OF KANSAS CITY IN KANSAS
REPORT ON MATERIAL STATUS - SCHOOLS**

School Name: _____

City: _____

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

We believe the attached financial statements present fairly the assets, liabilities, revenues, and expenses of the School. 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 School and its organizations. No other unrecorded assets exist to our knowledge.

Signature and Date:

Principal

School Board Chairperson

Pastor (if Parish School)

Preschool/AfterSchool/Daycare Director

Bookkeeper

Food Program Manager

List Parish or Parishes Served by this School:

Report Prepared By: _____

E-mail address: _____

Phone #: _____

Accounting System: _____

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

BALANCE SHEET (1)

ASSETS

CASH

Petty Cash Fund		
Undeposited Funds		
Cash in Bank		
Archdiocesan Funds Deposit (Indicate if funds on deposit are restricted in any manner)		
Other Deposits		
Total Cash		\$ -

RECEIVABLES

Employee Advances		
Other Accounts Receivable		
Total Receivables		\$ -

INVESTMENTS

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

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

BALANCE SHEET (2)

LIABILITIES

CURRENT LIABILITIES

Accounts Payable

Federal Income Tax Withheld

State Income Tax Withheld

FICA Withheld

Notes Payable - Archdiocese (short-term)

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

Total Current Liabilities

\$ -

LONG TERM LIABILITIES

Contracts Payable

Notes Payable - Archdiocese (Long-term)

Notes Payable to Banks and Other Institutions

Other Long-Term Liabilities:

Total Long-Term Liabilities

\$ -

OTHER LIABILITIES

Funds Held in Trust

\$ -

TOTAL LIABILITIES

\$ -

EQUITY

EQUITY ACCOUNT

School Fund Balance

\$ -

TOTAL LIABILITIES AND FUND BALANCE

\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

SCHOOL FINANCIAL SUMMARY

REVENUE

1001 Total Tuition	\$	-
1002 Total Fees	\$	-
1003 Total Other Sources	\$	-
11 Net Receipts from Clearing Accounts	\$	-
13 Revenue from Private Sources	\$	-
14 Revenue from State Government Sources	\$	-
15 Revenue from Federal Government Sources	\$	-
20 Non-Revenue Receipts	\$	-
30 Additional Revenue Accounts	\$	-
TOTAL SCHOOL REVENUE	\$	-

DISBURSEMENTS

100 Administration	\$	-
200 Total Salaries for Instruction	\$	-
220 Total Text Books	\$	-
230 Total Libraries	\$	-
235 Language Lab, TV	\$	-
240 Instructional Supplies	\$	-
241 Total Departmental Supplies	\$	-
250 Other Expenses for Instruction	\$	-
251 Principal's Office	\$	-
400 Health Service	\$	-
500 Pupil Transportation	\$	-
600 Operation & Maintenance of Plant	\$	-
800 Fixed Charges	\$	-
1200 Capital Outlay (New Equipment)	\$	-
1300 Additional School Disbursements	\$	-
TOTAL SCHOOL DISBURSEMENTS	\$	-

NET - (RECEIPTS LESS DISBURSEMENTS)	\$	-
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ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Revenue

10 Revenue from Institutional Sources

1001 Tuition

100101 Regular Tuition	_____	
100102 Tuition in Arrears	_____	
Total Tuition		\$ -

1002 Fees

100201 Registration Fees	_____	
100202 Other Fees	_____	
Total Fees		\$ -

1003 Other Sources

100301 Cafeteria & Vending Concessions	_____	
100302 Net Receipts from Parent Clubs, Etc.	_____	
100303 Rental of Facilities or Property	_____	
100304 Pupil Transportation	_____	
100305 Other-	_____	
Total Other Sources		\$ -

11 Net Receipts from Clearing Accounts

1101 Food Service	_____	
1102 Books and/or Supplies	_____	
1103 Athletics	_____	
1104 Book Rental	_____	
Total Series 11		\$ -

13 Revenue from Private Sources

1301 Nonrestricted

130101 Gifts	_____	
130102 Grants	_____	
Subsidies (include all amounts paid to the School by the Parish and all expenses paid on behalf of the School by the Parish in this total)	_____	
130103 total)	_____	
Total Private Sources		\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Revenue (Continued)

14 Revenue from State Government Sources

1401 Direct Appropriations _____

1403 Reimbursements _____

Total from State Government

\$ -

15 Revenue from Federal Government Sources

1501 Grants _____

1503 Reimbursements _____

1504 Other _____

Total from Federal Government

\$ -

20 Non-Revenue Receipts

Borrowed Funds _____

22 Sale of Property

23 Sale of Equipment

24 Insurance Revenue

Total Series 20

\$ -

30 Additional School Revenue Accounts

Total Additional Revenue Accounts

\$ -

TOTAL SCHOOL REVENUE

\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

SCHOOL FINANCIAL STATEMENT RECONCILIATION (CASH FLOW)

Beginning Balance - June 30, 2012 (pg 7) (THIS MUST EQUAL THE TOTAL OF ALL PRIOR YEAR FUNDS AND INVESTMENTS pg 7)	\$ -	
Plus: Total School Revenue (pg 3)	\$ -	
TOTAL Funds Available		\$ -
Less: Total School 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, 2013		\$ -
Ending Balance per Total of Funds and Investments (from pg 7)		\$ -
Difference (should be zero)		\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

STATEMENT OF FUNDS AND INVESTMENTS (BANK AND INVESTMENT ACCOUNT LISTING)

List below the book balance of all checking, savings, certificates of deposits, money markets, stocks, bonds, securities and all other types of investments, even if they were not listed on the prior year's annual report.

All School organization bank accounts should also be included.

Equity securities (stocks, bonds, endowments) should be shown at current market value.

If term investment, such as Certificate of Deposit (CD), also list maturity date.

Bank Name (Archdiocese, bank, etc.)	Purpose (Checking, Cafeteria, etc)	Account Number	Interest Rate	Book Balance 6-30-13	Book Balance 6-30-14
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
TOTAL				\$ -	\$ -

STATEMENT OF PRESENT DEBT

Date Incurred	To Whom Due	Interest Rate	Date Due	Principal Amount
		0%	\$	-
		0%	\$	-
		0%	\$	-
		0%	\$	-
		0%	\$	-

CHANGE FROM PRIOR YEAR

Increase in Debt Principal this year	\$ -
Reduction in Debt Principal this year	\$ -
Interest Paid this year	\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Disbursements*

100 Administration

110 Contracted Services (Share of)	_____	
130 Diocesan School Office Fees	_____	
Total Series 100		\$ -

200 Instruction

210 Salaries for Instruction	_____	
2101 Salary of Principal	_____	
210101 Principal	_____	
210103 Substitute Principal	_____	
2102 Salaries of Teachers	_____	
210201 Teachers	_____	
210202 Substitute Teachers	_____	
210203 Teacher Aides	_____	
215 Salaries of Other Instructional Staff	_____	
2151 Salary of Librarian	_____	
2152 Salary of Guidance Counselor	_____	
Total Salaries for Instruction		\$ -

2201 Religious Textbooks	_____	
2202 Other Textbooks	_____	
Total Textbooks		\$ -

230 Libraries	_____	
23011 Religious Library Books	_____	
23012 Other Library Books	_____	
2302 Periodicals & Newspapers	_____	
2303 Audio Visual Materials	_____	
2304 Library Operation Expenses	_____	
Total Libraries		\$ -

235 Language Laboratory Materials, TV	_____	
240 Instructional Supplies	_____	

241 Departmental Supplies	_____	
24101 Art	_____	
24102 Physical Education	_____	
24103 Music	_____	
24104 Other	_____	
Total Departmental Supplies		\$ -

*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Disbursements* (Continued)

250 Other Expenses for Instruction

2501 Instructors' Material	_____	
2502 Travel for Instruction & Workshop Fees	_____	
2504 Postage	_____	
2505 Miscellaneous	_____	
2508 Replacement of Equipment	_____	
2509 Repairs of Equipment	_____	
2507 Computer	_____	
Total Other Expenses for Instruction		<u>\$ -</u>

251 Administration (Principal's Office)

25101 Secretary and Clerical Salaries	_____	
25102 Dues, Fees, Training	_____	
25120 Supplies (non-teaching supplies)	_____	
25130 Contracted Services	_____	
25140 Travel	_____	
25150 Printing	_____	
25160 Postage	_____	
Total Principal's Office		<u>\$ -</u>

400 Health Services

410 Salaries	_____	
41001 Professional Services/Technical Personnel	_____	
41002 Salaries of Others	_____	
420 Other Expenses of Health Services	_____	
Total Series 400		<u>\$ -</u>

500 Series - Pupil Transportation

510 Salaries	_____	
51001 Driver's Salaries	_____	
51002 Salaries of Others	_____	
520 Contracted Services of Others	_____	
530 Vehicle Replacement	_____	
540 Insurance on Vehicles	_____	
550 Gas, Oil, Lubricants	_____	
560 Repairs & Maintenance of Equipment (Buses, etc.)	_____	
570 Miscellaneous	_____	
Total Series 500		<u>\$ -</u>

*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Disbursements* (Continued)

600 Series - Maintenance & Operation of Plant

61001 Salaries of Plant Superintendent	_____	
61002 Salaries, Custodial	_____	
61003 Salaries, Care of Grounds	_____	
620 Contracted Services	_____	
62001 For Upkeep of Grounds	_____	
62002 For Repair of Buildings	_____	
62003 For Repair of Equipment	_____	
640 Utilities	_____	
64001 Water	_____	
64002 Electricity	_____	
64003 Gas	_____	
64004 Telephone	_____	
64005 Other Utilities	_____	
650 Supplies for Operation	_____	
65001 Custodial Supplies	_____	
65002 Supplies for Care of Grounds	_____	
660 Chapel Expenses	_____	
670 Other Expenses	_____	
67001 Upkeep of Grounds	_____	
67002 Repair of Buildings	_____	
67003 Repair of Non-instructional Equipment	_____	
680 Replace of Non-Instructional Equipment	_____	
Total Maintenance & Operation (Series 600)		\$ -

800 Series - Fixed Charges

810 Employee Fringe Benefits	_____	
81001 Lay Retirement	_____	
81002 Health Insurance	_____	
81003 Life Insurance	_____	
81004 FICA (Employer's Share)	_____	
81005 Worker's Compensation	_____	
81006 Dental Insurance	_____	
81007 FSA (Flexible Savings Account)expense	_____	
820 Insurance - Property	_____	
830 Rental of Land & Buildings	_____	
840 Property Taxes	_____	
850 Tuition Reimbursement	_____	
Total Series 800		\$ -
Subtotal Disbursements Pages 8-10		\$ -

*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Disbursements* (Continued)

1200 Series - Capital Outlay

1210 Sites	_____	
1220 Buildings	_____	
1230 Equipment	_____	
12301 Instructional (new, not replacement)	_____	
12302 Non-instructional (new, not replacement)	_____	
 Total Series 1200		\$ _____ -

1300 School Subsidy & Additional Disbursements

School Subsidy- Other Elementary Schools	_____	
School Subsidy- High Schools	_____	
School Subsidy- Regional High School Assessment	_____	
Cafeteria	_____	
Interest Expense	_____	
Repayment of Loaned Amounts	_____	
 Total School Subsidy & Additional Disbursements		\$ _____ -

TOTAL SCHOOL DISBURSEMENTS **\$ _____ -**

*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

ARCHDIOCESE OF KANSAS CITY IN KANSAS

Catholic Mutual CUP II Information

School 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 SCHOOL FINANCIAL REPORT
Fiscal Year: July 1 ,2013 through June 30, 2014

1. The Pastor, Principal, Board Chairperson and Bookkeeper must certify that the report is complete and correct to the best of their knowledge by signing the cover sheet. Such certification is a standard practice in for-profit businesses, and helps to ensure transparency in School finances.
2. The School is required to provide a balance sheet; and to list every known bank and investment account for the School, including all School organizations. All investment accounts should be listed at market value.
3. School organization income and expenses should be shown on page 4 as a net figure, in account 100302. For example, if the PTO collected \$10,000 in receipts, and paid \$4,000 in expenses, the net revenue reportable on page 4 is \$6,000. The figure can be input as a negative if the organization spent more than it made in any given fiscal year.
4. School income and expenses should be listed in detail on this report. If the Parish pays monies to the School, or 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 on the Parish report 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 this report.
5. Cafeteria income, expenses, and bank accounts should be included in this 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.
6. 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 this report should be prepared just for the Daycare. The Daycare Director should also sign the report where the Daycare information appears.