

School Annual Financial Report

Fiscal Year 20__ - 20__
(DUE July 31)

SCHOOL ANNUAL FINANCIAL REPORT

School _____ City _____

Method of Accounting: _____ Accrual _____ Cash _____ Modified Accrual

Contact Person _____ Phone _____

BALANCE SHEET - as of June 30, _____

100	ASSETS	
105	Cash - Checking Account	_____
110	Petty Cash	_____
120	Money Market Account	_____
121	_____	_____
130	Cash in Savings Account	_____
150	Assessment Receivable	_____
160	Tuition Receivable	_____
161	Delinquent Tuition Receivable	_____
170	Hot Lunch Receivable	_____
1. 199	TOTAL Assets	_____
200	LIABILITIES	
201	Accounts Payable - For materials purchased	_____
210	Michigan Withholding Payable	_____
211	Wisconsin Withholding Payable	_____
215	FICA and Medicare Payable	_____
220	Federal Withholding	_____
221	Tax Sheltered Annuity Payable	_____
224	Flexible Benefits Payable	_____
225	Accrued Wages	_____
230	Retirement Payable	_____
235	Unemployment Payable	_____
250	Prepaid Tuition and Registration Revenue	_____
260	Other Deferred Revenue	_____
265	Student Activities Payable	_____
305	Loans Payable	_____
2. 399	TOTAL Liabilities	_____
400	SCHOOL FUND EQUITY - at end of Fiscal Year	
405	Prior Year Fund Balance (6-30-____)	_____
410	Current Year Fund Balance (6-30-____) (U)	_____
3. 450	TOTAL School Fund Equity (Prior and Current Year)	_____
	(Add 405 and 410)	

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4. TOTAL Liability and Fund Equity _____
 (Add 2 and 3) (4 should equal 1)

5. OTHER FUND BALANCES at end of Fiscal Year (if not included above)

Capital Improvement Fund _____
 Endowment Fund _____
 Scholarship Fund _____
 Other Funds:

1. _____ _____
 2. _____ _____
 3. _____ _____

6. LONG TERM NOTES PAYABLE (Liabilities) at end of period (Not included in "B. Total Liabilities" above.)

Lender-Explanation

1. _____ _____
 2. _____ _____
 3. _____ _____
 4. _____ _____

7. COST PER PUPIL

1. Total Pupil Expense (Line Q) _____
 2. Total Accounts Payable if on a cash method of accounting _____
 3. Add 1 and 2 above _____
 4. Number of students enrolled on Fourth Friday Count Day _____
 5. COST PER PUPIL (Divide Line 3 by Line 4 above) _____

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SCHOOL REVENUE	THIS YEAR'S BUDGET	ACTUAL END OF YEAR
501 TUITION		
502 Tuition - regular	_____	_____
503 Pre-school Tuition.....	_____	_____
505 Subsidized Tuition	_____	_____
A. 549 TOTAL Tuition Revenue.....	_____	_____
550 PARISH SUBSIDY		
Parish Subsidy by Parish		
555 a. _____	_____	_____
556 b. _____	_____	_____
557 c. _____	_____	_____
558 d. _____	_____	_____
559 e. _____	_____	_____
B. 579 TOTAL Parish Subsidies	_____	_____
600 THIRD SOURCE INCOME		
610 Endowment Fund	_____	_____
629 Donations, Gifts, Bequests, Grants	_____	_____

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	THIS YEAR'S BUDGET	ACTUAL END OF YEAR
630 Fund Raising Events		
631 a. _____	_____	_____
632 b. _____	_____	_____
633 c. _____	_____	_____
634 d. _____	_____	_____
635 e. _____	_____	_____
636 f. _____	_____	_____
637 g. _____	_____	_____
638 h. _____	_____	_____
639 Home/School Association	_____	_____
640 Other.....	_____	_____
C. 649 TOTAL Third Source Income	_____	_____
650 FEES/STUDENT ACTIVITIES		
677 Educational Fees	_____	_____
678 Sale of Supplies.....	_____	_____
D. 699 TOTAL Fees/Student Activities	_____	_____
700 OTHER INCOME		
730 Rent	_____	_____
740 Interest Income		
741 a. _____	_____	_____
742 b. _____	_____	_____
745 Miscellaneous Income.....	_____	_____
E. 749 TOTAL Other Income	_____	_____
750 PUPIL TRANSPORTATION		
755 Subsidies from Government.....	_____	_____
760 Student Busing Fees	_____	_____
F. 798 TOTAL Pupil Transportation	_____	_____
G. 799 TOTAL SCHOOL OPERATING INCOME (Add A through F).....	_____	_____
850 HOT LUNCH REVENUE		
855 Grants and Subsidies	_____	_____
870 Ticket Sales (Student)	_____	_____
871 Ticket Sales (Adult)	_____	_____

H. 899 TOTAL Hot Lunch Revenue		3433 CS
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS		Page 4 of 6

I. 999 TOTAL SCHOOL REVENUE (Add G and H)		
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SCHOOL EXPENSE

1100 INSTRUCTION		
1110 Salaries - Religious Teachers		
1115 Salaries - Lay Teachers		
1120 Salaries - Substitute Teachers		
1125 Salaries - Teacher Aides		

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	THIS YEAR'S BUDGET	ACTUAL END OF YEAR
1130 Salaries - Librarians		
1140 Textbooks		
1145 Instructional Materials		
1150 Guidance and Testing		
1155 Library - Books, Periodicals, Supplies, etc.		
1160 Audio-Visual/Software		
1170 Programs and Inservices		
1175 Rental of Facilities and Equipment		
1185 Field Trips		
J. 1199 TOTAL Instruction		
1200 ADMINISTRATION		
1205 Salaries - Principal/Superintendent		
1207 Salaries - Assistant Principal		
1210 Salaries - Office Staff		
1220 Office Supplies and Expenses		
1230 First Aid/Health Expenses		
1240 Legal and Professional		
1245 Resource Materials		
1250 PR and Fund Raising Expenses		
1260 Advertising		
1270 Equipment Rental/Lease		
1273 Maintenance Contracts		

1275 Subscriptions/Dues.....	_____	_____
1276 Travel	_____	_____
1279 Interest Expense.....	_____	_____
1290 Miscellaneous	_____	_____
K. 1299 TOTAL Administration	_____	_____
1300 OPERATION AND MAINTENANCE OF FACILITIES		
1305 Salaries - Maintenance.....	_____	_____
1310 Equipment Rental and Repair	_____	_____
1315 Maintenance Supplies	_____	_____
1320 Buildings and Grounds Upkeep.....	_____	_____
1325 Snow Removal	_____	_____
1330 Telephone.....	_____	_____
1335 Heating Fuel	_____	_____
1340 Water and Sewage	_____	_____
1345 Electricity	_____	_____
1350 Contracted Janitorial and Maintenance	_____	_____
1355 Chapel Supplies	_____	_____
1360 Vehicle Operation	_____	_____
1390 Miscellaneous	_____	_____
L. 1399 TOTAL Operation and Maintenance.....	_____	_____
1500 ATHLETICS		
1505 Salaries	_____	_____
1510 Supplies	_____	_____
1515 Equipment Purchase	_____	_____
1520 Other Expense	_____	_____

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	THIS YEAR'S BUDGET	ACTUAL END OF YEAR
M. 1599 TOTAL Athletics	_____	_____
1800 CONVENT EXPENSE		
1805 Religious Compensation and Benefits	_____	_____
1820 Automobile Expense.....	_____	_____
1830 Telephone	_____	_____

1835 Heating Fuel
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

1845 Electricity
1855 Other.....

N. 1899 TOTAL Convent Expense

1900 BENEFITS AND INSURANCE
1910 Social Security Taxes - School's Portion.....
1920 MCC Lay Retirement
1930 MCC Medical/Hospital Insurance
1940 MCC Life Insurance
1950 MCC Dental Insurance
1960 MCC Unemployment Insurance
1970 Protected Self Insurance (PSIP)
1980 Other Employee Benefits

O. 1999 TOTAL Benefits and Insurance.....

2000 PUPIL TRANSPORTATION
2010 Fuel Costs
2015 Vehicle Repairs and Maintenance
2020 License and Permits.....
2050 Drivers' Salaries
2060 Contracted Transportation

P. 2098 TOTAL Pupil Transportation.....

Q. 2099 TOTAL OPERATING EXPENSES (Add J through O).....

2300 HOT LUNCH EXPENSE
2310 Food Costs
2320 Maintenance
2330 Supplies
2350 Salaries - Lunch Personnel
2355 Social Security Taxes - School's Portion.....
2360 MCC Unemployment Insurance
2365 MCC Retirement
2375 Other Benefits

R. 2399 TOTAL Hot Lunch Expense

2500 CAPITAL OUTLAY
2510 Land Improvements and Acquisitions
2520 Building and Acquisitions
2530 Building Remodeling and Improvement
2540 Furniture and Equipment
2550 Vehicles

S. 2599 TOTAL Capital Outlay

T. 2998 TOTAL SCHOOL EXPENSES (Add Q through S).....

U. 2999 REVENUE OVER(UNDER) EXPENSES

School Annual Financial Report

SIGNED:

1. Pastor (Single parish school only) _____ Date _____

2. Board of Education President _____ Date _____

3. School Administrator _____ Date _____

REVIEWED:

Bishop or Delegate _____ Date _____

Rule

Adopted: July 1, 1988

Revised: May 6, 1999

Updated: February 2002

DIOCESE OF MARQUETTE
Marquette, Michigan