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**DIOCESE OF COVINGTON**

**PARISH ANNUAL FINANCIAL REPORT**

**July 1, 2019 TO June 30, 2020**

\_\_\_\_\_  
(Enter Church Name)

\_\_\_\_\_  
(Enter Street Address)

\_\_\_\_\_  
(Enter City, ST)

\_\_\_\_\_  
(Enter County)

\_\_\_\_\_  
(Pastor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Business Manager's Signature)

\_\_\_\_\_  
(Date)

**CERTIFICATION OF PARISH FINANCE COUNCIL:**

We, the undersigned members of the Parish Finance Council, hereby certify that we have examined carefully this Financial Report, including the Cash and bank accounts, Investments, and Parish debts and find these agree with the financial records held by the Pastor of the Parish.

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**FINANCE OFFICE USE:**

Date Received: _____	Assessment Check Rec'd	SSF Check Rec'd
	Ck #: _____	_____
Date Received: _____	Amount: \$ _____	\$ _____

**REVENUE**

**1-CONTRIBUTIONS-**

Sunday and Holy Day collections	\$	_____
Special parish campaigns (Below 30%)		_____
Donations and gifts		_____
Miscellaneous receipts		_____
Total contributions		_____

**2-AUXILIARY ACTIVITIES-**

Fund Raising Events	Gross	_____
	(Less Expenses)	_____
Rental of Parish Property	Gross	_____
	(Less Expenses)	_____
Other	Gross	_____
	(Less Expenses)	_____
Total fundraising		_____

**3-SCHOOL REVENUE-**

School tuition	_____
Donations	_____
School endowment income	_____
Other	_____
Total school revenue	_____

**4-OTHER REVENUE-**

Investment income	_____
Bequests	_____
Parish endowment income	_____
Gain on sale of securities	_____
Other (describe): _____	_____
Total other revenue	_____

**5-TOTAL ASSESSABLE REVENUE**

**6-NON-OPERATING REVENUE-**

Special parish capital campaign (over 30%)	_____
Withdrawals-Diocesan Deposit & Loan Fund	_____
Withdrawals-Describe: _____	_____
Withdrawals-Describe: _____	_____
DPAA Rebate	_____
Messenger Subscriptions	_____
Loan/Subsidy from Diocese	_____
Loan/Subsidy-Describe: DPAA Rebates	_____
Loan/Subsidy-Describe: _____	_____
Network	_____
Pre-School/Kindergarten Tuition	_____
School Fees	_____
Insurance refunds	_____
Interest - Deposit & Loan Fund	_____
Employee taxes and other withholdings	_____
Gain on sale of real estate	_____
Even exchange checks	_____
Other-Describe: _____	_____
Total non-operating revenue	_____

**7-RESTRICTED FUNDS(total from Schedule 5)**

**8-DIOCESAN COLLECTIONS (total from Schedule 6)**

**9-TOTAL REVENUE**

\$ \_\_\_\_\_

**EXPENSES**

	<u>Salaries &amp; Fringe Benefits</u>	<u>All Other Expenses</u>	<u>Total</u>
<b>10-PASTORAL SERVICE &amp; ADMIN.</b>	\$ _____	\$ _____	\$ _____
<b>11-WORSHIP</b>	_____	_____	_____
<b>12-RELIGIOUS EDUCATION</b>	_____	_____	_____
<b>13-PARISH SCHOOL</b>	_____	_____	_____
<b>14-CHRISTIAN SERVICE &amp; OUTREACH</b>	_____	_____	_____
<b>15-RECTORY</b>	_____	_____	_____
<b>16-CONVENT</b>	_____	_____	_____
<b>17-YOUTH</b>	_____	_____	_____
Totals	_____	_____	_____

<b>17-PLANT OPERATION &amp; MAINT.</b>	<u>School</u>	<u>All Other</u>	
Salaries & Fringe Benefits	_____	_____	
Repairs & Maintenance	_____	_____	
Contracted Services	_____	_____	
Utilities	_____	_____	
Insurance	_____	_____	
Supplies and other	_____	_____	
Total Plant Oper. & Maint.	_____	_____	_____

<b>18-OTHER EXPENSES</b>			
Diocesan Assessment		_____	
Secondary School Fund Assessment		_____	
Support of Schools		_____	
Interest		_____	
Employee Taxes/Ret Transferred		_____	
Even Exchange Checks		_____	
Total other expenses			_____

<b>19-CAPITAL EXPENSES</b>			
Buildings and Land		_____	
Equipment & Furniture (over \$1,000)		_____	
Vehicles		_____	
Plant Allocation		_____	
Payment on Loans		_____	
Total capital expenses			_____

**20-DIOCESAN COLLECTIONS REMITTED (total from Schedule 6)** \_\_\_\_\_

<b>21-TRANSFER OF FUNDS</b>			
Other-Describe:	_____	_____	
Other-Describe:	_____	_____	
Other-Describe:	_____	_____	
Other-Describe:	_____	_____	
Other-Describe:	_____	_____	
Total transfers			_____

**22-TOTAL EXPENSES** \$ \_\_\_\_\_

BALANCE SHEET
June 30, 2020

ASSETS

CASH ACCOUNTS-

Table with 2 columns: Description (Petty Cash, Operating checking account, Capital campaign checking account, Charitable gaming account, Auxiliary activities accounts, Other checking-Describe:, Savings accounts, Certificates of deposit) and Amount (\$).

Total cash (a) \_\_\_\_\_

INVESTMENTS-

Table with 2 columns: Description (Deposits in Diocesan Deposit and Loan Fund, Deposits in Diocesan Pooled Investment Fund, Other-Describe:, Other-Describe:, Other-Describe:) and Amount.

Total Investments (b) \_\_\_\_\_

ACCOUNTS RECEIVABLE

(c) \_\_\_\_\_

OTHER ASSETS-(list)

Table with 2 columns: Description and Amount.

Total other assets (d) \_\_\_\_\_

TOTAL ASSETS (a+b+c+d) (e) \$ \_\_\_\_\_

LIABILITIES AND FUND BALANCE

LIABILITIES-

Table with 2 columns: Description (Accounts payable, Salaries payable, Diocesan assessment payable, School assessment payable, Interest payable, Diocesan loans payable, Loans-Describe:, Loans-Describe:, Restricted funds on hand) and Amount (\$).

Total liabilities (f) \_\_\_\_\_

FUND BALANCES

Table with 2 columns: Description (Fund balances-beginning of year (from last years rpt), Plus-revenue for current year(line 9), Less-expenses for current year(line 22)) and Amount (g, h, i).

Fund balances-end of year (g+h-i) (j) \_\_\_\_\_

TOTAL LIABILITIES AND FUND BALANCES (f+j) (k) \$ \_\_\_\_\_

Note-line e must equal line k

**DETAIL SCHEDULES**

**SCHEDULE 1 - Checking and savings accounts, certificates of deposit and other cash equivalents**

<u>Name of Bank</u>	<u>Name of account</u>	Balance at 06/30/20
Petty cash		\$
(This amount agrees with line (a) page 4)		<b>TOTAL \$</b>

**SCHEDULE 2 - Investments(Diocesan Deposit & Loan Fund, Endowment accounts, Stocks, Bonds, etc.)**

<u>Description</u>	Balance at 06/30/20	
Deposits in Diocesan Deposit and Loan Fund	\$	
(This amount agrees with line (b) page 4)		<b>TOTAL \$</b>

**SCHEDULE 3 - Parish Loans**

<u>Payable to:</u>	<u>Balance Beginning of Year</u>	<u>New Loans</u>	<u>Loan Repayments</u>	<u>Balance End of Year</u>
Diocesan loan				\$
TOTAL				<b>\$</b>

**SCHEDULE 4 - Amounts payable-owed but unpaid at June 30(vendors,salaries,assessments, interest, etc.)**

Payable to:	\$
TOTAL	<b>\$</b>

**Total of schedule 3 and 4** TOTAL \$  
 (This amount agrees with line (f) page 4)



**SCHEDULE 6 - Diocesan Collections**

*Do not include Messenger collections on this schedule, as those collections stay with the Parish.*

	<b>Amount Collected</b>	<b>Amount Remitted</b>
Collection for International Needs	\$ _____	\$ _____
Collection for Domestic Needs	_____	_____
Education of Seminarians	_____	_____
Operation Rice Bowl	_____	_____
Holy Father (Peters Pence)	_____	_____
Religious Retirement	_____	_____
Opportunities for Life	_____	_____
Missionary Coop Collection	_____	_____
Other-Describe: _____		
Other-Describe: _____		
Other-Describe: _____		
Other-Describe: _____		
Other-Describe: _____		
Other-Describe: _____		
Total	\$ <u>_____</u>	\$ <u>_____</u>
	(This amount agrees with line 8, page2.)	(This amount agrees with line 20, page3.)

**NOTE:**

Amounts above should agree in total. If they do not, please provide an explanation for the difference. Any monies due the Diocese should be remitted with this report in addition to the Diocesan Assessment and Secondary School Fund (if applicable).

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**Diocese of Covington**

Diocesan Assessment & Secondary School Fund Worksheet  
For the Fiscal Year Ended June 30, 2020

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Assessable Receipts (line 5 of report)	\$ _____	①
Less: Amount due to the Secondary School Fund (calculated as 5% of assessable receipts indicated above on line 2 for Kenton, Campbell, Boone & Mason Co. parishes)	_____	②
Balance for Diocesan Assessment (line 1 minus line 2)	=====	③
Assessment of line 4 @: <b><u>7.75%</u></b>	_____	④
Less: Amount paid (\$2,500) to Orders for Retirement due for Extern Priests. <b>Manually enter <u>ONLY</u> if actually paid.</b>	_____	⑤
Prepayment amounts billed <b><u>and paid</u></b>	_____	⑥
NET Assessment Due from Parish (Line 4 minus line 5 & line 6)	\$ =====	⑦

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A check made payable to the **Diocese of Covington** for the amount shown on **line 7** should be enclosed with the financial report for the parish and submitted to the Finance Office no later than August 21, 2020

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Total amount due to the Secondary School Fund, paid in four installments during 2020-2021 (line 2 above)	\$ =====	⑧
First Installment to the Secondary School Fund is due with the filing of this report in the amount of 25% of line 8:	\$ =====	⑨

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**A check made payable to the Secondary School Fund in the amount shown on line 9 above should be submitted with the report.**

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date

