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DIOCESE OF COVINGTON
PARISH ANNUAL FINANCIAL REPORT
July 1, 2023 TO June 30, 2024

(Enter Church Name)

(Enter Street Address)

(Enter City, ST)

(Enter County)

_____ (Pastor Signature) _____ (Date)

_____ (Report Preparer 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.

FINANCE OFFICE USE:

Date Received: _____	Assessment Check Rec'd Ck #: _____	SSF Check Rec'd
Date Received: _____	Amount: \$ _____	\$ _____
	01-300-4010	60-300-4101

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: _____	_____
(attach detailed schedule if more than one item)	
Total non-operating revenue	_____

7-RESTRICTED FUNDS(total from Schedule 5)

8-DIOCESAN COLLECTIONS (total from Schedule 6)

9-TOTAL REVENUE

\$ _____

EXPENSES

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

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

19-OTHER EXPENSES			
Diocesan Assessment		_____	
Secondary School Fund Assessment		_____	
Support of Schools		_____	
Interest		_____	
Even Exchange Checks		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Total other expenses			_____

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

21-DIOCESAN COLLECTIONS REMITTED (total from Schedule 6) _____

22-TRANSFER OF FUNDS			
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Total transfers			_____

23-TOTAL EXPENSES \$ _____

99-NET SURPLUS / DEFICIT \$ _____

BALANCE SHEET
June 30, 2024

ASSETS

CASH ACCOUNTS-

Petty Cash	\$	_____
Operating checking account		_____
Capital campaign checking account		_____
Charitable gaming account		_____
Auxiliary activities accounts		_____
Other checking-Describe: _____		_____
Savings accounts		_____
Certificates of deposit		_____

Total cash (a) _____

INVESTMENTS-

Deposits in Diocesan Deposit and Loan Fund	_____
Deposits in Diocesan Pooled Investment Fund	_____
Other-Describe: _____	_____
Other-Describe: _____	_____
Other-Describe: _____	_____

Total Investments (b) _____

ACCOUNTS RECEIVABLE

(c) _____

OTHER ASSETS-(list)

_____	_____
_____	_____
_____	_____

Total other assets (d) _____

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

LIABILITIES AND FUND BALANCE

LIABILITIES-

Accounts payable	\$	_____
Salaries payable		_____
Diocesan assessment payable		_____
School assessment payable		_____
Interest payable		_____
Diocesan loans payable		_____
Loans-Describe: _____		_____
Loans-Describe: _____		_____
Restricted funds on hand		_____

Total liabilities (f) _____

FUND BALANCES

Fund balance - beginning of year		
from last years' report; end of year fund balance)		(g) _____
Net Surplus / (Deficit) (Page 3; line 99)		(h) _____

Fund balances-end of year (g+h) (j) _____

TOTAL LIABILITIES AND FUND BALANCES (f+i) (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 06/30/24
Petty cash		\$
(This amount agrees with line (a) page 4)		TOTAL \$

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

<u>Description</u>	Balance at 06/30/24
Deposits in Diocesan Deposit and Loan Fund	\$
(This amount agrees with line (b) page 4)	
TOTAL \$	

SCHEDULE 3 - Parish Loans

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

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

Payable to:	\$
TOTAL \$	

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

SCHEDULE 5 - Restricted Donations

Donation Descriptions	Amount
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Describe: _____	
Grand Total	\$ -

(Total must agree
with line 7, page2.)

NOTE: All 'Special Collections' require the written approval of the Bishop. Such approval must be attached to this report. See "Parish Assessment" policy for more information.

SCHEDULE 6 - Diocesan Collections

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

	Amount Collected	Amount Remitted
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 **are to be remitted with this report** in addition to the Diocesan Assessment and Secondary School Fund (if applicable).

SCHEDULE 7 - Parish Organizations (not included in this report) *

*** NOTE:** A parish organization is defined as any organization operating in the name of the parish, uses the parish name in their name, raises funds for the parish/school, or supports the parish/school operations in any manner.

Attached additional sheets, if necessary.

- Check here if all parish organizations' finances are included on the Income Statement/Balance Sheet of this report.***
- Check here if no such parish organizations exist.***

<u>Organization Name / Purpose</u>	<u>Books Kept By / Check Signer(s)</u>	<u>Reporting to Parish ** / Frequency of Reporting</u>

** - Describe the report(s) that are supplied to the Parish; e.g. balance sheet, income statement, expense listing, etc.

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Diocese of Covington

Diocesan Assessment & Secondary School Fund Worksheet

(Parish): _____

For the Fiscal Year Ended June 30, 2024

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 @: 7.75%	_____	④
Less: Amount paid (\$2,500) to Orders for Retirement due for Extern Priests. Manually enter <u>ONLY</u> if actually paid.	_____	⑤
Quarterly prepayment amounts billed and paid (Only include <u>quarterly</u> payments; Do <u>NOT</u> include payments/refunds from last year's annual report)	_____	⑥
NET Assessment Due from Parish (Line 4 minus line 5 & line 6)	\$ =====	⑦

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 20, 2024

Total amount due to the Secondary School Fund, paid in four installments during 2024-2025 (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

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

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Diocese of Covington

Parish Finance Council Confirmation

(Parish): _____

For the Fiscal Year Ended June 30, 2024

Councilmember Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Persons listed above are members of our Parish Finance Council for the current year at:

(Name of Parish)

(Location)

(Signature of Pastor / Administrator)

(Date)

This form must be completed and returned with the financial report.