

Please do not staple

**DIOCESE OF COVINGTON**  
**PARISH ANNUAL FINANCIAL REPORT**

**July 1, 2025 TO June 30, 2026**

\_\_\_\_\_  
(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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARISH REPRESENTATION OF REVIEW AND UNDERSTANDING OF DIOCESAN FINANCIAL POLICIES AND PROCEDURES**

I, the undersigned representative of the Parish, hereby certify that I have reviewed, understood, and can and will advise the Pastor/Parochial Administrator, his staff, and the Finance Council regarding full compliance with the financial policies and procedures of the Diocese of Covington

\_\_\_\_\_  
Name and Title  
(e.g., Pastor, Business Manager, Chair of Finance Council)

\_\_\_\_\_  
Signature

**FINANCE OFFICE USE:**

Date Received: _____	<b>Assessment Check Rec'd</b> Ck #: _____	<b>SSF Check Rec'd</b> _____
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%)	_____
Exempt portion of Giving Tuesday Collection	_____
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**

	<b>Salaries &amp; Fringe Benefits</b>	<b>All Other Expenses</b>	<b>Total</b>
<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>18-PLANT OPERATION &amp; MAINT.</b>	<b><u>School</u></b>	<b><u>All Other</u></b>	
Salaries & Fringe Benefits	_____	_____	
Repairs & Maintenance	_____	_____	
Contracted Services	_____	_____	
Utilities	_____	_____	
Insurance	_____	_____	
Supplies and other	_____	_____	
Total Plant Oper. & Maint.	_____	_____	_____
<b>19-OTHER EXPENSES</b>			
Diocesan Assessment		_____	
Secondary School Fund Assessment		_____	
Support of Schools		_____	
Interest		_____	
Even Exchange Checks		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Total other expenses			_____
<b>20-CAPITAL EXPENSES</b>			
Buildings and Land		_____	
Equipment & Furniture (over \$1,000)		_____	
Vehicles		_____	
Plant Allocation		_____	
Payment on Loans		_____	
Total capital expenses			_____
<b>21-DIOCESAN COLLECTIONS REMITTED (total from Schedule 6)</b>			_____
<b>22-TRANSFER OF FUNDS</b>			
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Other-Describe: _____		_____	
Total transfers			_____
<b>23-TOTAL EXPENSES</b>			\$ _____
<b>99-NET SURPLUS / DEFICIT</b>			\$ _____

**BALANCE SHEET**  
**June 30, 2026**

**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





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

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