Parish Annual Report Sign-Off, 2020-2021

Parish Name: _____________________________________________ Location #: ________
_____________________________________________________________________________________________

Instructions

Annually, The Pastor and Finance Council should perform an in-depth review of the financial statements and related internal controls. Per instructions provided by the diocesan Finance Office, close the fiscal year and provide the completed Parish Annual Report Sign-Off to the Finance Office by **August 16**. Attach this form to an email to finance@richmonddiocese.org along with Appendix 14. Copy the Pastor/Administrator on the email and retain original at parish.

The Finance Office’s review of the financial statements may result in questions that lead to adjustments. The Pastor and Preparer will be notified of these situations.

**Risks:** If the end-of-period process is not performed timely, reports may not be reliable, and the cathedraticum true-up calculation can be delayed.

**Monthly Control:**
Monthly, The Pastor and Finance Council should review the Statement of Financial Position and Statement of Activities. The review should ensure activity from all bank and investment accounts using the parish name and/or tax identification number are recorded in the general ledger; and are reconciled by the 15th of the following month. After review is complete, the month should be closed in ParishSoft.

**Reference:**
Cathedraticum Policy, Effective July 1, 2016
Fixed Assets Policy
Parish Chart of Accounts with Explanatory Text
ParishSoft User Guide, Chapter 12, Performing End-of-Period Processing
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Annual Report Sign-Offs

By signing below, we certify that the Parish Finance Council members and Pastor have met, reviewed and discussed the financial statements of the parish. This annual report is accurate and correct to the best of my knowledge.

Signature of Preparer ___________________________ Date ___________

I have reviewed the financial statements for material errors, irregularities, and omissions.

Signature of Pastor ___________________________ Date ___________

I have reviewed the financial statements for material errors, irregularities, and omissions.

Signature of Finance Council Member _______________ Date ___________