

**Annual Financial Report requirements for Parishes for 2010**

**Submit the following documentation:**

- a. One copy of the automated accounting system generated year –end financial statements(balance sheet, income and expense statement compared to budget). *(For those who are having a formal audit, please submit unaudited statements in order to meet the deadline below. Your Audited statements will provide additional information when complete)*
- b. Annual Report Parishes Questionnaire signed as indicated
- c. The *Parish Letter of Certification* with signatures.
- d. All reports are due on **September 25, 2010.**

Send to:

Sr. Charlotte Davenport, CSJP  
CFO  
Archdiocese of Anchorage  
225 Cordova Street  
Anchorage, Alaska 99501

If you have any questions regarding the information required contact Sr. Charlotte Davenport at 907-2797-7712 or [cdavenport@caa-ak.org](mailto:cdavenport@caa-ak.org).

**Parish Letter of Certification**

*(Place on Parish Letterhead)*

Date

Dear Archbishop Schweitz:

Enclosed are the financial statements for the fiscal year ending June 30, 2010 for \_\_\_\_\_ Parish. Please accept this statement as the annual certification concerning financial governance of the parish for the current fiscal period. This is to certify to the following:

1. That the fiscal year 2009-2010 budget was made available to parishioners on \_\_\_\_\_ (date); *If the budget was not shared with the parish, indicate why and what future actions you intend to take*
  
2. That periodic financial statements (including, but not limited to a Statement of Financial Position and Statement of Activities) were made available to parishioners, as follows:

Date of financial statements	Date of information Issued to Parishioners
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____

3. That the finance council regularly reviews and discusses the budget and periodic financial statements. Meetings of the finance council during the above period July 1 2009-June 30, 2010, and since the end of the period, were held on the following dates:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The above is hereby attested to by the Pastor and the members of the Parish Finance Council:

**Printed Name**

**Signature**

**Occupation**



Sincerely yours,

\_\_\_\_\_  
Pastor

## 2010 Annual Report - Parish Questionnaire

**Parish:** \_\_\_\_\_ **Date Submitted to the Archdiocese** \_\_\_\_\_

This questionnaire is to be returned with the other required documentation for Annual Parish Report. The Annual Report is due in the Archdiocese of Anchorage Finance Office, attn: Sr. Charlotte Davenport, on September 25, 2010.

### Administration

1. Does your parish have a Finance Council? Yes \_\_\_\_ No \_\_\_\_
2. How often did your Finance Council meet during fiscal year 2009-2010?  
\_\_\_\_\_
3. Who are the members of your Finance Council?
  
4. Has the parish Finance Council reviewed the Archdiocesan Finance Policies during the last fiscal year? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Are the Archdiocesan Finance Policies available to parish staff for reference to reporting requirements and accounting guidance?
6. Quarterly year-to-date Financial Statements compared to Budget are required to be submitted within 45 days after the end of each quarter. Have these statements been reviewed by the parish Finance Council prior to submittal to the Archdiocesan Finance Office? Yes \_\_\_\_\_ No \_\_\_\_\_
7. When was the budget for the fiscal year 2010-2011 reviewed by the Finance Council and recommended to the Pastor? \_\_\_\_\_
8. When was the budget for the fiscal year 2010-2011 submitted to the Archdiocesan Finance Office? \_\_\_\_\_
9. When was the Annual Report for the Fiscal Year 2009 (prior year) submitted to the Archdiocesan Finance Office? \_\_\_\_\_
10. When was the report of the 2009 Fiscal Year presented to the parish?  
\_\_\_\_\_
11. When do you anticipate presenting the 2010 Annual Financial Report to the parish? \_\_\_\_\_

### **Accounting**

12. Do you have written procedures for the following accounting activities: (please respond YES or NO)

\_\_\_\_\_ cash receipts

\_\_\_\_\_ cash disbursements

\_\_\_\_\_ payroll and personnel

\_\_\_\_\_ purchasing

\_\_\_\_\_ Mass stipends and stole fees

If NO, what assistance would be helpful to accomplish this task?

### **Bank Accounts**

13. Has the Parish established any new bank accounts during the year?

Yes \_\_\_ No \_\_\_ If Yes, list the bank name, Account name and account number and the signers on the account,:

14. Has the parish closed any accounts this year? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, list the bank, the account #:

15. Describe your procedure for reconciliation of bank statements? Identify the internal controls in place for this activity.

16. Are the bank accounts reconciled in the same month that the statements are received? Yes \_\_\_\_\_ No \_\_\_\_\_

17. How often are outstanding checks investigated and resolved? (Checks more than six months old will not be honored by the banks).

**Cash Receipts**

18. Collection counting requires a rotating team of at least two persons. Please describe your counting staffing and process.
19. Do you retain the counting records as backup for the deposit and are these provided to the bookkeeper? Yes \_\_\_\_\_ No \_\_\_\_\_
20. When the collection counters arrive at two different totals at the end if the double count, how is the difference resolved?
21. Is the person overseeing the collection counting and making the deposit different than the person entering the cash receipts into the accounting system?  
Yes \_\_\_\_\_ No \_\_\_\_\_
22. Are all cash receipts deposited and recorded in the accounting system in the proper accounts in a timely manner? Yes \_\_\_\_\_ No \_\_\_\_\_

**Payroll and Personnel**

23. Are personnel files including safe environment required documentation maintained? Yes \_\_\_\_\_ No \_\_\_\_\_
24. Is access to personnel files restricted and secure? Yes \_\_\_\_ No \_\_\_\_\_
25. Are eligibility requirements for all employee benefit plans carefully observed with respect to each employee so that no one will be improperly included or excluded?  
Yes \_\_\_\_\_ No \_\_\_\_\_
26. Are withholding from checks to employees for contributory participation in employee benefit plans remitted to the Archdiocese monthly?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Overview**

27. As a result of this review, what actions or changes might be required to improve accountability and internal controls?

28. Is there specific assistance that you would request of the Archdiocesan Finance Office?

We acknowledge that the responses provided in this questionnaire have been reviewed and are supported by the following:

Signature(s):

\_\_\_\_\_  
Pastor/Parish Life Director

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Bookkeeper

Finance Council Members:

_____	_____	_____
_____	_____	_____
_____	_____	_____