

**Parish or Agency Letter of Certification**

*Parish or Agency Letterhead*

Date

Dear Archbishop Schweitz:

Enclosed are the financial statements that were made available to parishioners for the fiscal period ended \_\_\_\_\_. 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 annual 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 enclosed financial statements represent, to the best of our knowledge and belief, an accurate and complete accounting of parish finances for the fiscal year ending \_\_\_\_\_;

4. 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 -June 30, 20\_\_\_\_, and since the end of the period, were held on the following dates:

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

<u>Printed Name</u>	Occupation	Signature
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_____		
_____		
_____		
_____		

Sincerely yours,

\_\_\_\_\_  
Pastor

cc: Diocesan Chief Financial Officer