



June 30, 2019

To Whom It May Concern,

Please provide the following items in the checklist below to complete the year-end reporting package. Templates can be found at <https://www.archdioceseofanchorage.org/about-us/finance>.

Checklist

- A) Annual Questionnaire (*please use only the form provided for FY19*)
- B) Certifying letter to the Archbishop (*please use only the form provided for FY19*)
- C) Year-end financial statements which should include:
 - a. Statement of Financial Position
 - b. Statement of Activities (Periods 1-12, include budget column)
 - c. Dedicated Accounts Report
- D) Annual Assessment Form
- E) If the organization has an audit completed each year, please submit the most recent bound copy. If the audit is not complete for FY198 please indicate when you expect it to be issued.

Please deliver the full package addressed to me (in hard copy) before September 20, 2019. **DO NOT SUBMIT A PARTIAL PACKAGE.** If you need a deadline extension, I am happy to consider it.

Sincerely yours,

A handwritten signature in blue ink that reads "Monika L. Scott".

Monika L. Scott

Chief Finance Officer
Archdiocese of Anchorage