



June 30, 2020

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 FY20*)
- B) Certifying letter to the Archbishop (*please use only the form provided for FY20*)
- C) Year-end financial statements which should include:
 - a. Statement of Financial Position
 - b. Statement of Activities (YTD actual and YTD budget columns for June 2020)
 - 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 FY20 please indicate when you expect it to be issued.

Please deliver the full package addressed to me (in hard copy) before September 25, 2020. **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