This message sent via Flocknote on 8/15/2019.

Good morning,

A reminder that there are annual documentation requirements that must be met by each individually incorporated parish, school, and agency (hereinafter referred to as “location” or “locations”). These requirements are listed below, along with resource information for how to meet and document your compliance with the requirement.

**Annual Meeting**. All separately incorporated entities should hold an annual meeting of the Board of Directors between July 1 and September 15 each year and document and retain the minutes of each annual meeting. The meeting minutes should be retained by the entity and are not required to be provided to the Archdiocese.  The meeting minutes must include:

* Date of the annual meeting
* Names of directors present at the meeting
* Approval or ratification of actions taken by the Parish Council
* Approval or ratification of actions taken by the Finance Council
* Appointment of officers for the upcoming year (President, Secretary, Treasurer, other (if applicable))
* Approval of Annual Financial Report
* Completion of Conflicts of Interest (see below for additional information on this internal control policy)
* Contracts approved or ratified

Refer to this link for information on the topics that should be covered in the Annual Meeting. [Annual Meeting Minutes Example](http://www.archindy.org/finance/files/incorporation/Annual%20Meeting%20Minutes%20Example.doc)

**Conflict of Interest Disclosure Statements.** All separately incorporated entities are required to have its Board of Directors complete a conflict of interest disclosure statement annually, by September 15. The completion of this process should be documented in the Annual Meeting minutes. The membership of the Board of Directors for most parishes consists of:

* The individual holding the office of Pastor, Priest Administrator, or Priest Moderator
* The individual holding the office of the President/Chairperson of the Parish Council
* The individual holding the office of the President/Chairperson of the Parish Finance Council

The membership of the Board of Directors for high schools and agencies varies greatly based on the entity. Consult your entity’s Bylaws to verify the make-up of your Board of Directors. Clergy are excluded from the requirement to sign the conflict of interest statement. The signed conflict of interest disclosure statements should be kept on file at the parish for 7 years. Any conflicts disclosed should be evaluated by the Pastor or Parish Life Coordinator. The minimum requirement is for the Board of Directors to sign the annual conflict of interest disclosure statement, but the best practice is for the business manager and all members of the Parish Council, Finance Council, and School Commission to sign the annual conflict of interest disclosure statement. Signed statements should be retained by the entity and are not required to be provided to the Archdiocese.  The following link will take you to an example Conflict of Interest Disclosure Statement. [Conflict of Interest Disclosure Statement Example](http://www.archindy.org/finance/files/incorporation/CONFLICTS%20OF%20INTEREST%20DISCLOSURE%20STATEMENT.pdf)

**Parish Annual Financial Report.** The Parish Annual Financial Report (PAFR) for fiscal year ended June 30, 2019 must be completed by Friday, September 6th. Again this year, we are utilizing World App’s Key Survey to collect PAFRs. The PAFR link was e-mailed to the primary business contact at each location on August 6th. To register completion of the PAFR, the parish must (1) submit the online survey and (2) e-mail the signed PAFR signature page to accountingservices@archindy.org.  Additional information, including a copy of the blank signature form, can be found on our website at: <http://www.archindy.org/finance/parish/report.html>.

If you have any questions, please reach out to us at accountingservices@archindy.org or 317-236-1410. Thanks!