

2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

For the Year Ending June 30, 2018

Verify the following information:

| | |
|--|----------------------|
| Parish/School/High School Identification Number: | <input type="text"/> |
| Name Parish/School/High School: | <input type="text"/> |
| Name of Person Completing Annual Report: | <input type="text"/> |
| E-Mail Address of Person Completing Annual Report: | <input type="text"/> |

Enter the following information:

| | |
|-------------------|----------------------|
| Address: | <input type="text"/> |
| Zip Code: | <input type="text"/> |
| Telephone Number: | <input type="text"/> |
| State ID #: | <input type="text"/> |
| Federal ID #: | <input type="text"/> |

Select the deanery of the parish/school or high school:

Please select one ...

What accounting software does your location utilize?

ACS

PDS

QUICKBOOKS

Other

Balance Sheet for the year-ending June 30, 2018 - Please enter all figures rounded to the nearest dollar.

ASSETS - Enter current year-end balances:

| | |
|----------------------------------|----------------------|
| Petty Cash-Parish | <input type="text"/> |
| Cash | <input type="text"/> |
| Petty Cash-School | <input type="text"/> |
| Petty Cash-Other | <input type="text"/> |
| ADLF Deposit #1 | <input type="text"/> |
| ADLF Deposit #2 | <input type="text"/> |
| ADLF Deposit #3 | <input type="text"/> |
| ADLF Deposit #4 | <input type="text"/> |
| ADLF Deposit #5 | <input type="text"/> |
| Additional ADLF Deposit Accounts | <input type="text"/> |
| Accounts Receivable | <input type="text"/> |
| Prepaid Expense | <input type="text"/> |
| Other Assets | <input type="text"/> |
| Total Assets | <input type="text"/> |

LIABILITIES - Enter current year-end balances:

| | |
|--------------------------|----------------------|
| Accounts Payable | <input type="text"/> |
| Accrued Payroll-School | <input type="text"/> |
| ADLF Loan #1 | <input type="text"/> |
| ADLF Loan #2 | <input type="text"/> |
| ADLF Loan #3 | <input type="text"/> |
| Deferred Income | <input type="text"/> |
| Designated Funds | <input type="text"/> |
| Donor Restricted Funds | <input type="text"/> |
| Other Liabilities | <input type="text"/> |
| Total Liabilities | <input type="text"/> |

NET ASSETS:

(Fund Balance)

Is this report for a (answering this question will automatically direct you to the next appropriate question):

Parish Only?

Parish with a School?

Consolidated School or High School?



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PARISH INCOME

PARISH ORDINARY INCOME - Enter year-end totals:

| | |
|-------------------------------------|----------------------|
| Sunday & Holy Day Collections | <input type="text"/> |
| Archdiocesan Contributions | <input type="text"/> |
| Corporate Contributions | <input type="text"/> |
| Individual Contributions | <input type="text"/> |
| Other Contributions | <input type="text"/> |
| Endowment Income | <input type="text"/> |
| Fundraising Income | <input type="text"/> |
| Instructional Income | <input type="text"/> |
| Sales Income | <input type="text"/> |
| Cemetery Income-Sale of Graves | <input type="text"/> |
| Cemetery Contribution Revenue | <input type="text"/> |
| Other Cemetery Revenue | <input type="text"/> |
| Other Income | <input type="text"/> |
| Interest & Investment Income | <input type="text"/> |
| UCA Overage Allocation | <input type="text"/> |
| Total Ordinary Parish Income | <input type="text"/> |

PARISH EXTRAORDINARY INCOME - Enter year-end totals:

| | |
|--|----------------------|
| Chancery & Mission Collections | <input type="text"/> |
| Bequests | <input type="text"/> |
| Capital Grants for Programs | <input type="text"/> |
| Other Grants for Programs | <input type="text"/> |
| Capital Campaign | <input type="text"/> |
| Total Extraordinary Parish Income | <input type="text"/> |

Total Parish Income

| | |
|-----------------------------|----------------------|
| Parish Ordinary Income | <input type="text"/> |
| Parish Extraordinary Income | <input type="text"/> |
| Total Parish Income | <input type="text"/> |

Percentage of households who contribute to the parish through Sunday & Holy Day Collections:

Number of households contributing to the Parish through Sunday & Holy Day Collections divided by the total number of parish households.

Completed: 14%



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PARISH EXPENSE

PARISH ORDINARY EXPENSE - Enter year-end totals:

| | |
|--|----------------------|
| Professional Salary | <input type="text"/> |
| Support Salary | <input type="text"/> |
| Government Funded Expense | <input type="text"/> |
| Benefit Expense | <input type="text"/> |
| Staff Training Expense | <input type="text"/> |
| Cathedraticum | <input type="text"/> |
| Other Assessment | <input type="text"/> |
| High School Investment | <input type="text"/> |
| Deanery or Religious Education Subsidy | <input type="text"/> |
| Interest & Bad Debt Expense | <input type="text"/> |
| Archdiocesan Contribution Expense | <input type="text"/> |
| Corporate Contribution Expense | <input type="text"/> |
| Individual Contribution Expense | <input type="text"/> |
| Other Contribution Expense | <input type="text"/> |
| Fundraising Expense | <input type="text"/> |
| Endowment Expense | <input type="text"/> |
| Administrative Expense | <input type="text"/> |
| Cemetery Maintenance Expense | <input type="text"/> |
| Cemetery Utilities Expense | <input type="text"/> |
| Cemetery Cancellations of Sales | <input type="text"/> |
| Cemetery Other Expenses | <input type="text"/> |
| Property & Maintenance Expense | <input type="text"/> |
| Utilities Expense | <input type="text"/> |
| Spiritual Life Expense | <input type="text"/> |
| Instructional Expense | <input type="text"/> |
| Other Expense | <input type="text"/> |
| Total Parish Ordinary Expense | <input type="text"/> |

PARISH EXTRAORDINARY EXPENSE - Enter year-end totals

| | |
|---|----------------------|
| Chancery & Other Collections Expense | <input type="text"/> |
| Capital Expense | <input type="text"/> |
| Total Parish Extraordinary Expense | <input type="text"/> |

Total Parish Expense

| | |
|------------------------------|----------------------|
| Parish Ordinary Expense | <input type="text"/> |
| Parish Extraordinary Expense | <input type="text"/> |
| Total Parish Expense | <input type="text"/> |

Does this parish have a school?

Yes

No



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SCHOOL INCOME

| SCHOOL ORDINARY INCOME - Enter year-end totals: | |
|---|----------------------|
| Tuition--Catholic Parishioner | <input type="text"/> |
| Tuition--Catholic Non-Parishioner | <input type="text"/> |
| Tuition--Non-Catholic | <input type="text"/> |
| Tuition--Government Assistance (including vouchers) | <input type="text"/> |
| Tuition--Preschool & Kindergarten | <input type="text"/> |
| Financial Aid from Archdiocese and Making a Difference | <input type="text"/> |
| Financial Aid received from tax credit scholarships (SGO) | <input type="text"/> |
| Other outside tuition income | <input type="text"/> |
| Child Care Fees | <input type="text"/> |
| Archdiocesan Contributions | <input type="text"/> |
| Corporate Contributions | <input type="text"/> |
| Individual Contributions | <input type="text"/> |
| Other Contributions | <input type="text"/> |
| Endowment Income | <input type="text"/> |
| Fundraising Income | <input type="text"/> |
| Instructional Income | <input type="text"/> |
| Sales Income | <input type="text"/> |
| Other Income | <input type="text"/> |
| Interest & Investment Income | <input type="text"/> |
| Total School Ordinary Income | <input type="text"/> |

| SCHOOL EXTRAORDINARY INCOME - Enter year-end totals: | |
|--|----------------------|
| Bequests | <input type="text"/> |
| Capital Grants for Programs | <input type="text"/> |
| Other Grants for Programs | <input type="text"/> |
| Government Grants for Programs | <input type="text"/> |
| Capital Campaign | <input type="text"/> |
| Total School Extraordinary Income | <input type="text"/> |

| Total School Income | |
|-----------------------------------|----------------------|
| Total School Ordinary Income | <input type="text"/> |
| Total School Extraordinary Income | <input type="text"/> |
| Total School Income | <input type="text"/> |

SCHOOL EXPENSE

| SCHOOL ORDINARY EXPENSE - Enter year-end totals: | |
|--|----------------------|
| Professional Salary | <input type="text"/> |
| Substitute Salary | <input type="text"/> |
| Support Salary | <input type="text"/> |
| Government Funded Expense | <input type="text"/> |
| Benefit Expense | <input type="text"/> |
| Staff Training Expense | <input type="text"/> |
| Interest & Bad Debt Expense | <input type="text"/> |
| Archdiocesan Contributions | <input type="text"/> |
| Corporate Contributions | <input type="text"/> |
| Individual Contributions | <input type="text"/> |
| Other Contributions | <input type="text"/> |
| Fundraising Expense | <input type="text"/> |
| Administrative Expense | <input type="text"/> |
| Utilities Expense | <input type="text"/> |
| Property & Maintenance Expense | <input type="text"/> |
| Instructional Expense | <input type="text"/> |
| Other Expense | <input type="text"/> |
| Total School Ordinary Expense | <input type="text"/> |

| SCHOOL EXTRAORDINARY EXPENSE - Enter year-end totals: | |
|---|----------------------|
| Capital Expense | <input type="text"/> |
| Total School Extraordinary Expense | <input type="text"/> |

| Total School Expense | |
|------------------------------------|----------------------|
| Total School Ordinary Expense | <input type="text"/> |
| Total School Extraordinary Expense | <input type="text"/> |
| Total School Expense | <input type="text"/> |

| NET INCOME/(LOSS) | |
|--|----------------------|
| Total Parish Income | <input type="text"/> |
| Total School Income | <input type="text"/> |
| Total Parish Expense (enter as a negative) | <input type="text"/> |
| Total School Expense (enter as a negative) | <input type="text"/> |
| Net Income/(Loss) | <input type="text"/> |

| BALANCE CHECK | |
|---|----------------------|
| Current Year Net Assets (Fund Balance)-June 30, 2018 (If fund balance is positive enter as a positive. If fund balance is negative, enter as a negative.) | <input type="text"/> |
| Prior Year Net Assets (Fund Balance)-June 30, 2017 (If fund balance is positive enter as a negative. If fund balance is negative enter as a positive.) | <input type="text"/> |
| Increase/(Decrease) in Net Assets (Fund Balance) | <input type="text"/> |

| Does the Net Assets (Fund Balance) Increase/(Decrease)=Net Income/(Loss)? | |
|---|--|
| <input type="radio"/> Yes | |
| <input type="radio"/> No | |

Completed: 30%



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Net Assets (Fund Balance) Increase/(Decrease) must be equal to Net Income/(Expense). Verify all entries.

MASS STIPEND ACCOUNT

Enter the following information about the Mass Stipend Account:

| | |
|---|----------------------|
| Beginning Balance | <input type="text"/> |
| Total Deposits | <input type="text"/> |
| Total withdrawals (enter as a negative) | <input type="text"/> |
| Ending Balance | <input type="text"/> |

PARISH COUNCIL INFORMATION

PARISH COUNCIL CHAIRPERSON:

| | |
|---------------|----------------------|
| Name: | <input type="text"/> |
| Years Served: | <input type="text"/> |

MEMBER #1:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #2:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #3:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #4:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #5:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #6:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #7:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #8:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #9:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #10:

| | | | |
|-------|----------------------|---------------|----------------------|
| Name: | <input type="text"/> | Years Served: | <input type="text"/> |
|-------|----------------------|---------------|----------------------|

MEMBER #11:

Name:

Years Served:

MEMBER #12:

Name:

Years Served:

LIST THE DATES OF THE 2017-2018 PARISH COUNCIL MEETINGS:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

SCHOOL COMMISSION/BOARD OF EDUCATION INFORMATION-(Only to be completed by parishes with schools, consolidated schools, or high schools).

SCHOOL COMMISSION/BOARD OF EDUCATION CHAIRPERSON:

Name:

Years Served:

MEMBER #1:

Name:

Years Served:

MEMBER #2:

Name:

Years Served:

MEMBER #3:

Name:

Years Served:

MEMBER #4:

Name:

Years Served:

MEMBER #5:

Name:

Years Served:

MEMBER #6:

Name:

Years Served:

MEMBER #7:

Name:

Years Served:

MEMBER #8:

Name:

Years Served:

MEMBER #9:

Name:

Years Served:

MEMBER #10:

Name:

Years Served:

MEMBER #11:

Name:

Years Served:

MEMBER #12:

Name:

Years Served:

FINANCE COMMITTEE

FINANCE COMMITTEE CHAIRPERSON:

Name:

Years Served:

MEMBER #1:

Name:

Years Served:

MEMBER #2:

Name:

Years Served:

MEMBER #3:

Name:

Years Served:

MEMBER #4:

Name:

Years Served:

MEMBER #5:

Name:

Years Served:

MEMBER #6:

Name:

Years Served:

MEMBER #7:

Name:

Years Served:

MEMBER #8:

Name:

Years Served:

MEMBER #9:

Name:

Years Served:

MEMBER #10:

Name:

Years Served:

MEMBER #11:

| | |
|----------------------|----------------------|
| Name: | Years Served: |
| <input type="text"/> | <input type="text"/> |

MEMBER #12:

| | |
|----------------------|----------------------|
| Name: | Years Served: |
| <input type="text"/> | <input type="text"/> |

LIST THE DATES OF THE 2016-2017 FINANCE COMMITTEE MEETINGS.
If you did not hold any meetings, please indicate that on line one.

| | |
|-----|----------------------|
| 1. | <input type="text"/> |
| 2. | <input type="text"/> |
| 3. | <input type="text"/> |
| 4. | <input type="text"/> |
| 5. | <input type="text"/> |
| 6. | <input type="text"/> |
| 7. | <input type="text"/> |
| 8. | <input type="text"/> |
| 9. | <input type="text"/> |
| 10. | <input type="text"/> |
| 11. | <input type="text"/> |
| 12. | <input type="text"/> |

PARISH/SCHOOL/HIGH SCHOOL BOOKKEEPER/BUSINESS MANAGER/ADMINISTRATOR INFORMATION

BOOKKEEPER/BUSINESS MANAGER/ ADMINISTRATOR #1:

| | |
|----------------------|----------------------|
| Name: | Years Served: |
| <input type="text"/> | <input type="text"/> |

BOOKKEEPER/BUSINESS MANAGER/ ADMINISTRATOR #2:

| | |
|----------------------|----------------------|
| Name: | Years Served: |
| <input type="text"/> | <input type="text"/> |

List Any Change In Officer(s)

| | |
|---------------|----------------------|
| (1) Name: | <input type="text"/> |
| (1) Position: | <input type="text"/> |
| (2) Name: | <input type="text"/> |
| (2) Position: | <input type="text"/> |
| (3) Name: | <input type="text"/> |
| (3) Position: | <input type="text"/> |
| (4) Name: | <input type="text"/> |
| (4) Position: | <input type="text"/> |

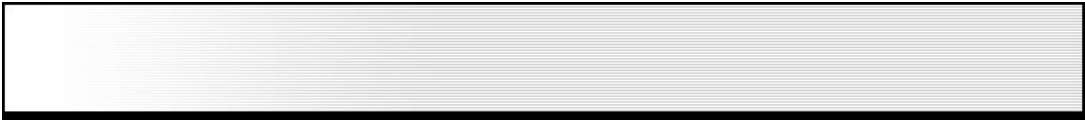
Would you or someone at your parish like to be included in a business manager or bookkeeper future email group list where you would be able to share best practices and/or ask accounting questions to other parishes within the Archdiocese of Indianapolis? If so, please include your email address as well as anyone else at your parish to be included in the email group?

| | |
|----------|----------------------|
| Email #1 | <input type="text"/> |
| Email #2 | <input type="text"/> |
| Email #3 | <input type="text"/> |
| Email #4 | <input type="text"/> |
| Email #5 | <input type="text"/> |

Does this parish have a cemetery?

Yes

No



2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

Archdiocese of Indianapolis Parish Cemetery Annual Report

| Ending Balance in Operations from Cemetery Operations | |
|--|----------------------|
| Enter Gross Income/Loss from Cemetery Operations | <input type="text"/> |
| Transfers to CCF Endowment (enter as a negative) | <input type="text"/> |
| Transfers to ADLF Account (enter as a negative) | <input type="text"/> |
| Transfers to another savings account (enter as a negative) | <input type="text"/> |
| Previous years balance from Cemetery Operations | <input type="text"/> |
| Ending Balance in Operating Cemetery Operations | <input type="text"/> |

Cemetery Inventory

| Burial Spaces | |
|--|----------------------|
| Beginning developed unsold burial spaces | <input type="text"/> |
| Number of space sold (enter as a negative) | <input type="text"/> |
| Ending developed unsold burial spaces | <input type="text"/> |

Parish Annual Financial Report Checklist - To avoid common mistakes when completing the Annual Financial Report, please answer the following questions.

| If your location operates a school, are the teacher salaries accrued for July and August? | |
|---|--|
| <input type="radio"/> Yes | |
| <input type="radio"/> No | |
| <input type="radio"/> Does Not Apply | |

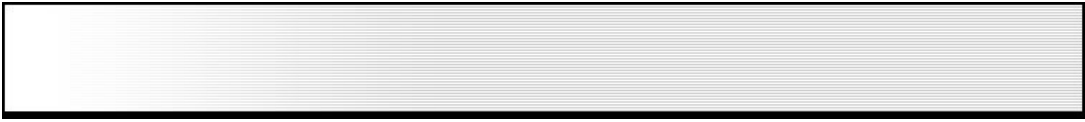


2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

If your location has teachers on contract from September through August, as of June 30th, you still owe those teachers. Please accrue those teachers' salaries, FICA expense, check fee expense, and health insurance under the School Ordinary Expenses and record to an accrued payroll and accrued payable.

| Are Religious Education Fees included in "Instructional Income" under "Ordinary"? | |
|---|----------------|
| <input type="radio"/> | Yes |
| <input type="radio"/> | No |
| <input type="radio"/> | Does Not Apply |

Completed: 92%



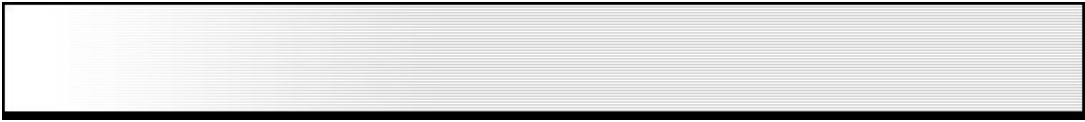
2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

Religious Education fees should be included in Parish Ordinary Instructional Income and not School Income.

If your location operates a school, did you include the tuition breakout for Catholic-Parishioner, Catholic-Non-Parishioner, and Non-Catholic?

- Yes
- No
- Does Not Apply

Completed: 94%



2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

For external reporting purposes, we need to have the tuition broken out under School Ordinary Income for Catholic-Parishioner, Catholic-Non-Parishioner, Government Assistance, and Preschool and Kindergarten Tuition.

Are all maintenance expenses broken out between parish and school?

Yes

No

Does Not Apply

Completed: 96%



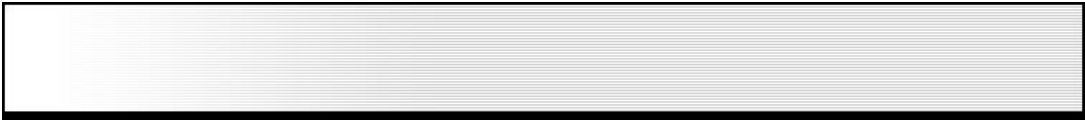
2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

All maintenance and utility expenses should be broken out for Parish Ordinary Expenses and School Ordinary Expenses.

Is the Mass Stipend account listed separately and not included in Parish Income or the Reconciled Bank Accounts Section?

- Yes
- No

Completed: 98%



2017-2018 Archdiocese of Indianapolis Parish Annual Financial Report

Mass Stipend activity should only be entered in the Mass Stipend Account Section and should not be included in the Balance Sheet or the Reconciled Bank Account Section.

Completed: 100%