

# INSTRUCTIONS FOR COMPLETING THE ANNUAL FINANCIAL REPORT

Account descriptions provided for assistance in completing the Annual Financial Report online via the survey format. **IMPORTANT REMINDER:** All amounts/accounts recorded on the location's balance sheet/statement of financial position in the accounting software should be reported on this form without exception. In addition, all revenue and expense accounts on the location's income statement/statement of revenue and expenses should be reported on this form in order for the financial information to reconcile and roll forward appropriately from one year to the next.

## BALANCE SHEET

### ASSETS

<b>Cash</b>	Be sure to record the reconciled balance after deducting outstanding checks and taking into consideration any deposits in transit. If you have several checking accounts, add the reconciled totals and enter here. Include all balances from related activities, i.e., bingo, cemetery, cafeteria, etc. Reconciled bank account information is recorded in the survey. Mass stipend account is recorded separately in the Annual Financial Report survey.
<b>Petty Cash</b>	List all petty cash accounts here.
<b>ADLF Deposit Accts</b>	List all ADLF deposit accounts in ADLF at June 30, 2023.
<b>Accounts Receivable</b>	Any amounts owed to your parish/school by any other entity or person. Deduct the estimated amount of uncollectibles.
<b>Prepaid Expense</b>	Any expenses you have prepaid that will be used in the next (2023-2024) fiscal year.
<b>Other Assets</b>	All other miscellaneous assets of the organization.
<b>Total Assets</b>	Sum of all Assets (Formula will calculate for you)

### LIABILITIES

<b>Accounts Payable</b>	Any amounts owed by your parish/school as of June 30, 2023.
<b>Accrued Payroll</b>	There are typically two components of the Accrued Payroll Liability: <ol style="list-style-type: none"><li>1) Any salary due to employees for hours worked in June or prior but not yet paid as of June 30, 2023. A portion or percent of the July 14<sup>th</sup> pay date should be accrued in 'Accrued Payroll' at June 30, 2023.</li><li>2) Accrued teacher wages for teachers whose contracts from the previous school year extend through July or August 2023. Teachers have earned this money already based on teaching services rendered during the school year, so the amounts to be paid in July and August should be accrued as a liability as of June 30, 2023.</li></ol> Only include these amounts on this report if they are recorded on your Balance Sheet.
<b>ADLF Loan Accts</b>	The balance of all ADLF loans as of June 30, 2023
<b>Deferred Income</b>	Any income collected but not yet earned, such as tuition collected for school year 2023-2024.
<b>Other Liabilities</b>	All other miscellaneous liabilities of the organization.
<b>Management Designated Funds</b>	Any income <i>internally</i> designated for specific purposes.
<b>Donor Restricted Funds</b>	Any income <i>externally</i> restricted (by the donor) for specific purposes.
<b>Total Liabilities &amp; Restricted Funds</b>	Sum of all Liabilities and Restricted Fund Accounts (Formula will calculate for you)
<b>Net Assets</b>	Fund Balance. This should equal Total Assets – Total Liabilities and Restricted Funds.

## PARISH INCOME

### Parish Ordinary Income

<b>Sunday &amp; Holy Day Collections</b>	All income received through Sunday and Holy Day collections (envelopes and "loose cash").
<b>Archdiocesan Grants Received</b>	All grants received from the Archdiocese.
<b>Contribution Income</b>	All income received from non-parishioners or organizations (Corporate, Individual, etc.) not collected through the Sunday collection cycle, stole fees, votive offerings, memorial contributions, and Criterion subscription contributions.
<b>Endowment Income</b>	All distributions received from endowments during the year (5% distribution from the Catholic Community Foundation)
<b>Fundraising Income</b>	All income derived from any fundraising or charity gaming activities performed by the parish.
<b>Cemetery Revenue</b>	All income from cemetery and related income from the following: Sales of Graves - all income from the sale of lots, graves, spaces in the parish cemetery. Contribution Revenue- all income received as contributions to the parish cemetery Other Cemetery Revenue- all other income received from the operations of the cemetery.
<b>Other Income</b>	All income derived from activities of the parish such as, religious education fees, summer program fees, registration and book fees, sacramental fees, CYO and other athletic activities, related organizations, rental of any parish property, and other miscellaneous income.
<b>Grant Revenue</b>	All other grant revenue for programs received from grants other than those from the Archdiocese which is entered above.
<b>Interest &amp; Investment Income</b>	All income received from interest gained from any checking, savings, and ADLF accounts belonging to the parish.
<b>Total Ordinary Parish Income</b>	Sum of all Parish Ordinary Income (Formula will calculate for you)

### Parish Extraordinary Income

<b>Chancery &amp; Mission Collections</b>	All income received from chancery and mission collections, such as Propagation of the Faith, Black & Native American Missions, Aid to Eastern Europe, etc.
<b>Bequests</b>	All income received from estates and bequests.
<b>Capital Campaign Collections</b>	All income received from capital campaigns.
<b>Total Extraordinary Parish Income</b>	Sum of all Extraordinary Income (Formula will calculate for you)

### Total Parish Income

**Parish Ordinary Income (enter from above)**  
**+ Parish Extraordinary Income (enter from above)**  
**= Total Parish Income (Formula will calculate for you)**

## PARISH EXPENSE

### Parish Ordinary Expense

<b>Wages &amp; Benefits</b>	All wages expenses incurred for employees of the parish. Include all benefit expenses, such as the employer share of FICA, SECA reimbursement, Payroll fee, retirement, health, worker compensation, and unemployment insurance for employees of the parish. Include all continuing education, staff retreats, and in-service program expenses incurred for employees of the parish.
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<b>Assessments</b>	All expenses incurred related to Archdiocesan assessments, such as Cathedraticum, Clergy Healthcare, Safe & Sacred, Criterion Subscriptions, etc. Exclude Education Assessments which are included on the line below. Also exclude Property Insurance, which is included in Property & Maintenance Expense below.
<b>Education Assessment</b>	All expenses related to education assessments, such as the Indy Education Assessment.
<b>Deanery or Religious Education Subsidy</b>	All expenses related to the deanery or religious education subsidy.
<b>Interest &amp; Bad Debt Expense</b>	All expenses incurred related to bank fees, short-term billing interest, ADLF loan interest, and bad debt expense of the parish.
<b>Contribution Expense</b>	All expenses related to contributions to outside organizations or individuals.
<b>Fundraising Expense</b>	All expenses incurred related to the fundraising and charity gaming (including prize winnings) activities of the parish.
<b>Administrative &amp; Supplies Expense</b>	All expenses related to office supplies, copier, postage, advertising/marketing, printing, transportation/travel, seminars/workshops/retreats, dues/memberships, professional fees, and meals/hospitality activities of the parish.
<b>Cemetery Expense</b>	All expenses related to cemetery and related expenses from the following: <b>Maintenance Expense:</b> expenses related to grass mowing, tree removal, and all other expenses related to the general maintenance of the parish cemetery. <b>Utilities Expense:</b> expenses related to the electric, etc and general maintenance of the cemetery property. <b>Cancellations of Sales:</b> refunds of cancellations of sales to customers <b>Other Expenses:</b> all other expenses from the operations of the cemetery
<b>Property &amp; Maintenance Expense</b>	All expenses related to property insurance, landscaping and grounds, vehicle maintenance and insurance, administrative and instructional computer and minor equipment, repairs, maintenance and cleaning supplies, contracted services, rental property and other facility expenses of the parish properties. If your location operates a school, where practical, property & maintenance expenses should be broken out between parish and school.
<b>Utilities Expense</b>	All expenses related to electric, gas, water and sewer, and communications (including telephone and cable) expense of the parish properties.
<b>Religious Education Expense</b>	All expenses related to sacramental preparation, adult and children's faith formation, pro-life, music, library, youth service programs, young adult, high school, and junior high school programs, summer programs, special needs programs, classroom equipment, instructional and testing supplies, CYO and other athletic programs, textbooks and books/subscriptions/media for programs of the parish.
<b>Other Expense</b>	All expenses related to rental, honorarium/gifts, miscellaneous, parish-wide events, and related organizations of the parish. All expenses that didn't fit in categories above.
<b>Total Parish Ordinary Expense</b>	Sum of all Ordinary Parish Expenses (Formula will calculate for you)

## Parish Extraordinary Expense

<b>Chancery &amp; Missions Collections</b>	Amounts sent to the Mission Office for second collections and special collections. Should be an equal offset to the Chancery & Missions Collections Parish Extraordinary Income above, unless funds were collected at the end of the year and not remitted by June 30.
<b>Capital Campaign Project Expense</b>	All costs associated with the capital campaign, including project costs for construction.
<b>Total Parish Extraordinary Expense</b>	Sum of all Parish Extraordinary Expenses (Formula will calculate for you)

## Total Parish Expense

**Parish Ordinary Expense (enter from above)**  
**+ Parish Extraordinary Expense (enter from above)**  
**= Total Parish Expense (Formula will calculate for you)**

## SCHOOL INCOME

If location operates a school

### School Ordinary Income

#### Tuition & Registration Fees (Net) K-12

Receipts from tuition and registration fees for K-12, net of discounts, unfunded scholarships and uncollectible bad debts. Amounts received from Indiana for Choice Voucher Scholarships should be included within Tuition Revenue, as are amounts received from Tax Credit Scholarships.

#### Tuition & Registration Fees (Net) Pre-K & Child Care

Receipts from tuition and registration fees for K-12, net of discounts, unfunded scholarships and uncollectible bad debts. Amounts received from state and local governments (Indy Preschool Scholarship Program and Indiana On My Way Pre-K, etc.) should be included within Tuition Revenue.

#### Archdiocesan Contributions

All income received from the Archdiocese, including grants received and the Indy Education Assessment (for high schools and NDAA).

#### Other Contributions

Contributions from corporate, individual, or any other non-Archdiocesan contribution.

#### Endowment Income

All distributions received from endowments during the year (5% distribution from the Catholic Community Foundation)

#### Fundraising Income

All income derived from any fundraising or charity gaming activities performed by the school.

#### Program Grants (Grant Revenue)

All income received from grants for the school such as Capital Grants, Government Grants, and any other non-Archdiocesan grants for school programs.

#### Other Income

All income received from all other educational income not included above. This includes income received for instructional programs, summer program fees, registration and book fees, other program fees from activities of the school, sales in bookstores, and cafeteria and vending sales.

#### Interest & Investment Income

All income received from interest gained from any checking, savings, and ADLF accounts belonging to the school.

#### Total School Ordinary Income

Sum of all School Ordinary Income (Formula will calculate for you)

### School Extraordinary Income

#### Bequests

All income received from estates and bequests.

#### Capital Campaign

All income received from capital campaigns.

#### Total School Extraordinary Income

Sum of all School Extraordinary Income (Formula will calculate for you)

### Total School Income

School Ordinary Income (enter from above)  
+ School Extraordinary Income (enter from above)  
= Total School Income (Formula will calculate for you)

## SCHOOL EXPENSE

### School Ordinary Expense

#### Wages & Benefits

<b>Expense</b>	All wages expenses incurred for employees of the school. Include all benefit expenses, such as the employer share of FICA, Payroll fee, retirement, health, worker compensation, and unemployment insurance for employees of the school. Include all continuing education, staff retreats, and in-service program expenses incurred for employees of the school.
<b>Interest &amp; Bad Debt Expense</b>	All expenses related to bank fees, short-term billing interest, ADLF loan interest, and bad debt expense.
<b>Contribution Expense</b>	All expenses related to contributions to outside organizations or individuals.
<b>Fundraising Expense</b>	All expenses incurred related to the fundraising and charity gaming (including prize winnings) activities of the school.
<b>Administrative &amp; Supplies Expense</b>	All expenses related to office supplies, copier, postage, advertising/marketing, printing, transportation/travel, seminars/workshops/retreats, dues/memberships, professional fees, and meals/hospitality activities of the school.
<b>Property &amp; Maintenance Expense</b>	All expenses related to property insurance, landscaping and grounds, vehicle maintenance and insurance, administrative and instructional computer and minor equipment, repairs, maintenance and cleaning supplies, contracted services, rental property and other facility expenses of the school properties.
<b>Utilities Expense</b>	All expenses related to electric, gas, water, sewer, and communications expense of the school properties.
<b>Other Expense</b>	All expenses related to rental, honorarium/gifts, miscellaneous, school-wide events, and related organizations of the school. All expenses that didn't fit in categories above.
<b>Total School Ordinary Expense</b>	Sum of all School Ordinary Expenses (Formula will calculate for you)

## School Extraordinary Expense

<b>Capital Campaign Project Expense</b>	All costs associated with the capital campaign, including project costs for construction.
<b>Total School Extraordinary Expense</b>	Sum of all School Extraordinary Expenses (Formula will calculate for you)

## Total School Expense

School Ordinary Expense (enter from above)  
+ School Extraordinary Expense (enter from above)  
= Total School Expense (Formula will calculate for you)

## NET INCOME / (LOSS)

Total Parish Income (enter from above)  
Total School Income (enter from above)  
(Total Parish Expense) (enter from above, as negative number)  
(Total School Expense) (enter from above, as a negative number)  
= Net Income/(Loss) (Formula will calculate for you)

## BALANCE CHECK

<b>Current Year Net Assets 6/30/2023</b>	Total Assets – Total Liabilities at 06/30/2023 If fund balance is <b>positive</b> , enter as a <b>positive number</b> . If fund balance is <b>negative</b> , enter as a <b>negative number</b> .
<b>Prior Year Net Assets 6/30/2022</b>	Total Assets – Total Liabilities at 06/30/2022 From Prior Year Annual Financial Report If fund balance is <b>positive</b> , enter as a <b>negative number</b> .

If fund balance is **negative**, enter as a **positive number**.

**Increase/(Decrease)  
In Net Assets**

Change in Net Assets from 6/30/2022 to 6/30/2023 (Formula will calculate for you)

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

### TUITION FUNDING SOURCES

This information will be used to analyze the external non-family funding sources for school tuition across different schools and deaneries.

**Tax Credit  
Scholarships**

All tax credit scholarships received.

**Choice Voucher  
Funds**

All Choice voucher funds received.

**Indy Preschool  
Scholarship Program  
Funds**

All Indy Preschool Scholarship Program (IndyPSP) funds received.

**On My Way Pre-K**

All On My Way Pre-K funds received.

### MASS STIPEND ACCOUNT

The Mass Stipend Account is listed separately; the balances are not included in parish's balance sheet or income statement.

**Beginning Balance**

Enter beginning balance of Mass Stipend bank account as of 7/1/2022

**Total Deposits**

Enter total deposits for 7/1/2022 through 6/30/2023

**(Total Withdrawals)**

Enter total withdrawals as a negative number for 7/1/2022 through 6/30/2023

**Ending Balance**

Sum of entries and balance as of 6/30/2023. Should agree to Mass Stipend bank statement.

### PARISH COUNCIL / SCHOOL COMMISSION CHAIRPERSON INFORMATION

Parishes should provide the name and e-mail contact information for the chairperson for the Parish Council.  
High schools should provide the name and e-mail contact information for the chairperson for the School Commission.

**Name**

Provide the name of the parish council or school commission chairperson.

**E-mail**

Provide the e-mail address of the parish council or school commission chairperson.