



Roman Catholic Diocese of Gallup Annual Parish Reporting Forms

Please fill in the attached forms and **mail** to the Diocesan Finance Office.
We accept Scan\Email - rfarrell@dioceseofgallup.org for all except COVER LETTER.
The Cover Letter must be SIGNED by each member of the Finance Council; the Pastor,
and **MUST** be returned by regular U.S. Post Mail.

Note:(shaded areas are allowed to be filled in).
Dates are in the form MM/DD/YEAR
Please fill in the worksheets in order.
Totals will be carried to subsequent worksheets

Thank You, Finance Office Diocese of Gallup

PARISH REPORTING FORM

Dear Bishop Wall:

Enclosed are the financial statements for _____
Parish\Mission for the fiscal year ending June 30, 2017

Please accept this statement as the annual certification concerning financial governance of the parish for the current fiscal period. This is to certify to the following:

1. that the annual budget was made available to parishioners on: (MM\DD\YY)
2. that financial statements were made available to parishioners, as follows:

<u>Date of financial statements</u>	<u>Date Issued to Parishioners</u>
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____

3. that the attached financial statements represent, to the best of our knowledge and belief, an accurate and complete accounting of parish finances;
4. that the finance council regularly reviews and discusses the budget and periodic financial statements and is familiar with the Diocesan Finance Directives.

The above is hereby attested to by the Pastor and the members of the Parish Finance Council:

Name	Name
1 _____	2 _____
3 _____	4 _____
5 _____	6 _____
7 _____	8 _____
9 _____	10 _____

Sincerely,

Pastor / Administrator

OTHER FINANCIAL INFORMATION

1. List any parish property that is leased or rented:

_____	Rental Amount: _____
_____	Rental Amount: _____
_____	Rental Amount: _____

2. List any extraordinary repairs or improvements made during the past year.

_____	Amount: _____
_____	Amount: _____
_____	_____

3. List any property or securities sold by the parish in the past year.

_____	Amount: _____
_____	Amount: _____
_____	Amount: _____

4. Are all parish funds and securities in the name of the parish?

Explain any exceptions:

5. Explain any custodial fund other than Diocesan Collections:

6. Are ALL employees of the parish covered under Social Security (with the parish paying the employees portion) and Workman's Compensation?

Explain any exceptions:

7. Are applicable Federal and State withholding taxes deducted from salaries of ALL employees and remitted along with the proper forms in accordance with IRS Regulations >>>>

Explain any exceptions:

SCHEDULE TO THE BALANCE SHEET
ASSETS

Petty Cash Funds:

Location	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	\$0

Checking Accounts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	\$0

Savings Accounts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	\$0

Certificates of Deposit:

_____	_____
_____	_____
_____	_____
_____	\$0

Investment Accounts:

_____	_____
_____	_____
_____	_____
_____	\$0

Total: \$0.00

SCHEDULE TO THE BALANCE SHEET
LIABILITIES

Notes Payable:

Lender	Original Amount	Current Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	\$0

Custodial Funds:

Collection

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	\$0

Other Liabilities:

Description

Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	\$0

Balance Sheet
June 30, 2017

ASSETS:

1 Cash

A.	Petty Cash	\$0	
B.	Funds Not Deposited		
C.	Checking Accounts	\$0	
D.	Savings Accounts	\$0	
E.	Certificates of Deposit	\$0	
F.	Investments	\$0	\$0

2 Accounts Receivable

B.	Loans	\$0	
C.	Other	\$0	\$0

TOTAL ASSETS

\$0

LIABILITIES

1 Current Liabilities

A.	Accounts Payable	\$0	
B.	Payroll Taxes Payable	\$0	
C.	Notes Payable	\$0	
D.	Custodial Funds	\$0	
E.	Other Liabilities	\$0	\$0

2 Long Term Liabilities

A.	Mortgage Payable	\$0	
B.	Other	\$0	\$0

TOTAL LIABILITIES

\$0

FUND BALANCE

Prior Year Fund Balance	\$0
Current Year Operations (profit and loss)	\$0

Total Fund Balance

\$0.00

TOTAL LIABILITIES AND FUND BALANCE

\$0.00

Revenues & Expenditures
For the Twelve Months Ending June 30, 2017

Revenues:

<p>1000 Parish Collections</p> <p style="padding-left: 20px;">1005 Sunday Collections _____</p> <p style="padding-left: 20px;">1010 Holy Days _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>	<p>1500 Education</p> <p style="padding-left: 20px;">1505 Parish Collections _____</p> <p style="padding-left: 20px;">1510 Tuition _____</p> <p style="padding-left: 20px;">1515 Books _____</p> <p style="padding-left: 20px;">1520 Donations _____</p> <p style="padding-left: 20px;">1525 Fees _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>
<p>1200 Diocesan Collections</p> <p style="padding-left: 20px;">1205 Latin America _____</p> <p style="padding-left: 20px;">1210 Black & Indian _____</p> <p style="padding-left: 20px;">1215 Overseas Appeal _____</p> <p style="padding-left: 20px;">1220 Rice Bowl _____</p> <p style="padding-left: 20px;">1225 Holy Land _____</p> <p style="padding-left: 20px;">1230 Good Shepard _____</p> <p style="padding-left: 20px;">1235 Seminary _____</p> <p style="padding-left: 20px;">1240 Peter's Pence _____</p> <p style="padding-left: 20px;">1250 Mission Sunday _____</p> <p style="padding-left: 20px;">1255 Campaign/Human Dev _____</p> <p style="padding-left: 20px;">1260 Communications _____</p> <p style="padding-left: 20px;">1265 Religious Retirement _____</p> <p style="padding-left: 20px;">1275 Home Missions _____</p> <p style="padding-left: 20px;">1280 Misc. Special Collections _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>	<p>1600 Wills/Bequests _____</p> <p>1700 Lease/Rental _____</p> <p>1800 Bingo _____</p> <p>1900 Sales _____</p> <p>2000 Special Events _____</p> <p>2100 Interest/Investment</p> <p style="padding-left: 20px;">2105 Interest _____</p> <p style="padding-left: 20px;">2110 Gain on Sale of Investment _____</p> <p style="padding-left: 20px;">2115 Unrealized Gain/Loss _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>
<p>1300 Grants/Subsidies</p> <p style="padding-left: 20px;">1305 Home Missions _____</p> <p style="padding-left: 20px;">1310 Black & Indian _____</p> <p style="padding-left: 20px;">1315 Extension Salary Subsidy _____</p> <p style="padding-left: 20px;">1320 Diocesan Salary Subsidy _____</p> <p style="padding-left: 20px;">1325 Extension Grant _____</p> <p style="padding-left: 20px;">1330 Franciscan Mission Union _____</p> <p style="padding-left: 20px;">1335 Bishop's Appeal Grant _____</p> <p style="padding-left: 20px;">1340 SW Indian Foundation _____</p> <p style="padding-left: 20px;">1345 Other _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>	<p>2200 Miscellaneous</p> <p style="padding-left: 20px;">2205 Votive Lights _____</p> <p style="padding-left: 20px;">2210 Pamphlets _____</p> <p style="padding-left: 20px;">2215 Religious Articles _____</p> <p style="padding-left: 20px;">2220 Stole Fees _____</p> <p style="padding-left: 20px;">2225 Socials _____</p> <p style="padding-left: 20px;">2235 Voice of the SW _____</p> <p style="padding-left: 20px;">2240 Other Misc _____</p> <p style="padding-left: 20px;">2245 Mass Offerings _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>
<p>1400 Donations</p> <p style="padding-left: 20px;">1405 Parish Societies _____</p> <p style="padding-left: 20px;">1410 Twinning Parish _____</p> <p style="padding-left: 20px;">1415 Individual Donations _____</p> <p style="padding-left: 20px;">1420 Other _____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>	<p>2300 Other</p> <p style="padding-left: 20px;">_____</p> <p style="padding-left: 20px;">_____</p> <p style="padding-left: 20px;">_____</p> <p style="padding-left: 20px;">Total <u> </u> \$0</p>
<p>Total Revenue <u> </u> \$0.00</p>	

Revenues & Expenditures
For the Twelve Months Ending June 30, 2017

Expenditures:

<p>5000 Administrative/Operations</p> <p style="padding-left: 20px;">5005 Office Supplies _____</p> <p style="padding-left: 20px;">5010 Telephone _____</p> <p style="padding-left: 20px;">5012 Utilities _____</p> <p style="padding-left: 40px;">5013 Electric _____</p> <p style="padding-left: 40px;">5014 Gas _____</p> <p style="padding-left: 40px;">5015 Water _____</p> <p style="padding-left: 40px;">5016 TV _____</p> <p style="padding-left: 40px;">5017 Other _____</p> <p>5020 Auto (transportation)</p> <p style="padding-left: 20px;">5021 Maintenance _____</p> <p style="padding-left: 20px;">5022 Gasoline _____</p> <p style="padding-left: 20px;">5023 Mileage _____</p> <p style="padding-left: 20px;">5024 Insurance _____</p> <p style="padding-left: 20px;">5025 License _____</p> <p>5030 Repair/Maintenance (minor) _____</p> <p>5045 Property Taxes _____</p> <p>5050 Workshops _____</p> <p>5055 Assessment (cathedraticum) _____</p> <p>5065 Janitorial/Supplies _____</p> <p>5070 Publications _____</p> <p>5075 Postage _____</p> <p>5080 Rent _____</p> <p>5085 Bank Charges _____</p> <p>5090 Insurance (Cath Mutual) _____</p> <p>5095 Misc. Administration _____</p> <p>Total <u><u>\$0</u></u></p>	<p>5300 Liturgy/Sacramental</p> <p style="padding-left: 20px;">5305 Church Supplies _____</p> <p style="padding-left: 20px;">5310 Religious Articles _____</p> <p style="padding-left: 20px;">5320 Music _____</p> <p style="padding-left: 20px;">5330 Printing _____</p> <p style="padding-left: 20px;">5335 Other _____</p> <p style="text-align: right;">Total <u><u>\$0</u></u></p> <p>5400 Evangelization</p> <p style="padding-left: 20px;">5410 Voice of the SW _____</p> <p style="padding-left: 20px;">5420 Other _____</p> <p style="padding-left: 20px;">5430 Disciples In Mission _____</p> <p style="text-align: right;">Total <u><u>\$0</u></u></p> <p>5500 Bingo Expense _____</p> <p>5600 Lease/Rental _____</p> <p>5700 Social Justice/Outreach</p> <p style="padding-left: 20px;">5710 Donations _____</p> <p style="padding-left: 20px;">5720 Other _____</p> <p style="text-align: right;">Total <u><u>\$0</u></u></p> <p>5800 Youth Programs _____</p> <p>5900 Parish Socials _____</p> <p>6000 Fund Raising _____</p> <p>6200 Diocesan Collections</p> <p style="padding-left: 20px;">6205 Latin America _____</p> <p style="padding-left: 20px;">6210 Black & Indian _____</p> <p style="padding-left: 20px;">6215 Overseas Appeal (Catholic Relief Services) _____</p> <p style="padding-left: 20px;">6220 Rice Bowl _____</p> <p style="padding-left: 20px;">6225 Holy Land _____</p> <p style="padding-left: 20px;">6230 Good Shepherd _____</p> <p style="padding-left: 20px;">6235 Seminary _____</p> <p style="padding-left: 20px;">6240 Peter's Pence _____</p> <p style="padding-left: 20px;">6250 Mission Sunday _____</p> <p style="padding-left: 20px;">6255 Campaign/Human Development _____</p> <p style="padding-left: 20px;">6260 Communications _____</p> <p style="padding-left: 20px;">6265 Religious Retirement _____</p> <p style="padding-left: 20px;">6275 Home Missions _____</p> <p style="padding-left: 20px;">6280 Miscellaneous Offerings _____</p>
<p>5100 Personnel</p> <p style="padding-left: 20px;">5102 Salaries _____</p> <p style="padding-left: 20px;">5103 Payroll taxes (parish) _____</p> <p style="padding-left: 20px;">5104 Mass Offerings _____</p> <p style="padding-left: 20px;">5105 Stole Fees _____</p> <p style="padding-left: 20px;">5107 Car Allowance _____</p> <p style="padding-left: 20px;">5108 Social Security Allowance _____</p> <p style="padding-left: 20px;">5111 Retreat _____</p> <p style="padding-left: 20px;">5112 Medical/Dental _____</p> <p style="padding-left: 20px;">5113 Health Insurance _____</p> <p style="padding-left: 20px;">5114 Retirement _____</p> <p style="padding-left: 20px;">5115 Food/Household _____</p> <p style="padding-left: 20px;">5120 Stipend (visiting priest) _____</p> <p style="padding-left: 20px;">5130 Religious Salaries _____</p> <p>Total <u><u>\$0</u></u></p>	<p>6300 Miscellaneous _____</p> <p>6550 Equipment Purchase _____</p> <p>6900 Uncategorized Expense _____</p>
<p>5200 Education</p> <p style="padding-left: 20px;">5205 CCD _____</p> <p style="padding-left: 20px;">5210 Adult Education _____</p> <p style="padding-left: 20px;">5220 Spiritual Formation _____</p> <p style="padding-left: 20px;">5230 Catholic School Subsidy _____</p> <p style="padding-left: 20px;">5235 RCIA _____</p> <p>Total <u><u>\$0</u></u></p>	<p style="text-align: right;">Total Expenditures <u><u>\$0.00</u></u></p>

STATEMENT OF REVENUE & EXPENDITURES
For the Twelve Months Ending June 30, 2017

Summary

Revenues

1000 Parish Collections	<u>\$0</u>
1200 Diocesan Collections	<u>\$0</u>
1300 Grants Subsidies	<u>\$0</u>
1400 Donations	<u>\$0</u>
1500 Education	<u>\$0</u>
1600 Wills/Bequest	<u>\$0</u>
1700 Lease/Rental	<u>\$0</u>
1800 Bingo	<u>\$0</u>
1900 Sales	<u>\$0</u>
2000 Special Events	<u>\$0</u>
2100 Interest	<u>\$0</u>
2200 Miscellaneous	<u>\$0</u>
2300 Other	<u>\$0</u>
	<u> </u>
	<u> </u>
	<u> </u>
Total Revenues	<u>\$0</u>

Expenditures

5000 Administrative/Operations	<u>\$0</u>
5100 Personnel	<u>\$0</u>
5200 Education	<u>\$0</u>
5300 Liturgy/Sacramental	<u>\$0</u>
5400 Evangelization	<u>\$0</u>
5500 Bingo	<u>\$0</u>
5600 Lease/Rental	<u>\$0</u>
5700 Social Justice/Outreach	<u>\$0</u>
5800 Youth Programs	<u>\$0</u>
5900 Parish Socials	<u>\$0</u>
6000 Fund Raising	<u>\$0</u>
6200 Diocesan Collections	<u>\$0</u>
6300 Miscellaneous	<u>\$0</u>
6550 Equipment Purchase	<u>\$0</u>
6900 Uncatagorized	<u>\$0</u>
	<u> </u>
Total Expenditures	<u>\$0</u>

Surplus/Deficit (Revenues-Expenditures):

\$0

6400 Extraordianry Revenues

6500 Extraordinary Expenditures

BUDGET
For the Twelve Months Ending June 30, 2018

Summary

Revenues

1000 Parish Collections	_____
1200 Diocesan Collections	_____
1300 Grants Subsidies	_____
1400 Donations	_____
1500 Education	_____
1600 Wills/Bequest	_____
1700 Lease/Rental	_____
1800 Bingo	_____
1900 Sales	_____
2000 Special Events	_____
2100 Interest	_____
2200 Miscellaneous	_____
2300 Other	_____

Expenditures

5000 Administrative/Operations	_____
5100 Personnel	_____
5200 Education	_____
5300 Liturgy/Sacramental	_____
5400 Evangelization	_____
5500 Bingo	_____
5600 Lease/Rental	_____
5700 Social Justice/Outreach	_____
5800 Youth Programs	_____
5900 Parish Socials	_____
6000 Fund Raising	_____
6200 Diocesan Collections	_____
6300 Miscellaneous	_____
6550 Equipment Purchase	_____
6900 Uncatagorized	_____

Total Revenues _____ **\$0**

Total Expenditures _____ **\$0**

Surplus/Deficit (Revenues-Expenditures): _____ **\$0**

6400 Extraordianry Revenues _____

6500 Extraordinary Expenditures _____