



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, 2018

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: (MMDD\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
_____	_____
_____	_____
_____	_____
_____	_____
_____	=====

Checking Accounts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	=====

Savings Accounts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	=====

Certificates of Deposit:

_____	_____
_____	_____
_____	_____
_____	=====

Investment Accounts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	=====

Total: _____

SCHEDULE TO THE BALANCE SHEET
LIABILITIES

Notes Payable:

Lender	Original Amount	Current Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	_____

Custodial Funds:

Collection	Amount	
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	_____

Other Liabilities:

Description	Amount	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total:	_____

Balance Sheet
June 30, 2018

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, 2018

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></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></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></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></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></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></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></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></p> <p style="text-align: center;">Total Revenue <u> </u></p>
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Revenues & Expenditures
For the Twelve Months Ending June 30, 2018

Expenditures:

5000 Administrative/Operations		5300 Liturgy/Sacramental	
5005 Office Supplies	_____	5305 Church Supplies	_____
5010 Telephone	_____	5310 Religious Articles	_____
5012 Utilities	_____	5320 Music	_____
5013 Electric	_____	5330 Printing	_____
5014 Gas	_____	5335 Other	_____
5015 Water	_____	Total:	_____
5016 TV	_____	5400 Evangelization	_____
5017 Other	_____	5410 Voice of the SW	_____
5020 Auto (transportation)	_____	5420 Other	_____
5021 Maintenance	_____	5430 Disciples In Mission	_____
5022 Gasoline	_____	Total:	_____
5023 Mileage	_____	5500 Bingo Expense	_____
5024 Insurance	_____	5600 Lease/Rental	_____
5025 License	_____	5700 Social Justice/Outreach	_____
5030 Repair/Maintenance (minor)	_____	5710 Donations	_____
5045 Property Taxes	_____	5720 Other	_____
5050 Workshops	_____	Total:	_____
5055 Assessment (cathedraticum)	_____	5800 Youth Programs	_____
5065 Janitorial/Supplies	_____	5900 Parish Socials	_____
5070 Publications	_____	6000 Fund Raising	_____
5075 Postage	_____	6200 Diocesan Collections	_____
5080 Rent	_____	6205 Latin America	_____
5085 Bank Charges	_____	6210 Black & Indian	_____
5090 Insurance (Cath Mutual)	_____	6215 Catholic Relief Services	_____
5095 Misc. Administration	_____	6220 Rice Bowl	_____
Total:	_____	6225 Holy Land	_____
5100 Personnel	_____	6230 Good Shepherd	_____
5102 Salaries	_____	6235 Seminary	_____
5103 Payroll taxes (parish)	_____	6240 Peter's Pence	_____
5104 Mass Offerings	_____	6250 Mission Sunday	_____
5105 Stole Fees	_____	6255 Campaign/Human Development	_____
5107 Car Allowance	_____	6260 Communications	_____
5108 Social Security Allowance	_____	6270 Bishop's Appeal	_____
5111 Retreat	_____	6265 Religious Retirement	_____
5112 Medical/Dental	_____	6275 Home Missions	_____
5113 Health Insurance	_____	6280 Miscellaneous Offerings	_____
5114 Retirement	_____	Total:	_____
5115 Food/Household	_____	6300 Miscellaneous	_____
5120 Stipend (visiting priest)	_____	6550 Equipment Purchase	_____
5130 Religious Salaries	_____	6900 Uncategorized Expense	_____
Total:	_____	Total Expenditures	_____
5200 Education	_____		
5205 CCD	_____		
5210 Adult Education	_____		
5220 Spiritual Formation	_____		
5230 Catholic School Subsidy	_____		
5235 RCIA	_____		
Total:	_____		

