MEMORANDUM

**To:** All Diocesan Parishes\Missions

**From:**  Russ Farrell

**Date:**  August 1, 2020

**Subject:**  Financial Reports – September 30, 2020

A memo for the Annual Financial Report: Forms for the fiscal year ending June 30, 2020

are due in the finance office by September 30, 2020. If you need an electronic version of this form (Excel Format), please email me and we can reply ASAP. We will accept Quick

Books printouts (balance sheet, income statement, budget), but the Diocesan Chart of Accounts must be used---emphasizing the #*1335* is Faith in Action Appeal Grant. The Other is #*1345*. Plus # 1280 for Faith in Action Appeal if the Parish writes a voucher.

**SPECIAL NOTES:**

1. Parish Reporting Form (signed) and mailed separately w\original signatures.

2. New Building and\or Renovation Projects ***must*** have proposals\plans submitted to the Diocesan Building Committee prior to any committal of funds. Planned projects include any Capital Investment more than 10% of Annual Offerings, or

 $15,000 whichever is greater. (Diocesan Financial Directives III. C. 6).

3. Mass Offerings (instead of Stipends) is account # 2245; Mass Intentions is #5104. Extra intentions are allowed if the Celebrant receives only one offering, however the surplus offerings ***must*** be forwarded to the Diocese of Gallup for the Bi- Nations: Continuing Education Fund.

4. Stole Fees are in #5105: this is an expense to the Parish if paid through the Parish. Account # 6280 can be used for Faith in Action if collected w\Parish # 1280.

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 Appreciate the cooperation. Thank You.