

DIOCESE OF JOLIET

ANNUAL FINANCIAL REPORT FISCAL YEAR 7/1/2020 TO 6/30/2021

Reports are due by September 7, 2021.

Mail to Blanchette Catholic Center, Fax (815-221-6083), or E-mail (DOJreports@dioceseofjoliet.org)

Parish Number _____

Parish Name _____

Parish City _____

Name of Statement Preparer _____

Contact information for the preparer _____

E-mail _____

Phone Number _____

PLEASE SUPPLY FIGURES FOR THE FOLLOWING CATEGORIES

(As of May 1, 2021)

Parish: Registered Families _____ Total Parishioners _____ Envelopes Distributed _____ Electronic Donors _____	Religious Education: Kindergarten - Confirmation _____ Youth Group _____
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Number of Positions *	Priests	Religious	Lay
Full-Time Church			
Part-Time Church			
Full-Time Preschool			
Part-Time Preschool			
Full-Time School (K-8)			
Part-Time School (K-8)			
Full-Time Religious Ed			
Part-Time Religious Ed			

* Include employee paid positions only. Job sharing positions should be considered one position. Do not include substitute teachers. Paid cantor positions should also be excluded and noted below.

Notes:

Bequests:

Name	Amount	Did the donor restrict the bequest for a specific purpose? If yes, describe the restriction below.	If Unrestricted, was the assessment paid at time of receipt?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bequest Restrictions:

Capital Campaign

Name	Collected this Fiscal Year	Balance as of 6/30

Notes to Financials:

Please provide an explanation that would be helpful to the diocese as it completes its review. Specifically, if the parish incurred an overall deficit, please explain why this occurred and what steps will be put in place for the next fiscal year to eliminate it. Also explain any “category” fluctuations greater than 20%. (Use space below or attach a separate page.)

FINANCE COUNCIL ANNUAL ATTESTATION

Parish Number _____

Parish Name _____

Parish City _____

ATTEST: Annual financial statements for the fiscal year ended _____ (either the current or prior fiscal year end) were made available to parishioners on _____. ***A copy is attached.***

ATTEST: Meetings of the Parish Finance Council during the most recent fiscal year were held on the following dates:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

Printed Name

Occupation*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

* If retired, list previous occupation.

Representation Letter

Dear Bishop Hicks,

As Pastor (Administrator) of _____ Parish one of my primary functions is to be a good steward of the resources that have been entrusted with me to serve the people. The financial statement available on the ParishSOFT database is an all-inclusive report and is available for access by the diocese.

In making this report I personally attest the following:

1. The ParishSOFT financial statements and this annual report, to the best of my knowledge and belief, is an accurate and complete accounting of our finances including all revenues, expenses, savings, investments, and loan balances. The Pastor (Administrator) is signatory on all bank accounts which use the parish tax id number.
2. I am responsible for implementing and maintaining programs and controls consistent with those in the diocesan administrative manuals to prevent and detect fraud. I am not aware of any instances of fraud or theft in the past year, except for those, if any, already reported to the Diocesan Attorney, Business Office or Finance Department. There are no current or potential claims or assessments against the parish.
3. There have been no communications from regulatory agencies (federal, state, or local authorities, e.g. tax penalties or liens) concerning non-compliance or deficiencies that could have a financial impact on the parish. By virtue of its listing in the current edition of the Official Catholic Directory and given the USCCB Group Ruling, this parish is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize this parish's tax-exempt status or that of the Diocese of Joliet and all activities subject to tax on unrelated business income or excise or other tax have been disclosed to you. All required filings with tax authorities are up to date.
4. The parish has title in the name of the Diocese for all parish real estate as well as appropriate ownership documentation regarding all other parish assets.
5. There is no arrangement with any financial institution involving restriction of the parish's cash balances, and the parish has no outstanding debt or loans other than with the Diocese of Joliet Deposit and Loan Fund. Exceptions for other outside financing have been approved by the Bishop.
6. There is no commingling of personal and parish funds.
7. There is a parish Finance Council in place, in accordance with the Code of Canon Law (canon 537) and the Financial Policies of the Diocese of Joliet (A-1), that meets regularly to discuss and review actual and budgeted financial results and the internal controls of the parish.
8. By December 31 of this calendar year I will make an annual report of the parish financial results to the parish community, via the bulletin, in accordance with the Code of Canon Law (canon 1287§2) and the Financial Policies of the Diocese of Joliet (C-1).
9. I attest that, to the best of my knowledge, all financial management of parish temporal goods has been in conformity with the Policies of the Diocese of Joliet.
10. Finally, I acknowledge, as Pastor (Administrator), that I share with the Bishop of the Diocese of Joliet the ultimate responsibility for both the spiritual welfare of the people of God in my care and the temporal welfare of all parish assets. I affirm, with respect to the care and use of parish funds, any and all material decisions have been and will be made in accordance with applicable universal Church as well as Diocesan laws and policies.

Any exceptions to the above are noted on a separate page.

Signed:

(Pastor/Administrator - NAME)

Date: _____

(Pastor/Administrator - SIGNATURE)

Acknowledged by:

(Chair: Parish Finance Council - NAME)

Date: _____

(Chair: Parish Finance Council - SIGNATURE)