

**Annual Financial Report and Maintenance Report
2017-2018**

SUMMARY OF REVENUES

Operating Revenues

| | | |
|--|-------------------------------|-----------------|
| Sunday collections | \$ | |
| Holy day collections | \$ | |
| Special parish collections (from summary) | \$ | |
| Christmas caroling (<i>colinda</i>) | \$ | |
| Church dues | \$ | |
| Candles | \$ | |
| Memorial donations and bequests | \$ | |
| Rents | \$ | |
| Interest (savings, money market, checking, CD, all accounts) | \$ | |
| Income from Fundraising Activities | \$ | |
| <i>other</i> | \$ | |
| <i>other</i> | \$ | |
| <i>other</i> | \$ | |
| SUB TOTAL | \$ | \$0.00 * |
| | *(Multiply subtotal by .12) | \$0.00 |
| | TOTAL | \$0.00 |
| | Payment to the Diocese | \$ |
| | Balance due | \$0.00 # |
| | Overpayment | \$ |

#Please enclose check with report payable to the Romanian Catholic Diocese of Canton

Non-Operating Revenues

| | | |
|---|--------------|---------------|
| Building, equipment, construction and maintenance appeals (projects submitted to the Diocese for approval) | \$ | |
| Building, equipment, construction and maintenance appeals (projects NOT submitted to the Diocese for approval on the last page) | \$ | |
| Grants received in this fiscal year | \$ | |
| Special collections (from summary) | \$ | |
| UNIREA subscriptions received | \$ | |
| Transfers from investments (please provide details on a separate page) | \$ | |
| <i>other</i> | \$ | |
| <i>other</i> | \$ | |
| | TOTAL | \$0.00 |

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SPECIAL COLLECTIONS

| | | |
|---|----|---------------|
| Operation Rice Bowl | \$ | _____ |
| Holy Land | \$ | _____ |
| Catholic Home Missions | \$ | _____ |
| Catholic Communications Campaign | \$ | _____ |
| Peter's Pence | \$ | _____ |
| Aid to Churches in Central and Eastern Europe | \$ | _____ |
| Catholic University of America | \$ | _____ |
| World Mission Appeal | \$ | _____ |
| Romanian Martyred Bishops | \$ | _____ |
| <i>other</i> _____ | \$ | _____ |
| <i>other</i> _____ | \$ | _____ |
| TOTAL | \$ | \$0.00 |

What special fundraiser did your parish do to support the Clergy Retirement Fund in December?

EXPENSES

Normal Operating Expenses

| | | |
|--|----|---------------|
| Salary of pastor/administrator | \$ | _____ |
| Pastor/administrator's taxes | \$ | _____ |
| Pastor/administrator's insurance | \$ | _____ |
| Clergy assistance | \$ | _____ |
| Other payments (such as cantor, secretary, etc.) | \$ | _____ |
| Diocesan assessment | \$ | _____ |
| Clergy Retirement Fund | \$ | _____ |
| Housekeeping/janitor for the church, rectory and grounds | \$ | _____ |
| Repairs for church, rectory and grounds | \$ | _____ |
| Office supply | \$ | _____ |
| Postage | \$ | _____ |
| Church supplies (candles, oil, etc.) | \$ | _____ |
| Telephone | \$ | _____ |
| Utilities | \$ | _____ |
| Property and casualty insurance | \$ | _____ |
| Gifts | \$ | _____ |
| Real estate taxes | \$ | _____ |
| <i>other</i> _____ | \$ | _____ |
| <i>other</i> _____ | \$ | _____ |
| TOTAL | \$ | \$0.00 |

Non-Operating Expenses

| | | |
|---|----|---------------|
| UNIREA subscriptions | \$ | _____ |
| Building/equipment projects approved by the Diocese | \$ | _____ |
| Building/equipment projects NOT approved by the Diocese - explanation required | \$ | _____ |
| Transfers to savings | \$ | _____ |
| Investment purchases | \$ | _____ |
| Expenses paid from Grants | \$ | _____ |
| Special collections remitted to the Diocese | \$ | _____ |
| Special collections NOT remitted to the Diocese | \$ | _____ |
| <i>other</i> _____ | \$ | _____ |
| <i>other</i> _____ | \$ | _____ |
| TOTAL | \$ | \$0.00 |

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FUND-RAISING ACTIVITY SUMMARY

Dinners, Raffles and Social Events

| | |
|--|------------------------|
| Revenue (collections, extra food, beverages, etc.) | \$ _____ |
| Revenue (50/50, raffle, etc.) | \$ _____ |
| Revenue (other) | \$ _____ |
| TOTAL REVENUE | \$ _____ \$0.00 |

| | | |
|----------|-------------------------------------|------------------------|
| Expenses | Food | \$ _____ |
| | Supplies | \$ _____ |
| | Prizes | \$ _____ |
| | Payments to help | \$ _____ |
| | Outside services | \$ _____ |
| | Licenses, permits, etc. | \$ _____ |
| | Supplemental insurance | \$ _____ |
| | <i>other</i> | \$ _____ |
| | <i>other</i> | \$ _____ |
| | TOTAL EXPENSES | \$ _____ \$0.00 |
| | NET (revenue minus expenses) | \$ _____ \$0.00 |

| | |
|------------------------|------------------------|
| Catering, hall rentals | \$ _____ |
| Rentals | \$ _____ |
| Food sales | \$ _____ |
| Beverage sales | \$ _____ |
| <i>other</i> | \$ _____ |
| <i>other</i> | \$ _____ |
| | TOTAL RECEIPTS |
| | \$ _____ \$0.00 |

| | | |
|----------|--|------------------------|
| Expenses | Food | \$ _____ |
| | Beverages | \$ _____ |
| | Insurance | \$ _____ |
| | Licenses, permits, etc. | \$ _____ |
| | Payments to help | \$ _____ |
| | Supplies | \$ _____ |
| | Outside services (security, caterer, etc.) | \$ _____ |
| | <i>other</i> | \$ _____ |
| | <i>other</i> | \$ _____ |
| | TOTAL EXPENSES | \$ _____ \$0.00 |
| | NET (revenue minus expenses) | \$ _____ \$0.00 |

| | | |
|---------|------------------------------------|------------------------|
| Summary | Dinners, Raffles and Social Events | \$ _____ \$0.00 |
| | Catering, hall rentals | \$ _____ \$0.00 |
| | TOTAL | \$ _____ \$0.00 |

*(Carry to Operating Revenues section on Fundraising Activities)

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INSURANCE - If not under the diocesan umbrella policy with Waldorf, include a Summary of Coverage from your insurance company.

An inventory needs to be created of property for insurance purposes. Photos would be acceptable.

What is the insurance company for the parish/property?

What is the policy number?

What is the car insurance company?

What is the policy number for the car insurance?

*

Were there any claims this past year? Please list.

Do you have any insurance needs that you would like to talk with Deacon George in the Chancery about?

Include pictures of the iconostasis, sacred vessels, other valuable items.

Do you have a living will? As per the Typikon, the Chancery needs to have a copy.

Do you have a last will and testament? As per the Typikon, the Chancery needs to have a copy.

MAINTENANCE

Furnace checked in church and rectory. Date:

Hot water heater in church and rectory. Date:

Furnace checked in other buildings. Date:

Parish kitchen checked. Date:

Where is the Emergency Response Plan? When did you last read it?

Have any major repairs been completed this past fiscal year? Explain.

According to the Pastoral Typikon, a budget is supposed to be submitted annually. **When did you last submit an annual budget to the Diocesan Finance Office?**

It is recommended to create an inventory of church, rectory and other buildings. Mandatory every five years.

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BANK ACCOUNT AND INVESTMENT SUMMARY

Account 1 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

Account 2 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

Account 3 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

Account 4 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

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Account 5 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

Account 6 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

Account 7 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

Account 8 Type of Account
Account Number
Bank/Institution
Account Name
Authorized Signers

Reconciliation

| | | |
|-----------------------------|----|-------|
| Balance as of July 1, 2017 | \$ | _____ |
| Deposits | \$ | _____ |
| Disbursements/withdrawals | \$ | _____ |
| Balance as of June 30, 2018 | \$ | _____ |

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SUMMARY OF INDEBTEDNESS

Account 1 Name of lender
 Address of lender
 Purpose of loan
 Collateral

Original balance \$ _____
 Monthly Payment \$ _____
 Balance as of June 30, 2018 \$ _____

Account 2 Name of lender
 Address of lender
 Purpose of loan
 Collateral

Original balance \$ _____
 Monthly Payment \$ _____
 Balance as of June 30, 2018 \$ _____

CERTIFICATION

We, the below signers, certify that we have examined the foregoing and
 Pastor/Administrator

Print _____ Signature _____

Stewardship Committee Chair

Print _____ Signature _____

Accountant, Finance Secretary, Stewardship Committee Member

Print _____ Signature _____

| Diocesan Office Use ONLY |
|---------------------------------|
| Date received |
| Assessment |
| Invoice number |
| Reviewed by |
| Date Assessed |
| Date Paid |