

**Parish Annual Financial Report Checklist
For Fiscal Year 2015-2016**

Parish:_____ **Parish ID:**_____

The following materials and documents are due to the Compliance & Parish Financial Services Office on or before **Friday, August 19, 2016**.

Parish Checklist

- ☐ Pastor/MPL Representation Letter (Pastor verifies all submitted information is accurate, complete and will share financial results with the community by 11/30/2016)
- ☐ Balance Sheet as of June 30, 2016
- ☐ Profit and Loss Comparison, Actual, Budget, and Variance for the fiscal year ended June 30, 2016
- ☐ Operating Budget for FY 2016-2017
- ☐ Additional Financial Information (calculates amount of funds transferring to parish account at diocesan savings and loan fund)
- ☐ All Parish Asset Account Statements as of June 30, 2016 (checking, savings, investments, affiliated organizations)
- ☐ Affiliated Organizations (if applicable)
- ☐ Endowment List for Parish (if applicable)
- ☐ Financial Self-Review (Finance Council verifies financial processes are in compliance with diocesan policies and guidelines)
- ☐ Finance Council Self Audit (Finance Council verifies if they are operating according to diocesan parish finance council charter)

Certification: We certify that the above financial reports attached are true and correct.

Pastor/MPL

Finance Council Chairperson

Date