



Office of Financial Services

TO: Pastors, Minister of Parish Life and Principals,
Parish Administrators, Business Managers, and Accountants

FROM: Robert Serventi, Chief Finance Officer
Kathy Almazol, Superintendent of Schools

DATE: June 1, 2016

SUBJECT: Required Annual Financial Reports and Other Attendant Reports

Parishes and schools are required by diocesan policy to annually submit their financial statements and other attendant reports for the fiscal year. All reports for the period ending June 30, 2016 must be submitted to Compliance & Parish Financial Services on or before Friday, August 19, 2016.

The [Parish and School Annual Financial Reports](#) can be downloaded via the intranet and submitted via email. Please download, complete and submit the reports electronically.

The "fillable" pdf forms can be opened, saved to your desktop, filled out and when completed, emailed to Compliance & Parish Financial Services. Please use the [Parish](#) or [School](#) Annual Financial Report Checklist as a guideline to verify that all forms are completed prior to submission.

Please submit all reports listed on the Parish or School Annual Financial Report Checklist, by email to annualreports@dsj.org no later than August 19, 2016.

Please click on this button [FAQ](#) for Parish and School Annual Financial Reporting FAQs.

If you have any questions, please contact Teresa Conville, Director of Compliance & Parish Financial Services, tconville@dsj.org or (408) 983-0241.