

**School Annual Financial Report Checklist
For Fiscal Year 2016-2017**

School: _____ **School ID:** _____

The following materials and documents are due to the Compliance & Parish Financial Services Office on or before **Friday, August 18, 2017**.

School Checklist

- Principal Representation Letter (Principal verifies all submitted information is accurate, complete and will share financial results with the community by 11/30/2017)
- Balance Sheet as of June 30, 2017
- Profit and Loss Comparison, Actual, Budget, and Variance for the fiscal year ended June 30, 2017
- Operating Budget for FY 2017-2018
- Additional Financial Information (calculates amount of funds transferring to parish account at diocesan savings and loan fund)
- All School Asset Account Statements as of June 30, 2017 (checking, savings, investments, affiliated organizations)
- Affiliated Organizations (if applicable)
- Endowment List for School (if applicable)
- Financial Self-Review (Finance Council verifies financial processes are in compliance with diocesan policies and guidelines – if there is *no* school finance council, this is done by the parish finance council)
- Finance Council Self Audit (Finance Council verifies they are operating according to diocesan guidelines for parish school advisory councils – if there is no school finance council, the parish finance council verifies they are operating according to diocesan parish finance council charter)

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

Principal

Finance Council Chairperson

Date