

Chief Financial Officer
Diocese of San Jose
1150 North First Street, Suite 100
San Jose, CA 95112-4966

Dear Sir:

Enclosed is a copy of the 2017 fiscal year annual report and financial self-review. As pastor/MPL/principal/administrator of _____ (insert name of parish/school) 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 attached annual report is an all inclusive report accounting for our receipts and expenditures, loans and savings for the past year.

In making this report I personally attest to the following:

1. The annual financial report, including the accompanying schedules, and to the best of my knowledge and belief, is an accurate and complete accounting of our finances including all revenue, expense, saving, investment and loan balances.
2. All bank accounts and investments are listed in this report, including stipend and auxiliary organization accounts. The account titles include the parish/school name and the name "The Roman Catholic Bishop of San Jose, a corporation sole" and match the name on file with the Internal Revenue Service and the Federal Employer Identification Number (FEIN). The pastor/principal/administrator is signatory on all accounts, including school accounts, using the Diocesan FEIN.
3. I am responsible for implementing programs and controls consistent with Diocesan guidelines to prevent and detect fraud.
4. I am not aware of any instances of fraud or theft in the past year, except for those already reported to the Compliance & Parish Financial Services Office or the Vicar General.
5. There is no commingling of personal and parish/school funds.
6. I have a Finance Council in place that meets regularly to discuss and review actual and budgeted financial results, the internal controls of the parish/school and any expenditure greater than \$10,000.
7. I have reviewed the Financial Self Review prepared and signed by the Finance Council (that report is attached hereto) and discussed any and all exceptions with that council.
8. I will make a written annual report of the financial results to the parish/school community by **Thursday, November 30th, 2017**.

Any exceptions to these representations are noted on the attached page.

Sincerely,

Pastor/MPL/Principal/Administrator's
Signature

Date

cc: Parish Finance Council Chairperson/Business Manager/Accountant