



## **Parish and School Annual Financial Reporting FAQs**

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### **Where do I start with the financial reports package?**

The FY2016-2017 Annual Financial Reporting package has eight pdf files for parishes and schools to complete. The "Annual\_Financial\_Report>Checklist.pdf" file is a list of all required materials and documents that must be submitted. The pdf files are "fillable" files which mean they can be completed electronically. The pdf files can be opened, saved to your desktop, filled out, saved multiple times through various revisions, and when completed, emailed to Compliance and Parish Financial Services along with your financial statements. Please submit all required materials and documents via email to [annualreports@dsj.org](mailto:annualreports@dsj.org) no later than August 18, 2016.

## **Do I have to complete the financial reports package separately for parish and school?**

Yes, each parish and each school must complete the financial reports package separately.

## **How do I email the Balance Sheet, Profit and Loss Comparison and Operating Budget if the QuickBooks file is not on Right Networks?**

All QuickBooks reports can be exported into an Excel spreadsheet that you can email. Here is the procedure to export a QuickBooks report into an Excel spreadsheet:

- 1) Create in QuickBooks the report you want to export.
- 2) Click "Export..." button on the top of the report.
- 3) The Export Report dialog box should appear. Select "a new Excel workbook" and click "Export".
- 4) Your report is now exported to an Excel spreadsheet. Save the Excel spreadsheet with a filename. You can now email the report.

## **How can I get signatures for the reports if I have to email the forms?**

After the pastor/principal/finance council have reviewed and approved of the reports, typed-in names in the required signature areas will be acceptable.

## **How do I email the bank statements?**

The preferred method is to scan the bank statement into a pdf format and then email the pdf file to [annualreports@dsj.org](mailto:annualreports@dsj.org). If you do not have access to a scanner, you can either fax or mail a copy of the bank statements. When you fax or mail the bank statements, please fax/mail to Attention: Teresa Conville and have the parish or school name and id written on the bank statements. The fax number is (408) 983-0296 and the mailing address is Diocese of San Jose, 1150 North First Street, Suite 100, San Jose, CA 95112-4966.

## **How can we add comments in addition to "yes" and "no" responses in the Financial Self Review or the Finance Council Self Audit?**

You can add them in "Explanations/Recommendations" sections providing a reference to the question you're commenting on. (i.e. 5m8: There is no Pastoral Council.)

## **When I try to save the completed pdf forms, I'm unable to save it with the Adobe Acrobat program. How can I save the completed forms and email them?**

In order to fill in the pdf forms and save them, you need Adobe Acrobat Reader 8 or higher. To download the most current version of Adobe Acrobat Reader for free from the Adobe website, [click here](#)

## **Are some fields protected?**

Yes, there are certain fields on the pdf forms where the response is calculated for you. Those fields will give you a hand icon if you try to fill them in.