

**School Annual Financial Report Checklist
For Fiscal Year 2017-2018**

School: _____ **School ID:** _____

The following materials and documents are due to the Compliance & Parish Financial Services Office on or before **Friday, August 24, 2018**.

School Checklist

- Principal Representation Letter (Principal verifies all submitted information is accurate, complete and will share financial results with the community by 11/30/2018)
- Balance Sheet as of June 30, 2018
- Profit and Loss Comparison, Actual, Budget, and Variance for the fiscal year ended June 30, 2018
- Operating Budget for FY 2018-2019
- Additional Financial Information (calculates cash transferring to diocesan savings and loan, and ability to repay outstanding loan)
- All School Asset Account Statements as of June 30, 2018 (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