

**ANNUAL FINANCIAL REPORT
INSTRUCTION SUPPLEMENT**

Schedule I

To be completed only after all schedules pertinent to your parish and/or mission are completed. Bring forward total figures from all other schedules to the appropriate lines. If using the Excel schedule, all cells in green will pull from the related schedule. Please check for accuracy.

Schedule II

- 205 The special collections specified here are only those retained by the parish or mission. These do not include Archdiocesan, Catholic Charities or ADF monies.
- 210 Special bequests that are substantial or for specific purposes should be noted as such at the bottom (or other side) of the page. Source, amount and purpose should be noted as well.
- 225 Building Funds for debt retirement or for building projects approved by the Archbishop are exempt from assessment. Only include amounts related to approved projects.
- 230 This item should include all interest, dividends, gains/losses, and type of investment performance except savings and checking accounts that are included in Item #235. If investment performance is rolled or added back to investment, it should be shown here and included in #900 Investments Purchased.
- 231 Sources of revenue not included in 230 are oil and gas revenues, rental income, etc.
- 235 Include interest deposited to account(s) by financial institutions.
- 240 The sources of such income not listed in any other item should be described on Schedule X or in a similar supplement of explanations prepared by the parish.
- 510 Include stipends and mileage paid to supply priests.

Schedule III

- 653 This item should include only clergy education expenses - college or religious education courses taken by pastors or associates.

Schedule IV

Schedule IV and IV-A Should be completed only by being those parishes that maintain parochial schools.

Schedule V

- 400 Include only those investments sold or cashed during the fiscal year for which this report is being prepared, including Parish Deposit and Loan Fund (PDLF) withdrawals. Funds moved from investments to operating cash are considered a sale of investments.
- 420 Special Collections sent to the Business Office include only those of National Catholic Welfare Organizations (MG, HL, CR, HF, CC, CU, MS, CH, RR), and Priest's Medical (PM), BirthChoice (BC), and Seminarian/Vocation (SE) Collections. Do not include Catholic Charities or ADF in this item.
- 422 This item should include only donations to the Catholic Charities Appeal.
- 900 Include any Certificates of Deposit, Bonds, or Stocks purchased during the current fiscal year. Investment activity including gains/losses, dividends and interest should be included in this account. If CD's are renewed for the same amount, they do not have to be shown as sold and repurchased. However, the interest must be shown in #230. If the new CD is for the original amount plus the interest, also show the amount of interest in #900 as investment purchased. The investments will increase by this amount. Record PDLF deposits.
- 910 Show only the actual amount of the principal paid to PDLF.
- 920 Include only those collections entered in #420. Please do not make checks out to the Collection Name. All checks should be made out to the Archdiocese of Oklahoma City. Show the name of the Collection as reference on the check.

Schedule VI

Be sure to list Bank Name and Location. Differentiate between Savings and Interest Bearing Checking accounts. If the rate is known, please list it as well.

Schedule VII

List Catholic Foundation of Oklahoma, Inc. (CFO) investments and any other investment assets held in an investment managed fund.

List CD's, bonds, stocks. Give the date originally purchased and the market value at the time of purchase.

On CD's, show rate and date of maturity.

List income received on oil/gas leases, rental property, etc. If these were received in the current fiscal year, give date of purchase or gift.

Schedule VIII

Please note that this schedule is divided into two parts. In the first part, show note holder, rate, and date of final payment. Also include the total amount of the debt. In the second part, show the dates payable and the amount due in the next fiscal year.

Schedule IX

This schedule includes any extraordinary expenses, other than normal accounts payable, for which payment had not been made at year's closing date.

Schedule X

This schedule shows detailed information for any other accounts used. Please provide detail on at least 75% of the balance for the account. If the remaining 25% of detail is high in quantity, it may be classified as other on this schedule. Schedule X requires the listing amount to match the amount reported on the related schedule.

Please be sure to complete - as far as possible - the statistical and certification pages of this report. If your parish and/or mission is responsible for the upkeep of a cemetery, please fill out the cemetery supplement included with this report.

Thank you.