



DIOCESE OF SIOUX CITY

Parish Accounting Office

Date: June 30, 2020

To: Bookkeepers & Business Managers, Pastors, Administrators & Directors

From: Parish Accounting

RE: **Annual Financial Report Request: Fiscal Year July 1, 2019 to June 30, 2020**
Due Date: Receipt in Chancery Office by August 31, 2020

The diocesan request for your Annual Financial Report for the 2019-2020 fiscal year is attached. This is required by all parishes, parish schools, daycares, separately incorporated cemeteries, the Grotto, Spalding Catholic School, and the foundations.

The K-12 school systems and nursing homes are not required to complete this report. These locations do however need to submit an updated corporate resolution for approval.

We understand that with the impact of COVID-19 and social distancing, it was not possible to implement the offertory norms in the latter half of the year. We anticipate your parish put alternate internal controls in place to prevent only one person from counting the funds. We have streamlined our report this year recognizing the impact on your resources. We will however still expect the following (*not all inclusive*):

1. Your finance council to meet in July or August to review and approve the annual report.
2. The 2020-2021 budget to be approved and keyed in QuickBooks.
3. Submission of QuickBooks backup via our Sharefile after all bank and investment accounts are updated and reconciled through June 30th
4. A complete and accurate submission of the Internal Control Questionnaire.
5. Submission of all required documents including:
 - a. New corporate resolution forms documenting the location's authorized signers
 - b. Bank verification forms to confirm the checking, savings, and investment account balances. Be sure to reconcile these to your balance sheet before sending to us!

The review of the Diocesan Financial & Internal Control Norms and the Finance Council and Parish Lay Director Norms has been added to the Certification Statement. It's important that you share these with your finance council so they understand the expectations as well as their role.

For questions, please contact:

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Thank You!