

**Annual Financial Report and Maintenance Report  
2018-2019**

**SUMMARY OF REVENUES**

Operating Revenues

Sunday collections	\$	_____
Holy day collections	\$	_____
Special parish collections (from summary)	\$	_____
Christmas caroling ( <i>colinda</i> )	\$	_____
Church dues	\$	_____
Candles	\$	_____
Memorial donations and bequests	\$	_____
Rents	\$	_____
Interest (savings, money market, checking, CD, all accounts)	\$	_____
Income from Fundraising Activities	\$	_____
<i>other</i>	\$	_____ \$0.00 *
<i>other</i>	\$	_____
<i>other</i>	\$	_____
<b>SUB TOTAL</b>	\$	_____ \$0.00
	*(Multiply subtotal by .12)	\$ _____ \$0.00
	<b>TOTAL</b>	\$ _____ \$0.00
	<b>Payment to the Diocese</b>	\$ _____
	<b>Balance due</b>	\$ _____ \$0.00 #
	<b>Overpayment</b>	\$ _____

#Please enclose check with report payable to the Romanian Catholic Diocese of Canton

Non-Operating Revenues

Building, equipment, construction and maintenance appeals (projects submitted to the Diocese for approval)	\$	_____
Building, equipment, construction and maintenance appeals (projects NOT submitted to the Diocese for approval on the last page)	\$	_____
Grants received in this fiscal year		_____
Special collections (from summary)	\$	_____
UNIREA subscriptions received	\$	_____
Transfers from investments (please provide details on a separate page)	\$	_____
<i>other</i>	\$	_____
<i>other</i>	\$	_____
	<b>TOTAL</b>	\$ _____ <b>\$0.00</b>

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**SPECIAL COLLECTIONS**

Operation Rice Bowl	\$	
Holy Land	\$	
Catholic Home Missions	\$	
Catholic Communications Campaign	\$	
Peter's Pence	\$	
Aid to Churches in Central and Eastern Europe	\$	
World Mission Appeal	\$	
Romanian Martyred Bishops	\$	
<i>other</i>	\$	
<i>other</i>	\$	
<b>TOTAL</b>	<b>\$</b>	<b>\$0.00</b>

What special fundraiser did your parish do to support the Clergy Retirement Fund in December?

**EXPENSES**

Normal Operating Expenses

Salary of pastor/administrator	\$	
Pastor/administrator's taxes	\$	
Pastor/administrator's insurance	\$	
Clergy assistance	\$	
Other payments (such as cantor, secretary, etc.)	\$	
Diocesan assessment	\$	
Clergy Retirement Fund	\$	
Housekeeping/janitor for the church, rectory and grounds	\$	
Repairs for church, rectory and grounds	\$	
Office supply	\$	
Postage	\$	
Church supplies (candles, oil, etc.)	\$	
Telephone	\$	
Utilities	\$	
Property and casualty insurance	\$	
Gifts	\$	
Real estate taxes	\$	
<i>other</i>	\$	
<i>other</i>	\$	
<b>TOTAL</b>	<b>\$</b>	<b>\$0.00</b>

Non-Operating Expenses

UNIREA subscriptions	\$	
Building/equipment projects approved by the Diocese	\$	
Building/equipment projects NOT approved by the Diocese - explanation required	\$	
Transfers to savings	\$	
Investment purchases	\$	
Expenses paid from Grants		
Special collections remitted to the Diocese	\$	
Special collections NOT remitted to the Diocese	\$	
<i>other</i>	\$	
<i>other</i>	\$	
<b>TOTAL</b>	<b>\$</b>	<b>\$0.00</b>

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**FUND-RAISING ACTIVITY SUMMARY**

Dinners, Raffles and Social Events

Revenue (collections, extra food, beverages, etc.)	\$ _____
Revenue (50/50, raffle, etc.)	\$ _____
Revenue (other)	\$ _____
<b>TOTAL REVENUE</b>	<b>\$ _____ \$0.00</b>

Expenses	Food	\$ _____
	Supplies	\$ _____
	Prizes	\$ _____
	Payments to help	\$ _____
	Outside services	\$ _____
	Licenses, permits, etc.	\$ _____
	Supplemental insurance	\$ _____
	<i>other</i>	\$ _____
	<i>other</i>	\$ _____
	<b>TOTAL EXPENSES</b>	<b>\$ _____ \$0.00</b>
	<b>NET (revenue minus expenses)</b>	<b>\$ _____ \$0.00</b>

Catering, hall rentals	\$ _____
Rentals	\$ _____
Food sales	\$ _____
Beverage sales	\$ _____
<i>other</i>	\$ _____
<i>other</i>	\$ _____
	<b>TOTAL RECEIPTS</b>
	<b>\$ _____ \$0.00</b>

Expenses	Food	\$ _____
	Beverages	\$ _____
	Insurance	\$ _____
	Licenses, permits, etc.	\$ _____
	Payments to help	\$ _____
	Supplies	\$ _____
	Outside services (security, caterer, etc.)	\$ _____
	<i>other</i>	\$ _____
	<i>other</i>	\$ _____
	<b>TOTAL EXPENSES</b>	<b>\$ _____ \$0.00</b>
	<b>NET (revenue minus expenses)</b>	<b>\$ _____ \$0.00</b>

Summary	Dinners, Raffles and Social Events	\$ _____ \$0.00
	Catering, hall rentals	\$ _____ \$0.00
	<b>TOTAL</b>	<b>\$ _____ \$0.00</b>

\*(Carry to Operating Revenues section on Fundraising Activities)

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**INSURANCE - If not under the diocesan umbrella policy with Waldorf, include a Summary of Coverage from your insurance company.**

An inventory needs to be created of property for insurance purposes. Photos would be acceptable.

What is the insurance company for the parish/property?

What is the policy number?

What is the car insurance company?

What is the policy number for the car insurance?

\*

Were there any claims this past year? Please list.

Do you have any insurance needs that you would like to talk with Deacon George in the Chancery about?

Include pictures of the iconostasis, sacred vessels, other valuable items.

Do you have a living will? As per the Typikon, the Chancery needs to have a copy.

Do you have a last will and testament? As per the Typikon, the Chancery needs to have a copy.

**MAINTENANCE**

Furnace checked in church and rectory. Date:

Hot water heater in church and rectory. Date:

Furnace checked in other buildings. Date:

Parish kitchen checked. Date:

Where is the Emergency Response Plan? When did you last read it?

Have any major repairs been completed this past fiscal year? Explain.

According to the Pastoral Typikon, a budget is supposed to be submitted annually. **When did you last submit an annual budget to the Diocesan Finance Office?**

It is recommended to create an inventory of church, rectory and other buildings. Mandatory every five years.

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**BANK ACCOUNT AND INVESTMENT SUMMARY**

Account 1    Type of Account  
Account Number  
Bank/Institution  
Account Name  
Authorized Signers

**Reconciliation**

Balance as of July 1, 2018	\$	_____
Deposits	\$	_____
Disbursements/withdrawals	\$	_____
Balance as of June 30, 2019	\$	_____

Account 2    Type of Account  
Account Number  
Bank/Institution  
Account Name  
Authorized Signers

**Reconciliation**

Balance as of July 1, 2018	\$	_____
Deposits	\$	_____
Disbursements/withdrawals	\$	_____
Balance as of June 30, 2019	\$	_____

Account 3    Type of Account  
Account Number  
Bank/Institution  
Account Name  
Authorized Signers

**Reconciliation**

Balance as of July 1, 2018	\$	_____
Deposits	\$	_____
Disbursements/withdrawals	\$	_____
Balance as of June 30, 2019	\$	_____

Account 4    Type of Account  
Account Number  
Bank/Institution  
Account Name  
Authorized Signers

**Reconciliation**

Balance as of July 1, 2018	\$	_____
Deposits	\$	_____
Disbursements/withdrawals	\$	_____
Balance as of June 30, 2019	\$	_____

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**SUMMARY OF INDEBTEDNESS**

Account 1    Name of lender  
                   Address of lender  
                   Purpose of loan  
                   Collateral

Original balance    \$ \_\_\_\_\_  
 Monthly Payment    \$ \_\_\_\_\_  
 Balance as of June 30, 2019    \$ \_\_\_\_\_

Account 2    Name of lender  
                   Address of lender  
                   Purpose of loan  
                   Collateral

Original balance    \$ \_\_\_\_\_  
 Monthly Payment    \$ \_\_\_\_\_  
 Balance as of June 30, 2019    \$ \_\_\_\_\_

**CERTIFICATION**

We, the below signers, certify that we have examined the foregoing and hereby submit this financial report as an axact and true record of the receipts and expenses of this parish/mission.

Pastor/Administrator

Print \_\_\_\_\_ Signature \_\_\_\_\_

Stewardship Committee Chair

Print \_\_\_\_\_ Signature \_\_\_\_\_

Accountant, Finance Secretary, Stewardship Committee Member

Print \_\_\_\_\_ Signature \_\_\_\_\_

<b>Diocesan Office Use ONLY</b>
<b>Date received</b>
<b>Assessment</b>
<b>Invoice number</b>
<b>Reviewed by</b>
<b>Date Assessed</b>
<b>Date Paid</b>