

Romanian Catholic Diocese of Canton  
1121 44<sup>th</sup> Street NE  
Canton OH 44714-1297

Most Reverend John Michael Botean  
Bishop  
Eparchy of St. George in Canton



# ANNUAL PARISH/MISSION FINANCIAL AND MAINTENANCE REPORT

For the fiscal year  
July 1, 2017 – June 30, 2018  
*(Submit completed report and payment by August 30, 2018)*

PARISH/MISSION NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

PASTOR/ADMINISTRATOR \_\_\_\_\_

Mail to:  
Very Rev. Ovidiu Marginean, Economos  
Romanian Catholic Diocese of St. George in Canton  
Finance Office  
1121 44<sup>th</sup> Street NE  
Canton OH 44714-12974

**Instructions for Annual Report and Maintenance Report**

As we do each year, the diocese is requiring the filing of the annual report. **We remind you that the report is not optional and that all information requested must be provided.** Keep in mind that this information will be used for purposes other than just the annual assessment so please provide whatever detailed information you have available. If you have any questions, please call Very Reverend Ovidiu Marginean at 330-493-9355. The following items may be of help as you work through this report.

- Please note in the operating revenues section that special parish collections and income from fund-raising activities including rents, are from summaries listed elsewhere in the report.
- Please be sure to remove *Unirea* subscription payments from contributions before listing. *Unirea* subscriptions should be listed in the non-operating income section. However, if *Unirea* is sent to all members and subscriptions are paid by the parish, **DO NOT** assign a subscription amount. List only subscriptions that have been forwarded to the diocese.
- Collections include free-will offerings whether received in the Sunday collection, by mail, in cash or by check.
- **ALL** fund-raising activities must be reported regardless of the purpose of the fundraiser or the parish organization sponsoring the event. This includes rents received renting parish property. If you need more space, please feel free to copy the blank pages in the report.
- Only those expenses directly related to the fund-raising activity should be reported as an expense of that activity. In the event parish expenses are paid directly from these funds, they should be segregated and reported with parish operating expenses.
- Report bank accounts for all parish organizations as well as the general parish operating accounts. Also, be sure to list and reconcile all investment accounts as well. **Accurate and complete reconciliations are required.**
- The bishop and economos of the diocese are to be authorized signers on all parish/mission accounts. Please see “Bank Account and Investment Summary” section on the second to the last page to make sure that it is filled out correctly and accurately.

The final report should be sent to the Chancery.

**Please submit completed report by August 30, 2018.**

## **Grant Applications for Parish Projects**

**First and foremost** – we will not consider any requests from any parishes/missions that do not pay their assessments to the Diocese. If you do not contribute to the Annual/Quarterly Assessment to the Diocese do not send us requests for help up until you have remedied that dysfunctionality (all Catholic Institutions throughout the world pay assessments to a higher Institutions – that is what it means to be in the Catholic Church – we support each other from smaller to bigger and from bigger to smaller!!!)

We can help all our parishes/missions from our Diocesan jurisdiction obtain grants for their parish/missions projects.

### **Here's what you need to do:**

1. **Create a project** (ex. Clergy salary, Church repairs, Catechism programs, etc.) – write a complete explanation – a narrative - of the purpose of the project and where do you intend to allocate the money that will be received on this project. Give us the amount that you want to ask for in this grant (5,000, 10,000, etc.) **Submit this entire request in writing to the Diocese.**
2. **Give us the name of the person in charge of the project** – normally we would like the Parish priest to be but if there is another person who helps the priest we understand that as well.
3. We need the **2017-2018 Revenue and expense report** of the parish/mission.
4. We need also a **project budget** – ex. Revenue for project –from fundraisers (\$550) Income from parishioners – pledged towards the project (\$1,500) etc. Expense for project – Repairs – (3,000), etc.
5. **Number of parishioners and your weekly collection amount.**

If we have all these from you I will be more than happy to assist you in obtaining a grant from different institutions depending for what kind of grant you are requesting. Once application is put in you will receive an e-mail of confirmation that such application was made for you and you also will receive updates from the same institution on what (if any) has been awarded to you on that grant application.

## **Assessments – quarterly payments**

We have not stopped the praxis of quarterly payments for the assessments (*taxa, Cathedraticum*) due to the Diocese. To refresh the practice – every quarter – starting at the beginning of the year a payment should be made to the Diocese 12% on all of the **gross Sunday collections, memorial donations, and kind of special donations, candles donations, or any kind of collections or donation etc.** – exceptions are the **Special collections who are remitted to the Diocese those are fully exempt! As well as 12% on all net fundraising activities – dinners, festivals, Fish Fry, raffles, 50/50, or any kinds of fundraisers, etc.** The assessments are paid on April 15<sup>th</sup> for January, February, March, quarter on July 15, for April, May, June quarter, on October 15<sup>th</sup> for July, August, September quarter, and on January 15<sup>th</sup> for the October, November, December quarter. I hope this helps clarify issues that were uncertain before.

Questions? Please contact **Fr. Ovidiu** at the Diocesan office!

## **Church and Rectory Capital Improvements Projects for Approval**

From time to time our parishes must make capital improvements to the church property. By this time, **you should be aware that any expenditures in the amount of \$5,000.00 or greater must be approved by Bishop John Michael.** Please send the following to the Chancery Office when requesting approval:

1. At least three proposals for the work to be done. If this is not possible please explain why.
2. Tell us which contractor you recommend for the project and why. Please include a certificate of insurance for each contractor.
3. Provide copies of minutes from Stewardship and/or Pastoral committee meetings where the proposal is discussed.
4. Tell us how you plan to pay for the improvements.
5. Give us your checking and saving account balances as of the date you submit your request (or financial statement if it is available.)
6. Send a copy of any plans or blueprints you may have.

**Please give us at least two weeks to review and approve your project.** The bishop is often traveling I am here only part of the time. It is often impossible for us to review your project in a few days.

These procedures are more formal that you have followed in the past. We are trying to give you some concrete procedures to follow so that your project can be approved in as little time as possible.