

Diocèse de Sault-Ste-Marie



Centre diocésain
30 Ste-Anne Road
Sudbury, Ontario P3C 5E1
Tel: (705) 674-2727
Fax: (705) 674-9889

Annual Financial Report – 2014

Parish

Name: _____
Parish Code: _____
Address: _____
City: _____
Postal Code: _____
Pastor: _____
Assistant: _____

Parish Finance Committee

(Please indicate number of year(s) on committee and number of year(s) of experience)

Chairperson: _____
Address: _____

Other member of the finance committee

Name: _____
Name: _____
Name: _____
Name: _____
Name: _____

Person(s) to contact for additional information

Name: _____
Telephone: _____
Home: _____
Office: _____

Income Statement

For the year ended December 31, 2014

Receipts

Sunday Collections (include loose change)		
New Year's Day (include loose change)		
Easter Sunday (include loose change)		
Christmas Collection (include loose change)		
Non approved Parish collections (building fund, etc...)		
Total taxable revenues		
Diocesan tax exempt pre approved parish collection		
Description of project including deadline for collection for funds for the project (amount is exempt from D.A.E., Bishop must have approved the collection)		
Parochial organizations (socials, bingo, lotteries etc...)		
Aboriginal Sector (special collection)		
Development and Peace / Share Lent (special collection)		
Seminary (special collection)		
The Pope's Pastoral Works (special collection)		
Needs of the Church in Canada (special collection)		
World Mission Sunday (special collection)		
The Bishop's Annual Appeal (special collection)		
Weddings, Funerals (parish portion receipts only)		
Religious articles, candles, literature, etc...		
Bequests, special donations (please identify donor)		
Miscellaneous revenue (hall rentals, rebates, etc...)		
Grant received from Parish Assistance Fund		
Interest earned from deposit with Parish Assistance Fund		
Loan received from Parish Assistance Fund		
Other revenues (indicate sources)		
Total non taxable revenues		
Grand total of receipts		

Income Statement

For the year ended December 31, 2014

Expenditures

Diocesan administration expense (D.A.E.)	
Debt repayment to Parish Assistance Fund (loan)	
Interest paid on debt to Parish Assistance Fund	
Deposit to Parish Assistance Fund	
Special Collections (7 approved collections)	
Donations forwarded elsewhere (Please enumerate below)	

Candles, religious articles, literature, etc... (cost)	
Mass wine, vestments, altar bread, vessels, etc...	
Sacramental preparation programs (operating cost)	
Lay Employee benefits plan (contribution to Green Shield)	
Lay Employee pension plan (yearly pension contribution)	
Salaries Lay employees (net)	
Salary Parish Priest (net)	
Clergy Benefit (pension plan contribution)	
Clergy Benefit (Green Shield contribution, health/dental)	
Payroll deductions paid to Revenue Canada	
Insurance (rectory only)	
Property taxes (rectory only)	
Operating costs (rectory only)	
Office expenses (photocopier, computer, software, etc...)	
Insurance (parish only)	
Utilities (electricity, heat, water, telephone, fax, etc...)	
Ordinary repairs and maintenance for church	
Extra-ordinary repairs and maintenance for church (specify)	

Professional fees (accountant, lawyer, etc...)	
Purchase of new equipment for Parish	
Bank charges and fees (if any)	

Grand total of expenditures

Balance Sheet

As at December 31, 2014

Assets

Bank (Parish general account balance)		
Bank (Parish Mass account)		
Petty cash		
Accounts receivable		
Investments (Parish Assistance Fund)		
Investments (other investments)		
GST receivable		
Total assets		

Liabilities

GST payable		
Accounts payable		
Ordered and special collections		
Masses owed to celebrants (and to Diocese)		
Loan payable		
Deferred revenue - unsaid masses as of December 31 (amount should be equal to the Paris Mass account in Assets above)		
Total liabilities		
Net financial position		

Additional Information

Financial Institution:

Address:

Postal Code:

Telephone:

Account Name

Institution #

Transit #

Account #

Account Name

Institution #

Transit #

Account #

Account Name

Institution #

Transit #

Account #

Account Name

Institution #

Transit #

Account #

Financial Institution:

Address:

Postal Code:

Telephone:

Account Name

Institution #

Transit #

Account #

Account Name

Institution #

Transit #

Account #

Account Name

Institution #

Transit #

Account #

Account Name

Institution #

Transit #

Account #

Additional Information

Risk Management Questions for all insured parishes:

1. Number of Lay Employees in the Parish

2. Number of the Lay Employees who are in High Risk Ministry*

3. Number of Lay employee that handle money

4. Number of volunteers in the Parish

5. Number of Volunteers in the Parish in High Risk Ministry*

6. Number of volunteers that handle money

7. Number of children under the age of 18 in parish programs

8. Number of people who as part of their regular duty handle or have custody of money and securities in the parish

*Note: High Risk Ministry is a Screening Committee designation given to those who are in proximity to children and/or vulnerable persons or have custody of money and securities in the parish.