

Parish and School Important Information for Year-End 2011

Each year the Pastor or Administrator of a parish is required to submit an annual report to the Bishop for the parish and school on a fiscal year basis. These reports are due by **October 14, 2011** signed by the pastor, two trustees and Finance Committee Chairperson – for parishes and signed by the Pastor and the Principal for schools. The financial reporting package steps to take to complete the information and forms are listed below.

In all cases, if you have questions on the process, please contact either your Deanery Administrator or Regional Administrative Officer for guidance.

To access the 2011 year-end forms please follow instructions below:

1. Go to the website www.drvc.org.
2. Click on Departments and then Finance Office
3. Find 2011 Year End Procedure and Schedules
4. *Right Click* on (YE Parish Package 2011) or (YE School Package 2011) and save the file to your network or computer file and include your parish name in the new file name that you create.
5. Also save the Parish Governance Form link within this site.
6. It is extremely important to save the file to your computer hard drive or network before you enter your data and before the file is printed with your figures.
7. Enter your data in this reporting package and complete the supplemental schedules
8. **Once complete, enter the data into the portal.**

All parish and school statements containing balances due to each of the Diocesan Plan as of 8/31/11 were emailed to each Pastor or Principal on September 6, 2011.

All General Ledger System users will need to complete the following steps prior to completing the financial reporting package and supplemental schedules.

- Reconcile all bank accounts and post all accrued interest through August 31, 2011.
- Post all payroll journal entries including accrued vacation; sick and other benefit costs.
- Post all accounts payable transactions through August 31, 2011.
- Post all accruals of expenses through August 31, 2011. (See statements emailed to you on 9/6/11.)
- If your parish has a campaign, you will need to accrue pledges received to date.
- If your parish has a construction project or renovation project, you will need to accrue all construction costs and expenses to date.
- Verify that journal entries made at year end have been reversed.
- Record any pre-paid assets and reverse pre-paid asset balances from prior years.
- If using Macola General Ledger, once all steps are complete, contact Dave Fantry to schedule your close-out.
- If using Macola or LOGOS, print the Statement of Activities and Statement of Financial Position. These should be signed, mailed and returned.

Please mail completed signed forms to the following address below on or before **October 14, 2011**.

- ❖ Completed set of Parish/School Financial Reports, including Supporting Schedules A, B & C as it pertains to the Parish or School.
- ❖ Supplement #1, which is the individual listing of all August 31, 2011 accounts payable & accruals.
- ❖ Completed 2011 Annual Parish Corporate Governance Forms.

Diocese of Rockville Centre

P.O. Box 9023

Rockville Centre, NY 11571-9023

Attn: Parish Administrative Support Team – Regional Administrative Officer

ADDITIONAL INFORMATION FOR PARISHES

Financial Report Additional Information

1. A supporting schedule with an itemized breakdown should be submitted in addition to Schedule A, for accounts where the dollar amount exceeds \$15,000 or more in total. This includes all of the following:

1180	Other Assets	4055	Other Salaries
1195	Exchange	4165	Religious Other
2500	Other Liabilities	4179	Other Fringe Benefits
3070	Other Special Collections	4270	Other Programs
3150	Other Fund Raising	4380	Other Contracted Services
3280	Other Programs	4390	Miscellaneous Office Expenses
3445	Other Investment Income	4490	Miscellaneous Auxiliary Expenses
3455	Other Rental Income	4550	Other Rectory Household Expenses
3468	Donations and Bequests (Any balance)	4685	Other Special National Collections
3685	Other Special National Collections	4790	Other Building Expenses
3810	Restricted Donations and Bequests (All)	4810	Diocesan Projects
3820	Approved Campaign	4820	Campaign Expenditures
3830	Insurance Claims	4840	Parish Cemetery
3845	Restructuring report for VSP	4850	Mission Chapel
3840	Other Extraordinary	4860	New Building, Extension Property
3850	Parish Cemetery	4870	Repairs and Renovations
3860	Mission Chapel	4880	Furniture and Equipment

2. All supporting schedules and supplements have total lines that should be tied to the financial report. These include:

Schedule A	to Account 1100 Cash-Checking and 1125 Savings/Money Market.
Schedule B	to Account 1145 Unitas Investment, Account 1140 Certificates of Deposits, Account 1150 Other Investments & Account 2400 Mission Assistance Corporation respectively.
Supplement No. 1	to Account 2100 Accounts Payable & Accrued Expenses.

3. For a detailed account description of each account, go to the Finance Website of the Diocese for the current Chart of Accounts. Please note that the Parish Reports have standardized formatting, and every effort should be made to conform all of your parish accounts to the Diocesan Issued Chart of Accounts. Only a Macola generated report, a LOGOS generated report or the **latest** excel financial reporting package available on our website will be accepted for the signed hard copy reports.
4. The Statement of Financial Position provides four accounts for the Parish's Net Asset:

2910	Unappropriated General Net Asset
2920	Appropriated General Net Asset
2930	Temporarily Restricted Net Asset
2940	Permanently Restricted Net Asset

Every effort should be made to accurately complete this section. If clarification is required, please refer to the Chart of Accounts.

5. Donations and Bequests and Restricted Donations and Bequests - Account 3468 or Account 3810. These accounts will need separate schedules to support the activity which lists the full details of the donor, intention of the specific donation and amount given. The parish will need to provide the account details from the general ledger. These schedules should tie the funds remaining at year-end to account 2930 or 2940.

6. Approved Campaign for Parish Development - Account 3820. Approved Campaigns have written permission from the Vicar General on behalf of the Bishop and a monthly reporting to the Finance Office occurs when campaigns are in place. Please make sure that the monthly campaign reports are up to date in the Finance Office. At year end, the parish should provide the monthly General Ledger activity which should agree with the transaction reports on file in the Finance Office. The parish will need to reconcile this activity with their bank accounts so that the funds remaining at year end are reflected properly in account 2930.
7. Please note that the summary page requires the signatures of the Pastor, Trustees as well as the Parish Finance Committee Chairperson. This must be signed and returned to our office by **October 14, 2011**. Parishes are asked to also electronically report these figures through the web portal after the package has been completed. If you have difficulty meeting this deadline, please contact your Regional Administrative Officer for guidance.

Note: Parish Cemeteries will report using the monthly reports that the Finance Office has on their webpage. The web portal will not be used for Cemetery reporting. These reports are due October 14, 2011.