

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 SCHOOLS

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:

31160	Other Investments	43220	Other Contracted Services
31201	Other Receivables	43295	Miscellaneous Plant Oper Expenses
31600	Other Assets	46650	Other Student Activities
40190	Other Tuition Fees	46690	Other Athletic Expenditures
40460	Miscellaneous Income	48120	Principal Payments
40650	Other Student Activity Income	48510	Major Building Repairs
40690	Other Athletic Income	48515	Capital Equipment
40910	Transfer From Special Funds	48520	Major Site Repairs
40920	Transfer From School Savings	48530	New Construction
41295	Miscellaneous Admin Expenditures	48910	Transfer to Special Fund Acct.
42103	Other Instructional Salaries	48911	Depreciation Expense
42295	Miscellaneous Instruct Expenditures	48912	Loss on Sale
43240	Miscellaneous Library/Media Exp	48920	Transfer to School Savings Acct.

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

Schedule A to Account 31100 Cash-Checking and 31125 Savings/Money Market
Supplement No. 1 to Account 32100 Accounts Payable & Accrued Expenses

4. For a detailed account description of each account, go to the Diocesan Website for an updated Chart of Accounts. Please note that the School 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 report available on our website will be accepted.

6. The Statement of Financial Position provides four accounts for the Parish's Net Asset:

33001	Appropriated General Net Asset
33002	Unappropriated General Net Asset
33003	Temporarily Restricted Net Asset
33004	Permanently Restricted Net Asset
33005	Plant Net Asset

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

7. Similar to prior year, we are requiring that any totals in Account 40400 (Donations and Bequests) be substantiated with the details of the donor, intention of the specific donation and amount given. As previously stated, we are also requiring the account detail from the general ledger.).
8. Please note that the summary page requires the signatures of the Principal, Pastor or Regional School Chairperson and the person preparing the report. This must be signed and returned to our office by **October 14, 2011**. If you have difficulty meeting this deadline, please contact your Regional Administrative Officer for guidance.