

OFFICE OF PARISH SUPPORT
DIOCESE OF ROCKVILLE CENTRE
379 LINDEN STREET
MASSAPEQUA PARK, NY 11762
(516) 442-2887

Date: September 10, 2018
To: Pastors/Administrators and School Principals
From: Kevin T. Murphy, Director of Diocesan Administration
Re: 2018 Year-End Due Dates and Process

The Annual reports for the Parishes, Schools and Cemeteries for the year ending August 31, 2018 are due on **October 12, 2018**. Please send in your completed annual reporting package signed by you, the trustees and your finance council chairperson for parishes and cemeteries, if applicable, and signed by yourself and the school principal for the schools, to your Parish Support Manager at the address below. Specific instructions for **Parish and School Close-Out Packages and Important Information for FY '18** are listed on the Finance Department page of the DRVC website. The **Annual Parish Corporate Governance Form** to be completed and returned with your financial reports by October 12, 2018 is also listed on the Finance Department page.

The Office of Parish Support (OPS) is available to work with each parish and school through the year-end reporting process. I encourage you to work with your Parish Support Managers and Associates in completing the required forms. If you have difficulty meeting this deadline, please contact your Parish Support Manager for guidance.

The complete reporting package is to be mailed in to the attention of your Parish Support Manager at the following address:

Office of Parish Support
Attn: Parish Support Manager
Diocese of Rockville Centre
379 Linden Street
Massapequa Park, NY 11762

Parish and School Important Information for Year-End 2018

Each year the Pastor or Administrator of a parish is required to submit an annual report to the Bishop for the parish, cemetery and school on a fiscal year basis. These reports are due by **October 12, 2018** signed by the pastor, two trustees and Finance Committee Chairperson for parishes and cemeteries, and signed by the Pastor and the Principal for schools. The steps to take to complete the financial reporting package are listed below.

In all cases, if you have questions on the process, please contact either your Parish Support Manager or Associate for guidance.

To access the 2018 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 2018 Year End Procedure and Schedules
4. *Right* Click on (YE Parish Package 2018) or (YE School Package 2018) 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. If the Parish/School is using the CathoNet/QuickBooks general ledger software, you can generate Diocesan reports from the CathoNet hosted desktop. There is a link on your hosted desktop to the reporting feature. Click on the link and then select each of the following three reports:
 - a. Annual Summary Financial Report;
 - b. Annual Summary Statement of Financial Position; and
 - c. Annual Detailed Financial Report. You will still have to complete the Supplemental Schedules from the excel workbooks. Note: This time-saving feature will only work if your CathoNet/QuickBooks file has a valid chart of accounts. The parish QuickBooks user will receive an email from Mary Anne Coleman with instructions.
9. Once complete, enter the data into the portal. If the Parish/School is using CathoNet/QuickBooks general ledger software, you can download your trial balance from QuickBooks to excel and upload it into the portal. You must have a valid chart of accounts to use this feature.

The parish and school statements containing year end balances to each of the Diocesan Plans will be emailed to each Pastor or Principal on or about September 10, 2018. Unitas Investment Statements will be available on-line on or about September 18, 2018.

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, Unitas and investments and post all accrued interest gains or losses through August 31, 2018.
- Post all payroll journal entries including accrued vacation, sickpay and other benefit costs.
- Post all accounts payable transactions through August 31, 2018.
- Post all accruals of expenses through August 31, 2018.
- If your parish has a campaign, you will need to accrue any uncollected pledges made as of August 31, 2018. Use Account # 1172 Pledges Receivable – Short term for any pledges due before August 31, 2018. Use Account # 1200 for Pledges Receivable – Long Term for over one year redemption.
- 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 last year have been reversed.
- If the school depreciates assets (**regional schools only**), record the expense and accumulated depreciation.

- Fiscal Year 2018 – All schools should accrue for their teacher sick pay liability fund. The supplemental schedule supporting this liability should also be completed.
- Record any pre-paid assets and reverse pre-paid asset balances from prior years.
- Diocesan collections received must equal Diocesan collections paid (3600 series and 4600 series). Unpaid Diocesan collections as of August 31, 2018 should be properly recorded as a liability in accrued expenses and expensed to the appropriate 4600 account.

Net Assets – It is important to identify restricted assets in the fund balance at year end. Campaign receipts for construction work to be done in the future is a typical example. If you are not sure how to classify net assets, please contact your Parish Support Manager. All net asset restrictions must be documented in writing from the donor. Your Parish Support Manager will request this as part of the close out.

Please mail completed signed forms and documents to the address below on or before **October 12, 2018**.

- ❖ Completed set of Parish/School Financial Reports, including Supporting Schedules A, B & C as it pertains to the Parish or School.
- ❖ Copies of all statements from investments other than Unitas
- ❖ Supplement #1, which is the individual listing of all August 31, 2018 accounts payable & accruals.
- ❖ Completed 2018 Annual Parish Corporate Governance Forms.

Diocese of Rockville Centre
379 Linden Street
Massapequa Park, NY 11762
Attn: Office of Parish Support – Parish Support Manager

ADDITIONAL INFORMATION FOR PARISHES

Financial Report Additional Information

If the Parish/School is not using the CathoNet/QuickBooks general ledger software, you must provide the supporting schedules listed below.

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	4280	Other Programs
3150	Other Fund Raising	4375	Professional Fees
3280	Other Programs	4380	Other Contracted Services
3453	Other Rental Income	4390	Miscellaneous Office Expenses
3455	Recurring Building Leases (other than religious)	4490	Miscellaneous Auxiliary Expenses
3468	Donations and Bequests (Any balance)	4550	Other Rectory Household Expenses
3469	Donations and Bequests (Major unrestricted)	4685	Other Special National Collections
3685	Other Special National Collections	4720	Contracted Maintenance Services
3780	Other Investment Income	4790	Other Building Expenses
3810	Restricted Donations and Bequests (All)	4820	Campaign Expenditures
3820	Approved Campaign	4860	New Building, Extension Property
3830	Insurance Claims	4870	Repairs and Renovations
3840	Other Extraordinary	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.
Supplement No. 2	to Account 32103 Accrued Sick Time (SCHOOLS ONLY) Please also complete the footnote on this schedule, providing information on how you are funding the school's sick pay liability.

3. For a detailed account description of each account, go to the Parish Support Center on the Diocesan Website 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 CathoNet 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 or contact your Parish Support Manager or Associate.

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.
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
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 12, 2018**. 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 Parish Support Manager for guidance.
8. **Reports missing signatures, without prior approval, will be returned and considered not submitted.**

Note: Parish Cemeteries will report using the monthly reports that the Office of Parish Support has on their webpage. The web portal will not be used for Cemetery reporting. These reports are due **October 12, 2018**.