



Diocese of Rockville Centre

Office of Parish Support

379 Linden Street
Massapequa Park, NY 11762
Tel: 516-442-2887
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To: Pastors/Administrators and School Principals

From: Joseph DiSibio, Director of Office of Parish Support

Date: September 1, 2021

****August 31, 2021 Year-End Process****

The by-laws, adopted by all parishes, require that “The Board shall cause copies of all such annual budgets and annual financial reports, signed by the Secretary-Treasurer, the elected Trustees and a representative of the Finance Committee to be filed in the archives of the office of the President of the Corporation”.

In complying with that directive, the financial data for the Parishes and Schools for the year ending August 31, 2021 are due to be **submitted into the DRVC financial portal by October 22, 2021**. Cemeteries are not required to submit their financial information via the DRVC portal at this time.

The completed annual reporting package for all parishes, schools AND cemeteries, as required by the by-laws, signed by the appropriate individuals, are to be sent *to the Parish Support Manager for your deanery at the address below*, by **November 30, 2021**.

The completed report package is to be mailed *to the attention of your Parish Support Manager at the following address*:

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

Specific instructions for Parish and School Close-Out Packages and Important Information for FY '21 are listed on the Office of Parish Support page of the DRVC website. The Annual Parish Corporate Governance Form, to be completed and returned with your financial reports by **November 30, 2021**, can also be found on the Office of Parish Support page. [**https://www.drvc.org/office-of-parish-support-team/**](https://www.drvc.org/office-of-parish-support-team/)

If you have any difficulty meeting these deadlines, please contact the Parish Support Manager for your deanery for additional assistance and guidance.

Please remember that the Office of Parish Support is available to work with each parish and school through the year-end reporting process. I encourage you to work with your Parish Support Manager in completing the required forms.

Thank you.

Parish and School Important Information for Year-End 2021

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. The financial data is due into the DRVC Financial Portal on **October 22, 2021**, and the signed reports are due by **November 30, 2021** signed by the pastor, two trustees and Finance Committee Chairperson or representative for parishes and cemeteries, and signed by the Pastor and the Principal for schools. The steps necessary to complete the financial reporting package are listed below.

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

To access the 2021 year-end forms please follow instructions below:

1. Go to the website www.drvc.org.
2. Click on Offices and then Parish Support. The documents are in the right hand margin.
3. Find Year-End Procedures
4. *Right Click* on (2021 Parish Financial Report) or (2021 School Financial Report) and save the file to your network or computer file, using the “save target as” option, and include your parish name in the new file name that you create. The 2021 Cemetery Financial Report can be found further down the margin under Cemetery Accounting
5. Also save the 2021 Parish Governance Form in the same manner.
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 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, 2021. Unitas Investment Statements will be available on-line on or about September 17, 2021.

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, 2021.
- Post all payroll journal entries including accrued vacation, sickpay and other benefit costs.
- Post all accounts payable transactions through August 31, 2021.
- Post all accruals of expenses through August 31, 2021.
- If your parish has a campaign, you will need to accrue any uncollected pledges made as of August 31, 2021. Use Account # 1172 Pledges Receivable – Short term for any pledges due before August 31, 2021. 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.
- 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, 2021 should be properly recorded as a liability in accrued expenses and expensed to the appropriate 4600 account.
- Over the last year, Parish Support has issued directions on the proper accounting for the Payroll Protection Plan (PPP) loans and Employee Retention Credits (ERC). Both programs should be accounted for using the methodology and accounts as presented in the guidance. If you need further assistance or copies of the distributed guidance, please contact the Office of Parish Support.

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 the Parish Support Manager for your Deanery. 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 **November 30, 2021**.

- ❖ 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, 2021 accounts payable & accruals.
- ❖ Completed 2021 Annual Parish Corporate Governance Forms.

**Office of Parish Support
Attn: (*Your* Parish Support Manager)
Diocese of Rockville Centre
379 Linden Street
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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 Offices – Parish Support 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 the Parish Support Manager for your Deanery.

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. Accounting procedures for received PPP loans were previously sent. Please contact the Parish Support Manager for your Deanery should you have any questions.
8. Please note that the summary page requires the signatures of the Pastor, Trustees as well as the Parish Finance Committee Chairperson or Committee representative. This must be signed and returned to our office by **November 30, 2021**. Parishes are asked to also electronically report these figures through the DRVC Financial portal by October 22, 2021. If you have difficulty meeting this deadline, please contact your Parish Support Manager for guidance.
9. **Reports missing signatures, without prior approval, will be returned and considered not submitted.**

Parish Cemeteries

Parish Cemeteries will report using the monthly reports that the Office of Parish Administrative Support has on their webpage. The web portal will not be used for Cemetery reporting. These signed reports are also due by **November 30, 2021**.