

# 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 – 2016

### 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, 2016

### 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...)		
<b>Total taxable revenues</b>		
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)		
<b>Total non taxable revenues</b>		
<b>Grand total of receipts</b>		

# Income Statement

## For the year ended December 31, 2016

### 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**

**\_\_\_\_\_**



## 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

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\*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.