

## **POLICY No. 18**

### **FINANCIAL REPORTS**

#### 1. Term definitions

The financial report (Appendix IV) is the document to be forwarded to the diocese, listing revenues and expenditures for the previous fiscal year.

#### 2. Intent of the directive

To provide for appropriate accountability and management of resources at the diocesan level.

#### 3. Policy

- a. All parishes must file an annual financial report. Financial statements must be remitted on or before the first Friday of the month of February of the new year.
- b. Forms for this purpose are supplied by the diocese, (Appendix IV)
- c. This report is to be forwarded to the diocesan financial administration office.
- d. When there is a change of parish priest or administrator, a report is to be forwarded to the diocesan financial administration office for the time of administration from the beginning of the year to the end of his appointment.
- e. The diocesan financial administration office may provide feed-back on the report and offer suggestions for future administration. The diocesan financial administrator is always available to meet the parish priest and the parish finance committee.

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