

APPENDIX IV

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 – _____

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: _____

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Income Statement
For the year ended December 31, _____

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...) _____
Total taxable revenues _____

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) _____

Total non taxable revenues _____
Grand total of receipts _____

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Income Statement
For the year ended December 31, _____

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 _____

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Balance Sheet
As at December 31, _____

Assets

Bank (Parish general account balance)	_____
Bank (Parish Mass account)	_____
Petty cash	_____
Accounts receivable	_____
Investments (Parish Assistance Fund)	_____
Investments (other investments)	_____
GST receivable	_____
Total assets	_____

Liabilities

GST payable	_____
Accounts payable	_____
Ordered and special collections	_____
Masses owed to celebrants (and to Diocese)	_____
Loan payable	_____
Deferred revenue - unsaid masses as of December 31 (amount should be equal to the Parish Mass account in Assets above)	_____
Total liabilities	_____

Net financial position

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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 # _____

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Additional Information

(Please list here any cheque that was sent to the Diocesan Center in _____, for items that should have been paid in _____. For example any DAE payment, special collections, Lay employee and clergy Benefits etc...)

<u>Cheque #</u>	<u>Date of Cheque</u>	<u>Purpose</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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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 _____

*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.