

DIOCESE OF ALTOONA-JOHNSTOWN

Church of _____ No. _____

Location _____

FINANCIAL REPORT FOR PARISHES AND MISSIONS

FROM JULY 1, 2008 TO JUNE 30, 2009

INSTRUCTIONS

1. This report should reflect only the parish operating checking account activity. Net income from all other parish accounts should be transferred to the operating account.
2. Please exclude all cemetery and school accounts from this report.
3. All deeds & abstracts must be on file at the Diocesan Administration Center.
4. Parish records should be kept up to date. Preserve in Parish files all account books and records.
5. Approval of Parish Finance Council and Bishop is required to buy or sell property.
6. Expenditures of \$25,000.00 or more must be approved by the Parish Finance Council and the Bishop.

Date _____ Signed _____ Pastor or
Parish Administrator
Date _____ Signed _____ Chairman
of the Finance Council

Due Date: August 18, 2009
Mail To: Diocesan Finance Office
126 Logan Blvd., Hollidaysburg, PA 16648

Remember to visit The Diocesan website - www.ajdiocese.org

RECEIPTS

FOR THE YEAR ENDED JUNE 30, 2009

ASSESSED RECEIPTS:

ORDINARY RECEIPTS:

REGULAR RECEIPTS:

| | | | | |
|---|----|--|--|----------|
| Regular Offertory Collection | \$ | | | |
| Special Collections | | | | |
| Sub Total - Collections | | | | \$ _____ |
| Perquisites | \$ | | | |
| Ordinary Donations | | | | |
| Votive Candle Income | \$ | | | |
| Votive Candle Expense (cannot exceed candle income) | (| | |) |
| Votive Candle Net Income (cannot be less than zero) = Candle Income minus Expense | | | | |
| Misc. Regular Receipts | | | | |
| Sub Total - Other Regular | | | | \$ _____ |
| Total - Regular Receipts | | | | \$ _____ |

AUXILIARY RECEIPTS:

| | | | | |
|---|----|--|--|----------|
| Collections from Other Services Income | \$ | | | |
| Collections from Other Services Expense (can not exceed income) | (| | |) |
| Collections from Other Services Net Income (can not be less than zero) = Income - Expense | | | | |
| Fundraising Income(Net of Expenses) | | | | |
| Investment Income Received | | | | |
| Rental Income | | | | |
| Other Auxiliary Receipts | | | | |
| Total Auxiliary Receipts | | | | \$ _____ |
| TOTAL ORDINARY(Regular Plus Auxiliary) RECEIPTS | | | | \$ _____ |

EXTRAORDINARY RECEIPTS:

| | | | | |
|--|----|--|--|----------|
| Parish Campaigns or Drives | \$ | | | |
| Extraordinary Donations and Bequests | | | | |
| Other Extraordinary Receipts | | | | |
| Total Extraordinary Receipts | | | | \$ _____ |
| TOTAL ASSESSED(Ordinary Plus Extraordinary) RECEIPTS | | | | \$ _____ |

NON-ASSESSED RECEIPTS:

| | | | | |
|---|----|--|--|--|
| Sale of Property | \$ | | | |
| Catholic Register Subscriptions | | | | |
| Diocesan Approved Capital Campaign Receipts | | | | |
| Parish Share of Annual Catholic Appeal | | | | |
| Mass Stipend Transfer Amounts | | | | |
| Other Non-Taxable Receipts | | | | |
| Mutual Aid Plan Withdrawals | \$ | | | |
| Loan Proceeds | | | | |
| Non-Parish Share of Annual Catholic Appeal | | | | |
| Transfers from Other Accounts | | | | |
| | \$ | | | |

Diocesan and Other Special Collections

| | | | | |
|---|----|--|--|----------|
| Catholic Relief Services | \$ | | | |
| Catholic Communications Campaign | | | | |
| Catholic Home Missions | | | | |
| Catholic University | | | | |
| Holy Father(Peter's Pence)..... | | | | |
| Holy Land(Good Friday) | | | | |
| Human Development Campaign | | | | |
| Minority Groups(Black & Indian Missions) | | | | |
| Mission Co-Operative Plan | | | | |
| Retired Priests Medical Collection | | | | |
| Retirement Fund for Religious | | | | |
| World Mission Sunday | | | | |
| Other Collections Not Listed | | | | |
| Total Diocesan and Special Collections | | | | \$ _____ |
| TOTAL NON-ASSESSED RECEIPTS | | | | \$ _____ |

TOTAL PARISH RECEIPTS

**EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2009**

ORDINARY ACCOUNTS:

PARISH:

| | | | |
|---|----|--|----------|
| Salaries of Resident Clergy | \$ | | |
| Extra Services of Clergy | | | |
| Priest Medical/Retirement Costs | | | |
| Lay Salaries | | | |
| Sanctuary and Sacristy Expenditures | | | |
| Ordinary Repairs | | | |
| Votive Candle Expense (excess of Candle Expense over Candle Income) from page 2 | | | |
| Other Services Expense (excess of Other Services Expense over Other Services Income) page 2 | | | |
| Missions and Novenas | | | |
| Magazines, Literature, etc. | | | |
| Other Incidental Expenses | | | |
| Total Parish Expenditures | | | \$ _____ |

RECTORY:

| | | | |
|---|----|--|----------|
| Lay Salaries | \$ | | |
| Cost of Provisions | | | |
| Furnishings | | | |
| Ordinary Repairs | | | |
| Telephone and Office Expenses | | | |
| Retreats\Clergy Conferences\Education | | | |
| Other Incidental Expenses | | | |
| Total Rectory Expenditures | | | \$ _____ |

ALL OTHER SEPARATE BUILDINGS:

| | | | |
|--|----|--|----------|
| Religious Salaries | \$ | | |
| Lay Salaries | | | |
| Ordinary Repairs | | | |
| Transportation | | | |
| Telephone and Office Expense | | | |
| Other Incidental Expenses | | | |
| Total Separate Buildings Expenditures | | | \$ _____ |

RELIGIOUS EDUCATION:

| | | | |
|---|----|--|----------|
| Religious Salaries | \$ | | |
| Lay Salaries | | | |
| Lay Payroll Taxes and Benefits | | | |
| Transportation | | | |
| Telephone and Office Expense | | | |
| Books and Supplies | | | |
| Other Incidental Expenses | | | |
| Total Religious Education Expenditures | | | \$ _____ |

GENERAL EXPENSES:

| | | | |
|---|----|--|----------|
| Utilities | \$ | | |
| Taxes-Real Estate | | | |
| Lay Payroll Taxes and Benefits | | | |
| Insurance-Property, Liability, Auto and W/C | | | |
| Other General Expenses | | | |
| Total General Items | | | \$ _____ |

DIOCESAN ASSESSMENTS

| | | | |
|---|----|--|----------|
| Cathedral Assessment | \$ | | |
| Education Evangelization Assessment | | | |
| Total Diocesan Assessments | | | \$ _____ |

EXTRAORDINARY ACCOUNTS:

| | | | |
|---|----|--|----------|
| Parish Subsidy to Parochial Schools(For parishes with no school) | \$ | | |
| Parish Subsidy to Parochial Schools(For parishes with a school) | | | |
| Total Parish Subsidy | | | \$ _____ |

OTHER ACCOUNTS:

| | | | |
|--|----|--|----------|
| Purchase of Property & Real Estate | \$ | | |
| Construction Costs | | | |
| Extraordinary Furnishings | | | |
| Extraordinary Repairs and Improvements | | | |
| Catholic Register Subscriptions | | | |
| Debt-MAP Principal and Interest | | | \$ _____ |
| Debt-Other Principal and Interest | | | |
| Mutual Aid Plan Deposits | | | |
| Foundation Deposits | | | |
| Deposits to Savings and Other Accounts | | | |
| Diocesan and Other Special Collections | | | |
| Annual Catholic Appeal Remittances | | | |
| Total Other Accounts | | | \$ _____ |

TOTAL PARISH EXPENDITURES \$ _____

PARISH STATEMENT OF FINANCIAL CONDITION

AS OF JUNE 30, 2009

(Excluding all cemetery and school accounts)

ASSETS

CHECKING ACCOUNTS: Include ALL Parish accounts

| Name of Bank | Type of Account | Account Number | | |
|--|-----------------|----------------|----|----------|
| | Operating | | \$ | |
| | | | | |
| | | | | |
| | | | | |
| Total of Checking Accounts..... | | | | \$ _____ |

DEPOSITS IN SAVINGS ACCOUNTS: Include ALL Parish accounts

| Name of Bank | Account Number | Interest Rate | | |
|---|----------------|---------------|----|----------|
| | | | \$ | |
| | | | | |
| | | | | |
| | | | | |
| Total Deposited in Savings Accounts..... | | | | \$ _____ |
| Total Cash, Checking & Savings..... | | | | \$ _____ |

INVESTMENTS & SECURITIES OWNED:

| | | |
|---|----|----------|
| Mutual Aid Plan Deposits, total all parish accounts | \$ | |
| Others - (furnish details) | | |
| Total Investments & Securities..... | | \$ _____ |

OTHER ASSETS:

| | | |
|-----------------------------------|----|----------|
| | \$ | |
| | | |
| | | |
| Total of Other Assets..... | | \$ _____ |

TOTAL ASSETS..... \$ _____

LIABILITIES & NET WORTH

LOANS OWED, as of June 30th:

| | | |
|--|----|----------|
| Mutual Aid Plan(Balance of Principal) | \$ | |
| Others(Explain) | | |
| Total Notes Owed..... | | \$ _____ |

UNPAID BILLS, as of June 30th:

| | | |
|--|----|----------|
| Total Diocesan billings(provide detail on next page) | \$ | |
| Other bills owed to vendors or contractors(provide detail on next page) | | |
| Total Unpaid Bills..... | | \$ _____ |

TOTAL LIABILITIES..... \$ _____

NET WORTH OF PARISH - (Total Assets Less Total Liabilities)..... \$ _____

**SUMMARY OF CASH
AS OF JUNE 30, 2009**

| | | |
|------------|---|----------|
| (A) | PARISH OPERATING CHECKING ACCOUNT BALANCE, beginning of fiscal year | \$ _____ |
| (B) | ADDITIONS TO CASH: | |
| | 1. Total Receipts (from page 2) | \$ _____ |
| | TOTAL PARISH RECEIPTS | \$ _____ |
| (C) | REDUCTIONS TO CASH: | |
| | 1. Total Parish Expenditures (from page 3) | \$ _____ |
| | TOTAL PARISH EXPENDITURES | \$ _____ |
| (D) | PARISH OPERATING ACCOUNT BALANCE, end of fiscal year | \$ _____ |
| | [Line D must agree with Operating Checking Balance from page 4] | |

**SUMMARY OF UNPAID BILLS
(Bills received but not yet paid)**

| | | |
|------------|---|----------|
| (A) | DIOCESAN BILLINGS: | |
| | Cathedraticum | \$ _____ |
| | Cathedraticum Interest | _____ |
| | Catholic Register Subscriptions | _____ |
| | Education Evangelization | _____ |
| | Education Evangelization Interest | _____ |
| | Lay Pension | _____ |
| | Life and Disability | _____ |
| | Priest Medical and Retirement | _____ |
| | Prior ACA Goals | _____ |
| | Property, Liability, Workman's Comp, Auto Ins. | _____ |
| | Other | _____ |
| | TOTAL DIOCESAN BILLINGS | \$ _____ |
| (B) | OTHER BILLS OWED TO VENDORS OR CONTRACTORS: | |
| | _____ | \$ _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | TOTAL OTHER BILLS OWED TO VENDORS OR CONTRACTORS | \$ _____ |
| | TOTAL UNPAID BILLS | \$ _____ |