

DIOCESE OF ALTOONA-JOHNSTOWN

Church of _____ No. _____

Location _____

FINANCIAL REPORT FOR PARISHES AND MISSIONS

FROM JULY 1, 2010 TO JUNE 30, 2011

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, 2011
Mail To: Diocesan Finance Office
927 S. Logan Blvd, Hollidaysburg, PA 16648

RECEIPTS

FOR THE YEAR ENDED JUNE 30, 2011

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, 2011**

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 3 **\$ _____**

PARISH STATEMENT OF FINANCIAL CONDITION

AS OF JUNE 30, 2011

(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)..... \$ _____

