

**DIOCESE OF ALTOONA-JOHNSTOWN**

**ELEMENTARY SCHOOLS**

**ANNUAL FINANCIAL REPORT**

**FROM JULY 1, 2010 TO JUNE 30, 2011**

**SCHOOL NAME** \_\_\_\_\_

**SIGNATURES**

**DATE**

**PRINCIPAL** \_\_\_\_\_

\_\_\_\_\_

**PASTOR** \_\_\_\_\_

\_\_\_\_\_

**SCHOOL COUNCIL CHAIR** \_\_\_\_\_

\_\_\_\_\_

**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

**SUBSIDIES**

Parish Subsidy .....	\$		
Subsidy from Other Parishes( please list each parish).....			
_____			
_____			
_____			
_____			
<b>Sub Total - Parish Subsidy .....</b>			<b>\$ _____</b>

**OTHER RECEIPTS**

Student Tuition .....	\$		
Delinquent Tuition .....			
Scholarship, Grants & Endowments.....			
Fundraising by Parent Organizations( Net of Expenses).....			
Fundraising by School( Net of Expenses) .....			
Donations and Bequests.....			
Athletic Programs .....			
Rental Income.....			
Investment Income Received .....			
Sale of Supplies.....			
E-Rate Receipts.....			
Special Collections.....			
Miscellaneous Income(provide details below).....			
_____			
_____			
_____			
_____			
<b>Sub Total - Other Receipts.....</b>			<b>\$ _____</b>

**TOTAL RECEIPTS .....** \$ \_\_\_\_\_

## EXPENDITURES FOR THE YEAR ENDED JUNE 30, 2011

### OFFICE AND ADMINISTRATIVE

Lay Salaries.....	\$		
Lay Payroll Taxes and Benefits.....			
Religious Stipends and Compensation.....			
Telephone Expense.....			
Contracted Administrative Costs.....			
Materials and Supplies.....			
Special Collection Remittances.....			
Other Administrative Expense.....			
<b>Sub Total - Office &amp; Administrative Expenses.....</b>		<b>\$ _____</b>	

### INSTRUCTIONAL

		Academic	Religious
Lay Salaries.....			
Religious Stipends and Compensation...			
Library and Audiovisual.....			
Instructional Materials.....			
Technology Costs.....			
Staff Development.....			
Student Activities.....			
Other Instructional Expenses.....			
<b>Sub Totals.....</b>			
<b>Sub Total - Instructional Expenses.....</b>		<b>\$ _____</b>	

### OPERATIONS AND BUILDING MAINTENANCE

Lay Salaries.....	\$		
Utilities.....			
Insurance-Property, Liability, Auto & W/C.....			
Materials and Supplies.....			
Contracted Services.....			
Furniture and Equipment( under \$1,000.00).....			
Rental Fees for Use of Outside Facilities.....			
Repairs and Improvements.....			
Other Operations and Building Maintenance.....			
<b>Sub Total - Operations and Maintenance.....</b>		<b>\$ _____</b>	

### CAPITAL EXPENDITURES

Purchase of Property and Real Estate.....	\$		
Extraordinary Repairs and Improvements.....			
Technology Equipment.....			
Other Capital Expenditures.....			
<b>Sub Total - Capital Expenditures.....</b>		<b>\$ _____</b>	

### PAYMENTS ON LOANS

Debt - MAP Principal & Interest.....	\$		
Debt - Other Principal & Interest.....			
<b>Sub Total - Loan Payments.....</b>		<b>\$ _____</b>	

**TOTAL EXPENDITURES.....** \$ \_\_\_\_\_

**STATEMENT OF FINANCIAL CONDITION  
AS OF JUNE 30, 2011**

**ASSETS**

**CHECKING ACCOUNTS: Include ALL School accounts**

Name of Bank	Type of Account	Account Number	June 30th Balance		
	Operating		\$ <table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
			\$ <table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
			\$ <table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<b>Total of Checking Accounts.....</b>			\$ _____		

**DEPOSITS IN SAVINGS ACCOUNTS: Include ALL School accounts**

Name of Bank	Account Number	Interest Rate	June 30th Balance		
			\$ <table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
			\$ <table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
			\$ <table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<b>Total Deposited in Savings Accounts.....</b>			\$ _____		
<b>Total Cash, Checking &amp; Savings.....</b>			\$ _____		

**INVESTMENTS & SECURITIES OWNED:**

Mutual Aid Plan Deposits, total of all accounts	\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
Others - (furnish details)	\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<b>Total Investments &amp; Securities.....</b>		\$ _____		

**OTHER ASSETS:**

<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>		\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<table border="1" style="width: 100%; height: 20px;"><tr><td></td></tr></table>		\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<b>Total of Other Assets.....</b>		\$ _____			
<b>TOTAL ASSETS.....</b>		\$ _____			

**LIABILITIES & NET WORTH**

**LOANS OWED, as of June 30th:**

Mutual Aid Plan( Balance of Principal)	\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
Others( Explain)	\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<b>Total Notes Owed.....</b>		\$ _____		

**UNPAID BILLS, as of June 30th:**

Total Diocesan billings( provide detail on next page)	\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
Other bills owed to vendors or contractors( provide detail on next page)	\$	<table border="1" style="display: inline-table; width: 80px; height: 20px;"><tr><td></td><td></td></tr></table>		
<b>Total Unpaid Bills.....</b>		\$ _____		
<b>TOTAL LIABILITIES.....</b>		\$ _____		

**NET WORTH OF SCHOOL - ( Total Assets Less Total Liabilities) .....** \$ \_\_\_\_\_

**SUMMARY OF CASH  
AS OF JUNE 30, 2011**

<b>(A) SCHOOL OPERATING CHECKING ACCOUNT BALANCE, beginning of fiscal year</b> .....	\$ _____
<b>(B) ADDITIONS TO CASH:</b>	
1. Total School Receipts (from page 2) .....	\$ _____
2. Total Food Service Receipts if included in the operating checking account .....	\$ _____
3. Transfers from other accounts .....	\$ _____
<b>TOTAL ADDITIONS TO CASH</b> .....	<b>\$ _____</b>
<b>(C) REDUCTIONS TO CASH:</b>	
1. Total School Expenditures (from page 3) .....	\$ _____
2. Total Food Service Expenditures if included in operating checking account .....	\$ _____
3. Transfers to other accounts .....	\$ _____
<b>TOTAL REDUCTIONS TO CASH</b> .....	<b>\$ _____</b>
<b>(D) SCHOOL OPERATING ACCOUNT BALANCE, end of fiscal year</b> .....	<b>\$ _____</b>
[ Line D must agree with Operating Checking Balance from page 4]	

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

<b>(A) DIOCESAN BILLINGS:</b>	
Lay Pension .....	_____
Life and Disability .....	_____
Property, Liability, Workman's Comp, Auto Ins .....	_____
Technology Support, Equipment, and Software Costs .....	_____
Other .....	_____
<b>TOTAL DIOCESAN BILLINGS</b> .....	<b>\$ _____</b>
<b>(B) OTHER BILLS OWED TO VENDORS OR CONTRACTORS:</b>	
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL OTHER BILLS OWED TO VENDORS OR CONTRACTORS</b> .....	<b>\$ _____</b>
<b>TOTAL UNPAID BILLS</b> .....	<b>\$ _____</b>

**FOOD SERVICE  
SUPPLEMENTAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2011**

**Income**

Government Subsidies . . . . .	\$		
Receipts from Non-Government Sources. . . . .	\$		

**Total Food Service Income.** . . . . . \$ \_\_\_\_\_

**Expenditures**

Lay Salaries. . . . .	\$		
Lay Payroll Taxes and Benefits. . . . .	\$		
Food Purchases . . . . .	\$		
Milk Purchases. . . . .	\$		
Cafeteria Supplies( non-food) . . . . .	\$		
Other Food Service Expense . . . . .	\$		

**Total Food Service Expenditures** . . . . . \$ \_\_\_\_\_