

Parish number _____



Archdiocese of Washington

Fiscal Year 2023 Annual Report

Parish Name _____

Address _____

Archdiocese of Washington
Parish number and name _____

FY 2023 Annual Report

Table of Contents

Please create a PDF copy of Sections 1-3 and email by August 11, 2023 to: parishtools@adw.org
Please name the PDF document: Parish number, name and fiscal year, e.g., '103 St. Ann FY 2023.'
Please title the subject line of your email with the same name as the PDF document

Section	Contents and source format
1	Annual Report cover page (PDF)
	Signature page (PDF) can submit by September 30, 2023
	Finance Council membership (PDF)
	Internal control questionnaire (PDF)
2	FY 2022 Financial statements (ParishSoft Accounting)
	Statement of Financial Position as of June 30, 2023
	Parish Statement of Activities for the fiscal year ended June 30, 2023 including budget for fiscal 2023 and fiscal 2024
	Dedicated accounts - National Collections for the fiscal year ended June 30, 2023
	School Statement of Activities for the fiscal year ended June 30, 2023 including budget for fiscal 2023 and fiscal 2024
3	Supporting schedules
	Schedule A - Checking and savings accounts (excel)
	Schedule B - Investment accounts (excel)
	Schedule C - Loans payable (excel)
	Schedule C1 - Accounts payable aging report for account 220 (ParishSoft Accounting)
	Schedule D - Fixed asset additions and dispositions (excel)
	Schedule E - Reconciliation of offertory assessments and regional school support (excel)
	Schedule F – On-line Giving and Budget (excel)
	Schedule G - Other organization bank accounts with Pastor signature (excel)
	Schedule H - Restricted and endowment funds (excel)
	Schedule H1 - Cemetery care fund (excel)
	Schedule I – not used
	Schedule J - School data (excel)
	Schedule K – not used
	Schedule L - Capital budget (excel)
4	Parishioner financial report - on or before September 30, 2023 , please submit a PDF copy of the annual financial report to parishioners to: parishtools@adw.org https://adw.org/wp-content/uploads/sites/2/2019/08/Sample-Parishioner-Report-Template.xls

Archdiocese of Washington
Parish number and name_____

FY 2023 Annual Report

Assertion and Signatures

1. Assertion on the Annual Report

- a. The financial statements and accompanying information in the Annual Report, to the best of my knowledge, accurately reflect the financial condition of the parish;
- i. For Finance Council members and Principal: I have reviewed the financial statements and budget and the annual Conflict of Interest forms submitted by each member of the Parish and Finance Council and each parish and school staff member with significant decision-making authority;
- ii. For Pastor, I have reviewed and approved the financial statements and budget;
- b. I have not received any credible report that has not been reported to the Archbishop or his delegate, of fraud, abuse, or misappropriation;
- c. I have not engaged in any activity with the parish from which I or my family could personally benefit and could be considered a conflict of interest that I did not fully disclose to the Pastor and Finance Council.
- d. I am aware of my responsibility to review the monthly financial statements of the parish in order to provide advice and counsel to the Pastor.

Source: November 12, 2007 Report to the Body of Bishops of the Ad Hoc Committee on Diocesan Audits

2. Please have the following individuals sign below to indicate their agreement with the assertion

Name	Title	Signature
	Pastor	
	Principal	
	Business manager	
	Bookkeeper	
	Finance Council Vice Chairman	
	Finance Council member	
	Finance Council member	
	Finance Council member	
	Finance Council member	
	Finance Council member	
	Finance Council member	
	Finance Council member	
	Finance Council member	
	Finance Council member	

Can submit page by September 30, 2023 if it is not possible to collect all signatures by the report due date of August 11, 2023

To sign: Click Tools and Certificate, Click Digitally Sign, Select Digital ID, Click Continue, Click Sign, Save Document

Archdiocese of Washington
Parish number and name_____

FY 2023 Annual Report

Finance Council

- 1. Please list dates of meetings held during FY 2023 and through the submission of the Annual Report.** If there were fewer than four meetings held during the year (as required by ADW Finance Council Policy), please indicate the reason.

2. Membership information

Name	Member since (date)	Professional Title/Experience	Email	Address

- 3. Please attach minutes from the Finance Council meetings during the fiscal year and through the date of the submission of the Annual Report.**

Archdiocese of Washington

Parish name and number:

Fiscal 2023 Annual Report Internal Control Questionnaire

Please indicate answer each question with a yes or no. Please use the Explanation section below for any necessary explanations.

Yes No

Compliance with laws and regulations

1. Has the parish received any notices from the Internal Revenue Service regarding late or unpaid taxes? If yes, please attach notice.
2. Has the parish submitted all payroll tax filings and remitted tax payments on a timely basis, including Form 1099-misc for each independent contractor to whom the parish paid in excess of \$600 during the year? If no, please explain.
3. Does the parish have copies on file for each employee of Form I-9, Form W-4, state tax withholding certificates, 403(b) withholding and any other payroll withholding? If no, please explain.
4. Have expense advances given to priests and other employees been substantiated with detailed receipts? If no, please explain.

Accounting and administrative operations

5. Does the pastor review the parish financial statements (including bank statements and reconciliations) on a monthly basis? If no, please explain
6. Does the pastor review detailed invoices prior to signing checks for disbursements? If no, please explain
7. Are there any employees who have access to and responsibility for both cash handling (including checks) and recording amounts in the financial records? If yes, please explain
8. Has the parish made a PDF archive of ParishSoft Accounting monthly reports, general ledger, cash receipts and disbursements journals for the fiscal year?
9. Has the parish experienced any errors or irregularities in the handling of the offertory? If yes, please explain
10. Has the parish engaged legal counsel for any purpose? If yes, please explain

Yes No

11. If the parish had a financial review by ADW in the last fiscal year, has the parish responded in writing to the review report? If not, please indicate the date by which your response will be submitted. If not applicable, type n/a _____.

Sustainability of parish

12. Is the pastor aware of any commitments or contingent liabilities that are not recorded in the financial statements? If yes, please explain
13. Does the pastor have any concerns about the condition of the physical assets of the parish (e.g., buildings, mechanical systems) that the parish may not be able to finance with existing funds? If yes, please explain
14. Does the pastor have any concerns about the trends in parish offertory collections and the parish's ability to meet its current and future financial obligations? If yes, please explain
15. If the parish has a school, does the pastor have any concerns about the trends in student enrollment and/or costs and the parish's ability to sustain or grow school operations? If yes, please explain

Explanations