

# Archdiocese of Washington

## FY 2023 Annual Report

### Section Two Financial Statements from ParishSoft Accounting

ParishSOFT Accounting

HOME LOGOUT

Church Manager Ledger and Payables Ledger Report Writer Consolidation Manager

Accounts Bills Checks Deposits Journal Entries Vendors Credit Cards Memorized Process Setup Reports

Entry Screens List Screens

**Standard Reports**

- Transactions
- Statements
- Accounts
- Vendors
- Budget/History
- Analytic Reports

**Memorized Report Groups**

- Conversion Verification
- Financials
- Annual Report (Do not change set up)**
  - Statement of Financial Position
  - Summary Income and Expense - Combined
  - Summary Income and Expense - Parish
  - Detailed Income and Expense - Parish
  - Summary Income and Expense - School
  - Detailed Income and Expense - School
  - National Collections/Dedicatd Accounts

1.

2.

## How to save a ParishSoft Accounting report as an Adobe Acrobat document

The screenshot shows the ParishSoft Accounting web application. The top navigation bar includes 'HOME' and 'LOGOUT' links. Below the navigation bar are tabs for 'Church Manager', 'Ledger and Payables', 'Ledger Report Writer', and 'Consolidation Manager'. The main toolbar contains icons for 'Accounts', 'Bills', 'Checks', 'Deposits', 'Journal Entries', 'Vendors', 'Credit Cards', 'Memorized', 'Process', 'Setup', and 'Reports'. The 'Entry Screens' section is active, and the 'List Screens' section is visible. The 'Statement of Financial Position' report for June 30, 2020, is displayed. The report includes a table with columns for 'Year Begin Balance', 'Year to Date Balance', and 'Year to Date Change'. The table lists various assets, including Checking Account, Savings Account, and Investment Accounts. A red box highlights the 'Pdf' button in the toolbar, indicating the option to save the report as a PDF document.

	Year Begin Balance	Year to Date Balance	Year to Date Change
<b>Assets</b>			
<b>Balance Sheet</b>			
<b>Checking Account</b>			
110.001P00 Capital One Operating Account	248,760.59	293,140.54	44,379.95
<b>Savings Account</b>			
115.001P00 Capital One Money Market	13,838.67	13,951.07	112.40
<b>Investment Accounts</b>			
131.000P00 Bank of America Stock	5,937.60	4,420.17	(1,517.43)
131.001P00 IBM Stock	480.08	999.20	519.12
<b>Investment Accounts Totals:</b>	<b>6,417.68</b>	<b>5,419.37</b>	<b>(998.31)</b>

### Archive

After creating the annual parish financial statements as Adobe Acrobat documents to submit with the annual report, save the electronic copies of the reports to a secure location on the parish server or computer along with an electronic Adobe Acrobat copy of:

- the annual General Ledger
- the annual Journal Entry List
- the annual Deposit Register (cash receipts journal)
- the annual Check Register (cash disbursements journal)

The electronic copies of these reports provide an extra archive for the parish in addition to the hard copy reports and the data in the ParishSoft Accounting system cloud.

**Parish Accounting Manual Section XIII. Record Keeping**  
**Excerpt of Parish Accounting System Data Retention**

As the parish closes the fiscal year in ParishSoft Accounting, the following data from the system must be retained by the parish. (See the [Record Keeping policy](#) for the full list of documents to be retained.)

	Type of Record	Retention Period	Oldest retained record as of June 30, 2023
<b>A</b>	<b>Financial Reports</b>		
1	Annual Report to the archdiocese and parishioners	Permanent	Permanent
2	Annual budget, approved, revised **	7 years	FY 2017
3	Monthly financial reports **: Statement of Financial Position, Statement of Activities, Accounts Payable Aging Detail	1 year	FY 2023
4	Bank reconciliations **	3 years*	FY 2021
6	Detailed general ledger for the fiscal year **	Permanent	Permanent
7	Journal entry list for the fiscal year **	7 years	FY 2017
<b>B</b>	<b>Cash and Cash Receipts</b>		
7	Deposit register for the fiscal year **	7 years	FY 2017
<b>C</b>	<b>Cash Disbursements</b>		
2	Check register for the fiscal year **	7 years	FY 2017
3	Accounts payable aging detail as of fiscal year end **	7 years	FY 2017

\*\*These reports from the parish accounting system can be retained as printed documents or electronic PDF files or both. It is highly recommended that the parish retain PDF copies for ease of storage and access (vs. printed documents).