

Archdiocese of Washington

FY 2026 Annual Report

Section Two Financial Statements from ParishSoft Accounting

The screenshot displays the ParishSoft Accounting software interface. At the top, the logo "ParishSOFT Accounting" is visible, along with "HOME" and "LOGOUT" links. Below the logo is a navigation bar with tabs for "Church Manager", "Ledger and Payables", "Ledger Report Writer", and "Consolidation Manager". A red "1." is placed above the "Reports" icon in the "List Screens" section, which is highlighted with a red box. The "Reports" icon is a bar chart. Below the navigation bar are two sections: "Entry Screens" and "List Screens". The "List Screens" section contains the "Reports" icon. Below the navigation bar, there are two main sections: "Standard Reports" and "Memorized Report Groups". The "Standard Reports" section includes a list of report categories: Transactions, Statements, Accounts, Vendors, Budget/History, and Analytic Reports. The "Memorized Report Groups" section includes a list of report groups: Conversion Verification, Financials, and Annual Report (Do not change set up). The "Annual Report (Do not change set up)" group is expanded, showing a list of report types: 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, and National Collections/Dedicatd Accounts. A red "2." is placed to the right of this expanded list, which is also highlighted with a red box.

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

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

The screenshot shows the ParishSoft Accounting interface. The main content area displays a 'Statement of Financial Position' for June 30, 2020. The report is presented in a table with the following data:

	Year Begin Balance	Year to Date Balance	Year to Date Change
Assets			
Balance Sheet			
Checking Account			
110.001P00 Capital One Operating Account	248,760.59	293,140.54	44,379.95
Savings Account			
115.001P00 Capital One Money Market	13,838.67	13,951.07	112.40
Investment Accounts			
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
Investment Accounts Totals:	6,417.68	5,419.37	(998.31)

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, 2026
A	Financial Reports		
1	Annual Report to the archdiocese and parishioners	Permanent	Permanent
2	Annual budget, approved, revised **	7 years	FY 2020
3	Monthly financial reports **: Statement of Financial Position, Statement of Activities, Accounts Payable Aging Detail	1 year	FY 2026
4	Bank reconciliations **	3 years*	FY 2024
6	Detailed general ledger for the fiscal year **	Permanent	Permanent
7	Journal entry list for the fiscal year **	7 years	FY 2020
B	Cash and Cash Receipts		
7	Deposit register for the fiscal year **	7 years	FY 2020
C	Cash Disbursements		
2	Check register for the fiscal year **	7 years	FY 2020
3	Accounts payable aging detail as of fiscal year end **	7 years	FY 2020

**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).