

Year-End Financial Report Checklist For Fiscal Year 2021-22

Parish: _____
City _____

The financial report and supporting documents are due to the Diocese of Owensboro, Office of Finance on or before July 31, 2022.

I have prepared and/or included:

- ☐ Cover sheet with the Pastor's and Parish Finance Chairperson's signatures, along with the names, titles, and signatures of the members of the Parish Finance Council. See website.
- ☐ Financial Reports that include the Balance Sheet and Revenue & Expense Statements.
- ☐ *NEW:* Backup copy of PDS Ledger or Quickbooks on flash drive
- ☐ *Optional:* A detailed printout of the General Ledger Report (Balance Sheet & Income Statement); not necessary if everything is included on the flash drive.
- ☐ Calculation of Net Assessable Revenue for 2023-2024 Assessment.
- ☐ Parish Financial Report Questionnaire form. See website.
- ☐ Parish Financial Self Review form. See website.
- ☐ Parish Affiliated Organization reports. See website.

Certification:

We certify that the above financial reports attached are true and correct.

Pastor

Parish Finance Chairperson

Preparer

Date