

ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL PARISH FINANCIAL REPORT
Fiscal Year: July 1, 2020 through June 30, 2021

Church Name: _____

City: _____

We believe the attached financial statements present fairly the assets, liabilities, revenues, and expenses of the Parish. We confirm we are responsible for fair financial reporting, for adopting sound accounting policies, and for establishing and maintaining effective internal controls, including controls to prevent and detect fraud. The attached listing of bank and investment accounts (page 7) is a complete listing of all known bank and investment accounts for the parish and its organizations. No other unrecorded assets exist to our knowledge.

Signature & Date:

Pastor/Parish Administrator

Parish Business Manager (if applicable)

Accountant/Bookkeeper

Finance Council Chairperson

Pastoral Council Chairperson

Report Prepared By: _____

E-mail address: _____

Phone #: _____

Accounting System: _____

Checklist for Annual Report

Y/N/NA

| | |
|--------------------------|--|
| <input type="checkbox"/> | Annual Report is Signed by an authorized signer |
| <input type="checkbox"/> | Balance Sheet Reconciles (P 1&2), Assets = Liabilities + Fund Balance |
| <input type="checkbox"/> | Financial Statement Reconciliation - Difference reported on Page 6 = 0 |
| <input type="checkbox"/> | All Bank Accounts have been recorded, page 7 (make sure all parish organizations ie |
| <input type="checkbox"/> | Altar Society, CYO etc are included) |
| <input type="checkbox"/> | All Investment Accounts have been recorded on page 7 |
| <input type="checkbox"/> | All cash and investments on page 7 equals those on page 1 and the the check figure in the box on page 1 =0 |
| <input type="checkbox"/> | Parish Extra Parochial Collections -There are no negatives in disbursement column, page 13 |
| <input type="checkbox"/> | Account #863 on page 12 of ther Parish report = Account 13103 on page 4 of the School report. |
| <input type="checkbox"/> | Cemetery Reporting: Mark the appropriate box below |
| <input type="checkbox"/> | 1.Cemetery income expense and bank information is on Parish report (on pages 5, 7, and 11) |
| <input type="checkbox"/> | 2.Cemetery Balance Sheet, Income statement and Bank/investment lising is attached to page 15. |
| <input type="checkbox"/> | Cafeteria Bank Accounts AND Income and Expense are reported on the School Annual Report |
| <input type="checkbox"/> | Daycare/PreSchool/AfterCare Bank Accounts AND Income and Expense are reported |
| <input type="checkbox"/> | on the School Annual Report |
| <input type="checkbox"/> | Copy of Approval letter for Capital Fund Drive income reported on Page 6 is attached to annual report. |
| <input type="checkbox"/> | Did you put a description on the "other" lines? |
| <input type="checkbox"/> | Are all General Ledger account balances recorded on this report? |

Submission Deadline: **Tuesday, August 31, 2021**

Submitted by: _____

Date: _____

Please send this report via email to: accounting@archkck.org

OR

Please send this report via USPS to:
 Archdiocese of Kansas City in Kansas
 Attention: Accounting Office
 12615 Parallel Pkwy
 Kansas City, KS 66109

ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL PARISH FINANCIAL REPORT
Fiscal Year: July 1, 2020 through June 30, 2021

Due Date (completed with signatures): Tuesday, August 31, 2021

Blue cells have formulas in them. Please do not type in these cells!

1. The Parish is required to list every known bank and investment account for the Parish, and for all Parish organizations. Disclosing these accounts does not have an impact on the Cathedratic calculation. Please see page 7.
2. The Parish is required to list all known investment accounts at market value. Disclosing the market value does not have an impact on the Cathedratic calculation for amounts not yet realized in cash. Please see page 7.
3. Check figures have been added to help verify the report is consistent between pages. The reconciliation on page 6 has been updated with a section for Parishes using accrual basis accounting.
4. Parish organization income should be shown on page 5, account #167. Parish organization expense should be shown on page 11, under "Within the Parish". All parish organization bank accounts should be listed on page 7 (except for Knights of Columbus, or other national organizations).
5. Instructions for Cemeteries:
 - a. If the Parish serves a cemetery, please complete page 15.
 - b. Cemetery income, expenses, assets, liabilities, and cash and investment accounts must be reported to the Parish and the Archdiocese at least annually. This information may either be included in pages 1-14 of the report, or it may be added as a separate set of reports after page 15.
 - c. Cemeteries are now required to provide a list of all known bank and investment accounts because the cemeteries are Parish property, those administering the cemeteries must be accountable to Parish leadership.
6. Instructions for Schools:
 - a. School income and expenses should be listed in detail on the School Annual Financial Report.
 - b. If the Parish pays monies to the School, or pays expenses on behalf of the School, such amounts should be shown in total as Tuition Assistance & Elementary Subsidy, account 863 on page 12 of the Parish Annual Financial Report.

This amount should then be listed as income on the School report. The detail of expenses paid by the Parish for the School is then listed in detail on the School report. For example, if a Parish pays \$50,000 directly to the School, plus \$25,000 in salaries for School staff members, the total for account #863 should be \$75,000. The School financial report should show the \$75,000 as income from the Parish, then list the salary expense of \$25,000 in detail on the School expense listing.
7. Cafeteria income, expenses, and bank accounts should be included in the School report. Cafeteria income in total should be input on page 4, account 100301. Cafeteria expenses in total should be input on page 11, under section 1300. All cafeteria bank accounts should be listed on page 7. The person in charge of the cafeteria should also sign the report.
8. Daycare/Preschool/After School care programs should be included in the School report if the accounting is prepared in the same set of books. All income, expenses, and bank accounts should be listed. If the Daycare is accounted for separately, then a separate copy of the School report should be prepared just for the Daycare. The Daycare Director should also sign the report where the Daycare information appears.

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

Finance Council Reporting Form

Below please list all members of the parish Finance Council (indicate chairperson, after his/her name). Additionally, please note the number of years served on the Finance Council and the profession in which the member is employed.

(Please add additional pages if necessary)

| <u>Name (Print)</u> | <u>Years Served</u> | <u>Year Term Expires....</u> | <u>What Your Job Is Outside the Church</u> |
|---------------------|---------------------|------------------------------|--|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Pastor, Parish Finance Council and Financial Statement Preparer Attestation

We have met, reviewed and discussed the financial statements of the above named parish and the parish budget for the fiscal year ending June 30, 2021, including any recommendations made by the internal and/or external auditors. The approved parish financial statements were provided to the parishioners on _____, and are attached to this document for the Archbishop's review.

Pastor's Signature:

Finance Council Chairperson's Signature:

Finance Council Members Signatures:

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

Internal Control Survey

Please answer the following questions to the best of your ability. Use additional pages if needed.

- | Y/N | |
|-----|--|
| 1) | <input type="checkbox"/> Are financial reports prepared more often than annually? Frequency: _____ |
| 2) | <input type="checkbox"/> Does the parish prepare an annual financial budget? |
| 3) | <input type="checkbox"/> Are financial and analytical reports (comparing current to prior periods and budgets) reviewed regularly? Frequency: _____ |
| 4) | <input type="checkbox"/> Are past due amounts listed and discussed with the Pastor & Finance Council? |
| 5) | <input type="checkbox"/> Are all parish-sponsored organizations reporting financial activity to the Pastor and Finance Council at least annually and is this information included on the Annual Parish Financial report? |
| 6) | <input type="checkbox"/> Is the Pastor on signature cards for all Parish related accounts? |
| 7) | <input type="checkbox"/> Is the parish bookkeeper prohibited from signing checks? |
| 8) | <input type="checkbox"/> Do parishioners receive a year end financial statement reporting on Parish income, expenses and cash balances? |
| 9) | <input type="checkbox"/> Is the continuity of processing assured by cross-training of programs and systems? |
| 10) | <input type="checkbox"/> Are offertory collections placed in a secured location as soon as practical following each mass or service? |
| 11) | <input type="checkbox"/> Are at least two unrelated persons in possession of Offertory collection receipts at all times until they have been secured in a vault or safe? |
| 12) | <input type="checkbox"/> Is a vault, locked drop box, or similar secured location with limited access used to secure Offertory receipts? |
| 13) | <input type="checkbox"/> Is each Mass collection kept in a separate marked "tamper" evident bag? |
| 14) | <input type="checkbox"/> Are at least two unrelated persons counting incoming collections and cash receipts? |
| 15) | <input type="checkbox"/> Are two or more count teams used for each count, and do count teams members rotate? |
| 16) | <input type="checkbox"/> Are members of the parish staff excluded from the count teams? |
| 17) | <input type="checkbox"/> Is a collection report prepared during each count, totalled and signed in pen by all counters? |
| 18) | <input type="checkbox"/> Is the collection report reconciled to the actual bank deposit by an individual not involved in the count? |
| 19) | <input type="checkbox"/> Are parishioners provided with periodic contribution statements, adequate for tax substantiation? |
| 20) | <input type="checkbox"/> Are invoices approved for payment by the pastor or his designee before checks are prepared? |
| 21) | <input type="checkbox"/> Is the signing of blank checks before use prohibited? |
| 22) | <input type="checkbox"/> Does the pastor or his designee receive the unopened bank statements directly from the bank for all accounts for review prior to forwarding the statements to the appropriate individual? |
| 23) | <input type="checkbox"/> Are bank reconciliations printed for review by the pastor or his designee with the detailed deposits in transit and outstanding checks? |
| 24) | <input type="checkbox"/> Are the bank reconciliations compared to the cash balances reported in the financial statements as of month-end by the Finance Council? |
| 25) | <input type="checkbox"/> Are the individuals who prepare checks different from those who approve the invoices or payroll for payment? |
| 26) | <input type="checkbox"/> Are individuals unable to write checks to themselves or their businesses. |

PASTOR'S SIGNATURE

FINANCE COUNCIL CHAIRPERSON'S SIGNATURE

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

BALANCE SHEET (1)

ASSETS

CASH

| | | | |
|--|--------|-------|-------------|
| Petty Cash Fund | 9011* | _____ | |
| Undeposited Funds | 9014* | _____ | |
| Cash in Bank | 9020 * | _____ | |
| Archdiocesan Funds Deposit (Indicate if funds on deposit are restricted in any manner) | 9028 * | _____ | |
| Other Deposits | 9029 * | _____ | |
| Total Cash | | | \$ - |

RECEIVABLES

| | | | |
|---------------------------|------|-------|-------------|
| Employee Advances | 9031 | _____ | |
| Other Accounts Receivable | 9032 | _____ | |
| Total Receivables | | | \$ - |

INVESTMENTS

| | | | |
|---|--------|-------|-------------|
| Investments - Donated Securities/Endowments * (market value per investment firm statements) | 9041 * | _____ | |
| Investments - Real Property (Attach separate listing of these properties and their location. Indicate whether cost or appraised value is being used) | 9042 | _____ | |
| Total Investments | | | \$ - |

OTHER ASSETS

| | | | |
|---------------------------|--|-------|-------------|
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| Total Other Assets | | | \$ - |
| TOTAL ASSETS | | | \$ - |

* List in detail on page 7

| | | |
|--|----|---|
| Check figure: | | |
| Cash and Investments per Balance Sheet | \$ | - |
| Cash and Investments per Page 7 | \$ | - |
| Difference (should be zero) | \$ | - |

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

BALANCE SHEET (2)

LIABILITIES

CURRENT LIABILITIES

Accounts Payable
(Include amounts owed to Archdiocese
for past due assessments)

Federal Income Tax Withheld

9061

State Income Tax Withheld

9062

FICA Withheld

9063

Notes Payable - Archdiocese (short-term)

9067

Other Current Liabilities (amounts owed to others due within one year):

Total Current Liabilities

\$ -

LONG TERM LIABILITIES

Contracts Payable

9068

Notes Payable - Archdiocese (Long-term) **Principal Balance Only**

9071

Notes Payable to Banks and Other Institutions

9075

Other Long-Term Liabilities:

9076

PPP Loan - Outstanding (Forgiveness Pending)

Total Long-Term Liabilities

\$ -

OTHER LIABILITIES

Funds Held in Trust

9081

\$ -

TOTAL LIABILITIES

\$ -

EQUITY

EQUITY ACCOUNT

Parish Fund Balance

9091

\$ -

TOTAL LIABILITIES AND FUND BALANCE

\$ -

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

FINANCIAL SUMMARY

RECEIPTS

| | |
|---|------|
| Ordinary Collections (pg 4) | \$ - |
| Other Contributions (pg 4) | \$ - |
| Income from Parish Assets (pg 4) | \$ - |
| Capital Fund Drives (pg 4) (Only Archbishop approved Capital Campaigns) | \$ - |
| Parish Ministry Program Receipts (pg 4) | \$ - |
| Communication Apostolate (pg 5) | \$ - |
| Special Activities (pg 5) | \$ - |
| Cemetery (pg 5) | \$ - |
| Other Income (pg 5) | \$ - |
| Receipts from Borrowing (pg 5) | \$ - |
| Additional Parish Receipt Accounts (pg 5) | \$ - |

TOTAL RECEIPTS

\$ -

DISBURSEMENTS - input as positive number, for example \$10.00 not (\$10.00)

Personnel Expenses

| | |
|-------------------------------|------|
| Salaries - Church (pg 8) | \$ - |
| Salaries - Operations (pg 8) | \$ - |
| Salaries - Other (pg 8) | \$ - |
| Contract Services (pg 8) | \$ - |
| Personnel Related Exp. (pg 8) | \$ - |
| Total Personnel Expenses | \$ - |

Parish Operations

| | |
|---------------------------------|------|
| Maintenance (pg 9) | \$ - |
| General Operations (pg 9) | \$ - |
| Insurance (pg 9) | \$ - |
| Travel (pg 9) | \$ - |
| Administration (pg 9) | \$ - |
| Professional Services (pg 10) | \$ - |
| Cost of Borrowing (pg 10) | \$ - |
| Other Parish Operations (pg 10) | \$ - |
| Total Parish Operations | \$ - |

Capital Expenditures

| | |
|----------------------------|------|
| Equipment (pg 10) | \$ - |
| Buildings (pg 10) | \$ - |
| Land (pg 10) | \$ - |
| Debt Reduction (pg 10) | \$ - |
| Other (pg 11) | \$ - |
| Total Capital Expenditures | \$ - |

Parish Programming & Services

| | |
|--|------|
| Liturgical Supplies (pg 11) | \$ - |
| Parish Ministry Program Supplies (pg 11) | \$ - |
| Communication Apostolate (pg 11) | \$ - |
| Special Activities (pg 11) | \$ - |
| Parish Cemetery (pg 11) | \$ - |
| Total Parish Programming & Services | \$ - |

Parish Responsibility in its Mission

| | |
|--|------|
| To the World (pg 11) | \$ - |
| Within the Archdiocese (pg 12) | \$ - |
| Within the Parish (pg 12) | \$ - |
| Within the Community (pg 12) | \$ - |
| Total Parish Responsibility in its Mission | \$ - |

Additional Disbursement Accounts (pg 12)

\$ -

TOTAL DISBURSEMENTS

\$ -

NET - (RECEIPTS LESS DISBURSEMENTS)

\$ -

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

RECEIPTS

ORDINARY COLLECTIONS

| | | | | |
|---|-----|----|---|------|
| Envelope Collections | 101 | \$ | - | |
| Plate Collections | 102 | \$ | - | |
| Pew Rent Collections | 103 | \$ | - | |
| Total of accounts 101, 102, 103 | | | | \$ - |
| Special Parish Collections: Maintenance/Fuel Fund Collections, etc. | 104 | \$ | - | |
| Other Parish Collections | 107 | \$ | - | |
| Net/Excess (Unpaid) Extra Parochial Collections (Pg 13) | 108 | \$ | - | |
| Mass Stipend-Stole Fees (Parish) | 109 | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| SUB TOTAL - Ordinary Collections | | | | \$ - |

OTHER CONTRIBUTIONS

| | | | | |
|---|-----|----|---|------|
| Contributions for Special Services - Weddings, Funerals, Baptisms, etc. | 111 | \$ | - | |
| Gifts, Bequests & Memorials - Designated for Purpose/Fund | 112 | \$ | - | |
| Gifts, Bequests & Memorials - Other - Undesignated / General | 113 | \$ | - | |
| Parish Organizations - Donations | 116 | \$ | - | |
| Altar, Flowers, Votive & Candle Offerings | 118 | \$ | - | |
| Unapproved/Expired Capital Campaigns | 119 | \$ | - | |
| Other Contributions: I Give Catholic, Amazon Smile, United Way | 119 | \$ | - | |
| Other Contributions: Credit Cared & Other Revenue Rewards | 119 | \$ | - | |
| Other Contributions: Recycling Revenues | 119 | \$ | - | |
| Other Contributions (Describe): _____ | 119 | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| SUB TOTAL - Other Contributions | | | | \$ - |

INCOME FROM PARISH ASSETS (not including changes in market value of endowment investments- see page 5)

| | | | | |
|---|-----|----|---|------|
| Sale of Parish Property | 121 | \$ | - | |
| Interest/Dividend Income | 124 | \$ | - | |
| Rental Income: Land, Farm, House Rental, Garden Plots, etc. | 126 | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| SUB TOTAL - Income from Parish Assets | | | | \$ - |

CAPITAL FUND DRIVES (only Archbishop approved Capital Campaigns)

| | | | | |
|---|-----|----|---|------|
| Arch Approved Parish Capital Fund Drives | 131 | \$ | - | |
| Date Approved: _____ Amount: _____ | | | | |
| Capital Campaign - Parish Share "One Faith, One Family, One Future in Christ" | 135 | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| SUB TOTAL - Capital Fund Drives | | | | \$ - |

PARISH MINISTRY PROGRAM RECEIPTS

| | | | | |
|--|-----|----|---|------|
| Adult Education Fees | 141 | \$ | - | |
| Student Fees | 142 | \$ | - | |
| Book Rental Receipts | 145 | \$ | - | |
| Book Sales Receipts | 146 | \$ | - | |
| Supplies Sales Receipts | 147 | \$ | - | |
| Other Parish Ministry Program Receipts | 149 | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| Other (Describe): _____ | | \$ | - | |
| SUB TOTAL - Parish Ministry Programs Receipts | | | | \$ - |

SUBTOTAL - RECEIPTS (this page only)

\$ -

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

RECEIPTS (continued)

COMMUNICATION APOSTOLATE

| | | |
|---|-----|------|
| Archdiocesan Newspaper Receipts | 151 | \$ - |
| Bulletin Advertising Receipts | 152 | \$ - |
| Other (Describe): | | \$ - |
| Other (Describe): | | \$ - |
| SUB TOTAL - Communication Apostolate | | \$ - |

SPECIAL ACTIVITIES

| | | |
|---|-----|------|
| Socials, Festivals, Auctions, Bazaars, etc. Receipts | 161 | \$ - |
| Bus Receipts | 163 | \$ - |
| Athletic Receipts | 165 | \$ - |
| Parish Organization Receipts: Altar Society, Food Kitchen, etc. | 167 | \$ - |
| Other (Describe): | | \$ - |
| Other (Describe): | | \$ - |
| SUB TOTAL - Special Activities | | \$ - |

CEMETERY (Do not use if page 15 is used to report Cemetery activity.)

| | | |
|-----------------------------------|-----|------|
| Cemetery Receipts | 171 | \$ - |
| Other (Describe): | | \$ - |
| SUB TOTAL - Cemetery | | \$ - |

OTHER INCOME

| | | |
|---|-----|------|
| Other Gifts/Grants from the Diocese or Parishes | 185 | \$ - |
| Other (Describe): Grants | | \$ - |
| Reimbursed Expenses | 181 | \$ - |
| Vending Machines | 182 | \$ - |
| Loans to Others Repaid | 183 | \$ - |
| Insurance Recovery | 184 | \$ - |
| Other Income: PPP Loan Forgiven | 187 | \$ - |
| Other Income: FFCRA Tax/Wage/Insurance Credits | 188 | \$ - |
| Other Income (Decribe) | 189 | \$ - |
| Other (Describe): | | \$ - |
| SUB TOTAL - Other Income | | \$ - |

RECEIPTS FROM BORROWING

| | | |
|-------------------------------|-----|------|
| Loan Proceeds | 191 | \$ - |
| Other (Describe): | | \$ - |
| Other (Describe): | | \$ - |
| SUB TOTAL - Borrowing | | \$ - |

ADDITIONAL PARISH RECEIPT ACCOUNTS **

| | | |
|--|-----|------|
| Endowment Fund Income | 194 | \$ - |
| Endowment Fund Contributions | 195 | \$ - |
| Change in Market Value of Investments not yet realized in cash (note amounts realized in cash should be recorded as Income from Parish Assets, account #124, page 4) | 198 | \$ - |
| Other (Describe): | | \$ - |
| Other (Describe): | | \$ - |
| Other (Describe): | | \$ - |
| Other (Describe): | | \$ - |
| SUB TOTAL - Additional Accounts | | \$ - |

TOTAL RECEIPTS (includes this page & page 4) **\$ -**

** These spaces are provided for accounts which the parish found necessary, but were not contained in the uniform chart of accounts. Should not be amounts which are property in accounts 100 (Ordinary Collections); 110 (Other Contributions); or 120 (Income From Parish Assets).

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

PARISH FINANCIAL STATEMENT RECONCILIATION (CASH FLOW)

| | |
|---|------|
| Beginning Balance - June 30, 2020 (pg 7) (THIS MUST EQUAL THE TOTAL OF ALL PRIOR YEAR FUNDS AND INVESTMENTS pg 7) | \$ - |
| Plus: Total Parish Receipts (pg 3) | \$ - |
| TOTAL Funds Available | \$ - |
| Less: Total Parish Disbursements (pg 3) | \$ - |
| Subtotal | \$ - |
| Reconciliation to Accrual Basis: | |
| Plus: Amounts recorded as expenses but not yet paid (such as accrued payroll taxes) | \$ - |
| Other (please describe) _____ | \$ - |
| Ending Balance - June 30, 2021 | \$ - |
| Ending Balance per Total of Funds and Investments from pg 7 | \$ - |
| Difference (should be zero) | \$ - |

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

DISBURSEMENTS

PERSONNEL EXPENSES

SALARIES - CHURCH

| | | | |
|------------------------------------|-----|----|------|
| Pastor | 311 | \$ | - |
| Associate(s) No. _____ | 312 | \$ | - |
| Additional Clergy Assistance | 313 | \$ | - |
| Other Parish Spiritual Services | 314 | \$ | - |
| Music Director, Choir and Organist | 317 | \$ | - |
| Other (Describe): | 318 | \$ | - |
| SUB TOTAL - Church Salaries | | | \$ - |

SALARIES - OPERATIONS

| | | | |
|---------------------------------|-----|----|------|
| Administrative Services | 321 | \$ | - |
| Office | 322 | \$ | - |
| Housekeeper | 324 | \$ | - |
| Maintenance Personnel | 325 | \$ | - |
| Cafeteria | 328 | \$ | - |
| Bus Driver | 329 | \$ | - |
| Other (Describe): | 331 | \$ | - |
| SUB TOTAL - Operations Salaries | | | \$ - |

SALARIES - OTHER (Rel Educ, RCIA, Youth)

| | | | |
|----------------------------|-----|----|------|
| Coordinators -Religious | 351 | \$ | - |
| Coordinators - Lay | 352 | \$ | - |
| Teachers - Religious | 354 | \$ | - |
| Teachers - Lay | 355 | \$ | - |
| Other (Describe): | 359 | \$ | - |
| SUB TOTAL - Other Salaries | | | \$ - |

CONTRACT SERVICES

| | | | |
|---|-----|----|------|
| Contract Services - Church | 361 | \$ | - |
| Contract Services - Operations | 363 | \$ | - |
| Contract Services - Other (Rel Educ, RCIA, Youth etc.) | 365 | \$ | - |
| SUB TOTAL - Contract services | | | \$ - |

PERSONNEL RELATED EXPENSES

| | | | |
|--|------|----|------|
| Employer's Share - FICA | 371 | \$ | - |
| FSA Fee | 373 | \$ | - |
| Insurance - Health Care - Lay | 375 | \$ | - |
| Insurance - Dental Care - Lay | 375A | \$ | - |
| Insurance - Life & STD- Lay | 376 | \$ | - |
| Insurance - Workman's Comp | 377 | \$ | - |
| AKC Rtmt Plans - Lay Frozen Pension and 401K Match & Discretionary | 378 | \$ | - |
| Archdiocesan Retirement Plan - Priest 403B | 381 | \$ | - |
| Priest Retreats & Continuing Education | 382 | \$ | - |
| Priest Health & Dental Care Insurance | 383 | \$ | - |
| Seminars, Conferences, Workshops | 385 | \$ | - |
| SUB TOTAL - Personnel Related Expenses | | | \$ - |

TOTAL PERSONNEL EXPENSES (#300s) **\$ -**

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

DISBURSEMENTS (continued)

PARISH OPERATIONS

MAINTENANCE

| | | | |
|---|-----|----|------|
| Grounds: Contract Services | 421 | \$ | - |
| Grounds: Maintenance | 422 | \$ | - |
| Grounds: Repairs | 423 | \$ | - |
| Grounds: Supplies | 424 | \$ | - |
| Building: Contract Services | 431 | \$ | - |
| Building: Maintenance | 432 | \$ | - |
| Building: Repairs | 433 | \$ | - |
| Building: Supplies | 434 | \$ | - |
| Equipment: Contract Services | 441 | \$ | - |
| Equipment: Repairs | 442 | \$ | - |
| Equipment: Repairs HVAC(plbg. htg. & elec.) | 445 | \$ | - |
| Equipment: Repairs (furniture & equipment) | 451 | \$ | - |
| Other (Describe): | | \$ | - |
| SUB TOTAL - Maintenance | | | \$ - |

GENERAL OPERATIONS

| | | | |
|--------------------------------|-----|----|------|
| Utilities | 501 | \$ | - |
| Telephone | 505 | \$ | - |
| Laundry & Dry Cleaning | 506 | \$ | - |
| Food | 508 | \$ | - |
| Household | 509 | \$ | - |
| Contract Services - Other | 512 | \$ | - |
| Rent-Equipment | 514 | \$ | - |
| Rent-Facilities | 515 | \$ | - |
| Other (Describe): | | \$ | - |
| SUB TOTAL - General Operations | | | \$ - |

INSURANCE

| | | | |
|-------------------------------|-----|----|------|
| Insurance-Special Multi Peril | 521 | \$ | - |
| Insurance-Liability | 525 | \$ | - |
| Insurance-Vehicle | 526 | \$ | - |
| Insurance-Other | 529 | \$ | - |
| SUB TOTAL - Insurance | | | \$ - |

TRAVEL

| | | | |
|--------------------------|-----|----|------|
| Auto Usage Reimbursement | 531 | \$ | - |
| Owned Auto Expense | 533 | \$ | - |
| Owned Auto Repair | 534 | \$ | - |
| Other Travel | 539 | \$ | - |
| Bus Expense | 541 | \$ | - |
| Bus Repair | 542 | \$ | - |
| Bus Leased Expense | 546 | \$ | - |
| SUB TOTAL - Travel | | | \$ - |

ADMINISTRATION

| | | | |
|----------------------------|-----|----|------|
| Office Supplies | 551 | \$ | - |
| Paper Stock | 552 | \$ | - |
| Printing-General | 553 | \$ | - |
| Postage | 555 | \$ | - |
| Other (Describe): | | \$ | - |
| SUB TOTAL - Administration | | | \$ - |

SUBTOTAL DISBURSEMENTS - this page only **\$ -**

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

DISBURSEMENTS (continued)

| | | |
|---|-----|-------------|
| <u>PROFESSIONAL SERVICES</u> | | |
| Accounting Fees | 561 | \$ - |
| Legal Fees | 562 | \$ - |
| Architectural & Engineering | 563 | \$ - |
| Fund Raising Fees | 565 | \$ - |
| Computer/Data Processing Fees | 566 | \$ - |
| Other Professional Fees | 569 | \$ - |
| SUB TOTAL - Professional Services | | \$ - |
| <u>COST OF BORROWING</u> | | |
| Interest Expense | 571 | \$ - |
| SUB TOTAL - Cost of Borrowing | | \$ - |
| <u>OTHER PARISH OPERATIONS</u> | | |
| Dues & Subscriptions | 581 | \$ - |
| Licenses, Taxes & Assessments | 582 | \$ - |
| Taxes - Property | 584 | \$ - |
| Rental Property | 586 | \$ - |
| Reimbursable Expenses | 587 | \$ - |
| Miscellaneous Operations Expenses | 589 | \$ - |
| SUB TOTAL - Other | | \$ - |
| TOTAL PARISH OPERATIONS (# 400s & 500s) | | \$ - |
| <u>CAPITAL EXPENDITURES</u> | | |
| <u>EQUIPMENT CAPITAL EXPENSE</u> | | |
| Autos | 611 | \$ - |
| Bus | 612 | \$ - |
| Audio Visual Equipment | 614 | \$ - |
| Athletic Equipment | 615 | \$ - |
| Maintenance Equipment | 616 | \$ - |
| Office Equipment | 617 | \$ - |
| Furniture & Equipment | 618 | \$ - |
| Other Equipment | 619 | \$ - |
| SUB TOTAL - Equipment | | \$ - |
| <u>BUILDINGS - CAPITAL EXPENSE</u> | | |
| Buildings - Purchases | 631 | \$ - |
| Buildings - New Construction | 632 | \$ - |
| Buildings - Additions | 633 | \$ - |
| Buildings - Improvements | 634 | \$ - |
| Buildings - Architect & Engineer | 637 | \$ - |
| SUB TOTAL - Buildings | | \$ - |
| <u>LAND - CAPITAL EXPENSE</u> | | |
| Land Acquisition | 641 | \$ - |
| Site Improvement | 642 | \$ - |
| Land Engineering | 645 | \$ - |
| Rental Property | 647 | \$ - |
| SUB TOTAL - Land | | \$ - |
| <u>DEBT REDUCTION FOR CAPITAL LOANS</u> | | |
| Principal Payment | 651 | \$ - |
| SUB TOTAL - Principal | | \$ - |
| CAPITAL EXPENDITURES (# 600's this page only) | | \$ - |

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

DISBURSEMENTS (continued)

| | | | | |
|--|-----|----|---|-------------|
| <u>OTHER - CAPITAL EXPENSE</u> | | \$ | - | |
| SUB TOTAL - Other | | | | \$ - |
| TOTAL CAPITAL EXPENSE (# 600s) | | | | \$ - |
| <u>PARISH PROGRAMMING & SERVICES</u> | | | | |
| <u>LITURGICAL SUPPLIES</u> | | | | |
| Altar Vestments, Chalice, etc. | 711 | \$ | - | |
| Altar Bread & Wines | 712 | \$ | - | |
| Altar Supplies - Other | 713 | \$ | - | |
| Candles | 715 | \$ | - | |
| Choir | 716 | \$ | - | |
| Liturgical Publications | 717 | \$ | - | |
| SUB TOTAL - Liturgical Supplies | | | | \$ - |
| <u>PARISH MINISTRY PROGRAMS SUPPLIES(Rel Educ, Youth, RCIA, Adult Educ, etc)</u> | | | | |
| Homily Materials | 721 | \$ | - | |
| Library | 722 | \$ | - | |
| Books - Rental | 724 | \$ | - | |
| Books | 725 | \$ | - | |
| Subscriptions & Publications | 726 | \$ | - | |
| Supplies for Resale | 727 | \$ | - | |
| Rent - Audio Visual Materials | 728 | \$ | - | |
| SUB TOTAL - Parish Ministry Program Supplies | | | | \$ - |
| <u>COMMUNICATION APOSTOLATE</u> | | | | |
| Archdiocesan Newspaper | 741 | \$ | - | |
| Bulletin - Parish | 742 | \$ | - | |
| Radio & Television | 743 | \$ | - | |
| Advertising | 746 | \$ | - | |
| Public Relations | 747 | \$ | - | |
| SUB TOTAL - Communication | | | | \$ - |
| <u>SPECIAL ACTIVITIES</u> | | | | |
| Socials, Etc. | 751 | \$ | - | |
| Cafeteria | 752 | \$ | - | |
| Athletic Supplies & Expenses | 754 | \$ | - | |
| SUB TOTAL - Special Activities | | | | \$ - |
| <u>PARISH CEMETERY (if not reported separately)</u> | | | | |
| Cemetery - Operations & Maintenance | 761 | \$ | - | |
| Cemetery - Capital Expenditures | 762 | \$ | - | |
| SUB TOTAL - Cemetery | | | | \$ - |
| TOTAL PARISH PROGRAMMING & SERVICES (#700s) | | | | \$ - |
| <u>PARISH RESPONSIBILITY IN ITS MISSION</u> | | | | |
| <u>TO THE WORLD</u> | | | | |
| Missionary Priest | 801 | \$ | - | |
| Missionary Sisters | 802 | \$ | - | |
| Missionary Volunteers | 805 | \$ | - | |
| Foreign Students | 806 | \$ | - | |
| Assistance to other Parishes | 811 | \$ | - | |
| SUB TOTAL | | | | \$ - |

Note: All school expenses paid by the Parish should be listed under account #863, page 12.

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

DISBURSEMENTS (continued)

WITHIN THE ARCHDIOCESE

| | | | |
|---|-----|----|------|
| Archdiocesan Operations (Cathedraticum) | 821 | \$ | - |
| Catholic Charities Assessment (net of Christmas Collection) | 822 | \$ | - |
| Extension Volunteers | 827 | \$ | - |
| Assistance to Other Parishes (within the Archdiocese) | 831 | \$ | - |
| Youth Formation Assessment | 834 | \$ | - |
| Pastoral Center Assessment | 835 | \$ | - |
| Regional Assessments | 837 | \$ | - |
| Priesthood Assessment (net of Easter Collection) | 839 | \$ | - |
| Other (Describe): | | \$ | - |
| SUB TOTAL | | | \$ - |

WITHIN THE PARISH

| | | | |
|---|-----|----|------|
| High School Education (subsidy) | 861 | \$ | - |
| High School Regional Subsidy | | | |
| Tuition Assistance & Elementary Subsidy (should be the sum of all expenses paid on behalf of the School plus amounts paid directly to the School) | 863 | \$ | - |
| Assistance to Parishioners | 867 | \$ | - |
| St. Vincent de Paul | 868 | \$ | - |
| Legion of Mary | 869 | \$ | - |
| Other Parish Organization Expenses | | \$ | - |
| Other (Describe): | | \$ | - |
| SUB TOTAL | | | \$ - |

WITHIN THE COMMUNITY

| | | | |
|----------------------------|-----|----|------|
| Ecumenical Efforts | 841 | \$ | - |
| Community Funds | 845 | \$ | - |
| Community Volunteers | 846 | \$ | - |
| Legislative Efforts | 848 | \$ | - |
| Black Apostolate | 851 | \$ | - |
| Hispanic Apostolate | 852 | \$ | - |
| Native American Apostolate | 853 | \$ | - |
| Assistance to Needy | 858 | \$ | - |
| Other (Describe): | | \$ | - |
| SUB TOTAL | | | \$ - |

TOTAL PARISH MISSIONS (# 800s)

\$ -

ADDITIONAL DISBURSEMENT ACCOUNTS **

| | | |
|----------------------------------|----|-------------|
| Account Name: _____ | \$ | - |
| Account Name: _____ | \$ | - |
| Account Name: _____ | \$ | - |
| Account Name: _____ | \$ | - |
| Account Name: _____ | \$ | - |
| Account Name: _____ | \$ | - |
| TOTAL ADDITIONAL ACCOUNTS | | \$ - |

** These spaces are provided for accounts which the parish found necessary, but were not contained in the uniform chart of accounts.

Note: All school expenses paid by the Parish should be listed under account #863 above.

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

NOTE 1

EXTRA PAROCHIAL COLLECTIONS

| | <u>Collected</u> | <u>Disbursed</u> | <u>Collected Less Disbursed</u> |
|---|------------------|------------------|-------------------------------------|
| Church in Latin America | \$ - | \$ - | \$ - |
| Church in Central & Eastern Europe | \$ - | \$ - | \$ - |
| Black & Indian Missions | \$ - | \$ - | \$ - |
| Catholic Relief Services (CRS)/Bishops Appeal | \$ - | \$ - | \$ - |
| Holy Land - Good Friday | \$ - | \$ - | \$ - |
| CRS Rice Bowl | \$ - | \$ - | \$ - |
| Priesthood -Present & Future (Good Shepherd Sunday) | \$ - | \$ - | \$ - |
| Catholic Home Missions Appeal | \$ - | \$ - | \$ - |
| Catholic Communication Campaign (CCC) | \$ - | \$ - | \$ - |
| Peter's Pence (Holy Father) | \$ - | \$ - | \$ - |
| Mission Coop | \$ - | \$ - | \$ - |
| Catholic University of America | \$ - | \$ - | \$ - |
| World Mission Sunday | \$ - | \$ - | \$ - |
| Campaign for Human Development | \$ - | \$ - | \$ - |
| Retirement Fund for Religious | \$ - | \$ - | \$ - |
| Catholic Charities (Christmas Collection) | \$ - | \$ - | \$ - |
| Military Service (every 3 years) | \$ - | \$ - | \$ - |
| Other Collections (Describe Event Below): | \$ - | \$ - | \$ - |
| Disaster: | \$ - | \$ - | \$ - |
| Hurricane: | \$ - | \$ - | \$ - |
| Tornado: | \$ - | \$ - | \$ - |
| Other (Describe): | \$ - | \$ - | \$ - |
| Archbishops Annual Appeal (ACTS) | \$ - | \$ - | \$ - |
| Propagation of the Faith | \$ - | \$ - | \$ - |
| TOTAL COLLECTED | \$ - | | |
| TOTAL DISBURSED | | \$ - | |
| NET COLLECTED LESS DISBURSED | | | \$ - |

ARCHDIOCESE OF KANSAS CITY IN KANSAS

Catholic Mutual CUP II Information

Church Name:

City:

Fiscal Year: July 1, 2020 through June 30, 2021

| Description | Explanation | # of Units |
|--|--|-------------------|
| Autos/SUVs/Cross-overs | Diocesan & Parish Owned | |
| Trucks | Diocesan & Parish Owned | |
| Vans | Diocesan & Parish Owned | |
| Bus: 0-20 Passengers | Diocesan & Parish Owned | |
| Bus: 0-20 Passengers | Diocesan & Parish Owned | |
| Bus: Over 60 Passengers | Diocesan & Parish Owned | |
| | | |
| Students: Elementary | K-8 | |
| Students: Secondary | High School | |
| Students: Day Care/Preschool/ Extended Care | Daycare students are ages infant through pre-kindergarten. Preschool and extended care students can be of any age when enrolled in a care program which takes place before or after regular school hours. A pre or extended care program can either be on or off school premises. It is possible for a child to be both an elementary student and an extended/preschool care student. | |
| | | |
| Teachers (K-12): Full-Time | | |
| Teachers (K-12): Part-Time | | |
| | | |
| Counselors: | If they are employed by Catholic Charities, do NOT include them. If primary function is spiritual guidance, they should NOT be included in this category. There is no distinction between social workers with bachelors and masters degrees. | |

SPECIAL NOTE: *Please do NOT include S.O.R./CCD students in any of the totals.*

Prepared By:
Please Print First & Last Name _____
Contact Telephone Number: _____
Contact Email Address: _____

Updated:
6/1/2021

**ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL CEMETERY REPORT
Fiscal Year: July 1, 2020 through June 30, 2021**

NAME OF CEMETERY:

Church Name:

City:

PASTOR:

DIRECTOR OF CEMETERY OPERATION:

UNDER DIRECTION OF (BOARD, COMMITTEE, ETC.):

For the Year:

| | |
|--------------------------|-------|
| No. of Burials | _____ |
| No. of Burial Sites Sold | _____ |

Size of Cemetery:

| | |
|----------------------------------|-------|
| Total Amount of Property (Acres) | _____ |
| Total No. of Acres Platted | _____ |
| % Sold: | _____ |
| % Occupied: | _____ |
| Total No. of Acres Unplatted | _____ |

Please **attach** copies of Annual Financial Reports:

- Balance Sheet
- Receipts and Disbursements
- Bank and Investment Account Listing

We believe the attached financial statements present fairly the assets, liabilities, revenues, and expenses of the Cemetery. We confirm we are responsible for fair financial reporting, for adopting sound accounting policies, and for establishing and maintaining effective internal controls, including controls to prevent and detect fraud. The attached listing of bank and investment accounts is a complete listing of all known bank and investment accounts for the cemetery. No other unrecorded assets exist.

Pastor's Signature/Date

Cemetery Director's Signature/Date

| ORDINARY COLLECTIONS (100) | | |
|--|--|--|
| 101 | Envelope Collections | Receipts in envelopes from regular Sunday and Holy Day collections. Exclude any collections remitted to the Chancery. |
| 102 | Plate Collections | Coin and currency received in the collection not specifically identified for a particular purpose. |
| 103 | Pew Rent Collections | Parish income where it is identified as pew rent. |
| 104 | Special Parish Collections | Other collections (such as fuel or Maintenance fund collections) that are to remain in the parish. Exclude special collections (Extra-Parochial Collections that belong in Acct 108) that are remitted to the Chancery. Include capital campaigns not approved by the Archbishop. |
| 107 | Other Parish Collections | Collections from Missions, Novenas and other spiritual services. |
| 108 | Extra Parochial Collections | This account is credited with the receipts from all collections for specific purposes that are not retained in the parish. Debit this account when the disbursement is made of these funds. Since all the money received from these collections is disbursed, the net of this account is normally zero. (See Chart of Accounts listing for detail of collections.) |
| 109 | Mass Stipend | Stole Fees |
| OTHER CONTRIBUTIONS (110) | | |
| 111 | Contributions for Special Services | Gifts given for Wedding, funerals, baptisms etc. |
| 112 | Gifts, Bequests & Memorials– Designated | Monies or value in kind received by the parish and designated for a specific purpose by the donor such as the purchase of a new Tabernacle, a statue, carpeting, living room furniture, etc., are to be credited to this account. |
| 113 | Gifts, Bequests & Memorials – Other (Undesignated) | Monies or value in kind received and not designated by the donor for a specific purpose are to be credited to this account. |
| 116 | Parish Organization Donations | Monies or value in kind donated by parish organizations. |
| 118 | Altar, Votive or Candle Offerings | Monies collected from the offerings made for these or similar items. |
| INCOME FROM PARISH ASSETS (120) | | |
| 121 | Sale of Parish Property | Proceeds received from the sale of land, buildings, furnishings, equipment, and vehicles. Record gross amounts less any direct costs of sales (commissions, etc.) excluding the cost of the asset. |
| 124 | Interest Income | Income received on all deposits in savings accounts and interest bearing receivables or bonds. (Not endowment investment income. See account 194 below) |
| 126 | Rental Income | Record gross amount received from the rent of property or facilities (eg..Hall rental) |
| CAPITAL FUND DRIVES (130) | | |
| 131 | Archbishop Approved Parish Capital Fund Drives | Gross receipts from specific capital fund drives. Additional accounts should be used if more than one capital fund drive is being conducted at the same time. |
| 135 | Capital Campaign Parish Rebates | Rebates received from Archdiocesan Capital Campaigns |
| RELIGIOUS EDUCATION RECEIPTS (140) | | |
| 141 | Adult Education Fees | Monies received from adult participants in Religious Education Programs. |
| 142 | Student Fees | Monies received from students participating in Religious Education Programs. |
| 145 | Book Rent Receipts | Receipts from the rental of parish books or publications. |
| 146 | Book Sales Receipts | Receipts from the sale of books, magazines, pamphlets or other publications. |
| 147 | Supplies Sales Receipts | Receipts from the sale of materials other than books, magazines and pamphlets. |
| 149 | Other Parish Ministry Activities | Monies received from all activities specifically for the benefit of any parish ministry program are to be credited to this account. |
| COMMUNICATION APOSTOLATE (150) | | |
| 151 | Archdiocesan Newspaper | Receipts, e.g., subscriptions, which are designated for the Archdiocesan Newspaper. If these receipts are forwarded to the Archdiocese, debit the expense account. |
| 152 | Bulletin Advertising Receipts | Credited to this account are all monies received from businesses and other accounts paying for advertising space placed in the parish weekly bulletin. |
| SPECIAL ACTIVITIES (160) | | |
| 161 | Socials, etc., Receipts | Gross receipts from parish socials bazaars, dances, etc. |
| 163 | Bus Receipts | Gross receipts from bus operations (not school related). |
| 165 | Athletic Receipts | Gross receipts from non-school athletic activities, CYO |
| 167 | Parish Organization Receipts | All monies received by a parish organization (dues, etc.) which cannot be included in another receipt account when an organization's financial reporting is consolidated with the parish report. |
| CEMETERY OPERATIONS (170) | | |
| 171 | Cemetery Receipts | All receipts derived from a parish operated cemetery. (a subsidiary detail of cemetery income should be maintained for proper management purposes.) |
| OTHER INCOME (180) | | |
| 114 | Gifts from the Diocese or Parishes | Monies or value in kind from the Archdiocese or other parishes without any obligation to repay. |
| 181 | Reimbursed Expenses | Credit amounts received from others for expenses paid, or to be paid on behalf of others. Charge the amount paid out to the respective expense account. Put in this account the amounts you are reimbursed for priest salary and benefits from other parishes. |
| 182 | Vending Machines | Credit proceeds from vending machine operations. |
| 183 | Loans to Others Repaid | Principal amounts received from monies loaned out. |
| 184 | Insurance Recovery | Money received from insurance covering the loss of church property from fire, theft, or other causes are to be credited to this account. |
| 189 | Other Income | Revenue receipts that cannot be recorded in any of the above stated revenue account because the definition of them does not permit it, are to be credited to this account; and example being the sale of waste or junk. When this account is used put brief description on annual report. |
| RECEIPTS FROM BORROWING (190) | | |
| 191 | Loan Proceeds | Credit any amounts received as a result of borrowing. |
| ADDITIONAL PARISH RECEIPT ACCOUNTS ** | | |

| | | |
|-----|--|--|
| 194 | Endowment Fund Income | Investment income from CFNEK endowments (Dividends, interest, Realized Gains & losses) |
| 195 | Endowment Fund Contributions | Donations made to CFNEK endowments |
| 198 | Change in Market Value of Investments not yet realized in cash (note- amounts realized in cash should be recorded as Income from Parish Assets, account #124, page 4) | Unrealized Gains and Losses on CFNEK endowments |