

**ARCHDIOCESE OF KANSAS CITY IN KANSAS  
REPORT ON MATERIAL STATUS - SCHOOLS**

**School Name:** \_\_\_\_\_

**City:** \_\_\_\_\_

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

We believe the attached financial statements present fairly the assets, liabilities, revenues, and expenses of the School. 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 School and its organizations. No other unrecorded assets exist to our knowledge.

**Signatures and Date:**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
Pastor (if Parish School)

\_\_\_\_\_  
Preschool/AfterSchool/Daycare Director

\_\_\_\_\_  
Accountant/Bookkeeper

\_\_\_\_\_  
Food Program Manager

**List Parish or Parishes Served by this School:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Prepared By: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Accounting System: \_\_\_\_\_

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

**Due Date (completed with signatures): Tuesday, August 31, 2020**

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

1. The Pastor, Principal, Board Chairperson and Bookkeeper must certify that the report is complete and correct to the best of their knowledge by signing the cover sheet. Such certification is a standard practice in for-profit businesses, and helps to ensure transparency in School finances.
2. The School is required to provide a balance sheet; and to list every known bank and investment account for the School, including all School organizations. All investment accounts should be listed at market value.
3. School organization income and expenses should be shown on page 4 as a net figure, in account 100302. For example, if the PTO collected \$10,000 in receipts, and paid \$4,000 in expenses, the net revenue reportable on page 4 is \$6,000. The figure can be input as a negative if the organization spent more than it made in any given fiscal year.
4. School income and expenses should be listed in detail on this report. If the Parish pays monies to the School, or 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 on the Parish report 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 this report.
5. Cafeteria income, expenses, and bank accounts should be included in this 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.
6. 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 this report should be prepared just for the Daycare. The Daycare Director should also sign the report where the Daycare information appears.

# ARCHDIOCESE OF KANSAS CITY IN KANSAS

**School Name:**

**City:**

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

## BALANCE SHEET (1)

### ASSETS

CASH

Petty Cash Fund		
Undeposited Funds		
Cash in Bank		
Archdiocesan Funds Deposit (Indicate if funds on deposit are restricted in any manner)		
Other Deposits		
<b>Total Cash</b>		<b>\$ -</b>

RECEIVABLES

Employee Advances		
Other Accounts Receivable		
<b>Total Receivables</b>		<b>\$ -</b>

INVESTMENTS

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

OTHER ASSETS

<b>Total Other Assets</b>		<b>\$ -</b>
<b>TOTAL ASSETS</b>		<b>\$ -</b>

\* List in detail on page 7

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

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

**BALANCE SHEET (2)**

**LIABILITIES**

**CURRENT LIABILITIES**

Accounts Payable

\_\_\_\_\_

Federal Income Tax Withheld

\_\_\_\_\_

State Income Tax Withheld

\_\_\_\_\_

FICA Withheld

\_\_\_\_\_

Notes Payable - Archdiocese (short-term)

\_\_\_\_\_

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

\_\_\_\_\_

**Total Current Liabilities**

\_\_\_\_\_

**\$ -**

**LONG TERM LIABILITIES**

Contracts Payable

\_\_\_\_\_

Notes Payable - Archdiocese (Long-term)

\_\_\_\_\_

Notes Payable to Banks and Other Institutions

\_\_\_\_\_

Other Long-Term Liabilities:

\_\_\_\_\_

**Total Long-Term Liabilities**

\_\_\_\_\_

**\$ -**

**OTHER LIABILITIES**

Funds Held in Trust

\_\_\_\_\_

**\$ -**

**TOTAL LIABILITIES**

\_\_\_\_\_

**\$ -**

**EQUITY**

**EQUITY ACCOUNT**

School Fund Balance

\_\_\_\_\_

**\$ -**

**TOTAL LIABILITIES AND FUND BALANCE**

\_\_\_\_\_

**\$ -**

**ARCHDIOCESE OF KANSAS CITY IN KANSAS**

**School Name:**

**City:**

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

**SCHOOL FINANCIAL SUMMARY**

**REVENUE**

1001 Total Tuition	\$	-
1002 Total Fees	\$	-
1003 Total Other Sources	\$	-
11 Net Receipts from Clearing Accounts	\$	-
13 Revenue from Private Sources	\$	-
14 Revenue from State Government Sources	\$	-
15 Revenue from Federal Government Sources	\$	-
20 Non-Revenue Receipts	\$	-
30 Additional Revenue Accounts	\$	-

**TOTAL SCHOOL REVENUE**

**\$ -**

**DISBURSEMENTS**

100 Administration	\$	-
200 Total Salaries for Instruction	\$	-
220 Total Text Books	\$	-
230 Total Libraries	\$	-
235 Language Lab, TV	\$	-
240 Instructional Supplies	\$	-
241 Total Departmental Supplies	\$	-
250 Other Expenses for Instruction	\$	-
251 Principal's Office	\$	-
400 Health Service	\$	-
500 Pupil Transportation	\$	-
600 Operation & Maintenance of Plant	\$	-
800 Fixed Charges	\$	-
1200 Capital Outlay (New Equipment)	\$	-
1300 Additional School Disbursements	\$	-

**TOTAL SCHOOL DISBURSEMENTS**

**\$ -**

**NET - (RECEIPTS LESS DISBURSEMENTS)**

**\$ -**

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

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

Revenue

10 Revenue from Institutional Sources

**1001 Tuition**

100101 Regular Tuition	_____	
100102 Tuition in Arrears	_____	
Total Tuition		<u>\$ -</u>

**1002 Fees**

100201 Registration Fees	_____	
100202 Other Fees	_____	
Total Fees		<u>\$ -</u>

**1003 Other Sources**

100301 Cafeteria & Vending Concessions	_____	
100302 Net Receipts from Parent Clubs, Etc.	_____	
100303 Rental of Facilities or Property	_____	
100304 Pupil Transportation	_____	
100305 Other-	_____	
Total Other Sources		<u>\$ -</u>

11 Net Receipts from Clearing Accounts

1101 Food Service	_____	
1102 Books and/or Supplies	_____	
1103 Athletics	_____	
1104 Book Rental	_____	
Total Series 11		<u>\$ -</u>

13 Revenue from Private Sources

**1301 Nonrestricted**

130101 Gifts	_____	
130102 Grants	_____	
Subsidies (include all amounts paid to the School by the Parish and all expenses paid on behalf of the School by the Parish in this		
130103 total)	_____	
Total Private Sources		<u>\$ -</u>

**ARCHDIOCESE OF KANSAS CITY IN KANSAS**

**School Name:**

**City:**

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

**Revenue (Continued)**

**14 Revenue from State Government Sources**

1401 Direct Appropriations \_\_\_\_\_

1403 Reimbursements \_\_\_\_\_

Total from State Government

**\$ -**

**15 Revenue from Federal Government Sources**

1501 Grants \_\_\_\_\_

1503 Reimbursements \_\_\_\_\_

1504 Other \_\_\_\_\_

Total from Federal Government

**\$ -**

**20 Non-Revenue Receipts**

Borrowed Funds \_\_\_\_\_

**22 Sale of Property**

**23 Sale of Equipment**

**24 Insurance Revenue**

Total Series 20

**\$ -**

**30 Additional School Revenue Accounts**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Additional Revenue Accounts

**\$ -**

**TOTAL SCHOOL REVENUE**

**\$ -**

**ARCHDIOCESE OF KANSAS CITY IN KANSAS**

**School Name:**

**City:**

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

**SCHOOL 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 School Revenue (pg 3)	\$ -	
TOTAL Funds Available		\$ -
Less: Total School 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)		\$ -



## ARCHDIOCESE OF KANSAS CITY IN KANSAS

**School Name:**

**City:**

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

### Disbursements\*

**100 Administration**

110 Contracted Services (Share of) \_\_\_\_\_  
 130 Diocesan School Office Fees \_\_\_\_\_

Total Series 100 \$ -

**200 Instruction**

210 Salaries for Instruction \_\_\_\_\_  
 2101 Salary of Principal \_\_\_\_\_  
 210101 Principal \_\_\_\_\_  
 210103 Substitute Principal \_\_\_\_\_  
 2102 Salaries of Teachers \_\_\_\_\_  
 210201 Teachers \_\_\_\_\_  
 210202 Substitute Teachers \_\_\_\_\_  
 210203 Teacher Aides \_\_\_\_\_  
 215 Salaries of Other Instructional Staff \_\_\_\_\_  
 2151 Salary of Librarian \_\_\_\_\_  
 2152 Salary of Guidance Counselor \_\_\_\_\_

Total Salaries for Instruction \$ -

2201 Religious Textbooks \_\_\_\_\_  
 2202 Other Textbooks \_\_\_\_\_

Total Textbooks \$ -

230 Libraries \_\_\_\_\_  
 23011 Religious Library Books \_\_\_\_\_  
 23012 Other Library Books \_\_\_\_\_  
 2302 Periodicals & Newspapers \_\_\_\_\_  
 2303 Audio Visual Materials \_\_\_\_\_  
 2304 Library Operation Expenses \_\_\_\_\_

Total Libraries \$ -

235 Language Laboratory Materials, TV \$ -

240 Instructional Supplies \$ -

241 Departmental Supplies \_\_\_\_\_  
 24101 Art \_\_\_\_\_  
 24102 Physical Education \_\_\_\_\_  
 24103 Music \_\_\_\_\_  
 24104 Other \_\_\_\_\_

Total Departmental Supplies \$ -

\*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

**ARCHDIOCESE OF KANSAS CITY IN KANSAS**

**School Name:**

**City:**

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

**Disbursements\* (Continued)**

**250 Other Expenses for Instruction**

2501 Instructors' Material	_____	
2502 Travel for Instruction & Workshop Fees	_____	
2504 Postage	_____	
2505 Miscellaneous	_____	
2508 Replacement of Equipment	_____	
2509 Repairs of Equipment	_____	
2507 Computer	_____	
 Total Other Expenses for Instruction		<b>\$ -</b>

**251 Administration (Principal's Office)**

25101 Secretary and Clerical Salaries	_____	
25102 Dues, Fees, Training	_____	
25120 Supplies (non-teaching supplies)	_____	
25130 Contracted Services	_____	
25140 Travel	_____	
25150 Printing	_____	
25160 Postage	_____	
 Total Principal's Office		<b>\$ -</b>

**400 Health Services**

410 Salaries	_____	
41001 Professional Services/Technical Personnel	_____	
41002 Salaries of Others	_____	
420 Other Expenses of Health Services	_____	
 Total Series 400		<b>\$ -</b>

**500 Series - Pupil Transportation**

510 Salaries	_____	
51001 Driver's Salaries	_____	
51002 Salaries of Others	_____	
520 Contracted Services of Others	_____	
530 Vehicle Replacement	_____	
540 Insurance on Vehicles	_____	
550 Gas, Oil, Lubricants	_____	
560 Repairs & Maintenance of Equipment (Buses, etc.)	_____	
570 Miscellaneous	_____	
 Total Series 500		<b>\$ -</b>

\*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

**ARCHDIOCESE OF KANSAS CITY IN KANSAS**

**School Name:**

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

**Disbursements\* (Continued)**

**600 Series - Maintenance & Operation of Plant**

61001 Salaries of Plant Superintendent	_____	
61002 Salaries, Custodial	_____	
61003 Salaries, Care of Grounds	_____	
620 Contracted Services	_____	
62001 For Upkeep of Grounds	_____	
62002 For Repair of Buildings	_____	
62003 For Repair of Equipment	_____	
640 Utilities	_____	
64001 Water	_____	
64002 Electricity	_____	
64003 Gas	_____	
64004 Telephone	_____	
64005 Other Utilities	_____	
650 Supplies for Operation	_____	
65001 Custodial Supplies	_____	
65002 Supplies for Care of Grounds	_____	
660 Chapel Expenses	_____	
670 Other Expenses	_____	
67001 Upkeep of Grounds	_____	
67002 Repair of Buildings	_____	
67003 Repair of Non-instructional Equipment	_____	
680 Replace of Non-Instructional Equipment	_____	
Total Maintenance & Operation (Series 600)		<b>\$ -</b>

**800 Series - Fixed Charges**

810 Employee Fringe Benefits	_____	
81001 Lay Retirement	_____	
81002 Health Insurance	_____	
81003 Life Insurance	_____	
81004 FICA (Employer's Share)	_____	
81005 Worker's Compensation	_____	
81006 Dental Insurance	_____	
81007 FSA (Flexible Savings Account)expense	_____	
820 Insurance - Property	_____	
830 Rental of Land & Buildings	_____	
840 Property Taxes	_____	
850 Tuition Reimbursement	_____	
Total Series 800		<b>\$ -</b>
Subtotal Disbursements Pages 8-10		<b>\$ -</b>

\*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

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

Disbursements\* (Continued)

1200 Series - Capital Outlay

1210 Sites	_____	
1220 Buildings	_____	
1230 Equipment	_____	
12301 Instructional (new, not replacement)	_____	
12302 Non-instructional (new, not replacement)	_____	
Total Series 1200		<u>\$ -</u>

1300 School Subsidy & Additional Disbursements

School Subsidy- Other Elementary Schools	_____	
School Subsidy- High Schools	_____	
School Subsidy- Regional High School Assessment	_____	
Cafeteria	_____	
Interest Expense	_____	
Repayment of Loaned Amounts	_____	
Total School Subsidy & Additional Disbursements		<u>\$ -</u>

**TOTAL SCHOOL DISBURSEMENTS** \$ -

\*Include all expenses paid by the Parish on behalf of the School in detail. Please see the tip sheet for more information.

**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
<b>Autos/SUVs/Cross-overs</b>	Diocesan & Parish Owned	
<b>Trucks</b>	Diocesan & Parish Owned	
<b>Vans</b>	Diocesan & Parish Owned	
<b>Bus: 0-20 Passengers</b>	Diocesan & Parish Owned	
<b>Bus: 0-20 Passengers</b>	Diocesan & Parish Owned	
<b>Bus: Over 60 Passengers</b>	Diocesan & Parish Owned	
<b>Students: Elementary</b>	K-8	
<b>Students: Secondary</b>	High School	
<b>Students: Day Care/Preschool/Extended Care</b>	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.	
<b>Teachers (K-12): Full-Time</b>		
<b>Teachers (K-12): Part-Time</b>		
<b>Counselors:</b>	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:***

***6/1/2020***