

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

School Name: _____

City: _____

Fiscal Year: July 1, 2021 through June 30, 2022

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/Cafeteria Manager

List Parish or Parishes Served by this School:

Report Prepared By: _____

E-mail Address: _____

Phone Number: _____

Accounting System: _____

ARCHDIOCESE OF KANSAS CITY IN KANSAS
ANNUAL SCHOOL FINANCIAL REPORT
Fiscal Year: July 1, 2021 through June 30, 2022

Due Date (completed with signatures): Wednesday, August 31, 2022

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

1. The pastor, principal, board chairperson, food program/cafeteria manager (if needed), 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. Remember: The person in charge of the food program 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, 2021 through June 30, 2022

BALANCE SHEET (1)

ASSETS

CASH

Petty Cash Fund	_____	
Undeposited Funds	_____	
Cash in Bank	_____	\$ -
	Unrestricted \$ -	
	Restricted \$ -	
Archdiocesan Funds Deposit (Indicate if funds on deposit are restricted in any manner)	_____	
Other Deposits	_____	
Total Cash	_____	\$ -

RECEIVABLES

Employee Advances	_____	
Other Accounts Receivable	_____	
Total Receivables	_____	\$ -

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.)	_____	
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)	\$	-

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

Fiscal Year: July 1, 2021 through June 30, 2022

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

\$ -

NET ASSETS

NET ASSETS

School Fund Balance

\$ -

Unrestricted

Restricted

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

Fiscal Year: July 1, 2021 through June 30, 2022

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 Textbooks	\$	-
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, 2021 through June 30, 2022

Revenue

10 Revenue from Institutional Sources

1001 Tuition

100101 Regular Tuition	_____	
100102 Tuition in Arrears	_____	
Total Tuition		\$ -

1002 Fees

100201 Registration Fees	_____	
100202 Other Fees	_____	
Total Fees		\$ -

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 (specify):	_____	
_____	_____	
_____	_____	
Total Other Sources		\$ -

11 Net Receipts from Clearing Accounts

1101 Food Service	_____	
1102 Books and/or Supplies	_____	
1103 Athletics	_____	
1104 Book Rental	_____	
Total Net Receipts from Clearing Accounts		\$ -

13 Revenue from Private Sources

1301 Nonrestricted

130101 Gifts	_____	
130102 Grants	_____	
130103 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 total.)	_____	
Total Private Sources		\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

Fiscal Year: July 1, 2021 through June 30, 2022

Revenue (continued)

14 Revenue from State Government Sources

1401 Direct Appropriations _____

1403 Reimbursements _____

Total from State Government Sources

\$ -

15 Revenue from Federal Government Sources

1501 Grants _____

1503 Reimbursements _____

1504 Other _____

Total from Federal Government Sources

\$ -

20 Non-Revenue Receipts

Borrowed Funds _____

22 Sale of Property

23 Sale of Equipment

24 Insurance Revenue

Total Series 20, 22, 23, 24

\$ -

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, 2021 through June 30, 2022

SCHOOL FINANCIAL STATEMENT RECONCILIATION (CASH FLOW)

Beginning Balance - June 30, 2022 (pg 7) <i>(This must equal the total of all prior year funds and investments, pg 7.)</i>	\$ -	
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, 2022		\$ -
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, 2021 through June 30, 2022

STATEMENT OF FUNDS AND INVESTMENTS (BANK AND INVESTMENT ACCOUNT LISTING)

List below the book balance of all checking, savings, certificates of deposits, money markets, stocks, bonds, securities and all other types of investments even if they were not listed on the prior year's annual report.

All school organization bank accounts should also be included.

Equity securities (stocks, bonds, endowments) should be shown at current market value.

If term investments, such as Certificate of Deposit (CD), list the maturity date(s).

Bank Name (Archdiocese, bank, etc.)	Purpose (checking, cafeteria, etc.)	Account Number	Interest Rate	Book Balance 6-30-21	Book Balance 6-30-22
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
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			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
			0%	\$ -	\$ -
TOTAL				\$ -	\$ -

STATEMENT OF PRESENT DEBT

Date Incurred	To Whom Due	Interest Rate	Date Due	Principal Amount
		0%		\$ -
		0%		\$ -
		0%		\$ -
		0%		\$ -
		0%		\$ -

<u>CHANGE FROM PRIOR YEAR</u>		
Increase in Debt Principal this year		\$ -
Reduction in Debt Principal this year		\$ -
Interest paid this year		\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

School Name:

City:

Fiscal Year: July 1, 2021 through June 30, 2022

Disbursements*

100 Administration

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

Total Administration \$ -

200 Instruction

210 Salaries for Instruction				\$ -
2101 Salary of Principals		\$	-	
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		\$	-	
2153 Salary of Other (specify):		\$	-	

Total Instruction \$ -

220 Textbooks

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 (specify):		\$	-	
		\$	-	
		\$	-	

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, 2021 through June 30, 2022

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		\$ -

251 Administration (Principal's Office)

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

400 Health Services

410 Salaries		\$ -
41001 Professional Services/Technical Personnel	\$ -	
41002 Salaries of Others	\$ -	
420 Other Expenses of Health Services		
Total Health Services		\$ -

500 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 Pupil Transportation		\$ -

*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, 2021 through June 30, 2022

Disbursements* (continued)

600 Maintenance & Operation of Plant

610 Salaries: Maintenance & Operation		\$	-
61001 Salaries of Plant Superintendent	\$	-	
61002 Salaries of Custodial	\$	-	
61003 Salaries of Groundskeeper(s)	\$	-	
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 of Plant		\$	-

800 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 and Buildings	\$	\$	-
840 Property Taxes	\$	\$	-
850 Tuition Reimbursement	\$	\$	-
Total Fixed Charges		\$	-

Subtotal Disbursements Pages 8-10		\$	-
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*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, 2021 through June 30, 2022

Disbursements* (continued)

1200 Capital Outlay

1210 Sites		\$ -	
1220 Buildings		\$ -	
1230 Equipment		\$ -	
12301 Instructional (new, not replacement)	\$ -		
12302 Non-instructional (new, not replacement)	\$ -		
Total Capital Outlay			\$ -

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 Loan Amounts		\$ -	
Total School Subsidy & Additional Disbursements*			\$ -

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

If the parish completed this page, the school does not need to re-submit it.

School Name: _____ **0**
City: _____ **0**

Fiscal Year: July 1, 2021 through June 30, 2022

Description	Explanation	# of Units
Autos / SUVs / Crossovers	Diocesan & Parish Owned	
Trucks	Diocesan & Parish Owned	
Vans	Diocesan & Parish Owned	
Bus: 0-20 Passengers	Diocesan & Parish Owned	
Bus: 20-60 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 include children 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	Includes professionals teaching grades K through 12.	
Teachers (K-12): Part-Time	Includes professionals teaching grades K through 12.	
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 bachelor's and master's degrees.	

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

PLEASE PRINT

First & Last Name _____

Contact Telephone Number: _____

Contact E-mail Address: _____