

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

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 Number: _____

Accounting System: _____

Checklist for Annual Report

Yes / No / NA

<input type="checkbox"/>	Parish Annual Report is signed by authorized signatures.
<input type="checkbox"/>	Balance Sheet reconciles (pages 1 and 2): Assets = Liabilities + Fund Balance
<input type="checkbox"/>	Financial Statement reconciliation: difference reported on page 6 equals zero.
<input type="checkbox"/>	All bank accounts have been recorded on page 7 (make sure all parish organizations, i.e. 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 check that the figure in the box on page 1 equals zero.
<input type="checkbox"/>	Extra Parochial Collections: there are no negatives in "Disbursed" column on page 13.
<input type="checkbox"/>	Account #863 on page 12 of the Parish Annual Report equals Account #13103 on page 4 of the School Annual Report.
<input type="checkbox"/>	Cemetery Reporting - mark the appropriate box below:
<input type="checkbox"/>	1. Cemetery income expense and bank information is on the Parish Annual Report (pages 5, 7 and 11).
<input type="checkbox"/>	2. Cemetery Balance Sheet, Income Statement and bank/investment listing 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 expenses are reported on the School Annual Report.
<input type="checkbox"/>	Is Archdiocese approved campaign letter for Capital Fund Drive income reported on page 4 (Account 131) attached?
<input type="checkbox"/>	Is the Capital Fund Drive brochure/flyer to parishioners for income reported on Page 4 (Account 131) attached?
<input type="checkbox"/>	Have descriptions been included on the "Other (Describe)" lines?
<input type="checkbox"/>	Are all General Ledger account balances recorded on this report?

Submission Deadline: Wednesday, August 31, 2022

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

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ANNUAL PARISH 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 parish is required to list every known bank and investment account, including 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 that 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 12, 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 required to provide a list of all known bank and investment accounts because the cemeteries are parish property. Those administering the cemeteries (board, committee, etc.) 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 annual report. The detail of expenses paid by the parish for the school is then listed in detail on the School Annual 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 Annual 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 Annual 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/afterschool care programs should be included in the School Annual 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:

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Finance Council Reporting Form

List all members of the Parish Finance Council. There must be one member designated as the Chairperson; additionally list the number of years served on the Finance Council. Each member's profession must also be included. Include additional pages, if necessary.

Name (Print)	Years Served	Year Term Expires	Profession Outside of the Church
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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, 2022, 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.

Finance Council Members Signatures:

_____	_____
_____	_____
_____	_____
_____	_____

Pastor's Signature:

Finance Council Chairperson's Signature:

Church Name:

City:

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

Internal Control Survey

Please answer the following questions:

Y/N

- | | |
|--------------------------|---|
| <input type="checkbox"/> | How often are financial reports prepared? Frequency: _____ |
| <input type="checkbox"/> | Does the Parish Finance Council prepare an annual budget? |
| <input type="checkbox"/> | Are financial and analytical reports (comparing current to prior periods and budgets) reviewed regularly?
Frequency: _____ |
| <input type="checkbox"/> | Are past due amounts listed and discussed with the Pastor & Finance Council? |
| <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 in the Parish Annual Report? |
| <input type="checkbox"/> | Is the Pastor on signature cards for all parish related accounts? |
| <input type="checkbox"/> | Is the parish bookkeeper prohibited from signing checks? |
| <input type="checkbox"/> | Do parishioners regularly receive financial information in the parish bulletin? |
| <input type="checkbox"/> | Is the continuity of processing assured by cross-training of programs and systems? |
| <input type="checkbox"/> | Are offertory collections secured immediately following each Mass or service? |
| <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? |
| <input type="checkbox"/> | Is a vault, locked dropbox or safe with limited access used to secure offertory receipts? |
| <input type="checkbox"/> | Is each Mass collection kept in a separately marked "tamper safe" bag? |
| <input type="checkbox"/> | Are at least two unrelated persons counting incoming collections and cash receipts? |
| <input type="checkbox"/> | Are two or more count teams used for each count, and do count team members rotate? |
| <input type="checkbox"/> | Are members of the parish staff excluded from the count teams? |
| <input type="checkbox"/> | Is a collection report prepared during each count, totalled and signed in pen by all money counters? |
| <input type="checkbox"/> | Is the collection report reconciled to the actual bank deposit by an individual not involved in the count? |
| <input type="checkbox"/> | Are parishioners provided with periodic contribution statements that are adequate for tax substantiation? |
| <input type="checkbox"/> | Are invoices approved for payment by the Pastor or his designee before checks are prepared? |
| <input type="checkbox"/> | Is the signing of blank checks before use prohibited? |
| <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? |
| <input type="checkbox"/> | Are bank reconciliations printed for review by the Pastor or his designee with the detailed deposits in transit and outstanding checks? |
| <input type="checkbox"/> | Are the bank reconciliations compared to the cash balances reported in the financial statements as of month-end by the Parish Finance Council? |
| <input type="checkbox"/> | Are the individuals who prepare checks different from those who approve the invoices or payroll for payment? |
| <input type="checkbox"/> | Are individuals unable to write checks to themselves or their businesses? |
| <input type="checkbox"/> | Have 1099s been prepared and sent as required to all applicable W9 vendors at calendar year-end? |

<https://www.irs.gov/forms-pubs/about-form-1099-nec>

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Is your computer system (network) backed up? Frequency: _____ |
| <input type="checkbox"/> | Is your computer backup stored off premises? Where is backup stored? _____ |
| <input type="checkbox"/> | Is your computer backup tested for access? Frequency: _____ |
| <input type="checkbox"/> | Is Wi-Fi access secured (password protected)? _____ |
| <input type="checkbox"/> | Are guests provided Wi-Fi access to ONLY a non-secure portal? _____ |

Finance Council Chairperson's Signature:

Pastor's Signature:

Church Name:

City:

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

BALANCE SHEET (1)

ASSETS

<u>CASH</u>			
Petty Cash Fund	9011*	_____	
Undeposited Funds	9014*	_____	
Cash in Bank	9020*		\$ -
	Unrestricted	_____	
	Restricted	_____	
Archdiocesan Funds Deposit (Indicate if funds on deposit are restricted in any manner)	9028 *	_____	
Other Deposits	9029*	_____	
Total Cash			\$ -
<u>RECEIVABLES</u>			
Employee Advances	9031	_____	
Other Accounts Receivable	9032	_____	
Total Receivables			\$ -
<u>INVESTMENTS</u>			
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			\$ -
<u>OTHER ASSETS</u>			
_____		_____	
_____		_____	
_____		_____	
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, 2021 through June 30, 2022

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 9071 _____
(long-term) Principal Balance Only

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 _____ **\$ -**

NET ASSETS

NET ASSETS

Parish Fund Balance 9091 **\$ -**

Unrestricted _____

Restricted _____

TOTAL LIABILITIES AND FUND BALANCE _____ **\$ -**

Church Name:

City:

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

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 Expenses (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)	\$ -	
Principal 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 DISBURSEMENT ACCOUNTS		\$ -
NET - (RECEIPTS LESS DISBURSEMENTS)		\$ -

Church Name:

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

RECEIPTS (continued)

COMMUNICATION APOSTOLATE

Archdiocesan Newspaper Receipts	151	\$ -
Bulletin Advertising Receipts	152	\$ -
Other (Describe):		\$ -
Other (Describe):		\$ -
SUBTOTAL - 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):		\$ -
SUBTOTAL - Special Activities		\$ -

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

Cemetery Receipts	171	\$ -
Other (Describe):		\$ -
SUBTOTAL - 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):		\$ -
SUBTOTAL - Other Income		\$ -

RECEIPTS FROM BORROWING

Loan Proceeds	191	\$ -
Other (Describe):		\$ -
Other (Describe):		\$ -
SUBTOTAL - 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):		\$ -
SUBTOTAL - Additional Accounts		\$ -

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

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

Church Name:

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PARISH FINANCIAL STATEMENT RECONCILIATION (CASH FLOW)

Beginning Balance - June 30, 2021 (pg 7) <i>(This must equal the total of all prior year funds and investments, pg 7)</i>	<u>\$ -</u>
Plus: Total Parish Receipts (pg 3)	<u>\$ -</u>
Total Funds Available	<u>\$ -</u>
Less: Total Parish Disbursements (pg 3)	<u>\$ -</u>
Subtotal	<u>\$ -</u>
Reconciliation to Accrual Basis:	
Plus amounts recorded as expenses but not yet paid (such as accrued payroll taxes)	<u>\$ -</u>
Other (please describe) _____	<u>\$ -</u>
Ending Balance - June 30, 2022	<u>\$ -</u>
Ending Balance per Total of Funds and Investments (from pg 7)	<u>\$ -</u>
Difference (should be zero)	<u>\$ -</u>

Church Name:

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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	\$ -
SUBTOTAL - Church Salaries		\$ -

SALARIES - OPERATIONS

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

SALARIES - OTHER (Religious Education, RCIA, Youth)

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

CONTRACT SERVICES

Contract Services - Church	361	\$ -
Contract Services - Operations	363	\$ -
Contract Services - Other (Religious Education, RCIA, Youth)	365	\$ -
SUBTOTAL - 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 401(k) Match & Discretionary	378	\$ -
Archdiocesan Retirement Plan - Priest 403(b)	381	\$ -
Priest Retreats & Continuing Education	382	\$ -
Priest Health & Dental Care Insurance	383	\$ -
Seminars, Conferences, Workshops	385	\$ -
SUBTOTAL - 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:

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

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 (plumbing, heating & electric)	445	\$	-
Equipment: Repairs (furniture & equipment)	451	\$	-
Other (Describe):		\$	-
SUBTOTAL - 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):		\$	-
SUBTOTAL - General Operations			\$ -

INSURANCE

Insurance - Special Multi Peril	521	\$	-
Insurance - Liability	525	\$	-
Insurance - Vehicle	526	\$	-
Insurance - Other	529	\$	-
SUBTOTAL - 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	\$	-
SUBTOTAL - Travel			\$ -

ADMINISTRATION

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

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

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

Church Name:

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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	\$ -
SUBTOTAL - Professional Services		\$ -
 <u>COST OF BORROWING</u>		
Interest Expense	571	\$ -
SUBTOTAL - 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	\$ -
SUBTOTAL - 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	\$ -
SUBTOTAL - Equipment		\$ -
 <u>BUILDINGS - CAPITAL EXPENSE</u>		
Buildings - Purchases	631	\$ -
Buildings - New Construction	632	\$ -
Buildings - Additions	633	\$ -
Buildings - Improvements	634	\$ -
Buildings - Architect & Engineer	637	\$ -
SUBTOTAL - 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 Debt Reduction		\$ -
CAPITAL EXPENDITURES (#600s 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, 2021 through June 30, 2022

DISBURSEMENTS (continued)

<u>OTHER - CAPITAL EXPENSE</u>		\$	-	
SUBTOTAL - 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	\$	-	
SUBTOTAL - Liturgical Supplies				\$ -
<u>PARISH MINISTRY PROGRAMS SUPPLIES (Religious Education, Youth, RCIA, Adult Education, etc)</u>				
Homily Materials	721	\$	-	
Library	722	\$	-	
Books - Rental	724	\$	-	
Books	725	\$	-	
Subscriptions & Publications	726	\$	-	
Supplies for Resale	727	\$	-	
Rent - Audio Visual Materials	728	\$	-	
SUBTOTAL - 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 Apostolate				\$ -
<u>SPECIAL ACTIVITIES</u>				
Socials, etc.	751	\$	-	
Cafeteria	752	\$	-	
Athletic Supplies & Expenses	754	\$	-	
SUBTOTAL - Special Activities				\$ -
<u>PARISH CEMETERY (if not reported separately)</u>				
Cemetery - Operations & Maintenance	761	\$	-	
Cemetery - Capital Expenditures	762	\$	-	
SUBTOTAL - Parish 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	\$	-	
SUBTOTAL - TO THE WORLD				\$ -

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

Church Name:

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

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 Good Shepherd Sunday Collection)	839	\$	-
Other (Describe):		\$	-
SUBTOTAL - Within the Archdiocese			\$ -

WITHIN THE PARISH

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

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):		\$	-
SUBTOTAL - Within the Community			\$ -

TOTAL PARISH RESPONSIBILITY IN ITS MISSION (#800s)

\$ -

ADDITIONAL DISBURSEMENT ACCOUNTS **

Account Name: _____	\$	-
Account Name: _____	\$	-
Account Name: _____	\$	-
Account Name: _____	\$	-
Account Name: _____	\$	-
Account Name: _____	\$	-
TOTAL DISBURSEMENT 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, 2021 through June 30, 2022

Net/Excess (Unpaid) Extra-Parochial Collections

<u>EXTRA-PAROCHIAL COLLECTIONS</u>	<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)	\$ -	\$ -	\$ -
Solidarity Fund for Church in Africa (beginning August 2023)	\$ -	\$ -	\$ -
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 <i>(This amount should populate into account 108, page 4.)</i>			\$ -

ARCHDIOCESE OF KANSAS CITY IN KANSAS

Catholic Mutual CUP II Information

Parish 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: _____

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

Name of Cemetery: _____
 Church Name: _____
 City: _____
 Pastor: _____
 Cemetery Director: _____

List Cemetery Board Members (Committee, etc):

For the Year:
 Number of Burials _____
 Number of Burial Sites Sold _____

Size of Cemetery:
 Total Amount of Property (Acres) _____
 Total Number of Acres Platted _____
 Percentage Sold: _____
 Percentage Occupied: _____
 Total Number of Acres Unplatted _____

Attach copies of the cemetery financials, if the cemetery books are kept outside of the parish bookkeeping system.
 (Balance Sheet, Profit & Loss, receipts and disbursements, and list of cemetery bank and investment accounts)

Pastor and Cemetery Director Financial Statement Attestation

We believe the attached financial statements present fairly the assets, liabilities, revenues and expenses of the cemetery. We confirm that we are responsible for fair financial reporting, for adopting sound accounting policies and for establishing and maintaining effective internal controls. This includes controls to prevent and detect fraud. The attached Balance Sheet, Profit & Loss, receipts and disbursements, and list of cemetery bank and investment accounts represent the complete financial reporting for the cemetery. No other unrecorded assets exist.

Cemetery Director's Signature: _____ **Date:** _____

Pastor'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