

General Fiscal Year End Reporting Notes and Instructions

All of the forms that need to be returned to the diocese are located inside the report cover. Please complete each of the forms if they apply to your parish and return the entire folder along with a backup of your Shelby database by August 1st, 2018. (The combined year-end data must be presented to the Diocesan Finance Council on August 15th so it is imperative that you meet the deadline.) Following are some notes on the specific forms:

Listing of Parish Accounts (white form):

- This form has been updated and now asks for all revolving credit accounts (credit cards, local store charge accounts, etc.).
- Fill in all information about parish checking, savings, loan, and credit accounts
- Fill in safe combinations
- Make sure your Pastor / Pastoral Administrator signs and dates the form.

Invoice Accrual Form (green):

- Record all outstanding invoices that won't be paid until the next fiscal year.
- Be sure to include all unpaid invoices that were incurred before July 1st regardless of the invoice date.
- This form does not need to be completed if you have entered all unpaid invoices in the Accounts Payable module.

Capital Improvement Drive (blue):

- If your parish had a pledge drive to pay for capital improvements during this fiscal year, make sure to fill out this form.
- Do not include money received from bequests, special envelopes, loose collections, etc.
- Your operating income figure (part of the CSA calculation) may be reduced by the amount of the pledge drive income this year.
- Please do not fill out this form if you do not meet the stated criteria.
- If you are unsure if your situation qualifies, please contact the finance office.

Cemetery Financial Report (pink):

- Fill in all information about cemetery asset and liability accounts (perpetual care fund is to be listed separately).
- Make sure your Pastor / Pastoral Administrator signs the form.

List of Parish Organizations (white):

- Please list all parish organizations that operate under your parish EIN.
- Include the name of the chairperson and treasurer for each organization.

Parish/School Organization Annual Report (white):

- One form must be filled out for each parish/school organization.
- Two copies have been included in your packets. (Please make additional copies as needed)
- Please attach to the completed form, a copy of the first page of the group's June 30 bank statement and a copy of their mission or purpose statement.

- If for some reason the treasurer of your organizations do not get these forms completed by the deadline, please do not hold up the filing of your annual report. Send in those you do have and please list those organizations that still have to file. Forward any missing reports when you get them.

Listing of Parish Owned Vehicles (yellow):

- Please enter the Make, Model ,Vehicle Identification Number (VIN) and authorized driver(s) for each vehicle the parish owns. (attach additional sheets if necessary)

Miscellaneous Information (pink):

- This form is used to provide some additional miscellaneous information requested by the Diocesan Finance Council and Finance office.
- Please let us know if you use the Accounts Payable Module in Shelby to enter invoices and print checks.
- If you have received any correspondence from the Federal, State or Local Internal Revenue Service please attach copies.
- Please list your Parish Finance Council meeting dates for the 2016/2017 fiscal year.

Summary Financial Reports from the Shelby Software:

- Print and verify a combined custom budgeted financial statement report and balance sheet. Include them in the annual report along with your Shelby backup file on CD or flash drive and all other forms.
- A detailed instruction sheet is included in this packet.
- In the past, if a parish operated at a loss we would contact the pastor and request a letter explaining the loss. If your parish operated at a loss, please include that letter with your year end submission. The letter should explain the reason for the loss along with the parish's plans to prevent losses in future years.

Parish Positions:

- We have included a listing of positions that we have on file.
- Please make any corrections on the listing. (Cross off anyone listed that is no longer serving in a position.)
- Fill in contact information for positions that you have in your parish but may not be included in the listing.

Copy of your 2018-2019 Budget:

- Please include a copy of your combined Budgeted Financial statement report for the 2018-2019 fiscal year.
- Detailed instructions are included in this packet

Statistical Information (on-line filing)

- All Statistical Information is to be filed online again this year.
- https://secure.nsoit.com/diocese_of_saginaw/
- Enter your User Name and Password. (included in this packet)
- Click on the **Statistical Information** Icon.
- Select your parish from the drop down list.
- Select the correct year (**2018**).
- Click on the **Open** button.
- Enter your information in each field of the form.

- When all data is entered, click on the **Save** button.
- **Please note that if the information is not complete or not in the correct format, that field will be outlined in red. Corrections must be made to each of the incorrect fields before the form can be successfully saved. All numerical fields must be filled in (enter “0” for those numerical fields that do not apply to your situation).**
- You should be able to log out of the site and then log back in and see your data. If you can see your data entered in the 2018 year then you have completed the procedure properly. If you cannot see your data then you must repeat the process.

Sacramental Records

- You will need to submit an electronic (scanned) copy of your baptismal records for the last year.
- Records need to be scanned in a tiff format (jpg format is also acceptable) using 300 dpi and grey scale settings.
- The scanned file can be e-mailed directly to Katy Pham at kpham@dioceseofsaginaw.org or you can include the file on the cd/flash drive that you send in with your Shelby backup and I will forward it to Katy Pham.
- If you cannot scan your records, then you will need to bring your record books to the Diocese and we can scan them for you. Please contact Katy Pham for further instructions.

Parish Strategic Plan

- Please include a copy of your updated parish strategic plan, which should include a 5-year projection.
- If you do not have your updated plan please let us know your anticipated completion date for your strategic plan

If you have any questions or need help with any part of the Year End Reporting please contact me:

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