



Diocese of Altoona-Johnstown

Temporalities Secretariat

Office of Finance

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TO: All Pastors, Principals and Business Administrators

RE: Annual Financial Reports

FR: Kerry Capelli, Comptroller *KJC*

DT: June 26, 2017

The **Annual Financial Report, Parish Budget, Cemetery Report, Finance Council Membership List and School Annual report** for the fiscal year ending June 30, 2017 are available on the Diocesan Website to print or download the electronic version.

Please have those completed copies sent to the Finance Office no later than **Wednesday, August 17, 2017**. Please also return the **Membership List** of the Current Finance Council with **each** member's signature. Each member is to receive a copy of the **Parish Finance Council Directives**.

Also available for reference on the Diocesan website:

- Parish Report Classifications -This guide is a set of account descriptions for each line item in the Parish Report to use as a reference when completing.
- School Report Classifications – This guide is a set of account descriptions for each line item in the School Report to use as a reference when completing.
- Parish Finance Council Directives – This is a directive on the mission and responsibilities of the parish council.

The revised Annual Parish Report and the account descriptions are presented to provide for more guidance for classifying receipts and expenditures and to provide for more consistency from parish to parish. This is the product of several committee meetings and feedback from pastors and bookkeepers.

If you have any questions or need additional information, please do not hesitate to contact Kerry Capelli or Mary M. Rogal.