

(Insert date)

Most Reverend Fabre-Jeune
c/o Office of Financial Services
901 Orange Grove Rd.
Charleston, SC 29407

Re: Annual Report for (insert parish/school name)

Dear Bishop Fabre-Jeune,

Enclosed please find the annual financial report of (insert parish/school name) for the year ended June 30, 20xx.

The Finance Council of our parish/school is comprised of the following individuals:

Name	Occupation/Title	Phone Number	Mailing Address	E-Mail Address

The Finance Council met on the following dates in 20xx:

The parish/school budget for the year ending June 30, 20xx was approved by the Finance Council at its (insert date) meeting. A summary of this budget will be presented to the parish/school (insert date) by use of (insert method of communication i.e., insert in bulletin, brief oral report at each mass etc.) by the Chairman of the Finance Council. A summary of the annual report will be given to the parish/school at the same time.

The annual Internal Control Questionnaire was completed for and forwarded to the Department of Parish/School Accounting on (insert date).

Attached is a statement signed by me and members of the Finance Council confirming that we have met, developed, and discussed the financial statements and budget of the parish/school.

We submit this information as faithful members of (insert name) parish/school and diligent stewards of the faith.

(Signature of pastor/administrator)

(Printed name of pastor/administrator)

(Name of parish/school)
Annual Statement
June 30, 20xx

We the Pastor/Parish Administrator and Finance Council of (insert name) parish/school have met, developed, and discussed the financial statements of the parish/school for the year ending June 30, 20xx and the budget for the year ending June 30, 20xx.

Signature of Finance Council Member #1

Signature of Finance Council Member #2

Signature of Finance Council Member #3

Signature of Finance Council Member #4

Signature of Finance Council Member #5

Signature of Finance Council Member #6

Signature of Finance Council Member #7

Signature of Finance Council Member #8

Signature of Pastor/Administrator