

Date:

Most Reverend Bishop Jacques Fabre-Jeune
c/o Office of Finance
901 Orange Grove Rd.
Charleston, SC 29407

Re: Annual Report

Parish Name:

Year Ended:

DOC #:

Dear Bishop Fabre-Jeune,

As required by Canon 1287 §1, we present the following annual report.

The Finance Council of our Parish is comprised of the following individuals (provide additional on separate page):

Name	Occupation/Title	Phone Number	E-Mail Address

The Finance Council met on the following dates during the fiscal year:

This letter covers the following juridic person (parish) and its apostolates (where applicable):

Parish

School

Mission

The Budget(s) for next fiscal year was (were) reviewed and approved by the Finance Council on:

The annual financial statements (including a statement of position and a statement of activities) for this fiscal year were reviewed and approved by the Finance Council on:

We hereby represent that the Budget and this Annual Report were made public to the community via bulletin, oral report at mass, or another form of publication on (date):

If another form of publication is used, please describe:

We hereby represent that we are not aware of any material internal control deficiencies, lack of compliance with Diocesan policies, or any reports of financial fraud, including misappropriation of assets, that have not been previously reported to the Chief Financial Officer.

Attached is a statement signed by members of the Finance Council and the Pastor/Administrator. This statement confirms that we have met, developed, and discussed the financial statements and budget of the Parish and if applicable, any school or mission for which we are responsible as noted above.

We submit this information as faithful members of our Parish and diligent stewards of the faith.

Parish Name:

Annual Statement for the Year Ended:

We, the Pastor/Administrator and Finance Council, have met, developed, and discussed the financial statements and budget of the Parish and if applicable, any school or mission for which we are responsible.

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 Finance Council member #9

Signature of Finance Council member #10

Signature of Pastor/Administrator