

Date:

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

Re: Annual Report

Parish Name:

DOC #:

Dear Bishop Fabre-Jeune,

Enclosed, please find the annual financial report for the year ended:

The Finance Council of our Parish is comprised of the following individuals:

Name	Occupation/Title	Phone Number	E-Mail Address

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

The Parish Budget for next fiscal year was reviewed and approved by the Finance Council on:

We, the Finance Council, hereby represent that this Budget has been (or will be) presented to the Parish Administrator by the Chairman of the Finance Council.

The Parish Annual Report for this fiscal year was reviewed and approved by the Finance Council on:

We, the Finance Council, hereby represent that this Annual Report has been (or will be) made public to the community via bulletin, oral report at mass, or another form of publication.

If another form of publication is used, please describe:

We, the Finance Council, hereby represent that the annual Internal Control Questionnaire was completed, reviewed, and approved and sent to the Office of Finance on:

Attached is a statement signed by members of the Finance Council and me. This statement confirms that we have met, developed, and discussed the financial statements and budget of the Parish.

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

Print Name of Pastor/Administrator:

Signature of Pastor/Administrator:

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.

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