

## Quarterly Financial Report Package Checklist

Parish/School Name: \_\_\_\_\_

DOC Number: \_\_\_\_\_

Deanery: (choose one)

Quarter:

	<b>Instructions:</b> Please date the column of your chosen submittal method to indicate when a document was sent to the Diocese. Mark N/A for those columns that do not apply.	Date emailed:	Date via US Mail
<b>Items 1 - 10 are required 30 days after the end of the 1st, 2nd &amp; 3rd quarters. 4th quarter items are due on August 15.</b>			
1	<u>Balance Sheet</u> - to show the last month of the quarter for the current year, as well as, a comparison fo the last month of the quarter for the prior year and the comparative variance (difference).		
2	<u>Income Statement (Profit &amp; Loss Statement)</u> - to include columns for the current quarter; year-to-date budget; prior year; and the comparative variances (differences).		
3	<u>Bank Account Reconciliations</u> - for <b>each month of the quarter</b> - reconciliation reports produced by accounting software, i.e. QuickBooks, PDS, Peachtree.		
4	<u>Bank Statements</u> - for each account for <b>each month of the quarter</b> , including investments, CD's, Money Markets, etc.		
5	<u>Reconciliation of Transit accounts</u> 532701 and 762701 (church only)		
6	<u>South Carolina Sales/Use Tax Form ST-3</u> - for <b>each month of the quarter</b> or summary to confirm OR a letter from the IRS stating submission is not required (church only)		
7	<u>Affiliated Organizations Reports</u> - along with a copy of their monthly bank statements and reconciliations.		
8	<u>Columbarium Aging Report</u> (church only)		
9	<u>General Ledger - YTD to end of reporting quarter</u> in Excel format via e- mail, CD or flash drive		
10	<u>Unpaid tuition report</u> (schools only)		

Additional document due October 31st:		
11	<u>Internal Control Questionnaire</u> due on 4/30 with 3rd Quarter Reports	

Additional documents due May 15th:		
12	<u>Budget for next fiscal year</u>	
13	<u>Finance Council representation letter</u> signed by members confirming the following: * Budget reviewed & approved * Year End financials reviewed and discussed	

Quarterly Financial Report Prepared By:
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Quarterly Financial Report Reviewed By: (circle one) Pastor / Administrator / Principal
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