



## DIocese OF OGDENSBURG

### *Diocesan Fiscal Officer*

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June 30, 2011

## INSTRUCTIONS FOR PARISH FINANCIAL REPORTS QUICKBOOKS FILING

***NB: As of July 1, 2010 all parishes should be using QuickBooks; if not, please contact Vincent Thouin, Diocesan Coordinator of Parish Audits and Fiscal Support Services.***

### GENERAL INSTRUCTIONS

*Please be sure that all who will work on preparation of your parish financial report are well acquainted with these instructions before you begin work on your report.*

As a first step please complete your bank reconciliation(s) so that you know bank records are reconciled with your parish financial records as of June 30, 2011.

**A *QuickBooks Filing* involves the filing of financial data from QuickBooks and the shortened form of the financial report. Your report on the basic financial transactions of the parish in its three areas of responsibility (parish, Mass, cemetery) is generated within QuickBooks and transmitted to the diocese. The remainder of the information is transmitted via the Parish Financial Report *Shortened Form*. Instructions for filing each of these follow. The reports generated from QuickBooks are to be completed first.**

*Electronic filing of "QuickBooks Reports including the Shortened Form" is now the customary form for submitting your report. Please be sure to keep a printed copy of your signed report with your permanent records.*

*The report must be on a cash basis. Please prepare a listing of unpaid bills on a separate sheet entitled *Parish Accounts Payable*. If there are no unpaid bills as of 6/30/11, indicate so on page three.*

When your report is filed please forward the diocese copies of all June bank statements and detailed reconciliations. Copies of all investment statements other than those for accounts at the diocese are to be sent. These documents can be scanned and e-mailed to [dshaver@dioogdensburg.org](mailto:dshaver@dioogdensburg.org), or mailed to the diocese, Attn: Vincent M. Thouin.

The Chart of Accounts incorporated into the report has been carefully developed. If necessary, the parish can add sub-accounts to the main accounts that appear on the Parish Financial Report, but must never add new main accounts. In almost all situations, the numbered accounts given in the report will be sufficient for the recording of all parish receipts and expenditures. If a change is needed, please consult with the Diocesan Coordinator of Parish Audits and Fiscal Support Services before making any modification.

Before beginning with these instructions, please review under the Pastoral Documentation Site the following documents to make sure your parish Chart of Accounts is up-to-date: Instructions for adding accounts to the parish Chart of Accounts and Parish Chart of Accounts – Revision.

### **A. Steps to Send the Financial Data through QuickBooks**

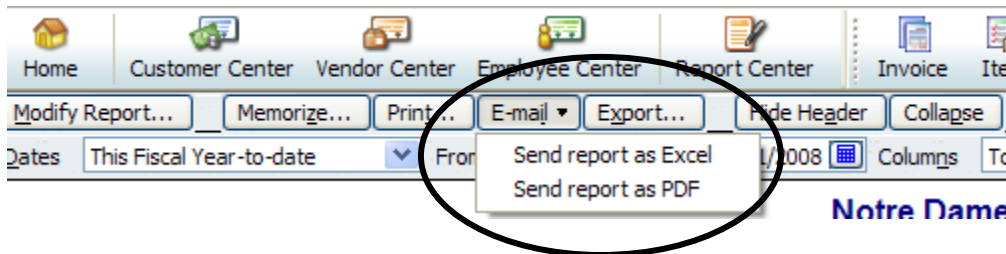
You will actually send us 5 reports total (if applicable): Parish Profit & Loss, Mass Account Profit & Loss, Cemetery Profit & Loss, Previous Year Comparison Balance Sheet dated June 30, 2011, and Trial Balance. We will take you step-by-step through this process below:

**\*Please make sure your totals on the Shortened Form (Page 4) balance before submitting these reports.\***

Once all of the reports totals agree you should send them to the diocese as follows:

**Report 1 to send.**

- 1.) Make sure you are connected to the internet.
- 2.) Open Quickbooks
- 3.) Select Reports from main menu
  - a. Then click on Memorized Reports
    - i. Next Click on Parish Profits and Loss (**First Report to send**)
- 4.) Now please click on Email button (Circled Below)
  - a. Send report as Excel



- 5.) If you see the window below, please click in the empty box to the left of Do not.. (make sure a check mark appears), next click OK



- 6.) You will next see the screen below. You will only have to type in two of the boxes. They are the: “To” box and the “Subject” box.
  - a. Please enter [dshaver@dioogdensburg.org](mailto:dshaver@dioogdensburg.org) in the To box. (see below)
  - b. Please enter your church name, city name in the subject box.  
Ex. Notre Dame Church, Ogdensburg Parish P & L June 30, 2011
  - c. Finally click Send Now (circled below)

**Edit E-mail Information**

Edit the e-mail information as necessary, and then send your form.

To:

Cc:

Bcc:

From:

Subject:

E-mail Text

Please review the attached report. Feel free to contact us if you have any questions.

Thank you.

[Your Report will be attached to the message as a PDF file]

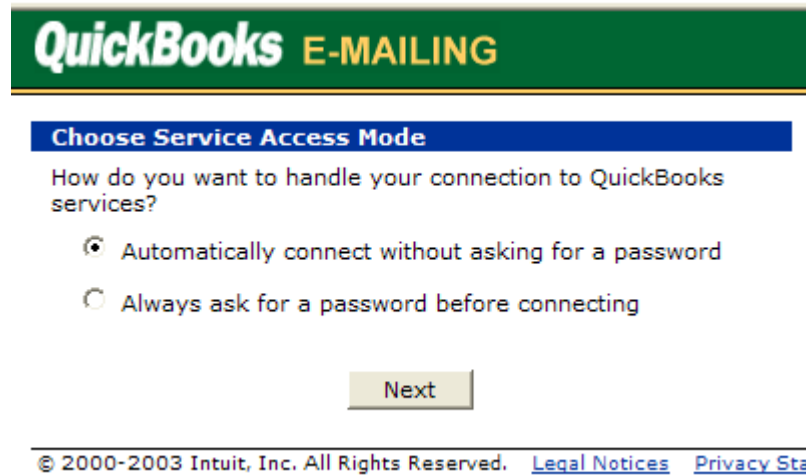
- 7.) If you see the window below, please click in the empty box to the left of Do not .....(make sure a check mark appears), next click OK

**Launch Web Browser?**

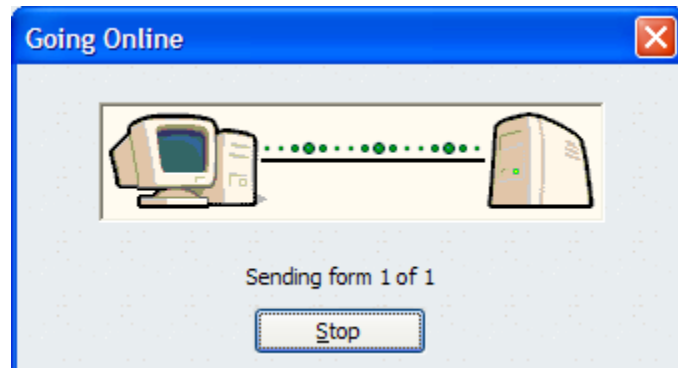
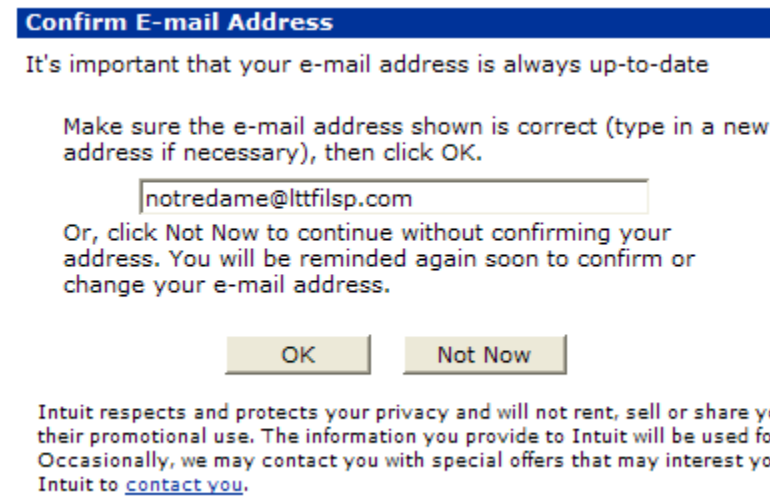
To view the selected link, QuickBooks must launch a Web Browser and connect to the Internet. If your Internet connection requires a modem, you may be asked to set it up.

Do not display this message in the future:

8.) Please click on Automatically connect without asking for a password (see below). Click Next



9.) Please make sure you email is correct below. Please click the OK button.



This screen is sending the data. Good Sign.

**Reports 2 and 3 to send.**

Report 2.) Please click on Reports – Memorized Reports – Mass Account Profit and Loss

- Next go to step 4 above (Page 2).
- Once you have clicked the Send Now button please move on to your third report

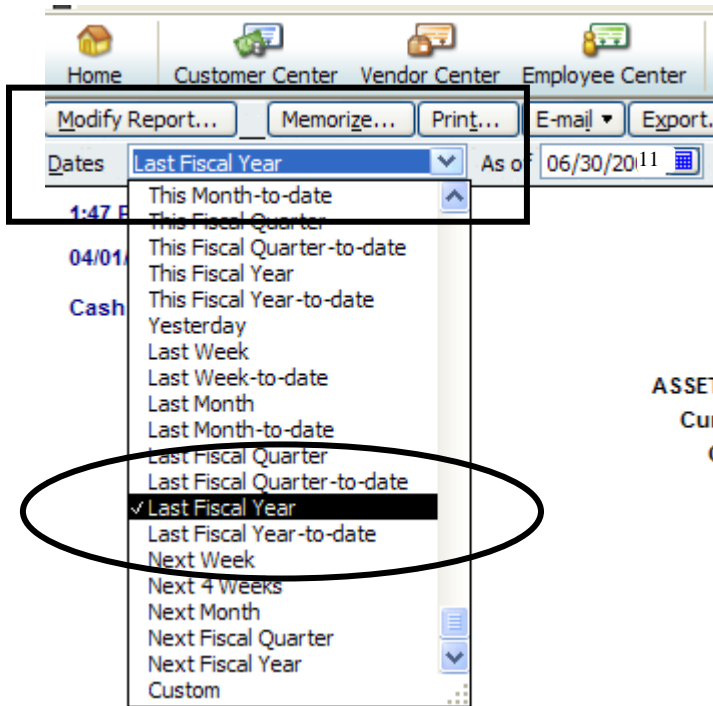
Report 3.) Please click on Reports – Memorized Reports - Cemetery Profit and Loss

- Go to step 4 above (Page 2) and you will be finished once you click Send Now.

**Report 4 to send.**

Report 4.) Please click on Reports – Company & Financial – Previous Year Comparison Balance Sheet

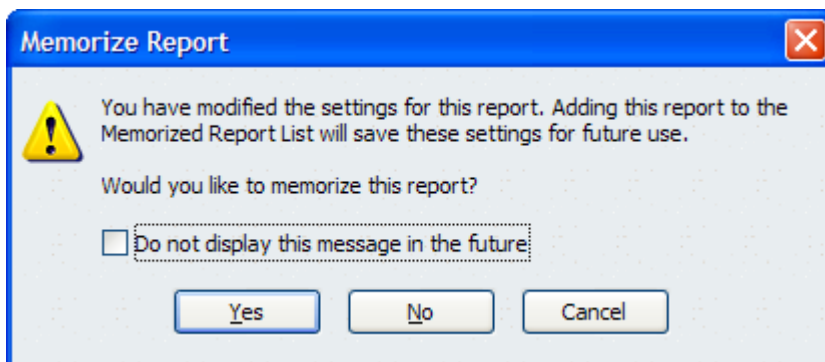
- a.) Please click on the Dates drop down arrow (rectangle below) and then please select Last Fiscal Year. (circled below)
- b.) Please go to step 4 above (Page 2).
- c.) Once you click on Send Now you are finished with Report 4.



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**Report 5 to send.**

- 1.) Select Reports
  - a. Next Select Accounting and Taxes
  - b. Finally Click on Trial Balance
- 2.) Change the Dates like above to last fiscal year
- 3.) Please Email this Report to us. (Step 4 above, Page 2)



If you see this window while exiting QuickBooks Click NO

### **B. Steps to file the Shortened Form**

1. Go to [www.dioogdensburg.org/Pastoral/FinReport.html](http://www.dioogdensburg.org/Pastoral/FinReport.html)
2. Single-Left-Click on the link for the Parish Financial Report *Shortened Form (#2)*; you will be prompted to “Open”, “Save” or “Cancel” the file. Single-Left-Click on “Save”.
3. Save the document to the “My Documents” folder on your computer using the parish name and location as the File Name (example: “Notre Dame Church, Ogdensburg Parish Financial Report for 2010-11”).
4. Close out of the documentation site.
5. Go to “My Documents” and open the file you just saved.
6. Fill in the appropriate information for your parish.
7. Save the file. Composition of the report can be completed over several sessions. Remember to save all work to this same location each time you add to your draft of the report.
8. When you are ready to submit your financial report to the diocese open your E-mail client. Compose a message to [dshaver@dioogdensburg.org](mailto:dshaver@dioogdensburg.org) . Single-Left-Click the “Insert” option from the top-title-menu bar, then Single-Left-Click the “File” option. At the “Look in” location navigate to the “My Documents” folder; Single-Left-Click the folder.
9. Double-Left-Click the “(your parish) (your location) Parish Financial Report for 2010-11” file; the Insert File dialogue box should disappear.
10. Finish and send the E-mail message.

**NB: When the Parish Financial Form is filed electronically, it is still required by the diocese that it be reviewed and accepted by the parish trustees before it is filed. Only when this review has been completed should the pastor type his own name and those of the trustees on page one of the form where the form asks for the three signatures. The inclusion of the names here will serve as verification to the diocese that the pastor has approved the Parish Financial Report and that it has been read and accepted by the trustees.**

#### **PAGE ONE: QUESTIONS**

Be sure to answer all questions. If one does not apply to your church, mark *n/a (no answer)* in the space so that we know that you have considered the question.

- a. The Church Corporation must meet at least once a year.
- b. The pastor as secretary-treasurer and the two lay trustees are to be present.
- c. There is to be an official book of the minutes of the church corporation. Minutes are to include the place and time of the meeting, the trustees present, and the order of business of the meeting. The record can be brief and often will only involve the acceptance of the Parish Financial Report, decisions on major expenditures, the purchase or sale of land, etc.
- d. If the parish has a safe deposit box, the pastor should be familiar with the contents. If you have not done so, please take the time to familiarize yourself with them.

- e. List any property which you lease or rent, giving a description of the property, to whom it is leased or rented, and note the amount received in rental income.
- f. List any property on which the church pays taxes and the total amount of taxes paid. The application of property tax laws is becoming stricter as regards vacant property of churches. Do not include user fees, sometimes called *taxes*, for the use of water and sewage systems. Do include any special district taxes, taxes to pay capital bond issues, etc. Please send us copies of such tax bills now or as you receive them.
- g. *The federal regulation is that Social Security taxes must be paid on the salary or wages of each lay employee who earns \$100.00 or more per calendar year.* Employees may exempt themselves from Federal and Income Tax withholdings by filing Form W-4. Forms and information are available from the Diocesan Fiscal Office.
- h. Give the name and number exactly as it appears on the Internal Revenue Service Form. Each parish should have a Federal Identification number. If your cemetery or any other body has a separate Federal ID number, please include any such number as well.
- i. These numbers begin EX-\_\_\_\_\_ and are used for New York State tax-free purchases.
- j. The list of personal property is important to your beneficiaries. It may also be important to you in settling a fire claim. The Diocese provides \$10,000 of insurance on personal effects to each priest with a \$250 deductible.
- k.l.m. When the parish receives notice that it has been mentioned in a Will, the pastor is to send a copy of the Will and a parish bequest form (*Pastoral Handbook #IV.23a*) to the diocese. The 8.5% diocesan assessment on bequests should accompany the bequest form and be paid each time assets from a given bequest are received.
- n. List here amounts in the Diocesan Trust Fund and funds which the parish holds but can use only for specific purposes or can use only the interest. Include name, amount, and purpose of such funds. These funds should usually not be included on the inside pages since they are not general parish funds. If they go through the parish checking account during the year, they should be listed as separate items under Extraordinary Receipts and Extraordinary Expenditures. The total of all such trust investments should be listed under Mortgages & Other Assets on page six as part of Current Assets of the parish.
- o. Be specific with items and amounts.
- p. List the location, the repair or improvement, and the amount. These items are included in a total under EXTRAORDINARY EXPENDITURES - Extraordinary Repairs and Renovations line 706).
- q. Please send a copy of any printed materials of historical interest for the Diocesan Archives.
- r. Computerization of all parish financial records is highly recommended. Appropriate backup is always to be maintained.

- s. The Parish Administrative Services Coordinator can assist in planning the computerization of parish financial records.
- t. It is imperative for liability purposes that Bingo is properly insured.
- u. One of the responsibilities of the Parish Finance Council is to review this report with the pastor (cf. Canon 537).
- v. In the interest of accountability and in the spirit of Stewardship, reports to the people should be clear, complete, and intelligible. If you are not issuing your report until Fall, remember to send one copy to the diocese at that time. Remember to periodically report to your people on your on-going Stewardship as well.

Obtain the signature of the two lay trustees. *When the Parish Financial Report is filed electronically it is still the responsibility of the pastor to review it with parish trustees prior to filing and obtain their approval. Please see the note on electronic filing near the beginning of these instructions.* This is a good occasion for a formal meeting of your Parish Corporation.

## **PAGE TWO:**

### **Cemetery Endowed Care Funds**

Endowed Care Funds are monies committed to the Cemetery for the upkeep of graves with the stipulation that the money is to be invested and only the interest or investment income used for the upkeep of the cemetery.

First determine which cemetery funds are Endowed Care Funds as distinguished from operating (Ordinary) funds. Bank Accounts, Certificates of Deposit, etc., should be clearly registered in the name of the ....*Church Cemetery (Endowed Care Funds).*

The first section of this part of the Report is a summary of the Endowed Care Funds for the fiscal year. The total for Endowed Care funds for July 1, 2010, should agree with the figure for June 30, 2010, on last year's report. The increase during the year should agree with the amount transferred to Endowed Care Funds during the year listed in account 912. The total for June 30, 2011, should agree with the Total figure at the bottom. *Please be sure to use the figures for Total Cost, not Market Value, when preparing this short summary.*

The second section is a detailed listing of the investment of Endowed Care Funds. It shows, first of all, a listing of savings accounts and certificates of deposit. Remember to list the balance as the Principal Amount. Interest earned should be withdrawn and recorded under Income from Endowed Care Funds (810) under the receipt section of Ordinary Cemetery Account.

If the cemetery has stocks and/or bonds, the information called for should be listed on a separate sheet. The total purchase price is what was paid by the Cemetery for the stocks/bonds.

The third listing is a summary of monies invested in the diocese of Ogdensburg's Cemetery Endowed Care Fund. The figures for the June 30, 2010 summary of Custody Account are taken from last year's parish Financial Report. The figures for June 30, 2011 shall be sent to you by the Diocesan Fiscal Office in mid-July. The report from the Diocesan Fiscal Office will reflect the total cost of your parish investment and the market values for each of the custodians of fund

assets: NBT Bank, Commonfund Realty, Dimensional Fund Advisors, and The Investment Fund for Foundations. Only total cost and total market value should be entered in the Parish Financial Report. You shall also receive from NBT Bank a statement showing values of the assets they hold on your investment as of June 30, 2011; these figures should be compared to those listed in the report from the Diocesan Fiscal Office. Remember there may be funds in transit last June 30, which must be reflected in the report.

The final section is a Reconciliation or Summary of Cemetery Endowed Care Funds as of June 30, 2011. Items (A) (B) (C) are simply carried forward from the above sections. *Amount in transit NBT Bank* is the total of amounts sent to NBT Bank in June of 2011, but not reflected on the NBT Bank Report.

Be sure that your Grand Total of Endowed Care Funds at the bottom agrees with the first summary total marked \*.

### **Parish Bank Accounts and Cash Statement June 30, 2011**

List all accounts that make up lines 28, 29, and 30. The total should agree with (A) Total Cash for June 30, 2011. All accounts in the name of the church, school, and cemetery are to be included. Be complete in listing all accounts.

### **Other Accounts**

Under other accounts include the names of banks and type of accounts, numbers, and balances of accounts of societies, clubs, organizations, Bingo Organizations, etc., which are not included on QuickBooks reports. It is important to list on the report ALL accounts which in some way use the name of the Church and its tax-exempt status. *The Pastor or Administrator is to have signature authority on ALL BANK ACCOUNTS in name of parish, including societies, etc. The parish bookkeeper or an organization's treasurer is never to have authorization to sign checks on any of these accounts.*

### **Parish Assets and Securities Statement**

This is a summary of the year's transactions of monies loaned by the Parish to the Diocesan Deposit & Loan Fund. Include here information for each account which has loaned money to the Diocesan Deposit & Loan Fund, e.g., Church, Cemetery, Mass Account, etc.

Note: Diocesan Trust Fund investments are not listed here, but are listed on page one, letter n, and page three, under Mortgages and Other Assets.

## **PAGE THREE: STATEMENT OF FINANCIAL CONDITION JUNE 30, 2011**

### **Current Assets**

#### **Cash**

List here the total of the checking accounts and the total of all the savings and related accounts (Certificates of Deposit and Money Market Funds) listed under Parish Bank Accounts and Cash Statement on page two. The first item is for Petty Cash or other funds that have not been

deposited. Petty Cash should be kept to a minimum. All other cash should be deposited promptly.

### **Notes Receivable**

Include here all funds the parish has loaned to the Diocesan Deposit & Loan Fund. This should agree with the Parish Assets and Securities Statement on page two.

### **Stocks and Bonds, Mortgages and Other Assets**

Record Stocks and Bonds at the purchase price or, in the case of a gift, the value of the securities at the time they were given.

Record the outstanding amount of mortgages. Copies of mortgages should be sent to the Chancery. It is a rare occurrence today for a parish to hold a mortgage among its assets.

The sum total of these items represents the TOTAL CURRENT ASSETS of the Parish.

### **Current Liabilities**

#### **Notes Payable**

This is a summary of the year's transactions of monies borrowed by the Parish and, in some cases, the Cemetery, School, etc. *All such loans in this diocese are to be through the Diocesan Deposit & Loan Fund.* Diocesan authorization is required to borrow from any other source. Contact the Moderator of the Curia or Chancellor for further information.

#### **Other Current Liabilities**

List here the total of unpaid bills as of June 30, and enclose a separate sheet, listing them by Name of Company, Date, and Amount. If there are no outstanding bills, mark *none*. Record separately Improvements Not Paid For.

List the total dollar amount of Masses that are to be satisfied as of June 30.

#### **Total Current Liabilities**

The sum total of these items represents the TOTAL CURRENT LIABILITIES of the Parish.

#### **Operating Capital and Surplus (Net Worth)**

Subtract line (2) from line (1) and place the figure on line (3). This is the surplus or net worth of the Parish -- the amount to be realized if all operating assets could be converted to cash and all operating debts and liabilities paid off.

### **PLANT ASSETS**

We separate the Current Assets, Liabilities, and Net Worth from the PLANT ASSETS to give a more accurate picture of the Financial Condition of the Church.

In early July, parishes will receive the annual new PSIP invoice. Included in this invoice are the values for your buildings. These figures are to be used for Plant Assets and Building (Replacement Value). You should estimate land at market values or ask a competent parishioner to do so.

Furnishings and Equipment can be taken from your inventory. We previously asked each location to make sure that they have a revised inventory of contents with replacement values returned to the Diocese. These should be updated annually. Locations may obtain a sample inventory and their previous inventory from the Chancery or the Diocesan Insurance Office.

## **PAGE FOUR: STATEMENT OF BALANCE TOTALS:**

### **Parish Statement of Balance Totals:**

#### **Balance on Hand July 1, 2010**

This should include the total of all church, school (including cafeteria), and CCD accounts. It should include checking accounts, savings accounts, certificates of deposit, money market type accounts, and cash. All new receipts into any of these accounts must appear on the proper receipt line on the Parish Profit & Loss report under income. Monies spent from these accounts should be included in expense items on the Parish Profit & Loss report under expenses. If monies are simply transferred from one of these accounts to another, e.g., checking to savings, the record will remain on line 28 on page four at the end of the fiscal year.

Carefully check your cash on hand on line 28 on p. 3 of your report for 2009-2010. This same figure should be the one you use on page four, line 8, to begin this year's report. If there is a difference, you should attach an explanation for the difference. *Be sure that these totals agree on both reports.*

#### **Balance on Hand, June 30, 2011**

Include all Church, school, and CCD accounts at the end of the year. Unless an account has been closed, all accounts from the previous July 1 should be included here. Make sure that the total here agrees with the corresponding total you list on page two under Parish Bank Accounts and Cash Statement, June 30, 2011.

#### **Total**

Be sure that the two totals (receipts and expenditures) on page four agree before submitting the report to the diocese.

### **Cemetery Statement of Balance Totals:**

#### **Balance on Hand July 1, 2010**

This should include the total of all cemetery ordinary accounts (not the Cemetery Endowed Funds). It should include checking accounts, savings accounts, certificates of deposit, money market type accounts, and cash. All new receipts into any of these accounts must appear on the proper receipt line on the Cemetery Profit & Loss report under income. Monies spent from these accounts should be included in expense items on the Cemetery Profit & Loss report under

expenses. If monies are simply transferred from one of these accounts to another, e.g., checking to savings, the record will remain on line 29 on page four at the end of the fiscal year.

Carefully check your cash on hand on line 29 on page four of your report for 2009-2010. This same figure should be the one you use on page four, line 9, to begin this year's report. If there is a difference, you should attach an explanation for the difference. *Be sure that these totals agree on both reports.*

### **Balance on Hand, June 30, 2011**

Include all Ordinary Cemetery accounts at the end of the year. Unless an account has been closed, all accounts from the previous July 1 should be included here. Make sure that the total here agrees with the corresponding total you list on page two under Parish Bank Accounts and Cash Statement, June 30, 2011.

### **Total**

Be sure that the two totals (receipts and expenditures) on page four agree before submitting the report to the diocese.

### **Mass Stipend Statement of Balance Totals:**

#### **Balance on Hand July 1, 2010**

This should include the total of all Mass Stipend accounts. It should include checking accounts, savings accounts, certificates of deposit, money market type accounts, and cash. All new receipts into any of these accounts must appear on the proper receipt line on the Mass Stipend Profit & Loss report under income. Monies spent from these accounts should be included in expense items on the Mass Stipend Profit & Loss report under expenses. If monies are simply transferred from one of these accounts to another, e.g., checking to savings, the record will remain on line 30 on page four at the end of the fiscal year.

Carefully check your cash on hand on line 30 on page four of your report for 2009-2010. This same figure should be the one you use on page four, line 10, to begin this year's report. If there is a difference, you should attach an explanation for the difference. *Be sure that these totals agree on both reports.*

#### **Balance on Hand, June 30, 2011**

Include all Mass Stipend accounts at the end of the year. Unless an account has been closed, all accounts from the previous July 1 should be included here. Make sure that the total here agrees with the corresponding total you list on page two under Parish Bank Accounts and Cash Statement, June 30, 2011.

### **Total**

Be sure that the two totals (receipts and expenditures) on page four agree before submitting the report to the diocese.

Thank you for your collaboration. The personnel of the diocesan offices appreciate the work that is needed to provide an annual parish financial report and are anxious to work with you to aid in the preparation of this important report. Please contact us as we can be of assistance.