
DIOCESE OF BATON ROUGE

DATE: JUNE 8, 2009
TO: PASTORS AND ADMINISTRATORS
BOOKKEEPERS
FROM: KAREN T. BENOIT
ACCOUNTING REVIEW OFFICER
RE: 2008-2009 FISCAL YEAR REPORTING PACKAGE

Attached is the fiscal year ended June 30, 2009 reporting package. The person(s) responsible for completing this report, including outside bookkeepers or accountants, should receive the package **as soon as possible**.

- a) The Church Parish Annual Financial Report Cover Sheet, representation letter, annual report, with related schedules, and bank statements are to be completed and a signed copy returned to the Diocesan Finance Office, attention Karen Benoit, no later than **August 1, 2009**. Email a copy of the workbook (see c) below) to kbenoit@diobr.org. Keep a copy at the parish office. If you anticipate problems meeting this deadline, let me know as soon as possible. If board member signatures cannot be obtained by the deadline, forward copies of the report with the Pastor and preparer signatures and send the completed transmittal once the other signatures are obtained.
- b) Please complete all sections on all schedules. If schedules are not applicable to your parish, note N/A on the schedule and include with the package. Please do not leave it blank or exclude it. Refer to schedule instructions.
- c) If your accounting program generates an income statement and balance sheet in the same (or very similar) format, that is, it includes everything in the same order *except* the beginning and ending cash and 'total to be accounted for,' send the reports printed from your system. (If you currently send your monthly reports from your system, you can do the same with the annual report). If your system's report generates different accounts or subtotals, pull the workbook with the **schedules, balance sheet, and Receipts/Expenditures report for parishes in EXCEL format**, which can also be used by other spreadsheet programs (such as Quattro Pro, Lotus, etc.) from the diocesan website at www.diobr.org/documents under Yearly Financial Report for Parishes. Make sure to use the workbook to complete the schedules and refer to the instructions. The representation letter is also on the website. These worksheets have formulas built in for the totals and are the easiest way to complete the schedules. Just fill in name, location, information requested, and account balances and print! Make sure to change the name to include your unit when saving the completed workbook then you can email it to me. We still also need a signed, hard copy mailed in.
- d) Include the June monthly activity, just as on each monthly report, on the annual report. **Do not** send Year to Date totals only as we need the June monthly data for accumulation purposes.

As always, please call if you have any questions or problems with the report process. Thank you in advance for your cooperation!!