



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0200 • Fax 916/733-0215

OFFICE OF THE BISHOP

July 1, 2020

Dear Pastor/Parochial Administrator/Parish Steward:

Once again, I provide to you the **Annual Parish Financial Report (APFR)** form to be completed for the 2019/2020 fiscal year. I ask that you ensure:

- the report is completed in its entirety;
- the parish finance council makes a thorough review of the report before it is submitted;
- and the report is submitted no later than August 31, 2020.

This report will serve as the permanent record of your Parish's stewardship for the year.

I also take this opportunity to make you aware of several important dates to calendar during the new fiscal year. Please mark your calendar to attend one of the two dates for the **Annual Presentation to the Presbyterate on Diocesan Finances**. The meetings will be held on:

- **Monday, November 30, 2020; and**
- **Tuesday, December 1, 2020**

Please note that due to the pandemic, this year's presentations will be virtual only. We will gather via the Lifesize videoconference system.

In addition, we will again make a presentation on diocesan finances and other relevant matters to both priests and parish finance council members. This year the meeting will be held on **Saturday, December 5, 2020, 10:00 AM to 1:00PM**. The session will also be "virtual only" via the Lifesize video-conference system. Pastors and Finance Council Members will receive an invitation via email a few weeks before the meeting.

These are challenging times on many fronts. The annual meeting will provide us an opportunity to assess the impact of the pandemic and consider the outlook for recovery. Thank you and your Parish Finance Council members for your careful and responsible stewardship of parish resources during this time.

If you have any questions regarding the preparation of the enclosed Annual Parish Financial Report, please contact Antonette Agustin or Ron Hamilton, our Parish Financial Services Coordinators, (916) 733-0277.

Be assured of my abiding fraternal regard and prayers. May the intercession of our Blessed Mother Mary grant us the same heart and mind of her Son, Jesus.

Respectfully,

+Jaime Soto
Bishop of Sacramento

Enclosures

To: Pastors & Parish Bookkeepers/Business Managers
From: Antonette Agustin & Ron Hamilton
Parish Financial Services Coordinators
Date: July 13, 2020
Re: 2019-20 Annual Parish Financial Report

The Annual Parish Financial Report (APFR) preparation documents are normally mailed out around this time every year. This year, the forms *will not be mailed*. Instead, all templates and instructions are available at the Finance Department page of the Diocesan Website:

<https://www.scd.org/finance/annual-parish-financial-report>

- Please use this link to access and download all necessary forms and instruction.
- Keep in mind the due date of August 31, 2020.
- If you have any questions, please contact your assigned Parish Financial Services Coordinator, either:

Antonette Agustin
916-733-0275
aagustin@scd.org

Ron Hamilton
916-733-0283
rhamilton@scd.org