

# Annual Parish Financial Report (APFR) Checklist

## Fiscal year 2023-24 report is due 8/31/2024

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### *Part 1 - APFR Cover Page*

- a. Fill in Parish Name, City and Pastor's name and the report submission date
- b. Fill in answers to questions 1-6
- c. Fill in the name, and phone number of the person preparing the report

### *Parts 2 and 3 - Reporting of Profit & Loss, Bank Balances and Parish Staff*

- Pastor and the Finance Council should meet to review these documents

### *Addendum A - Parish Finance Council Membership*

- Complete the information for each member of the finance council
  1. If an email address is not provided, the Diocesan Finance office will not be able to provide Council Members with important information and updates.
  2. If a council member is retired, please be sure to provide the *member's pre-retirement occupation*.

### *Addendum B - Parish Finance Council Attestation*

- a. Fill in answers to questions 1-5
- b. For Question 3, also submit a copy of the ***budget*** presented to the parish Faithful. If you haven't presented your 2024-25 budget, attach the most recent budget presented to your parishioners, no matter how long ago.
- c. For Question 5, also submit a copy of the ***financial report*** (2023-24 actual profit & loss) presented to the parish Faithful. If you haven't done this yet, attach the most recent report presented to your parishioners, no matter how long ago.
- d. For Questions 6 and 7, provide the data if not already completed
- e. Pastor to please sign the form to approve the submission. Acceptable:
  - physical 'wet' signature on the form, or
  - digital signature, indicating approval of the APFR submission
- f. Each member of the Parish Finance Council, sign the form to indicate approval via:
  - physical 'wet' signature on the form, or
  - digital signatures, indicating approval of the APFR submission

### *Transmittal Letter*

- a. Fill in the report submission date at the top of the page
- b. Pastor to please sign the form to approve the submission.

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### *Report Submission*

Once all steps are completed, scan/copy all pages of Part 1, Part 2&3, Addendum A, Addendum B and Transmittal Letter. Be sure to include the budget and financial report requested with Addendum B.

Mail or email the copies/scanned pages to your Parish Financial Services Coordinator (PFSC)

**DESKTOP USERS:** Send a backup copy of the parish QuickBooks file to your PFSC. *Load the file to a flash drive and mail it, or coordinate to send the file via Secure File Transfer.*

**ONLINE USERS:** *Provide username and password to your PFSC.*

There is no need to send originals to your PFSC. Retain originals in the parish files

**Mail:** Diocese of Sacramento

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