

RE: _____
(Type or Print Name of Parish or Other Institution)

Most Reverend Francis I. Malone, Bishop of Shreveport
Diocese of Shreveport
3500 Fairfield Avenue
Shreveport, LA 71104

Dear Bishop Malone:

Enclosed is a copy of the 20__-20__ fiscal year annual report for the parish or other institution named above. As its pastor/administrator, one of my primary duties is to be a good steward of the resources that have been entrusted to me in service of God's people. The attached annual report is an all-inclusive report accounting of our receipts and expenditures, loans and savings for the past year, and other activities.

In making this report I personally attest to the following and acknowledge my responsibility for it:

- 1) To the best of my knowledge and belief, the annual financial report, Balance Sheet and Income Statement, is an accurate and complete accounting of our finances including all revenue, expense, saving, investment, capital expenditures and loan balances.
- 2) All bank accounts and investments are listed in this report, including stipend and auxiliary organization accounts. The account titles include the parish name and match the name on file with the Internal Revenue Service and the Federal Employer Identification Number (FEIN/TIN). The pastor/ administrator is a signatory on all accounts.
- 3) I am responsible for implementing programs and controls consistent with the current diocesan *Handbook for Priestly Ministry*, policies of the current diocesan *Employee Handbook*, and all norms communicated by the diocesan Business Office through the diocesan website, archived newsletters and other correspondence.
- 4) I am responsible for ensuring that all reporting to the Internal Revenue Service and Louisiana Department of Revenue for the purposes of payroll and sales taxes is done in a timely manner. I further certify that all payroll deductions (taxes, retirement, insurance, etc) are withheld properly and remitted to the appropriate agency in accordance with state and federal laws.
- 5) I am responsible for ensuring that reporting to the Internal Revenue Service, as required by completion of the annual Official Catholic Directory (OCD) information form, is accomplished in a timely manner. (The Official Catholic Directory form is sent to each parish directly from the OCD in mid-September each year and is to be returned by the due date to the Chancery with the updated information. This report goes to the IRS and then is published in the Official Catholic Directory yearly.)
- 6) I am not aware of any instances of loss by fraud or theft in the past year, except for those which have already been reported to the diocesan Business Office, if any.
- 7) There has been and is no commingling of personal and parish/school/institutional funds.

RE: _____
(Type or Print Name of Parish or Other Institution)

- 8) I have a Finance Council in place that meets regularly to discuss and review actual and budgeted financial results, the internal controls of the parish, and all expenditures greater than \$10,000.
- 9) I will provide a detailed and complete annual financial report, which agrees with this annual report submitted to the diocesan Business Office, to my own parochial Finance and Parish Councils no later than 90 days following the close of the fiscal year. I will also make a formal and complete, if not as detailed, annual public financial report to the parish/school community; the time and format of this report will be determined after consulting my parochial Finance Council and in accord with all pertinent diocesan norms.

Any exceptions or necessary additions to these representations are noted on the attached page(s).

Sincerely in Christ,

Signature of Pastor/Administrator

Printed name

Date

cc: Parish Finance Council Chairperson/Parish Business Manager/Annual Report Preparer