

ANNUAL FINANCIAL REPORTS

Annual financial reports are required for each parish, school, and cemetery in the Diocese.

- Reports are due by August 31
- Report formats are detailed below. Submission of reports from the parish accounting software are preferred providing that the information includes the detail outlined in the Chart of Accounts suggested by the Diocese (Section 3). The Diocesan report is available for those locations that do not have software or a system that will provide the information in sufficient detail.

Parishes and parishes with schools

There are two reporting options:

1. Submit a Balance Sheet and Profit & Loss from the accounting software providing that it has sufficient detail as outlined in the Chart of Accounts suggested by the Diocese. Separate reports may be submitted for the Parish, School, Cafeteria, Building Program, etc. if the accounting is set up with this separation. Parish and School organizations that use the parish or school Federal Tax Identification Number should be included in the report.
2. Submit a completed report using the Diocesan form provided at www.cdop.org.

Cemeteries

A separate cemetery report is required for cemeteries. Submit a completed report using the Diocesan form provided at www.cdop.org

Consolidated Grade Schools

Grade schools that are organized and managed separate from a parish are required to submit a financial report with the same information that is required for parish schools.

High Schools

High Schools are required to have an annual audit and submit the report to the Diocese prior to the annual budget meetings. The financial statements must be prepared to comply with Generally Accepted Accounting Principles for Not-for-Profit organizations.