

**DIOCESE OF PUEBLO**  
**2019 – 2020 Parish/Mission Financial Report Instructions**

**Introduction**

Please check off the items listed below as you prepare your Year End Report.

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*These instructions are to help you prepare the  
Parish/Mission Financial Report Forms*

**Make copies of the financial forms and use them as worksheets.**

**CHECK LIST**

- Type or print the report in ink.
  - From your ledger system, attach a detail report of the June 30, 2020:
    - a) Final Statement of Financial Position
    - b) Final YTD Statement of Activity
  - Then close the year on your ledger system.
  - Keep a hard copy of this report and supporting detail financial statements for your records.
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**FINANCIAL REPORT DUE DATE:  
AUGUST 31, 2020**

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**Parish/Mission Financial Report, Page 1:**

1. Enter the Summary Financial Information.
2. The report must be **signed** and **dated** by:
  - a) The **person preparing** the report,
  - b) The **Pastor**,
  - c) The **Finance Chair**.

**Parish/Mission Financial Report, Page 1:**

1. To support the summary numbers you input here, please enclose a detailed STATEMENT OF ACTIVITY which shows the June 30, 2020 CUMULATIVE INCOME and EXPENSES by account and description.
2. To support the summary numbers you input here, please enclose a copy of the year-end STATEMENT OF FINANCIAL POSITION which shows the detailed ASSETS, RECEIVABLES, INVESTMENTS, LIABILITIES, and NET ASSETS as of June 30, 2020.

**Parish/Mission Financial Report, Page 2:**

1. Checking Accounts:
  - Column (A) – Input account number.
  - Column (B) – Input name of bank or financial institution.
  - Column (C) – Input ending balance as of June 30, 2020.
  
2. Savings AND Investment Accounts:
  - Column (A) - Input account number.
  - Column (B) - Input name of bank or financial institution.
  - Column (C) - Input ending balance as of June 30, 2020.

**Parish/Mission Financial Report, Page 3:**

1. Real Estate Purchases:
  - If any real estate was purchased or donated during the fiscal year being reported, enter a description and cost/value.
  
2. Repairs, improvements, and capital additions equal or greater than \$15,000:
  - If the parish had any repairs, improvements, or capital additions of \$15,000 or more during the fiscal year, enter a description and the total amount paid. Please also transactions involving any insurance claim repairs.

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**Parish/Mission Financial Report, Page 3:**

1. Liabilities (Notes and Mortgages) - Long Term Debt:
  - a. Column (A) - Enter the name of the bank, institution or person owed.
  - b. Column (B) - Enter the date of the loan.
  - c. Column (C) - Enter the initial amount of the loan.
  - d. Column (D) - Enter the loan balance as of June 30, 2020.
  - e. Column (E) - Enter the payoff date of the loan.
  - f. Total Columns (C) and (D)

Enter Long Term Debt Column (D) total in the space provided.

**IMPORTANT:** Please also provide a copy of the June 30<sup>th</sup> lender statement(s).

**Parish/Mission Financial Report, Page 4:**

1. Bingo and Raffles:

Place a check mark in the space provided if the parish does not conduct bingo games or raffles.

2. Bingo and Raffles:

Provide the Bingo-Raffle license numbers for calendar years 2019 and 2020 in the space provided.

3. Bingo and Raffles:

- a. From the LE-21, Quarterly Reports submitted to the State of Colorado, provide the following information for the receipts described in Column (A).
- b. Column (A) - Enter the totals from the October 31, 2019, LE-21 Report, which covered the period July 1, 2019 to September 30, 2019.
- c. Column (B) - Enter the totals from the January 31, 2020, LE-21 Report, which covered the period October 1, 2019 to December 31, 2019.
- d. Column (C) - Enter the totals from the April 30, 2020, LE-21 Report, which covered the period January 1, 2020 to March 31, 2020.
- e. Column (D) - Enter the totals from the July 31, 2020 LE-21 Report, which covered the period April 1, 2020 to June 30, 2020.
- f. Column (E) - Enter the total of Columns (A), (B), (C) and (D).
- g. Total Columns (A), (B), (C), (D) and (E) and place totals in "Total Receipts" Line.
- h. Enter in Columns (A), (B), (C), (D) and (E) the total fee paid to the State of Colorado for conducting Bingo and Raffles.

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**Parish/Mission Financial Report, Page 5:**

1. Parish Charge Cards:
  - a. Column (A) - Enter the type of charge card the parish has. Examples are, MasterCard, Visa, Sam's Club, Sears, etc.
  - b. Column (B) - Enter the bank, institution, etc., which issued the card.
  - c. Column (C) - Enter the number of cards issued to the parish. These cards may be in the name of the parish or a name of an individual.
  - d. Column (D) - Enter the combined credit limit for the cards issued.
2. Number cards issued: Enter the total number of cards issued.
3. Total Credit Limit: Enter the total combined credit limit for all cards issued.
4. Other Accounts: Indicate whether the parish has any other accounts not reflected in the report. If the parish does have such accounts, list the accounts.
5. Original Abstracts or Deeds: Indicate whether the parish has any original Abstracts or Deeds in its possession. If the parish does have such abstracts or deeds, list the abstracts and deeds. Use a separate sheet if necessary.

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