



## Diocese of Springfield in Illinois

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**TO:** Pastors, Parochial Administrators, Parish Life Coordinators, and Bookkeepers  
**FROM:** Janet Vespa, Controller  
**DATE:** June 30, 2021  
**SUBJECT:** Annual Parish Financial Report, FY20-21

It is once again time to complete the Annual Parish Financial Report, which is due to the Office for Finances by July 31, 2021. The Annual Parish Financial Report is to be prepared through Right Networks. **It must be reviewed and approved by the pastor/parish administrator and at least two members of the Parish Finance Council, via the enclosed Signature Sheet.** A checklist is provided to help ensure that all necessary documents for the Annual Parish Financial Report are submitted. Make sure to also retain a copy in parish files.

**Enclosures:** these documents are provided to assist in completion of the Annual Parish Financial Report. They are also available on the Diocesan website, <http://dio.org/finance/parish-forms.html>.

1. Answers to Frequently Asked Questions
2. Checklist to Submit Financial Report
3. Approval Statement
4. Report on Parish Society Funds
  - a. All society bank accounts should be entered in QuickBooks (unless the society uses a different Tax ID).
  - b. All parish society funds are considered parish funds and must be included on the report, even those with a different Tax ID (request income/expense report and cash balance from organization for 7/1/20-6/30/21 to include in report).
5. Report on Parish Disbursements Unpaid as of 6/30/21
6. Directions & Examples for QuickBooks Reports
7. Cemetery Financial Report

**Finance Council Meeting Minutes:** Included with your year-end financial report, the Bishop now requires a copy of quarterly Finance Council Meeting minutes.

**Audited Financials:** If an external audit was performed at your parish, please include a copy of the final audit report with your annual financial report.

**Return All Forms & Reports:** If you have nothing to report, simply note this on the form so that we do not send you a second request. (i.e. If your parish does not have any unpaid disbursements, you will attach a note stating that you have nothing to report to the Unpaid Disbursements sheet and submit the blank report.)

**Surplus Funds:** Please be mindful that as we close another fiscal year, all investments of surplus funds must be made to the Diocese of Springfield in Illinois Deposit and Loan Fund Trust.

Thank you for your continued cooperation with the Annual Parish Financial Report. Please contact Joe Szerletich – [jszerletich@dio.org](mailto:jszerletich@dio.org) - with any questions.

Enclosures (7)