

Annual Parish Financial Report, FY20-21 Directions to Access QuickBooks Reports

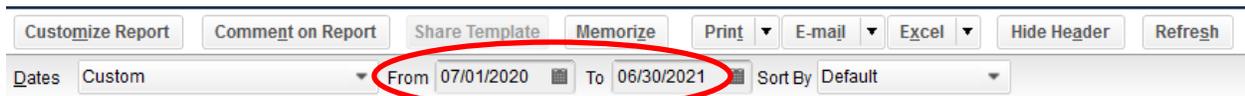
Section One: Quickbooks Reports

Generate the following reports:

1. The first report is a QuickReport for parish assets in the Deposit & Loan System (DLS).
 - a. Select Chart of Accounts on the Home screen.
 - b. Right click on account **#11500 – Diocesan Savings**.
 - c. Select **QuickReport: #11500 – Diocesan Savings**.

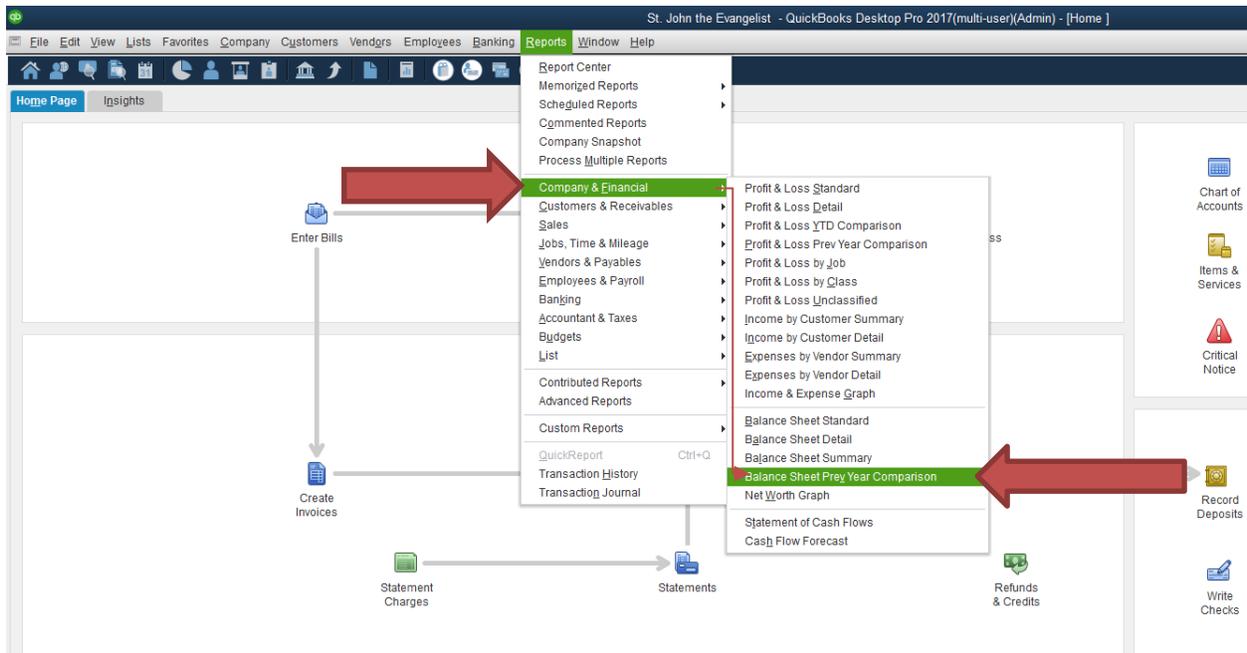


- d. Change the start date to 07/01/2020 and the end date to 06/30/2021.

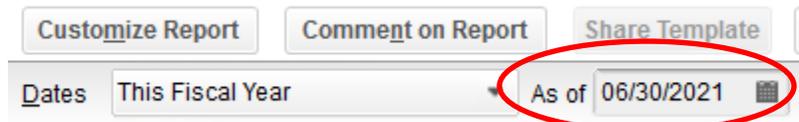


- e. Print report.
 - f. This report helps the Office for Finances verify that your records in Quickbooks matches the records we have at the Diocese.

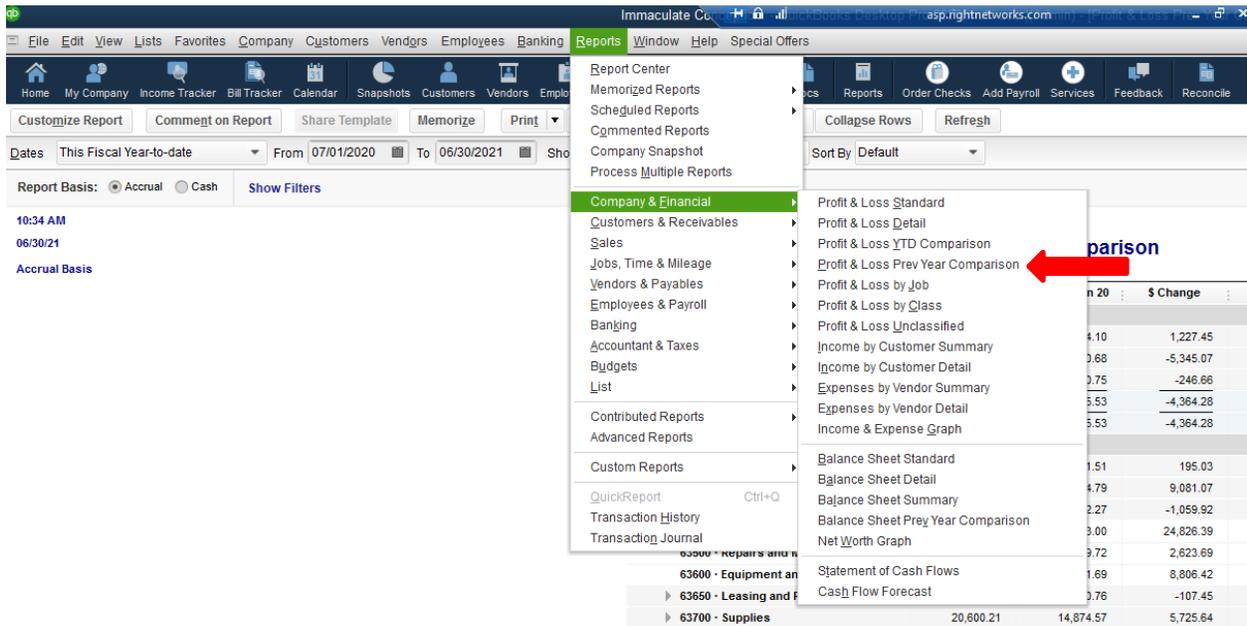
2. The second report is a Balance Sheet Previous Year Comparison as of 6/30/21.
 - a. Go to the toolbar and select “Reports.”
 - b. Select “Company & Financial.”
 - c. Select “Balance Sheet Prev Year Comparison.”



- d. Change the “as of” date to 6/30/21.
 - i. This helps the Office for Finances verify that the previous fiscal year ending balance matches what is on file, as well as that it matches the current fiscal year beginning balance.



3. The third report is a Profit & Loss Vs. Prior Year
 - a. Tool bar → Reports
 - b. Select “Company & Financial”
 - c. Select “Profit & Loss Prev Year Comparison”
 - d. Ensure that the date range is 7/1/2020 – 6/30/2021



4. *****Note:** If your parish has a **cemetery** and your cemetery financials are **NOT** included in Quickbooks, you must fill out the attached Cemetery Report and send that in with the financial reports. If your cemetery data is included in Quickbooks, this report does not need filled out and sent in.

Example report #1 Quickbooks – Diocesan Savings Quickreport

Account QuickReport

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
11500 · Diocesan Savings							20,274.19
11520 · Parish Savings							20,274.19
Total 11520 · Parish Savings							20,274.19
Total 11500 · Diocesan Savings							20,274.19
TOTAL							20,274.19

Example report #2 Quickbooks – Balance Sheet Prev Year Comparison

Balance Sheet Prev Year Comparison

As of June 30, 2021

	Jun 30, 21	Jun 30, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
▶ 10000 · First Federal and State B...	43,247.22	17,882.21	25,365.01	141.8%
Total Checking/Savings	43,247.22	17,882.21	25,365.01	141.8%
▶ Other Current Assets	20,274.19	20,274.19	0.00	0.0%
Total Current Assets	63,521.41	38,156.40	25,365.01	66.5%
TOTAL ASSETS	63,521.41	38,156.40	25,365.01	66.5%
LIABILITIES & EQUITY				
Liabilities				
▶ Current Liabilities	44,153.42	12,340.42	31,813.00	257.8%
▶ Long Term Liabilities	8,120.74	8,120.74	0.00	0.0%
Total Liabilities	52,274.16	20,461.16	31,813.00	155.5%
▶ Equity	11,247.25	17,695.24	-6,447.99	-36.4%
TOTAL LIABILITIES & EQUITY	63,521.41	38,156.40	25,365.01	66.5%

Example Report #3 Quickbooks – Profit & Loss Prev Year Comparison

Profit & Loss Prev Year Comparison

July 2020 through June 2021

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change	% Change
Income				
▶ 41000 · Regular Church Support	173,261.55	172,034.10	1,227.45	0.7%
▶ 42000 · Other Sources of Parish Sup...	36,675.61	42,020.68	-5,345.07	-12.7%
▶ 43000 · Investment Income	24.09	270.75	-246.66	-91.1%
Total Income	<u>209,961.25</u>	<u>214,325.53</u>	<u>-4,364.28</u>	<u>-2.0%</u>
Gross Profit	209,961.25	214,325.53	-4,364.28	-2.0%
Expense				
▶ 60000 · Payroll Expenses	71,706.54	71,511.51	195.03	0.3%
▶ 63000 · Contractual Services	20,915.86	11,834.79	9,081.07	76.7%
▶ 63100 · Utilities	20,592.35	21,652.27	-1,059.92	-4.9%