

# Previous Year (20\_\_\_\_) Financial Statement and Balance Sheet

The Parish Council hereby submits the enclosed end of the year report of its stewardship and also submits herewith to the Archdiocese and to the Metropolis both the audited financial statement and the balance sheet for last year, **20**\_\_\_\_\_.

All Parish moneys and funds are held in trust by the Parish Council on behalf of the Parish membership. No Parish funds are maintained in any account other than those established by the Parish Council and administered by the Parish Council through the duly elected Parish Council Treasurer.

\_\_\_\_\_  
*(Date)*

*PARISH SEAL*

\_\_\_\_\_  
*(Priest)*

\_\_\_\_\_  
*(Present Year Parish Council President)*

\_\_\_\_\_  
*(Present Year Parish Council Treasurer)*

Enclosures: Last Year's (20\_\_\_\_) Audited Financial Statement and Balance Sheet

## ***Parish Financial Statement***

The Parish **financial statement** shall indicate the following:

### **Expenses:**

Expenses of all categories paid out of all accounts:

Every parish account must be included (general fund, building fund, festival fund, etc.)

Excluding Philoptochos, GOYA, and pastor's benevolent fund

### **Income:**

Income of all categories to all accounts:

Every parish account must be included (general fund, building fund, festival fund, etc.)

Excluding Philoptochos, GOYA, and pastor's benevolent fund

## ***Parish Balance Sheet***

The Parish **balance sheet** shall indicate the following:

### **Assets:**

Fixed (e.g., value of: Church building, administrative building, school building, contents of buildings [office equipment, classroom furnishing, kitchen equipment], art work, mosaics, parking, real estate holdings)

Liquid (all bank accounts -- except Philoptochos, GOYA, and pastor's benevolent fund -- all certificates of deposit, all stock and/or money market accounts, etc.)

### **Liabilities:**

(e.g., accounts payable, mortgage, etc.)

### **Capitalization:**

(Difference between Assets and Liabilities)

**Note: Failure to submit both a financial statement *and* a balance sheet — reflecting all accounts — will preclude the Metropolis Hierarch from ratifying Parish Council elections.**