

Parish Financial Report Content Suggestions

The Parish Council should determine the amount of detail required to allow them to adequately assess the financial position of the parish

Operating Income & Expense Report (P&L)

Income

- General Donations
- Income from Pledges
- Fundraising Income
- Income from Rentals
- Candle Income (optional)
- Bookstore Income (optional)
- Pass Through Income (could be a targeted charity or a reimbursement)

Total Income

Expenses

- Salaries
- Benefits
- Stipends
- Office Supplies
- Worship Supplies
- Property Expense (maintenance/insurance/taxes/mortgage interest)
- Utilities
- Fundraising Expense
- Expense from Rentals
- Professional Fees (legal/accounting)
- Priest Travel
- Assessments (Fair Share/DPA/Diocesan Assembly)
- All American Council
- Candle Expense (may be actual or net candle expense)
- Bookstore Expense (may be actual or net bookstore expense)
- Pass Through Expense (could be charity or expense that will be reimbursed)
- Charity

Total Expense

Donor Restricted Fund 1 Income and Expense Report

Beginning Balance

Income

- Donations to Fund
- Fundraiser Income

Total Income

Expenses

- Expenses paid from fund

Total Expense

Fund Net Income

Ending Balance

Parish Financial Report Content Suggestions

Board Directed Fund 1 Income and Expense Report

Beginning Fund Balance

Income

Interest Income

Other Income

Total Income

Expenses

Expenses paid from fund

Total Expenses

Net Income

Transfers in from operating

Transfers out to operating

Ending Fund Balance

Simplified Consolidated Balance Sheet (Operating, Donor Restricted, and Board Directed Funds)

	Current Year	Previous Year
Assets		
Checking		
Bank Name Checking Account 1		
Bank Name Checking Account 2		
Savings		
Bank Name Savings Account 1		
Bank Name Savings Account 2		
CD		
CD1		
CD2		
Land (purchase cost plus capital improvements)		
Buildings (Cost plus capital improvements)		
Liabilities		
Credit Card Balance		
Outstanding Bills		