

	Line	CHURCH Amount	Line	CHRISTIAN EDUCATION Amount	Line	ELEMENTARY SCHOOL Amount	Line	HIGH SCHOOL Amount	TOTAL PARISH Amount
OPERATING RECEIPTS	12	\$ 1,357,871	9	\$ 48,036	17	\$ 729,030	16	\$ -	\$ 2,134,937
LESS:									
OPERATING EXPENSES									
ADMINISTRATION	38	426,526	22	242,602	34	128,324	34	-	797,452
WORSHIP	47	43,926							43,926
CHRISTIAN SERVICE	56	2,796							2,796
INSTRUCTIONAL			32	8,599	45	547,074	45	-	555,673
TRANSPORTATION SERVICES					51	-	51	-	-
FOOD SERVICE PROGRAM					59	2,802	58	-	2,802
ATHLETIC PROGRAM					68	335	67	-	335
MUSIC PROGRAM					76	-	75	-	-
PUBLICATIONS					80	1,048	79	-	1,048
BOOKSTORE			42	-	83	-	84	-	-
CHRISTIAN EDUCATION PROGRAMS			37	8,083					8,083
PLANT OPERATION & MAINTENANCE	67	118,450	52	131,970	93	147,926	94	-	398,346
OTHER EXPENSES	74	67,374							67,374
TOTAL OPERATING EXPENSES	75	659,072	53	391,254	94	827,509	95	-	1,877,835
OPERATING PROFIT (LOSS)		698,799		(343,218)		(98,479)		-	257,102
ADD/ (DEDUCT):									
NET DAYCARE PROFIT (LOSS)					18	-			-
NET LATCHKEY PROFIT (LOSS)					18	-			-
SUB-TOTAL						(98,479)			257,102
ADD:									
NON-OPERATING RECEIPTS	19	505,967	11	14,553	21	14,835	21	-	535,355
UNSAID MASSES	26	-							-
PREPAID TUITION					23	106,525	23	-	106,525
NET NON-CHURCH RECEIPTS(EXPENSES)	24	1,692							1,692
SUB-TOTAL		1,206,458		(328,665)		22,881		-	900,674
LESS:									
DEBT REPAYMENT PRINCIPAL	76	(145,818)							(145,818)
FUNDS TRANSFERRED TO SAVINGS	78	(380,694)							(380,694)
ENDOWMENT FOUNDATION DEP	79	(-)							(-)
CAPITAL EXPENDITURES	91	(407,161)	61	(94)	105	(18,664)	106	(-)	(425,919)
NET INCREASE(DECREASE) IN CASH BALANCE		\$ 272,785		\$ (328,759)		\$ 4,217		\$ -	(51,757)
ACTUAL BEGINNING CASH BALANCE, JULY 1, 2008									34,194
ACTUAL ENDING CASH BALANCE, JUNE 30, 2009									\$ (17,563)
ADD: SCHOOL FUNDRAISING IN CHURCH RECEIPTS						\$ -			
ADD: TRANSFERS FROM SCHOOL SAVINGS						\$ 9,759		\$ -	
LESS: WITHDRAWALS FROM SCHOOL SAVINGS						\$ (24,594)		\$ -	
LESS: PREPAID TUITION						\$ (106,525)		\$ -	
NET CHURCH SUBSIDY					(A)	\$ (117,143)	(B)	\$ -	
% CHURCH SUBSIDY 40% LIMIT FOR ONE SCHOOL						9%		0%	
55% LIMIT FOR TWO SCHOOL									

(A) ÷Line 12, Column D = __%

(B) ÷Line 12, Column D = __%

Rev. 1/20/06

CHECKLIST FOR COMPLETENESS/CORRECTNESS

1. **DO NOT RETURN WORKSHEETS WITH THE COMPLETED FINANCIAL REPORT.**
2. **CHECK TO ENSURE THAT THE FOLLOWING FORMS, IF APPLICABLE, ARE INCLUDED:**
 - PARISH FINANCIAL SUMMARY (a)
 - FINANCIAL REPORT INFORMATION (b)
 - CHURCH FINANCIAL REPORT (c)
 - CHRISTIAN EDUCATION FINANCIAL REPORT (d)
 - ELEMENTARY SCHOOL FINANCIAL REPORT (d)
 - DAYCARE FINANCIAL REPORT (d)
 - LATCHKEY FINANCIAL REPORT (d)
 - HIGH SCHOOL FINANCIAL REPORT (d)
 - CEMETERY
 - PARISH BINGO
 - PARISH (OR CONSOLIDATED SCHOOL) ORGANIZATION - ONE EACH
 - **COPIES OF JUNE 30 BANK STATEMENT FOR EACH ACCOUNT. (PLEASE NO ORIGINALS)**

NOTE: WHERE APPLICABLE, PLEASE INCLUDE OR INDICATE:

- (a) THE PERCENTAGE OF CHURCH SUBSIDY TO THE SCHOOL(S) AND THE JUNE 30 BALANCE BREAKDOWN BETWEEN RESTRICTED AND UNRESTRICTED FUNDS.
- (b) LISTING OF UNPAID BILLS AS OF JUNE 30.
- (c) CHURCH STATISTICAL DATA.
- (d) TUITION BREAKDOWN AND COST PER STUDENT.

3. **DOES THE JUNE 30 RECONCILED CASH BALANCE EQUAL THE ENDING CASH BALANCE PER FINANCIAL REPORT SUMMARY?** OUT OF BALANCE FINANCIAL REPORTS WILL BE RETURNED.
4. **ARE ALL NON-CASH TRANSACTIONS RECORDED IN THE BOOKS OF ACCOUNT AND REPORTED IN THE FINANCIALS?** FOR EXAMPLE, EARNED LDP SAVINGS INTEREST NOT WITHDRAWN, LOAN INTEREST NOT PAID, AND PURCHASE MADE OR EXPENSES INCURRED BY PARISH ORGANIZATIONS IN BEHALF OF THE PARISH AND ITS OPERATING UNITS, ETC.
5. **ARE LDP TRANSACTIONS SHOWN ON THE FINANCIAL REPORT IN AGREEMENT WITH TRANSACTIONS SHOWN IN THE PARISH'S LDP STATEMENT?**
6. **ENSURE THAT THERE ARE NO NET NEGATIVE INCOME FIGURES FOR LINES 5, 7, AND 11 IN THE OPERATING RECEIPTS PORTION OF THE CHURCH FINANCIAL REPORT SINCE OFFSETTING EXPENSES CAN BE DEDUCTED ONLY UP TO THE AMOUNT OF REVENUE REALIZED.**
7. **HAS THE FINANCIAL REPORT BEEN SIGNED BY THE PASTOR AND THE PARISH COUNCIL PRESIDENT?** UNSIGNED REPORTS WILL BE RETURNED.
8. **ROUND UP DOLLARS AMOUNTS (ELIMINATE CENTS) ON THE FINANCIAL REPORT.**

**ARCHDIOCESE OF DETROIT
FINANCIAL REPORT INFORMATION
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

PARISH

St. William Parish, Walled Lake

(Name, City)

(PARISH)

BANK ACCOUNT INFORMATION

PARISH CENTRAL BANK ACCOUNT

DEPOSITORY BANK Chase
ACCOUNT NUMBER 4753864
ACCOUNT SIGNERS Michael Savickas Edward Thomas Mike Sommerville

PARISH PAYROLL BANK ACCOUNT

DEPOSITORY BANK N/A
ACCOUNT NUMBER _____
ACCOUNT SIGNERS _____

BINGO BANK ACCOUNT

DEPOSITORY BANK Chase
ACCOUNT NUMBER 000220031301150
ACCOUNT SIGNERS Michael Savickas Art Lantzy Yvonne Johnson and Lou Mayes

CEMETERY BANK ACCOUNT

DEPOSITORY BANK N/A
ACCOUNT NUMBER _____
ACCOUNT SIGNERS _____

Rosary Altar Society

NAME OF PARISH ORGANIZATION _____
DEPOSITORY BANK Chase
ACCOUNT NUMBER 6456654
ACCOUNT SIGNERS Michael Savickas Shawnee Spedden Margaret Michels

Dad's Club

NAME OF PARISH ORGANIZATION _____
DEPOSITORY BANK Year end coming.....
ACCOUNT NUMBER _____
ACCOUNT SIGNERS _____

Usher's Club

NAME OF PARISH ORGANIZATION _____
DEPOSITORY BANK National City
ACCOUNT NUMBER 136703568
ACCOUNT SIGNERS Michael Savickas David MacLean James Thatcher

PSA

NAME OF PARISH ORGANIZATION

DEPOSITORY BANK

Year end coming.....

ACCOUNT NUMBER

ACCOUNT SIGNERS

NAME OF PARISH ORGANIZATION

DEPOSITORY BANK

ACCOUNT NUMBER

ACCOUNT SIGNERS

NAME OF PARISH ORGANIZATION

DEPOSITORY BANK

ACCOUNT NUMBER

ACCOUNT SIGNERS

NAME OF PARISH ORGANIZATION

DEPOSITORY BANK

ACCOUNT NUMBER

ACCOUNT SIGNERS

NAME OF PARISH ORGANIZATION

DEPOSITORY BANK

ACCOUNT NUMBER

ACCOUNT SIGNERS

NAME OF PARISH ORGANIZATION

DEPOSITORY BANK

ACCOUNT NUMBER

ACCOUNT SIGNERS

If additional space is needed to list bank accounts, please use separate sheet.

ARCHDIOCESE OF DETROIT
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2009

CHURCH

'PARISH : St. William Parish, Walled Lake
(Name, City)

CHURCH RECEIPTS

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
<u>OPERATING RECEIPTS</u>				
0501	1	OFFERTORY COLLECTIONS		\$ 1,047,357
0501.6	1a	CHRISTMAS COLLECTIONS		\$ 76,525
0502	2	OTHER COLLECTIONS		\$ -
0503	3	BEQUESTS AND DONATIONS		\$ 32,930
0504	4	STIPENDS AND OFFERINGS		\$ 31,658
0506		FUND RAISING INCOME		
0506.5	5a	Refund - Excess CSA Quota	\$ 145,818	
0506.6	5b	Refund - Stewards For Tomorrow	\$ -	
	5c	All Other Fund Raising Income- Parish	\$ 15,000	
	5d	All Other Fund Raising Income- School	\$ -	
5008	5e	LESS: FUND RAISING EXPENSES (NOTE 1)	(\$ 11,103)	
	6	NET FUND RAISING INCOME		\$ 149,715
0507	7a	RENTAL INCOME	\$ 40,830	
5009	7b	LESS: EXPENSES (NOTE 1)	(\$ 29,953)	
	8	NET RENTAL INCOME		\$ 10,877
0508		INTEREST INCOME		
0508.1	9a	Diocesan Savings	\$ 6,673	
0508.2	9b	Checking Account	\$ -	
0508.3	9c	Endowment Foundation Interest	\$ -	
	9	TOTAL INTEREST INCOME		\$ 6,673
0509	10	MISCELLANEOUS INCOME	\$ 6,207	
	10a	LESS: EXPENSES (SCHEDULE A) - (NOTE 1)	(\$ 4,071)	
	11	NET MISCELLANEOUS INCOME		\$ 2,136 #
	12	TOTAL OPERATING RECEIPTS	Add lines 1 to 11	\$ 1,357,871
<u>NON-OPERATING RECEIPTS</u>				
0590	13	GRANTS		
		PEF Grants	\$ -	
		Other Grants	\$ -	
0591	14	INSURANCE PROCEEDS		\$ -
0592	15	SALE OF ASSETS		\$ -
0593	16	DIOCESAN SAVING AND LOAN:		
0593.1	17	Proceeds of Loans - Principal	\$ -	
0593.2	17b	Unpaid Interest Expense Added to Loan	\$ 65,228	
0593.3	17c	WITHDRAWALS FROM SAVINGS		\$ 440,739
0594	18	WITHDRAWALS-ENDOWMENT FOUNDATION		\$ -
	19	TOTAL NON-OPERATING RECEIPTS	Add lines 13 to 18	\$ 505,967
<u>NON-CHURCH RECEIPTS</u>				
0595	20	DIOCESAN COLLECTIONS	\$ 267,618	
5982	20a	LESS: REMITTANCES	(\$ 264,754)	
	21	(OVER) / UNDER REMITTANCE		\$ 2,864
0596	22	EVEN EXCHANGE RECEIPTS	\$ 48,566	
5983	22a	LESS: DISBURSEMENTS	(\$ 49,738)	
	23	NET EVEN EXCHANGE TRANSACTIONS		\$ (1,172)
	24	TOTAL NON-CHURCH RECEIPTS	Add lines 20 to 23	\$ 1,692
<u>MASSES</u>				
0599	25	UNSAID MASSES	\$ -	
0504.1	25a	LESS: MASSES ALREADY SAID	(\$ -)	
	26	NET UNSAID MASSES		\$ -
	27	TOTAL CHURCH RECEIPTS	Lines 12+19+24+26	\$ 1,865,530
<u>SCHEDULE A</u>				
5005.1		Religious Books, Pamphlets, Magazines		\$ -
5005.2		Parish Paper		\$ -
5116.13		Candles and Votive Lights		\$ 2,694
5116.14		Flowers and Decorations		\$ 1,377
		Total		\$ 4,071
<p>NOTE 1: Amount of expense that can be offset with income cannot exceed the amount of income reported under each item.</p>				

CHURCH EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
<u>OPERATING EXPENSES</u>				
<u>ADMINISTRATION</u>				
5001	28	ADMINISTRATIVE SALARIES		\$ 209,236
5002	29	ADMINISTRATIVE FRINGE BENEFITS		\$ 63,502
5003	30	CONTRACTED SERVICES		\$ 12,388
5004	31	GENERAL EXPENSE		\$ 46,510
5005	32	PUBLICATIONS AND PERIODICALS (NOTE 2)		\$ 2,156
5006	33	STAFF DEVELOPMENT		\$ 150
5007	34	HOSPITALITY		\$ 20,667
5010	35	INTEREST EXPENSES		\$ 65,228
5011	36	TECHNICAL SERVICES		\$ 6,689
5040	37	OTHER ADMINISTRATIVE EXPENSES		
	38	TOTAL ADMINISTRATION EXPENSES	Add lines 28 to 37	\$ 426,526
<u>WORSHIP</u>				
5101	39	WORSHIP SALARIES		\$ 16,925
5102	40	WORSHIP FRINGE BENEFITS		\$ 108
5103	41	CONTRACTED SERVICES		\$ 16,470
5104	42	GENERAL EXPENSE		\$ 500
5106	43	STAFF DEVELOPMENT		\$ 57
5107	44	HOSPITALITY		\$ -
5116	45	WORSHIP PROGRAMS (NOTE 3)		\$ 9,672
5140	46	OTHER WORSHIP EXPENSES		\$ 194
	47	TOTAL WORSHIP EXPENSES	Add lines 39 to 46	\$ 43,926
<u>CHRISTIAN SERVICE</u>				
5201	48	CHRISTIAN SERVICE SALARIES		\$ -
5202	49	CHRISTIAN SERVICE FRINGE BENEFITS		\$ 204
5203	50	CONTRACTED SERVICES		\$ -
5204	51	GENERAL EXPENSE		\$ 279
5206	52	STAFF DEVELOPMENT		\$ -
5207	53	HOSPITALITY		\$ 762
5216	54	CHRISTIAN SERVICE PROGRAMS		\$ 1,551
5240	55	OTHER CHRISTIAN SERVICE EXPENSES		\$ -
	56	TOTAL CHRISTIAN SERVICE EXPENSES	Add lines 48 to 55	\$ 2,796
<p>NOTE 2: Do not include the cost of Religious Books, Pamphlets, & Magazines, including Michigan Catholic (A/C #5005.1) and the cost of the Parish Paper (A/C #5005.2) that are presented in Schedule A and offset with Miscellaneous Income (A/C #0509). See Note 1.</p> <p>NOTE 3: Do not include the cost of Candles and Votive Lights (A/C #5116.13) and Flowers and Decorations (A/C #5116.14) that are presented in Schedule A and offset with Miscellaneous Income (A/C #0509). See Note 1.</p>				

CHURCH EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING EXPENSES</u>		
		<u>PLANT OPERATION AND MAINTENANCE</u>		
5801	57	PLANT SALARIES		\$ 24,605
5802	58	PLANT FRINGE BENEFITS		\$ 9,070
5803	59	CONTRACTED SERVICES		\$ 20,682
5825	60	UTILITIES		\$ 26,490
5826	61	PLANT MAINTENANCE SUPPLIES		\$ 4,575
5827	62	VEHICLES		\$ 4,685
5828	63	TAXES		\$ -
5829	64	INSURANCE - PROPERTY AND CASUALTY		\$ 6,137
5830	65	RENTAL OF FACILITIES AND EQUIPMENT		\$ 22,180
5840	66	OTHER PLANT EXPENSES		\$ 26
	67	TOTAL PLANT OPERATION AND MAINTENANCE EXPENSES	Add lines 57 to 66	\$ 118,450
		<u>OTHER EXPENSES</u>		
5860	68	DONATIONS		\$ 1,700
5861	69	VICARIATE SUBSIDIES		\$ 650
5862	70	DIOCESAN ASSESSMENT		\$ 65,024
5863	71	DEBT FORGIVENESS PROGRAM		\$ -
5864	72	AID TO OTHER PARISHES & SCHOOLS		\$ -
5865	73	TUITION ASSISTANCE		\$ -
	74	TOTAL OTHER EXPENSES	Add lines 68 to 73	\$ 67,374
	75	TOTAL OPERATING EXPENSES	Lines 38+47+56+67+74	\$ 659,072
		<u>NON-OPERATING DISBURSEMENTS</u>		
		<u>GENERAL DISBURSEMENTS</u>		
5981		DIOCESAN SAVINGS & LOAN PROGRAM:		
5981.1	76	DEBT REPAYMENT PRINCIPAL		\$ 145,818
5981.2		FUNDS TRANSFERRED TO SAVINGS		
	77a	<i>Diocesan Savings Interest Income Not Withdrawn</i>	\$ 6,673	
	77b	<i>Refund - Excess CSA Quota</i>	\$ -	
	77c	<i>Refund - Stewards For Tomorrow</i>	\$ -	
	77d	<i>All Other Deposits to Diocesan Savings Accounts</i>	\$ 374,021	
	78	TOTAL FUNDS TRANSFERRED		\$ 380,694
5984	79	ENDOWMENT FOUNDATION DEPOSITS		
	80	TOTAL GENERAL DISBURSEMENTS	Lines 76+78+79	\$ 526,512
		<u>CAPITAL EXPENDITURES</u>		
5985	81	LAND		\$ 714
5986	82	LAND IMPROVEMENTS		\$ 127,841
5987	83	NEW BUILDINGS AND ADDITIONS		\$ 147,205
5988	84	BUILDING - REMODELING, IMPROVEMENT & MAJOR REPAIRS		\$ 122,568
5989	85	FURNITURE AND FIXTURES		\$ 1,145
5990	86	OFFICE/TECHNOLOGY EQUIPMENT		\$ 935
5991	87	VEHICLES		\$ -
5992	88	MACHINERY AND EQUIPMENT		\$ 6,322
5993	89	MUSIC AND AUDIO-VISUAL EQUIPMENT		\$ 431
5999	90	CAPITAL LEASES		\$ -
	91	TOTAL CAPITAL EXPENDITURES	Add lines 81 to 90	\$ 407,161
	92	TOTAL NON-OPERATING DISBURSEMENTS	Lines 80+91	\$ 933,673
	93	TOTAL CHURCH DISBURSEMENTS	Lines 75+92	\$ 1,592,745

CHURCH SUMMARY

Line			ACTUAL FY 2008-09
12	OPERATING RECEIPTS		<u>\$ 1,357,871</u>
	LESS: OPERATING EXPENSES		
38	ADMINISTRATION		(<u>\$ 426,526</u>)
47	WORSHIP		(<u>\$ 43,926</u>)
56	CHRISTIAN SERVICE		(<u>\$ 2,796</u>)
67	PLANT		(<u>\$ 118,450</u>)
74	OTHER EXPENSES		(<u>\$ 67,374</u>)
75	TOTAL OPERATING EXPENSES	Add lines 38 to 74	(<u>\$ 659,072</u>)
94	OPERATING PROFIT/(LOSS)	Line 12 minus 75	<u><u>\$ 698,799</u></u>
	ADD:		
19	NON-OPERATING RECEIPTS		<u>\$ 505,967</u>
24	NON-CHURCH RECEIPTS(DISBURSEMENTS)		<u>\$ 1,692</u>
26	NET UNSAID MASSES		<u>\$ -</u>
	LESS:		
76	DEBT REPAYMENT PRINCIPAL		(<u>\$ 145,818</u>)
78	FUNDS TRANSFERRED TO SAVINGS		(<u>\$ 380,694</u>)
79	ENDOWMENT FOUNDATION DEPOSITS		(<u>\$ -</u>)
91	CAPITAL EXPENDITURES		(<u>\$ 407,161</u>)
95	NET INCREASE / (DECREASE) IN CASH BALANCE	Line 94+19+24+26- 76-78-79-91	<u><u>\$ 272,785</u></u>

NOTE: DID YOU PARTICIPATE IN A SPECIAL COLLECTION FOR THE PRIEST PENSION PLAN?

YES NO

IF YES, HOW MUCH DID YOU COLLECT?

\$ 2,416

		ACTUAL FY 2008-09
CHURCH INFORMATION:		
NUMBER OF FAMILIES		<u>2,574</u>
NUMBER OF REGISTERED PARISHIONERS		<u>2,247</u>
NUMBER OF ENVELOPES DISTRIBUTED		<u>2,247</u>
NUMBER OF ENVELOPES USED		<u>450 wkly avg</u>

**ARCHDIOCESE OF DETROIT
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

CHRISTIAN EDUCATION

'PARISH : St. William Parish, Walled Lake
(Name, City)

CHRISTIAN EDUCATION RECEIPTS

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING RECEIPTS</u>		
0601	1	TUITION		<u>\$ 47,025</u>
0602	2	OTHER FEES		<u>1,708</u>
0603	3	BEQUESTS & DONATIONS		<u>822</u>
0605	4	GRANTS		<u>-</u>
0609	5	MISCELLANEOUS INCOME		<u>-</u>
0670	6	BOOKSTORE INCOME		<u>-</u>
0675	7	OTHER STUDENT ACTIVITIES RECEIPTS	\$ 9,701	
	7a	LESS: STUDENT ACTIVITIES EXPENSE (A/C 6753 & 6754)	(11,220)	
	8	NET OTHER STUDENT ACTIVITIES	Line 7 minus 7a	<u>(1,519)</u>
	9	TOTAL OPERATING RECEIPTS	Lines 1 to 6 + 8	<u>\$ 48,036</u>
		<u>NON-OPERATING RECEIPTS</u>		
0692	10a	SALE OF ASSETS	\$ -	
0699	10b	PREPAID TUITION	14,553	<u>14,553</u>
	11	TOTAL NON-OPERATING RECEIPTS	Line 10	<u>\$ 14,553</u>
	12	TOTAL CHRISTIAN EDUCATION RECEIPTS	Line 9 + 11	<u>\$ 62,589</u>

CHRISTIAN EDUCATION EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
<u>OPERATING EXPENSES</u>				
<u>ADMINISTRATION</u>				
6001	13	ADMINISTRATIVE SALARIES		\$ 187,441
6002	14	ADMINISTRATIVE FRINGE BENEFITS		\$ 48,534
6003	15	CONTRACTED SERVICES		\$ 474
6004	16	GENERAL EXPENSES		\$ 5,032
6005	17	PUBLICATIONS AND PERIODICALS		\$ -
6006	18	STAFF DEVELOPMENT		\$ 70
6007	19	HOSPITALITY		\$ 951
6011	20	TECHNICAL SERVICES		\$ -
6040	21	OTHER ADMINISTRATIVE EXPENSES		\$ 100
	22	TOTAL ADMINISTRATION EXPENSES	Add lines 13 to 21	\$ 242,602
<u>INSTRUCTIONAL</u>				
6101	23	INSTRUCTIONAL SALARIES		\$ -
6102	24	INSTRUCTIONAL FRINGE BENEFITS		\$ -
6103	25	CONTRACTED SERVICES		\$ -
6111	26	TEXTBOOKS		\$ -
6112	27	INSTRUCTIONAL MATERIALS AND SUPPLIES		\$ 8,344
6113	28	LIBRARY		\$ 255
6114	29	AUDIO-VISUAL MATERIALS AND SUPPLIES		\$ -
6115	30	RENTAL OF INSTRUCTIONAL EQUIPMENT		\$ -
6140	31	OTHER INSTRUCTIONAL EXPENSES		\$ -
	32	TOTAL INSTRUCTIONAL EXPENSES	Add lines 23 to 31	\$ 8,599
<u>CHRISTIAN EDUCATION PROGRAMS</u>				
6301	33	YOUTH MINISTRY		\$ 3,019
6401	34	FAMILY LIFE		\$ 2,163
6501	35	ADULT FAITH FORMATION		\$ 2,153
6601	36	OTHER PROGRAMS		\$ 748
	37	TOTAL CHRISTIAN EDUCATION PROGRAM EXPENSES	Add lines 33 to 36	\$ 8,083
<u>BOOKSTORE</u>				
6701	38	BOOKSTORE SALARIES		\$ -
6702	39	BOOKSTORE FRINGE BENEFITS		\$ -
6724	40	BOOKS & SUPPLIES FOR RESALE		\$ -
6740	41	OTHER BOOKSTORE EXPENSES		\$ -
	42	TOTAL BOOKSTORE EXPENSES	Add lines 38 to 41	\$ -

CHRISTIAN EDUCATION EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING EXPENSES</u>		
		<u>PLANT OPERATION AND MAINTENANCE</u>		
6801	43	PLANT SALARIES		\$ 49,209
6802	44	PLANT FRINGE BENEFITS		\$ 16,638
6803	45	CONTRACTED SERVICES		\$ 16,100
6825	46	UTILITIES		\$ 22,290
6826	47	PLANT MAINTENANCE SUPPLIES		\$ 7,720
6827	48	VEHICLES		\$ 428
6829	49	INSURANCE - PROPERTY AND CASUALTY		\$ 12,276
6830	50	RENTAL OF FACILITIES AND EQUIPMENT		\$ 7,256
6840	51	OTHER PLANT EXPENSES		\$ 53
	52	TOTAL PLANT OPERATION AND MAINTENANCE EXPENSES	Add lines 43 to 51	<u>\$ 131,970</u>
	53	TOTAL OPERATING EXPENSES	Add lines: 22+32+37+42+52	<u>\$ 391,254</u>
		<u>NON-OPERATING DISBURSEMENTS</u>		
		<u>CAPITAL EXPENDITURES</u>		
6989	54	FURNITURE AND FIXTURES		\$ 94
6990	55	OFFICE/TECHNOLOGY EQUIPMENT		\$ -
6991	56	VEHICLES		\$ -
6992	57	MACHINERY AND EQUIPMENT		\$ -
6993	58	AUDIO-VISUAL EQUIPMENT		\$ -
6995	59	INSTRUCTIONAL/TECHNOLOGY EQUIPMENT		\$ -
6999	60	CAPITAL LEASES		\$ -
	61	TOTAL CAPITAL EXPENDITURES	Add lines 54 to 60	<u>\$ 94</u>
	62	TOTAL CHRISTIAN EDUCATION DISBURSEMENTS	Lines 53+61	<u>\$ 391,348</u>

CHRISTIAN EDUCATION SUMMARY

Line	ACCOUNT TITLES		ACTUAL FY 2008-09
9	OPERATING RECEIPTS	Line 9	<u>\$ 48,036</u>
	LESS: OPERATING EXPENSES		
22	ADMINISTRATION	Line 22	(<u>\$ 242,602</u>)
32	INSTRUCTIONAL	Line 32	(<u>\$ 8,599</u>)
37	CHRISTIAN EDUCATION PROGRAMS	Line 37	(<u>\$ 8,083</u>)
42	BOOKSTORE	Line 42	(<u>\$ -</u>)
52	PLANT OPERATION AND MAINTENANCE	Line 52	(<u>\$ 131,970</u>)
53	TOTAL OPERATING EXPENSES	Add Lines: 22+32+37+42+52	(<u>\$ 391,254</u>)
63	EXCESS OPERATING RECEIPTS (EXPENSES)	Line 9 minus 53	<u>\$ (343,218)</u>
	ADD:		
11	NON-OPERATING RECEIPTS	Line 11	<u>\$ 14,553</u>
	LESS:		
61	CAPITAL EXPENDITURES	Line 61	(<u>\$ 94</u>)
64	NET INCREASE(DECREASE) IN CASH BALANCE	Lines 63+11-61	<u>\$ (328,759)</u>

	ACTUAL FY 2008-09
CHRISTIAN EDUCATION INFORMATION:	
1. STUDENT CLASSIFICATION	
a. IN-PARISH	<u>403</u>
b. OTHER PARISHES	<u>0</u>
c. NON-PARISH	
TOTAL	<u>403</u>
2. ENROLLMENT CLASSIFICATION	
a. PRE-SCHOOL	<u>9</u>
b. ELEMENTARY	<u>394</u>
c. HIGH SCHOOL	<u>0</u>
d. YOUNG ADULT	<u>0</u>
e. FAMILY-BASED	<u>18</u>
f. INTER-GENERATIONAL	<u>0</u>
g. CATECHIST FORMATION	<u>40</u>
h. CATECHUMANATE	<u>6</u>
i. PARENT EDUCATION	<u>258</u>
j. SPECIAL EDUCATION	<u>3</u>
TOTAL	<u>728</u>
3. TUITION AND FEES	
a. IN-PARISH	<u>\$ 46,280</u>
b. OTHER PARISHES	<u>\$ -</u>
c. NON-PARISH	<u>\$ -</u>

**ARCHDIOCESE OF DETROIT
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

ELEMENTARY SCHOOL

'PARISH : St. William Parish, Walled Lake
(Name, City)

ELEMENTARY SCHOOL RECEIPTS

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING RECEIPTS</u>		
0701	1	TUITION		\$ 693,293
0702	2	OTHER SCHOOL FEES		\$ 18,300
0703	3	BEQUESTS AND DONATIONS		\$ 7,200
0705	4a	SOF GRANTS	\$ -	
	4b	ENDOWMENTS	\$ -	
	4c	PARISH AID	\$ -	
	4d	OTHER GRANTS	\$ -	
	4e	TOTAL GRANTS	<u>Add lines 4a to 4d</u>	\$ -
0706	5	FUND RAISING INCOME	\$ 5,148	
7008	5a	LESS: EXPENSES	(\$ 2,000)	
	6	NET FUND RAISING INCOME	<u>Line 5 minus 5a</u>	\$ 3,148
0708	7	INTEREST INCOME		\$ 925
0709	8	MISCELLANEOUS INCOME		\$ 2,430
0730	9	FOOD SERVICE INCOME		\$ 2,405
0740	10	ATHLETIC INCOME		\$ -
0750	11	MUSIC PROGRAM INCOME		\$ -
0760	12	PUBLICATIONS INCOME		\$ -
0770	13	BOOKSTORE INCOME		\$ -
0775	14	OTHER STUDENT ACTIVITIES RECEIPTS	\$ 14,915	
	15	LESS: EXPENSES (A/C #7751 & A/C #7752 & A/C #7754)	(\$ 13,586)	
	16	NET OTHER STUDENT ACTIVITIES	<u>Line 14 minus 15</u>	\$ 1,329
	17	TOTAL OPERATING RECEIPTS	<u>Lines (1 to 3)+4e+ (6 to 13) + 16</u>	<u>\$ 729,030</u>
		<u>NON-OPERATING RECEIPTS</u>		
0791	18	INSURANCE PROCEEDS		\$ -
0792	19	SALE OF ASSETS		\$ -
		DIOCESAN SAVINGS AND LOAN:		
0793.3	20a	ADD: WITHDRAWAL FROM SAVINGS	\$ 24,594	
7981.2	20b	LESS: TRANSFERS TO SAVINGS	(\$ 9,759)	
	20c	NET DIOCESAN SAVINGS AND LOAN TRANSACTIONS	<u>Line 20a minus 20b</u>	\$ 14,835
	21	TOTAL NON-OPERATING RECEIPTS	<u>Lines 18+19+20c</u>	<u>\$ 14,835</u>
		<u>PREPAID TUITION</u>		
0799	22	RECEIPTS DURING THE YEAR	\$ 106,525	
0701	22a	LESS: TRANSFERS OUT TO INCOME	(\$ -)	
	23	NET PREPAID TUITION	<u>Line 22 minus 22a</u>	\$ 106,525
	24	TOTAL ELEMENTARY SCHOOL RECEIPTS	<u>Lines 17+21+23</u>	<u>\$ 850,390</u>

ELEMENTARY SCHOOL EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING EXPENSES</u>		
		<u>ADMINISTRATION</u>		
7001	25	ADMINISTRATIVE SALARIES		\$ 91,280
7002	26	ADMINISTRATIVE FRINGE BENEFITS		\$ 21,256
7003	27	CONTRACTED SERVICES		\$ -
7004	28	GENERAL EXPENSES		\$ 4,857
7005	29	PUBLICATIONS AND PERIODICALS		\$ -
7006	30	STAFF DEVELOPMENT		\$ 816
7007	31	HOSPITALITY		\$ 1,153
7011	32	TECHNICAL SERVICES		\$ -
7040	33	OTHER ADMINISTRATIVE EXPENSES		\$ 8,962
	34	TOTAL ADMINISTRATION EXPENSES	Add lines 25 to 33	\$ 128,324
		<u>INSTRUCTIONAL</u>		
7101	35	INSTRUCTIONAL SALARIES		\$ 391,351
7102	36	INSTRUCTIONAL FRINGE BENEFITS		\$ 115,754
7103	37	CONTRACTED SERVICES		\$ 439
7106	38	STAFF DEVELOPMENT		\$ -
7111	39	TEXTBOOKS		\$ 28,793
7112	40	INSTRUCTIONAL MATERIALS AND SUPPLIES		\$ 10,737
7113	41	LIBRARY		\$ -
7114	42	AUDIO-VISUAL MATERIALS AND SUPPLIES		\$ -
7115	43	RENTAL OF INSTRUCTIONAL EQUIPMENT		\$ -
7140	44	OTHER INSTRUCTIONAL EXPENSES		\$ -
	45	TOTAL INSTRUCTIONAL EXPENSES	Add lines 35 to 44	\$ 547,074
		<u>TRANSPORTATION SERVICES</u>		
7201	46	TRANSPORTATION SALARIES		\$ -
7202	47	TRANSPORTATION FRINGE BENEFITS		\$ -
7203	48	CONTRACTED SERVICES		\$ -
7227	49	VEHICLES		\$ -
7240	50	OTHER TRANSPORTATION SERVICE EXPENSES		\$ -
	51	TOTAL TRANSPORTATION SERVICE EXPENSES	Add lines 46 to 50	\$ -
		<u>FOOD SERVICE PROGRAM</u>		
7301	52	CAFETERIA SALARIES		\$ 289
7302	53	CAFETERIA FRINGE BENEFITS		\$ 108
7303	54	CONTRACTED SERVICES		\$ -
7318	55	FOOD AND SUPPLIES		\$ 2,405
7319	56	RENTAL OF CAFETERIA EQUIPMENT		\$ -
7330	57	SUPERVISION-LUNCH/PLAYGROUND		\$ -
7340	58	OTHER FOOD SERVICE EXPENSES		\$ -
	59	TOTAL FOOD SERVICE PROGRAM EXPENSES	Add lines 52 to 58	\$ 2,802

ELEMENTARY SCHOOL EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING EXPENSES</u>		
		<u>ATHLETIC PROGRAM</u>		
7401	60	ATHLETIC SALARIES		\$ -
7402	61	ATHLETIC FRINGE BENEFITS		\$ -
7403	62	CONTRACTED SERVICES		\$ -
7404	63	TRANSPORTATION EXPENSES		\$ -
7420	64	LEAGUE AND ENTRY FEES		\$ -
7421	65	HOSPITALITY		\$ 335
7422	66	UNIFORMS AND SUPPLIES		\$ -
7440	67	OTHER ATHLETIC EXPENSES		\$ -
	68	TOTAL ATHLETIC PROGRAM EXPENSES	Add lines 60 to 67	\$ 335
		<u>MUSIC PROGRAM</u>		
7501	69	MUSIC PROGRAM SALARIES		\$ -
7502	70	MUSIC PROGRAM FRINGE BENEFITS		\$ -
7503	71	CONTRACTED SERVICES		\$ -
7504	72	TRANSPORTATION EXPENSES		\$ -
7521	73	HOSPITALITY		\$ -
7522	74	UNIFORMS AND SUPPLIES		\$ -
7540	75	OTHER MUSIC PROGRAM EXPENSES		\$ -
	76	TOTAL MUSIC PROGRAM EXPENSES	Add lines 69 to 75	\$ -
		<u>PUBLICATIONS</u>		
7603	77	CONTRACTED SERVICES		\$ -
7623	78	PUBLICATION SUPPLIES AND MATERIALS		\$ 1,048
7640	79	OTHER PUBLICATION EXPENSES		\$ -
	80	TOTAL PUBLICATION EXPENSES	Add lines 77 to 79	\$ 1,048
		<u>BOOKSTORE</u>		
7724	81	BOOKS & SUPPLIES FOR RESALE		\$ -
7740	82	OTHER BOOKSTORE EXPENSES		\$ -
	83	TOTAL BOOKSTORE EXPENSES	Add lines 81 to 82	\$ -

ELEMENTARY SCHOOL EXPENSES

A/C	Line	ACCOUNT TITLES		ACTUAL FY 2008-09
		<u>OPERATING EXPENSES</u>		
		<u>PLANT OPERATION AND MAINTENANCE</u>		
7801	84	PLANT SALARIES		\$ 49,209
7802	85	PLANT FRINGE BENEFITS		\$ 17,169
7803	86	CONTRACTED SERVICES		\$ 18,490
7825	87	UTILITIES		\$ 34,666
7826	88	PLANT MAINTENANCE SUPPLIES		\$ 8,805
7827	89	VEHICLES		\$ 428
7829	90	INSURANCE - PROPERTY AND CASUALTY		\$ 12,276
7830	91	RENTAL OF FACILITIES AND EQUIPMENT		\$ 6,830
7840	92	OTHER PLANT EXPENSES		\$ 53
	93	TOTAL PLANT OPERATION AND MAINTENANCE EXPENSES	Add lines 84 to 92	<u>\$ 147,926</u>
	94	TOTAL OPERATING EXPENSES	Lines 34+45+51+59+ 68+76+80+83+93	<u>\$ 827,509</u>
		<u>NON-OPERATING DISBURSEMENTS</u>		
		<u>CAPITAL EXPENDITURES</u>		
7989	95	FURNITURE AND FIXTURES		\$ 323
7990	96	OFFICE/TECHNOLOGY EQUIPMENT		\$ -
7991	97	VEHICLES		\$ -
7992	98	MACHINERY AND EQUIPMENT		\$ 8
7993	99	AUDIO-VISUAL EQUIPMENT		\$ -
7994	100	CAFETERIA EQUIPMENT		\$ -
7995	101	INSTRUCTIONAL/TECHNOLOGY EQUIPMENT		\$ 18,333
7996	102	ATHLETIC EQUIPMENT		\$ -
7997	103	MUSIC PROGRAM EQUIPMENT		\$ -
7999	104	CAPITAL LEASES		\$ -
	105	TOTAL CAPITAL EXPENDITURES	Add lines 95 to 104	<u>\$ 18,664</u>
	106	TOTAL ELEMENTARY SCHOOL DISBURSEMENTS	Lines 94+105	<u>\$ 846,173</u>

ELEMENTARY SCHOOL SUMMARY

Line			ACTUAL FY 2008-09
17	OPERATING RECEIPTS		\$ 729,030
	LESS: OPERATING EXPENSES		
34	ADMINISTRATION	(\$ 128,324)
45	INSTRUCTIONAL	(\$ 547,074)
51	TRANSPORTATION SERVICES	(\$ -)
59	FOOD SERVICE PROGRAM	(\$ 2,802)
68	ATHLETIC PROGRAM	(\$ 335)
76	MUSIC PROGRAM	(\$ -)
80	PUBLICATIONS	(\$ 1,048)
83	BOOKSTORE	(\$ -)
93	PLANT OPERATION AND MAINTENANCE	(\$ 147,926)
94	TOTAL OPERATING EXPENSES	(\$ 827,509)
107	EXCESS OPERATING RECEIPTS (EXPENSES)		\$ (98,479)
	ADD/Deduct:		
	NET DAYCARE PROFIT/(LOSS)	Line 18-separate form	-
	NET LATCHKEY PROFIT/(LOSS)	Line 18-separate form	-
	ADD:		
21	NON-OPERATING RECEIPTS		14,835
23	NET PREPAID TUITION		106,525
	LESS:		
105	CAPITAL EXPENDITURES	(18,664)
	NET INCREASE (DECREASE) IN CASH BALANCE	107+21+23-105	\$ 4,217
ELEMENTARY SCHOOL INFORMATION:			ACTUAL FY 2008-09
1. STUDENT CLASSIFICATION			
a. IN-PARISH K-8			166
b. OUT OF PARISH K-8			27
TOTAL ENROLLMENT K-8			193
c. PRE-SCHOOL ENROLLMENT			0
2. COST PER STUDENT:			
TOTAL OPERATING EXPENSES (Line 94 of Summary)			\$ 827,509
COS (LINE 94 ÷ TOTAL ENROLLMENT K-8)			4287.611399
TUITION RATES:			TUITION RATES
IN-PARISH- 1ST CHILD			\$ 462,000
OUT OF PARISH - 1ST CHILD			\$ 298,000
OTHER			\$ -
<small>(Please record the entry you used to transfer prepaid tuition to income)</small>			
ACCT#	PREPAID TUITION JOURNAL ENTRY	DEBITS	CREDITS
5981.2	TRANSFERS TO SAVINGS	\$ 152,680	
0701	TUITION INCOME		\$ 152,680
0702	FEES		

**ARCHDIOCESE OF DETROIT
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

*** PARISH ORGANIZATION :**

PARISH _____

ADDRESS _____

CITY & ZIP _____

PHONE _____

PASTOR _____

PERSON TO BE CONTACTED REGARDING QUESTIONS:

NAME _____

PHONE _____

BEST TIME TO CONTACT: Hours from _____

to _____

Note: EACH ORGANIZATION OF THE PARISH NEEDS TO COMPLETE THIS FORM.

EACH ORGANIZATION NEEDS TO COMPLY WITH THE FINANCIAL POLICIES AND PROCEDURES MANUAL FOR PARISHES ("FP&PM") SUMMARIZED BELOW:

- (a) - Each organization is allowed to maintain one checking account. See FP&PM - Part I, Policy A-10.4 #1.
- (b) - The organization is not allowed to maintain savings accounts or credit union accounts (unless credit union accounts provide parish with cancelled checks). FP&PM - Part I, Policy A-10.4 #2.
- (c) - Fundraising activities such as bingo, festival, raffles, etc. which are parish-wide should not pass through the organization's checking account. See FP&PM - Part I, Policy A-10.4 #4
- (d) - The pastor should be a signer on the organization's checking account. See FP&PM - Part I, Policy A-10.4 #6.
- (e) - Organization records such as check stubs, paid and voided checks, bank statements, books of account, and supporting bills/invoices should be turned over to the parish at year-end. See FP&PM - Part I, Policy A10.4 #7
- (f) - Funds that the organization can maintain in its bank account at year-end shall not be greater than \$1,500. The excess funds should be deposited in the parish's account. FP&PM - Part I, Policy A-10.4 #8.

*** FOR USE BY EACH PARISH ORGANIZATION EXCEPT BINGO AND CEMETERY**

INCOME STATEMENT

FOR THE YEAR ENDED, JUNE 30, 2009

Line	INCOME		
1	MEMBERSHIP FEES		_____
2	RAFFLES		_____
2a	50-50		_____
2b	900 CLUB		_____
2c	OTHERS		_____
2d	LESS: PRIZES PAID	(\$ -)	\$ _____
3	VARIOUS SALES		
3a	ART AUCTION		_____
3b	BAKE AND CANDY SALES		_____
3c	GARAGE SALES		_____
3d	OTHERS		_____
3e	LESS: COST OF ITEMS SOLD	(\$ -)	\$ _____
4	MEMBERSHIP COLLECTIONS (DUES)		_____
5	DONATIONS (ITEMIZE):		
5a	_____		
5b	_____		
5c	_____		
5d	_____		\$ _____
6	OTHERS (ITEMIZE):		
6a	_____		
6b	_____		
6c	_____		
6d	_____		
6e	_____		
6f	_____		\$ _____
7	Total Income		<u>\$ _____</u>
	EXPENSES		
8	MEMBERSHIP DUES TO NATIONAL ORGANIZATIONS		_____
9	MEMBERSHIP MEETINGS AND REFRESHMENT EXPENSES		_____
10	INTRA-MEMBER SOCIALS AND ACTIVITIES		_____
11	MASS CARDS		_____
12	GIFTS		_____
13	OTHERS (ITEMIZE):		
13a	_____		
13b	_____		
13c	_____		
13d	_____		
13e	_____		
13f	_____		
13g	_____		\$ _____
14	Total Expenses		<u>\$ _____</u>
15	NET INCOME (LOSS) (LINE 7 - LINE 14)		<u>\$ _____</u>

**BANK RECONCILIATION AND NON-OPERATIONAL USAGE OF FUNDS
FOR THE YEAR ENDED, JUNE 30, 2009**

Line			FOR PARISH USE ONLY	
			ACCOUNT #	AMOUNT
16	CASH BALANCE BEGINNING JULY 1, 20__:	\$ _____	0	
	ADD (LESS):			
17	NET INCOME (LOSS) FROM OPERATIONS (LINE 15)	_____	-	
	ADD:			
18	NON-OPERATIONAL RECEIPTS (e.g. Organization LDP Withdrawals, etc.)	_____	\$0	
	EXPLAIN: _____			
19	TOTAL	_____	-	
	LESS:			
20	NON-OPERATIONAL USAGE OF FUNDS:			
20a	TRANSFERS TO PARISH CENTRAL BANK ACCOUNT:	(_____)	\$0	
20b	TRANSFERS TO ORGANIZATION LDP ACCOUNT:	(_____)	\$0	
21	PURCHASES/DISBURSEMENTS FOR PARISH:			

	_____	(\$ _____)	-	
22	CASH BALANCE ENDING JUNE 30, 20____:	\$ _____	- **	

NOTE: ** MUST AGREE WITH RECONCILED BANK BALANCE BELOW. PLEASE ATTACH JUNE 30, 20__ BANK STATEMENT.

ADDITIONAL INFORMATION

DEPOSITORY BANK _____ ACCOUNT NUMBER _____ ACCOUNT SIGNERS (Pastor must be a signer on the account) _____ _____ _____ _____	OFFICERS	
	NAME	POSITION

**BANK RECONCILIATION
As of June 30, 2009**

BALANCE PER BANK STATEMENT AS OF JUNE 30, 20_____ *				\$ _____
ADD: DEPOSITS IN TRANSIT				
	<u>DEPOSIT DATE</u>	<u>AMOUNT</u>		
	_____	_____		
	_____	_____		
			SUB-TOTAL	\$ _____
DEDUCT: OUTSTANDING CHECKS				
	<u>DATE</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
	_____	_____	_____	
			SUB-TOTAL	\$ _____)
ADJUSTED CASH BALANCE ENDING AS OF JUNE 30, 20_____				\$ _____ **

NOTE: * PLEASE ATTACH A COPY OF BANK STATEMENT FOR JUNE 30, 20_____
 ** AMOUNT SHOULD AGREE WITH THE AMOUNT SHOWN AS ENDING CASH BALANCE ON LINE 22 ABOVE

**ARCHDIOCESE OF DETROIT
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

PARISH BINGO

PARISH _____
ADDRESS _____
CITY & ZIP _____
PHONE _____
PASTOR _____

PERSON TO BE CONTACTED REGARDING QUESTIONS:

NAME _____
PHONE _____
BEST TIME TO CONTACT: Hours from _____ to _____

Note: THE BINGO COMMITTEE NEEDS TO COMPLY WITH THE FINANCIAL POLICIES AND PROCEDURES MANUAL FOR PARISHES ("FP&PM") SUMMARIZED BELOW:

- (a) - As required by State regulations, a separate bingo bank account shall be maintained. See FP&PM - Part I, Policy A-10.1 #1.
- (b) - The bingo bank account is not allowed to be maintained as a savings or credit union account (unless credit union accounts provide cancelled checks). See FP&PM - Part I, Policy A-10.1 #2.
- (c) - Only bingo related expenses may be paid out of the bingo bank account. FP&PM - Part I, Policy A-10.1 #3.
- (d) - A portion of bingo receipts, not to exceed 10% of net profits, may be paid to the administering organization. Payroll tax rules and regulations should be strictly complied with. See FP&PM - Part I, Policy A-10.1 #4.
- (e) - The maximum bank account balance at year-end, after paying all outstanding bills and expenses, must not exceed \$500 plus the amount established as the bingo change fund if the account is a regular checking account, or the minimum required bank balance if the account is an interest paying checking account. FP&PM - Part I, Policy A-10.1 #5.
- (f) - All bingo profits except the required account balance and change fund, should be deposited in the parish central bank account at the end of each month. See FP&PM - Part I, Policy A-10.1 #6.
- (g) - The bingo license should be in the name of the parish. FP&PM - Part I, Policy A-10.1 #7.
- (h) - The bingo account shall require joint signatures, with the following authorized signers: pastor, bingo committee chairperson, bingo in-charge, bingo committee treasurer. See FP&PM - Part I, Policy A-10.1 #8.
- (i) - Bingo financial records such as check stubs, paid and voided checks, bank statements, books of account, supporting bills/invoices, worksheets, and bingo reports should be turned over to the parish at year-end. See FP&PM - Part I, Policy A-10.1 #9.

**INCOME STATEMENT
FOR THE YEAR ENDED, JUNE 30, 2009**

Line	INCOME		
1	ADMISSIONS		_____
2	EARLY BIRD		_____
3	SPECIAL CARDS		_____
4	EXTRA CARDS		_____
5	SALE OF BINGO SUPPLIES		_____
6	CONCESSION SUPPLIES		_____
7	LOTTERY TICKET SALES		_____
8	OTHERS (EXPLAIN):		_____
8a	_____	_____	
8b	_____	_____	\$ -
9	Total Income		<u>\$ -</u>
	EXPENSES		
10	PRIZES:		
10a	CASH	_____	
10b	OTHERS	_____	\$ -
11	LOTTERY TICKETS FOR RESALE		_____
12	FOOD FOR RESALE		_____
13	BINGO SUPPLIES		_____
14	UTILITIES		_____
15	RENTAL OF FACILITIES AND EQUIPMENT		_____
16	REPAIRS AND MAINTENANCE		_____
17	SET UP/TEAR DOWN AND CLEAN UP		_____
18	SECURITY		_____
19	TAXES AND LICENCES		_____
20	WORKERS' STIPEND/SALARIES		_____
21	WORKERS' REFRESHMENTS AND APPRECIATION EXPENSE		_____
22	MISCELLANEOUS		_____
23	TOTAL EXPENSES		(\$ -)
24	NET INCOME (LOSS) (LINE 9 -LINE 23)		<u>\$ -</u>

**BANK RECONCILIATION AND NON-OPERATIONAL USAGE OF FUNDS
FOR THE YEAR ENDED, JUNE 30, 2009**

Line			
1	CASH BALANCE BEGINNING, JULY 1 20 _____		\$ \$ _____ -
1a	IN BANK	\$ _____	
1b	ON HAND (CHANGE FUND)	\$ _____	
	ADD:		
2	NET INCOME (LOSS) FROM OPERATIONS (Line 24)		\$ _____ -
3	NON-OPERATIONAL RECEIPTS (e.g. Bingo LDP Withdrawals, etc.) EXPLAIN: _____		\$ _____ -
4	SUB-TOTAL		\$ _____ -
	LESS:		
5	NON-OPERATIONAL USAGE OF FUNDS:		
5a	TRANSFERS TO PARISH CENTRAL BANK ACCOUNT:		(\$ _____ -)
5b	TRANSFERS TO BINGO LDP ACCOUNT:		(\$ _____ -)
6	PURCHASES OF BINGO EQUIPMENT:		
	_____	\$ _____ -	
	_____	\$ _____ -	(\$ _____ -)
7	PURCHASES FOR PARISH:		
	_____	\$ _____ -	
	_____	\$ _____ -	(\$ _____ -)
8	CASH BALANCE ENDING, JUNE 30, 20 _____		\$ \$ _____ -
8a	IN BANK	\$ _____ - **	
8b	ON HAND (CHANGE FUND)	\$ _____ -	

NOTE: ** MUST AGREE WITH RECONCILED BANK BALANCE BELOW. PLEASE ATTACH JUNE 30, 20__ BANK STATEMENT

BINGO INFORMATION

LICENSE NUMBER _____ LICENSEE _____ DEPOSITORY BANK _____ ACCOUNT NUMBER _____ ACCOUNT SIGNERS (Pastor must be a signer on this account): _____ _____ _____	OFFICERS <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">NAME</th> <th style="width:50%;">POSITION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	NAME	POSITION								
NAME	POSITION										

**BANK RECONCILIATION
As of June 30, 20__**

BALANCE PER BANK STATEMENT AS OF JUNE 30, 20__ *	\$ \$ _____ -																											
ADD: DEPOSITS IN TRANSIT																												
<table style="width:100%;"> <thead> <tr> <th style="width:40%;">DEPOSIT DATE</th> <th style="width:30%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td>_____</td><td>\$ _____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	DEPOSIT DATE	AMOUNT	_____	\$ _____	_____	_____	SUB-TOTAL \$ _____ -																					
DEPOSIT DATE	AMOUNT																											
_____	\$ _____																											
_____	_____																											
DEDUCT: OUTSTANDING CHECKS																												
<table style="width:100%;"> <thead> <tr> <th style="width:20%;">DATE</th> <th style="width:20%;">CHECK NO.</th> <th style="width:30%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>\$ _____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	DATE	CHECK NO.	AMOUNT	_____	_____	\$ _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	SUB-TOTAL (\$ _____ -)
DATE	CHECK NO.	AMOUNT																										
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_____	_____	_____																										
ADJUSTED CASH BALANCE ENDING AS OF JUNE 30, 20__	\$ \$ _____ - **																											

NOTE: * PLEASE ATTACH A COPY OF BANK STATEMENT FOR JUNE 30, 20__
 ** AMOUNT SHOULD AGREE WITH THE AMOUNT SHOWN AS ENDING CASH BALANCE ON LINE 8a ABOVE

ARCHDIOCESE OF DETROIT FINANCIAL REPORT

#REF!

* **CONSOLIDATED SCHOOL ORGANIZATION :** _____

NOTE: * For Schools that are not part of a Parish)

SCHOOL _____

ADDRESS _____

CITY & ZIP _____

PHONE _____

PRINCIPAL _____

PERSON TO BE CONTACTED REGARDING QUESTIONS:

NAME _____

PHONE _____

BEST TIME TO CONTACT: Hours from _____ to _____

Note: EACH SCHOOL FUNDING ORGANIZATION NEEDS TO COMPLETE THIS FORM.

EACH ORGANIZATION NEEDS TO COMPLY WITH THE FINANCIAL POLICIES AND PROCEDURES MANUAL FOR CONSOLIDATED SCHOOLS ("FP&PM") SUMMARIZED BELOW:

- (a) - Each organization is allowed to maintain one checking account. See FP&PM - Part I, Policy A-10.4 #1.
- (b) - The organization is not allowed to maintain savings accounts or credit union accounts (unless credit union accounts provide the school with cancelled checks). FP&PM - Part I, Policy A-10.4 #2.
- (c) - Fundraising activities such as bingo, festival, raffles, etc. which involve the whole school should not pass through the organization's checking account. See FP&PM - Part I, Policy A-10.4 #4
- (d) - The principal and organization president/treasurer should be a signer on the organization's checking account. See FP&PM - Part I, Policy A-10.4 #6.
- (e) - Organization records such as check stubs, paid and voided checks, bank statements, books of account, and supporting bills/invoices should be turned over to the school business office at year-end. See FP&PM - Part I, Policy A10.4 #7
- (f) - Funds that the organization can maintain in its bank account at year-end shall not be greater than \$1,500. The excess funds should be deposited in the school's account. FP&PM - Part I, Policy A-10.4 #8.

* FOR USE BY EACH CONSOLIDATED SCHOOL FUNDING ORGANIZATION EXCEPT BINGC

INCOME STATEMENT
FOR THE YEAR ENDED, JUNE 30, 20 _____

Line	INCOME		
1	MEMBERSHIP FEES		_____
2	RAFFLES		_____
2a	50-50		_____
2b	900 CLUB		_____
2c	OTHERS		_____
2d	LESS: PRIZES PAID	(\$ -)	\$ _____ -
3	VARIOUS SALES		_____
3a	ART AUCTION		_____
3b	BAKE AND CANDY SALES		_____
3c	GARAGE SALES		_____
3d	OTHERS		_____
3e	LESS: COST OF ITEMS SOLD	(\$ -)	\$ _____ -
4	MEMBERSHIP COLLECTIONS (DUES)		_____
5	DONATIONS (ITEMIZE):		_____
5a	_____		_____
5b	_____		_____
5c	_____		_____
5d	_____		\$ _____ -
6	OTHERS (ITEMIZE):		_____
6a	_____		_____
6b	_____		_____
6c	_____		_____
6d	_____		_____
6e	_____		_____
6f	_____		\$ _____ -
7	Total Income		\$ _____ -
	EXPENSES		
8	MEMBERSHIP DUES TO NATIONAL ORGANIZATIONS		_____
9	MEMBERSHIP MEETINGS AND REFRESHMENT EXPENSES		_____
10	INTRA-MEMBER SOCIALS AND ACTIVITIES		_____
11	MASS CARDS		_____
12	GIFTS		_____
13	OTHERS (ITEMIZE):		_____
13a	_____		_____
13b	_____		_____
13c	_____		_____
13d	_____		_____
13e	_____		_____
13f	_____		_____
13g	_____		\$ _____ -
14	Total Expenses		\$ _____ -
15	NET INCOME (LOSS) (LINE 7 - LINE 14)		\$ _____ -

**BANK RECONCILIATION AND NON-OPERATIONAL USAGE OF FUNDS
FOR THE YEAR ENDED, JUNE 30, 20____**

Line			FOR SCHOOL USE ONLY	
			ACCOUNT #	AMOUNT
16	CASH BALANCE BEGINNING JULY 1, 20____:	\$ _____		
	ADD (LESS):			
17	NET INCOME (LOSS) FROM OPERATIONS (LINE 15)	_____ -		
	ADD:			
18	NON-OPERATIONAL RECEIPTS (e.g. Organization LDP Withdrawals, etc.)	_____		
	EXPLAIN: _____			
19	TOTAL	_____ -		
	LESS:			
20	NON-OPERATIONAL USAGE OF FUNDS:			
20a	TRANSFERS TO SCHOOL CENTRAL BANK ACCOUNT:	(_____ -)		
20b	TRANSFERS TO ORGANIZATION LDP ACCOUNT:	(_____ -)		
21	PURCHASES/DISBURSEMENTS FOR SCHOOL:			
	_____ \$ _____			

	_____	(_____ -)		
22	CASH BALANCE ENDING JUNE 30, 20____:	\$ _____ - **		

NOTE: ** MUST AGREE WITH RECONCILED BANK BALANCE BELOW. PLEASE ATTACH JUNE 30, 20____ BANK STATEMENT.

ADDITIONAL INFORMATION

		OFFICERS	
		NAME	POSITION
DEPOSITORY BANK _____			
ACCOUNT NUMBER _____			
ACCOUNT SIGNERS (Principal must be a signer on the account)			

BANK RECONCILIATION

As of June 30, 20____

BALANCE PER BANK STATEMENT AS OF JUNE 30, 20____			\$ _____ -
ADD: DEPOSITS IN TRANSIT			
	<u>DEPOSIT DATE</u>	<u>AMOUNT</u>	
	_____	_____	
	_____	_____	
			SUB-TOTAL \$ _____ -
DEDUCT: OUTSTANDING CHECKS			
	<u>DATE</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
	_____	_____	\$ _____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
			SUB-TOTAL (\$ _____ -)
ADJUSTED CASH BALANCE ENDING AS OF JUNE 30, 20____			\$ _____ - **

NOTE: * PLEASE ATTACH A COPY OF BANK STATEMENT FOR JUNE 30, 20____
 ** AMOUNT SHOULD AGREE WITH THE AMOUNT SHOWN AS ENDING CASH BALANCE ON LINE 22 ABOVE