

Annual Financial Report RUBRIC

REQUIRED	Included	N/A
1) Year-end report with YTD numbers is required; regardless of whether monthly/quarterly reports are also shared.	<input type="checkbox"/>	
2) Summary of the Statement of Activities for the parish, school, and faith formation programs. <i>Financial information from foundations and cemeteries are also encouraged.</i>	<input type="checkbox"/>	
3) All revenue and expenses must be included, and can be summarized.	<input type="checkbox"/>	
4) Provide comparative data such as: <i>Actual YTD, Budget YTD, Last Year Actual</i>	<input type="checkbox"/>	
5) Following information from the Statement of Financial Position must be included:		
Operating Cash and Investment Totals	<input type="checkbox"/>	
Restricted Cash & Investments including: Foundations, Endowments, Bldg Funds	<input type="checkbox"/>	<input type="checkbox"/>
Other income-producing assets (e.g., apartments, houses, farms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Long-term debt, Line of Credit, Promissory Notes	<input type="checkbox"/>	<input type="checkbox"/>
Any Past-Due debt	<input type="checkbox"/>	<input type="checkbox"/>
6) The report should be reviewed by the Finance Council and Pastor before it is disbursed to parishioners.	<input type="checkbox"/>	
7) At a minimum, post this report somewhere <u>on premises</u> ; and provide copy upon member's request.	<input type="checkbox"/>	

HIGHLY ENCOURAGED

1) Include narratives with the financial information to indicate how the parish is being a good steward and planning for the future.	<input type="checkbox"/>	
2) In addition to posting the report on premises, we recommend attaching it in the bulletin, or sending a copy electronically to parishioners.	<input type="checkbox"/>	

KEY CONSIDERATIONS

- a) keep basic statements to one page when possible, and choose fonts for easy readability.
- b) remove account numbers to reduce clutter
- c) note the date or time period of the financial reports.
- d) if simply listing expenses, consider doing so by largest to smallest dollar amounts or alphabetically
- e) use pie charts to show relationships among different income/expenses (*in addition to including the numbers*)
- f) use line graphs to demonstrate trends over multiple years for significant income/expense categories such as tithes, building, or program expenses.
- g) include a list of the Finance Council members and their contact information