

# Instructions & Checklist: **FY2026 Annual Financial Report Process**

The Annual Financial Report covers the fiscal year of **July 1, 2025**, to **June 30, 2026**.

1.  Be certain that all year-end entries are posted and reconciled.  
*If you are struggling to close out earlier months, please reach out to the finance department with the questions or issues preventing this.*
2.  Complete the **Annual Financial Survey ONLINE**.  
If you need assistance with this process, contact Jessica Holcomb at [jholcomb@dmdiocese.org](mailto:jholcomb@dmdiocese.org).  
*A PDF version of the survey questions will be made available for your convenience **in completing the survey ONLINE**.*
3.  Present the items listed below to the Pastor/Principal and Finance Council/School Board.
  - Statement of Financial Position
  - Statement of Dedicated Accounts
  - Statement of Activities including Annual Budget through June 30, 2026.
  - Copy of completed Annual Financial Survey
  - Proposed Annual Financial Report to be shared with Parish/student families.

**DO NOT send these to the Diocese!**

*Upon review and approval of the above Financial Statements, you can now close the fiscal year in ParishSOFT, thus completing the [“Closing the Fiscal Year in ParishSOFT Accounting” process from pg.94 of the Resource Manual](#).*
4.  **At the meeting**, every member of the Finance Council/School Board and each Trustee must sign the AFR Affirmation signature page. This states that they reviewed and approved the financial statements and the AFR survey. We also need an updated contact information form filled out for all the members of these groups.
5.  **Submit to the Diocese:**
  - The **AFR Affirmation Signature Page** signed by all members of the Finance Council/School Board and the Trustees as well as the pastor/school administrator.
  - The **Contact Information Sheet** for all members of the Finance Council/School Board and the Trustees.
6.  **Minimum Requirements:** The Annual Financial Report **MUST** be posted on the premises, in view of parishioners/stakeholders; and be able to provide a copy to members upon request.  
Additional distribution suggestions include providing the Annual Report
  - electronically or by mail
  - attaching in the bulletin.The report should include the details listed in the Resource Manual at **514.1 FINANCIAL REPORT**  
<https://www.dmdiocese.org/filesimages/Finance/Resource%20Manual/RESOURCE%20MANUAL%20CURRENT-UPDATE%2012032025.pdf#page=96>
7.  **Submit to the Diocese:**
  - A copy of the **Annual Financial Report** presented to the parish/student families or stakeholders; noting the date it was presented or shared.
8.  PLEASE ABIDE BY THE **SEPTEMBER 30<sup>TH</sup>** DEADLINE and communicate issues, questions, concerns or delays to Jessica as soon as possible.

*Thank you for your effort in completing this important and necessary annual process!*