



Financials to Finance Council

LAURA HOFSTRAND – DIOCESE OF DES MOINES

Financial Statements to Share

- ▶ Statement of Financial Position (aka Balance Sheet)
 - ▶ Suggested Columns: Year-to-Date (YTD), Beginning Balance, YTD Change
- ▶ Statement of Activities (aka Income Statement)
 - ▶ Suggested Columns: YTD Actual, Annual Budget, Annual Budget vs YTD Actual, YTD Last Year
- ▶ Statement of Dedicated Accounts
- ▶ NOTE: Consider emailing the reports to the FC before the meeting, so they have time to review.

Additional Reports to Share

- ▶ Funds Held for Others (FHFO) accounts – Trial Balance report for the FHFO accounts in summary version.
- ▶ Restricted Funds – list of restricted cash balances and their restricted purpose.
- ▶ List of past due bills
- ▶ Schools – share a Tuition Aging report from FACTS that shows how much is yet to be collected in tuition.
- ▶ Capital Campaign or Fundraiser report (project report etc.)
- ▶ Income Statement – 5 year report (in Psoft: Statement of Activities – Columnar Date Selection)

Report Formatting

- ▶ Try to avoid detail overload – the reports should be useful
 - ▶ Consider having 1 member of the FC thoroughly review more detailed reports, while the overall FC receives more summarized information.
- ▶ Share multiple versions of the same report:
 - ▶ Sort/Subtotals
 - ▶ Detail vs. Summary

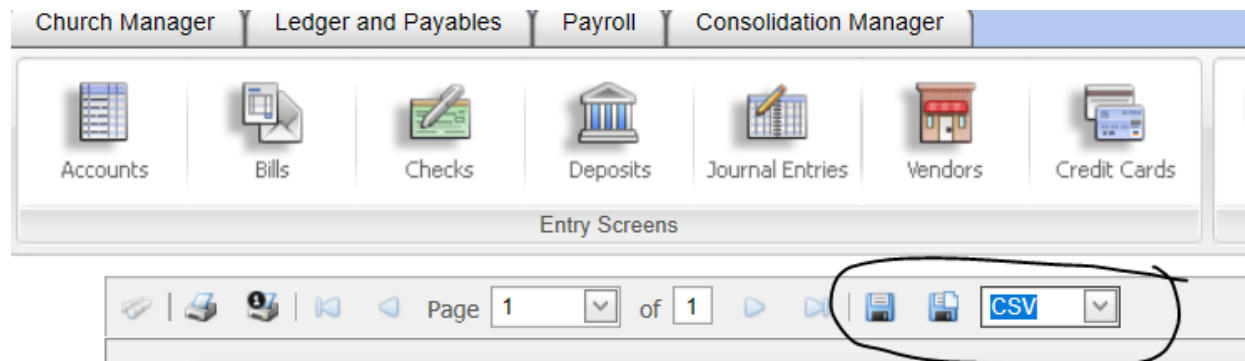
The screenshot shows a configuration window titled "** Define Report [Unused] s & Sorting". It contains four rows, each representing a "Group Section". Each row has a dropdown menu and a checkbox labeled "Print Sub-Headings & Sub-Totals".

Group Section	Dropdown Selection	Print Sub-Headings & Sub-Totals
Group Section 1:	Program	<input checked="" type="checkbox"/>
Group Section 2:	Category	<input checked="" type="checkbox"/>
Group Section 3:	[Unused]	<input checked="" type="checkbox"/>
Group Section 4:	[Unused]	<input checked="" type="checkbox"/>

A dropdown menu is open over the "Group Section 1" dropdown, showing the following options: [Unused], Entity, Program (highlighted), Category, and Sub Category.

Export to Excel

- ▶ Exporting to Excel can allow you to edit descriptions for greater clarity and to create a different format if necessary.
- ▶ Make sure that the bottom line matches what ParishSOFT Accounting shows
 - ▶ Have a second person verify that the totals reported on the Excel version – bookkeeper/business manager or member of FC with Psoft Acctg access.



Multiple Versions of Income Statement

Diocese of Des Moines Income Statement - Operations

Three Months Ended September 30, 2020 - 25%

	FY2021 Actual	Annual Budget	Budget Variance	% Used	FY2020 YTD
Revenues					
Operating Income					
Appeal Income	\$596,398	\$3,591,174	(\$2,994,776)	17 %	\$442,679
Endowment Funds	\$324,959	\$1,296,870	(\$971,911)	25 %	\$294,178
Advertising Revenue	\$13,367	\$25,000	(\$11,633)	53 %	\$33,925
Contributions	\$208,912	\$196,500	\$12,412	106 %	\$162,728
Fees	\$168,632	\$543,701	(\$375,069)	31 %	\$74,803
NCYC Revenue	\$0	\$0	\$0	0 %	\$2,532
Grants	\$0	\$174,805	(\$174,805)	0 %	\$25,078
Total Operating Income	\$1,312,268	\$5,828,050	(\$4,515,782)	23 %	\$1,035,923

- To create something similar in ParishSOFT Accounting, use the detail version of the Statement of Activities and don't print account shortcuts with no sorting
- Export to Excel, and add subtotals and descriptions
- Suppress Zero Accounts and Show Numbers without Cents to remove clutter

** Report Options

- Include Inactive History Accounts
 Show Numbers Without Cents
 Print Account Codes
 Show Dimension Codes
 Suppress Zero Accounts
 Print Shortcuts

Multiple Versions of Income Statement

Diocese of Des Moines Income Statement

Three Months Ended September 30, 2020

	FY2021 Actual	Annual Budget	Budget Variance	% Used Notes	
000 - General					
Revenue	\$757,924	\$4,732,009	(\$3,974,085)	16 %	Income understated \$300k due to ADA. Budgeted exp includes \$123k contingency.
Expense	(\$109,195)	(\$515,409)	\$406,214	21 %	
Net Surplus/(Deficit)	\$648,730	\$4,216,600	(\$3,567,870)	15 %	
003 - Worship					
Revenue	\$3,195	\$21,000	(\$17,805)	15 %	
Expense	(\$5,927)	(\$62,504)	\$56,577	9 %	
Net Surplus/(Deficit)	(\$2,732)	(\$41,504)	\$38,772	7 %	
004 - Chaplaincy					

- To create something similar in ParishSOFT Accounting, use the summary version of the Statement of Activities and sort by Program.
- Export to Excel for additional formatting.

NOTE: This version of the Inc. Stmt might be especially helpful to schools.

Notes to Financials

- ▶ Share a narrative of items to highlight:
 - ▶ Cash balance? AR (Schools) Balance?
 - ▶ Tithing actual vs. budget? School tuition actual vs budget?
 - ▶ Highlight expenses that are over/under budget
 - ▶ Timing Issues?

Diocese of Des Moines
Three Months Ended September 30, 2020
Notes to Financial Statements

Balance Sheet:

Total assets for the Diocese as of September 30th are just under \$21M. Over half of this is held in investments. In July we withdrew 3.75% from the endowments at the Catholic Foundation in anticipation of market volatility this year. These funds are currently held in our investment account at Bankers Trust and are included in the \$10.6M shown under Diocesan Investments. The \$10.6M also includes the \$2.1M received in tax credits for the Pastoral Center.

Due to our withdrawal of the 3.75% from the endowments in July (totaling approximately \$900k), we are carrying a negative receivable within the Accounts Receivable line of \$83k. Normally at this time of year, this line would be closer to \$1M instead of \$83k, due to invoicing the parishes/schools for property, liability, and workers compensation insurance. However, because of our early withdrawal, these two items are cancelling each other out resulting in a net receivable of \$83k.

Accounts payable includes the PPP Loan of \$345,900. We have submitted our application for forgiveness to our bank. Accounts Payable also includes \$750k due to Catholic Mutual Group for our Property/Liability insurance, which is paid monthly.

Income Statement – Operations

After three months, the Diocese shows an operational deficit of \$100k. After adjusting for the timing of the Annual Diocesan Appeal, that becomes a surplus of \$200k. This surplus results mostly to contributions due to the timing of the Mirror and Seminarian appeals.

Other Suggestions?

- ▶ What do you share with your FC?
- ▶ What works well?
- ▶ Do you utilize Excel?