

ANNUAL REPORT

The Annual Report is now available for data entry. Please browse to <http://bishoprep.dioc.org>, select your parish, and enter a password, which will allow you to return to the Annual Report as often as needed before you submit the final Report.

Just a reminder to tab through the fillable fields, as hitting enter will close the page. Also, the fields do not allow character entry (\$, #, &), only whole numbers. **There is a 60-minute timer on sessions before data entry and saving generate errors.**

The Annual Report must be submitted to us via the website above. The attached Annual Report form is for your use only to help in filling it out online.

The Societies and Organizations Report is for parish use only. The report is now fillable and will auto-calculate. You do not need to return that to the Diocese.

Please complete the Annual Report on Consultation in the Parish and return to the Diocese. This form also has been revised. Please use the form that has been provided with these instructions. **Please refrain from using old forms which do not include required information.**

The Catholic Mutual Financial Review Verification Form must also be completed and returned to us. No changes were made to this report.

The Endowment Trust Annual Report when completed is to be returned to the Diocese and **NOT** to St. Ambrose Financial Services, Inc.

All required reports must be submitted to the Diocese by August 31.

Please follow instructions as listed below:

- 1) Please be aware of the following when completing the Annual Report:
 - a. Section I. Assets, 2 now needs a listing of all other investments held outside of St. Ambrose Financial Services, Inc.
 - b. Section IV. Receipts, 30 was added to accommodate for the account (437) Income from other Parish/School. This amount will be deducted from the total amount of receipts.
Note: You will not balance to your total receipts on your Statement of Activities.
 - c. Section IV. Receipts, 53 new line which requires you to report Prior Year Other Assets from your June 30, 2017 Annual Report (last year's Report).
 - d. Please note the updated instruction on Section IV. Receipts, 54.
 - e. Section V. Disbursements, 100 was added to accommodate for the new account (437) Income from Other Parish/School. Please enter account (437) as a **NEGATIVE** number as this will correct for the expenses in your accounts that are not truly your expenses, rather the expenses of the other parish/school.
 - f. Section V. Disbursements, 115.5 Other Assets – Include the number from Section I. Assets #3D from page1.
 - g. Section V. Disbursements, 117 new line which requires you to report Prior Year Accounts Payable from your June 30, 2017 Annual Report (last year's Report).

- 2) The amounts listed on line 22 Special Collections for Building Projects and Renovations are deductible for quota determination only if the project is over \$5,000.00, has been approved by the Bishop and the funds are invested in the St. Ambrose Financial Services, Inc. *A copy of the approved Improvement Authorization Request form must be sent in order to qualify for this deduction.*

- 3) Collections to pay off parish loans borrowed from St. Ambrose Financial Services, Inc. on approved projects should not be reported as special project collections on line 22, but rather line 23 Special Collections for Debt Retirement.
- 4) Endowment trust funds should not be listed as assets on the Annual Report. If you have a parish endowment trust fund, please prepare the Endowment Trust Annual Report and submit to St. Ambrose Financial Services, Inc.
- 5) The data reported on the Annual Report is used for calculating quotas and targets for the Diocesan Annual Appeal. The minimum quota billed is \$2,000.00.