**Schedule for completing the 2024-2025 Annual Report:**

* The parish fiscal year ended **June 30, 2025**.
* All parishes must complete the online [Statement of General Statistics](https://docs.google.com/forms/d/e/1FAIpQLSeaZoWr7I3B7Naihe2DIAJcxsA301Cr1D_7eQpA1hgUrCDnhQ/viewform?usp=header)for this past fiscal year **(2024-2025)**. Use the link above to complete the statement. Do not attempt to use links from prior years.
* All parishes must download and complete[On Consultation in the Parish](https://diolc.org/files/temporalities/On-Consultation-in-the-Parish.doc). Email the completed form to [kjereczek@diolc.org](http://kjereczek@diolc.org/)
* All parishes must download and complete [the *Catholic Mutual Financial Review Verification Form*](https://diolc.org/files/temporalities/Catholic-Mutual-Financial-Review-Verification-Form.doc). Email the completed form to [kjereczek@diolc.org](https://d.docs.live.net/3a6027d025104c8f/Documents/kjereczek%40diolc.org).
* Plan to close your parish books for this past fiscal year **(2024-2025**) no later than **August 31, 2025**. This includes cemetery and endowment accounts.
* Parishes with schools that participate in the state voucher program and are subject to state audits are exempt from **August 31** closing. They will not close the fiscal year until their voucher program audit is finalized and adjusting journal entries are recorded. These journal entries must be completed, and the books close by **October 31, 2025**.
* Parishes using QuickBooks Online should review their Trial Balances to identify nonstandard accounts, including header accounts. Nonstandard and header accounts will not record account balances in the automated Annual Report. Non-standard account transactions must be reclassified into valid accounts.
* Parishes should run the [Parish Balance Tool](https://drive.google.com/drive/folders/1Pi7afF_v_4qyFUUg9QKEzYcoGDvGvsEp?usp=drive_link) to verify that all annual reports for the parish, and any cemeteries or endowments are balanced and complete. Please also verify allocations for School (column B) and Evangelization (Column C) are accurate and complete. When these verifications are complete and the Parish [Statement of General and Spiritual Statistics](https://docs.google.com/forms/d/e/1FAIpQLSeaZoWr7I3B7Naihe2DIAJcxsA301Cr1D_7eQpA1hgUrCDnhQ/viewform?usp=header)are submitted, the parish may request to file their Annual Report. Send your request to vpatel@diolc.org. We will run the final report and reply to the parish with a copy of the final Annual Report attached.
* Parishes that have not yet requested their final Annual Report by close of business **Friday, September 12, 2025,** will be contacted for final Annual Report data extracts after that date.
* Data extracts for parishes with schools participating in the state voucher program and subjects to state audits will be extracted after the business close of **Friday, October 31, 2025**.
* Parish adjusting journal entries after review of the prior year **(2024-2025)** Stewardship analysis must be completed no later than **October 31, 2025**.
* Stewardship offices will calculate next year's **(2026-2027)**Annual Appeal and Finance offices will calculate next year's **(2026-2027)** Quota assessments no later than **February 2026**.
* Final Annual Appeal and Quota assessments **(2026-2027)**will be issued to parishes at the beginning of **April 2026**.
* Please direct questions to Vidi Patel, [vpatel@diolc.org](file:///C%3A%5CUsers%5Cnlichter%5CDownloads%5Cvpatel%40diolc.org)