

# DIOCESE OF PEMBROKE



## FINANCIAL REPORT

From January 1, \_\_\_\_\_

to December 31, \_\_\_\_\_

**PARISH/MISSION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

To be forwarded to the Chancery Office by January 31<sup>st</sup> of each year.

\_\_\_\_\_  
**Pastor/Administrator**

\_\_\_\_\_  
**Date**

**If you have an inventory of personal belongings for insurance purposes –  
Please attach a photocopy.**

**Received at the Chancery:** \_\_\_\_\_, **20**\_\_\_\_\_

<b>4000</b>		<b>REVENUE</b>	
<b>ORDINARY REVENUE</b>	<b>4100</b>		
		<b>4110</b>	<b>SUNDAY COLLECTION</b>
		<b>4120</b>	<b>EASTER COLLECTION</b>
		<b>4130</b>	<b>CHRISTMAS COLLECTION</b>
<b>TOTAL SUBJECT TO CATHEDRATICUM:</b>			<b>\$ -</b>
<b>SPECIAL COLLECTIONS:</b>	<b>4200</b>		
		<b>4210</b>	<b>POPE'S PASTORAL WORKS</b>
		<b>4220</b>	<b>SEMINARY COLLECTION</b>
		<b>4230</b>	<b>FOREIGN MISSIONS</b>
		<b>4240</b>	<b>NEEDS OF CANADIAN CHURCH</b>
		<b>4250</b>	<b>EVANGELIZATION OF PEOPLES</b>
		<b>4260</b>	<b>SHARE LENT</b>
		<b>4270</b>	
		<b>4280</b>	
<b>TOTAL OF SPECIAL COLLECTIONS:</b>			<b>\$ -</b>
<b>PASTORAL/LITURGICAL</b>	<b>4300</b>		
		<b>4310</b>	<b>FUNERAL/WEDDING STIPENDS</b>
		<b>4320</b>	<b>MASS STIPENDS</b>
		<b>4330</b>	<b>RETREATS &amp; MISSIONS</b>
		<b>4340</b>	<b>ARTICLES OF DEVOTION</b>
		<b>4350</b>	<b>SACRAMENTAL PREPARATION</b>
		<b>4360</b>	<b>MASS BOOKLETS</b>
<b>PARISH EVENTS</b>	<b>4400</b>		
		<b>4410</b>	<b>PARISH SUPPER</b>
		<b>4420</b>	<b>FUNERAL MEALS</b>
		<b>4430</b>	<b>FUND RAISING EVENTS</b>
		<b>4440</b>	<b>SPONSORS ( PARISH BULLETIN)</b>
<b>INTEREST</b>	<b>4500</b>		
		<b>4510</b>	<b>BANK INTEREST</b>
		<b>4520</b>	<b>INTER-PAROCHIAL LOAN</b>
		<b>4530</b>	<b>INVESTMENT INTEREST</b>
		<b>4540</b>	
<b>REBATES, CLAIMS, ETC.</b>	<b>4600</b>		
		<b>4610</b>	<b>G.S.T. &amp; H.S.T. REBATES</b>
		<b>4620</b>	<b>INSURANCE CLAIMS</b>
		<b>4630</b>	<b>MISCELLANEOUS REVENUE</b>
		<b>4640</b>	<b>SUBSIDIES (FED, PROV, MUN)</b>
		<b>4650</b>	
<b>DONATIONS</b>	<b>4700</b>		
		<b>4710</b>	<b>SPECIAL DONATIONS</b>
		<b>4720</b>	<b>BEQUESTS</b>
		<b>4730</b>	<b>COLLECTIONS (FUNERALS/WEDDINGS QUEBEC)</b>
		<b>4740</b>	<b>MEMORIAL FUND</b>
<b>NEW LOANS</b>	<b>4800</b>		
		<b>4810</b>	<b>INTER-PAROCHIAL LOAN</b>
		<b>4820</b>	<b>OTHER LOANS (APPROVED)</b>
<b>HALL/OTHER PROPERTY</b>	<b>4900</b>		
		<b>4910</b>	<b>RENT - HALL</b>
		<b>4920</b>	<b>RENT - RECTORY</b>
		<b>4930</b>	<b>DONATIONS</b>
		<b>4940</b>	
		<b>4950</b>	
<b>TOTAL REVENUE OF THIS YEAR:</b>			<b>\$ -</b>
<b>BANK BALANCE (PREVIOUS YEAR):</b>			
<b>GRAND TOTAL:</b>			<b>\$ -</b>

<b>5000</b>		<b>EXPENSES</b>		
<b>SALARIES</b>	<b>5100</b>			
		<b>5110</b>	<b>CLERGY</b>	
		<b>5120</b>	<b>LAY STAFF</b>	
		<b>5130</b>	<b>UIC, CPP/QPP, EHT/RAMQ, INCOME TAX</b>	
		<b>5140</b>	<b>RETREAT, PASTORAL INSTITUTE, ETC.</b>	
		<b>5150</b>	<b>GREAT WEST LIFE</b>	
		<b>5160</b>	<b>CLERGY FUND</b>	
		<b>5170</b>	<b>DISABILITY PENSION</b>	
		<b>5180</b>	<b>PASTORAL ASSISTANTS</b>	
<b>TRAVEL EXPENSES &amp; OTHER</b>	<b>5200</b>			
		<b>5210</b>	<b>REIMBURSEMENT - MONTHLY TRAVEL</b>	
		<b>5220</b>	<b>REIMBURSEMENT - OTHER TRAVEL</b>	
<b>ADMINISTRATION</b>	<b>5300</b>			
		<b>5310</b>	<b>BANK CHARGES</b>	
		<b>5320</b>	<b>OFFICE SUPPLIES</b>	
		<b>5330</b>	<b>CHARITABLE DONATIONS</b>	
		<b>5340</b>	<b>CAPITAL EXPENSES - CHURCH</b>	
		<b>5350</b>	<b>CAPITAL EXPENSES - RECTORY</b>	
		<b>5360</b>	<b>CAPITAL EXPENSES - HALL/OTHER PROPERTY</b>	
		<b>5370</b>	<b>OTHER</b>	
		<b>5380</b>	<b>ACCOUNTING</b>	
		<b>5390</b>	<b>PHOTOCOPIES</b>	
		<b>5391</b>	<b>POSTAGE AND PUBLICITY</b>	
<b>GENERAL EXPENSES</b>	<b>5400</b>			
		<b>5410</b>	<b>UTILITIES - WATER, HYDRO, ETC.</b>	
		<b>5420</b>	<b>REPAIRS &amp; MAINTENANCE</b>	
		<b>5430</b>	<b>FUEL</b>	
		<b>5440</b>	<b>SNOW REMOVAL</b>	
		<b>5450</b>	<b>LAWN MAINTENANCE</b>	
<b>CHURCH EXPENSES</b>	<b>5500</b>			
		<b>5510</b>	<b>FURNISHINGS</b>	
		<b>5520</b>	<b>LITURGICAL/RELIGIOUS SUPPLIES</b>	
		<b>5530</b>	<b>PARISH MISSIONS, RETREATS</b>	
		<b>5540</b>	<b>SACRAMENTAL PREPARATION</b>	
		<b>5550</b>	<b>PARISH EVENTS</b>	
		<b>5560</b>	<b>CHURCH ENVELOPES</b>	
		<b>5570</b>	<b>BULLETINS, MISSALS, NEWSPAPERS, PAPERS, ETC.</b>	
		<b>5580</b>	<b>MISCELLANEOUS</b>	
<b>RECTORY EXPENSES</b>	<b>5600</b>			
		<b>5610</b>	<b>FURNISHINGS</b>	
		<b>5620</b>	<b>GROCERIES</b>	
		<b>5630</b>	<b>TELEPHONE</b>	
		<b>5640</b>	<b>OTHER HOUSEHOLD EXPENSES</b>	
		<b>5650</b>	<b>REPAIRS AND MAINTENANCE</b>	
		<b>5660</b>	<b>MISCELLANEOUS (CABLE, NEWSPAPERS)</b>	
<b>HALL/OTHER PROPERTY</b>	<b>5700</b>			
		<b>5710</b>	<b>FURNISHINGS</b>	
		<b>5720</b>	<b>MISCELLANEOUS</b>	
		<b>5730</b>	<b>REPAIRS AND MAINTENANCE</b>	
<b>INSURANCE AND TAXES</b>	<b>5800</b>			
		<b>5810</b>	<b>INSURANCE</b>	
		<b>5820</b>	<b>VARIOUS TAXES</b>	
		<b>5830</b>	<b>PARISH VEHICLE INSURANCE</b>	
		<b>5840</b>	<b>W.S.I.B./CSST, ETC</b>	
		<b>5850</b>	<b>NON-REFUNDABLE TAXES</b>	
<b>INVESTMENTS/TRANSFERS</b>	<b>5900</b>			
		<b>5910</b>	<b>CATHEDRATICUM (DIOCESAN TAX)</b>	
		<b>5920</b>	<b>INTER-PAROCHIAL LOAN - PRINCIPAL</b>	
		<b>5930</b>	<b>INTER-PAROCHIAL LOAN - INTEREST</b>	
		<b>5940</b>	<b>SPECIAL COLLECTIONS - TOTAL</b>	
		<b>5950</b>	<b>INTER-PAROCHIAL LOAN - INVESTMENT</b>	
		<b>5960</b>	<b>DIOCESAN LENTEN &amp; MISSIONARY COLLECTION</b>	
		<b>5970</b>	<b>OTHER INVESTMENTS</b>	
<b>TOTAL EXPENSES:</b>				\$ -
<b>TOTAL REVENUE (FROM BOTTOM OF PAGE 2):</b>				\$ -
<b>SURPLUS/DEFICIT:</b>				\$ -

1000 ASSETS			
<b>BANK ACCOUNTS</b>	<b>1100</b>		
		<b>1110</b>	<b>MAIN ACCOUNT</b>
		<b>1120</b>	<b>OTHER ACCOUNTS</b>
		<b>1130</b>	<b>INVESTMENTS – GIC, ETC.</b>
		<b>1140</b>	<b>REFUNDABLE TAXES</b>
		<b>1150</b>	<b>PETTY CASH</b>
<b>INTER-PAROCHIAL LOAN</b>	<b>1200</b>		
		<b>1210</b>	<b>INTER-PAROCHIAL LOAN – INVESTMENTS</b>

**TOTAL OF CURRENT ASSETS:** \$ -

2000 LIABILITIES			
<b>LOANS</b>	<b>2100</b>		
		<b>2110</b>	<b>INTER-PAROCHIAL LOAN</b>
		<b>2120</b>	
<b>ACCOUNTS PAYABLE</b>	<b>2200</b>		
		<b>2205</b>	<b>ACCOUNTS PAYABLE</b>
		<b>2206</b>	<b>OTHER ACCOUNTS PAYABLE</b>
		<b>2210</b>	<b>FEDERAL GOVERNMENT</b>
		<b>2220</b>	<b>PROVINCIAL GOVERNMENT</b>
		<b>2230</b>	<b>CSST, ETC.</b>
		<b>2240</b>	<b>VACATION PAY</b>

**TOTAL OF CURRENT LIABILITIES:** \$ -

3000 MASS STIPEND ACCOUNT			
<b>MASS ACCOUNT</b>	<b>3100</b>		
		<b>3110</b>	<b>ANNOUNCED MASSES X \$15.00</b>
		<b>3120</b>	<b>INTEREST</b>
		<b>3130</b>	<b>BALANCE</b>

**BANK BALANCE IN THE MASS STIPEND ACCOUNT:** \$ -

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**PLEASE IDENTIFY IN THIS SPACE ALL OTHER BANK ACCOUNTS INCLUDING THEIR PURPOSE AND BALANCE.**

NAME OF BANK	ACCOUNT #	PURPOSE OF ACCOUNT	BALANCE
<b>1</b>			
<b>2</b>			
<b>3</b>			

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<b>BANK BALANCE – DECEMBER 31<sup>st</sup>:</b>		
<b>PLUS OUTSTANDING DEPOSITS:</b>		
<b>LESS OUTSTANDING CHEQUES:</b>		
<b>TRUE BALANCE:</b>		\$ -

<b>6000</b>	<b>CEMETERY</b>
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**REVENUE:**

<b>CASH ON HAND</b>	<b>6100</b>			
		<b>6110</b>	<b>TOTAL CASH ON HAND</b>	
<b>ASSETS OF</b>				
<b>PREVIOUS YEAR</b>	<b>6200</b>			
		<b>6210</b>	<b>CARE AND MAINTENANCE - PLOTS</b>	
		<b>6220</b>	<b>CARE AND MAINTENANCE - MONUMENTS</b>	
<b>REVENUE</b>	<b>6300</b>			
		<b>6310</b>	<b>SALE OF NEW PLOTS</b>	
		<b>6320</b>	<b>CARE AND MAINTENANCE - PLOTS</b>	
		<b>6330</b>	<b>CARE AND MAINTENANCE - MONUMENTS</b>	
		<b>6340</b>	<b>OPENING AND CLOSING OF GRAVES</b>	
		<b>6350</b>	<b>INTEREST</b>	
<b>TOTAL REVENUE:</b>				<b>\$ -</b>

**EXPENSES:**

<b>SALARIES:</b>	<b>6400</b>			
		<b>6410</b>	<b>CARETAKER</b>	
		<b>6420</b>	<b>SECRETARY</b>	
		<b>6430</b>	<b>UIC, CPP, EHT, INCOME TAX, HST</b>	
<b>OPERATING EXPENSES:</b>	<b>6500</b>			
		<b>6510</b>	<b>UTILITIES - WATER, HYDRO, ETC</b>	
		<b>6520</b>	<b>REPAIRS &amp; MAINTENANCE</b>	
		<b>6530</b>	<b>CAPITAL COSTS</b>	
		<b>6540</b>	<b>OPENING AND CLOSING OF GRAVES</b>	
<b>NEW INVESTMENTS:</b>	<b>6600</b>			
		<b>6610</b>	<b>CARE/MAINTENANCE - PLOTS</b>	
		<b>6620</b>	<b>CARE/MAINTENANCE - MONUMENTS</b>	
<b>TOTAL EXPENSES:</b>				<b>\$ -</b>