



DIOCESE OF TUCSON

BISHOP MORENO PASTORAL CENTER

FISCAL SERVICES

111 S Church Ave ● Tucson AZ 85701

PO Box 31 ● Tucson AZ 85702-0031

520-792-3410 Fax 520-838-2582

MEMORANDUM

TO: PASTORS, BUSINESS MANAGERS, BOOKKEEPERS

FROM: DAVID KNIGHT, Assistant Fiscal Manager *DK*

DATE: JULY 12, 2011

SUBJECT: 2010-2011 PARISH ANNUAL FINANCIAL REPORT and NEW BILLING INVOICING/STATEMENTS

PARISH ANNUAL FINANCIAL REPORT

This year, the report has been consolidated and simplified into a single Excel spreadsheet file.

DO NOT USE A PRIOR YEAR'S VERSION OF THE REPORT.

The current report can be downloaded off the internet by following these steps:

Go to www.diocesetucson.org website.

Click on Pastoral Center and then click the link to the Fiscal webpage.

On the Fiscal webpage, look for the PARISH ANNUAL FINANCIAL REPORT section and select the 'Click Here' to download the file.

The spreadsheet contains the instructions and the schedules needed to do the report. Be sure to review it thoroughly. If you need help with the spreadsheet, call me at 520-838-2555. Once the report is ready for the board, email the spreadsheet file along with an electronic version (PDF or Excel) of your financials (balance sheet & income statement) to Kathy Rhinehart at 'corpmatter@diocesetucson.org'. Once the report is approved by the board, email the spreadsheet and electronic version of the financials to Christina Barrios at 'chrisb@diocesetucson.org' and mail to her attention only the original completed signature page. . If you are unable to obtain this file via the internet, call Christina Barrios at 520-838-2553. The deadline for sending the complete report to Fiscal is **September 30**.

NEW BILLING INVOICING AND STATEMENTS

Starting July 1, we will be using QuickBooks to generate billing invoices and statements for the Diocesan Pastoral Center and Priests' Assurance Corporation. Assessments and other items will be entered into an invoice each month and property/liability/vehicle insurance will be entered into an invoice each quarter. Old invoices unpaid as of 6-30-11 have been consolidated into a single invoice. New invoices will be mailed each month. Please do not mix payments for the Diocese of Tucson, PAC, Special Collections, PPIT, ACA or Our Faith. We will be looking for further ways to improve the process in the coming months. This could include ACH billing payments and emailing of invoicing/statements (rather than mailing).

Thank you!

As always, thank you for all the good work you do and for your continued cooperation and timely submission of the parish annual financial report and billing payments.