



# DIOCESE OF TUCSON

BISHOP MORENO PASTORAL CENTER

FISCAL SERVICES

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520-792-3410 Fax 520-838-2582

## MEMORANDUM

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TO: PARISH ANNUAL FINANCIAL REPORT PREPARERS

FROM: DAVID KNIGHT, Assistant Fiscal Manager

DATE: JULY 19, 2010

SUBJECT: 2009-2010 PARISH ANNUAL FINANCIAL REPORT

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### Filing Date

The fiscal year for all parishes, missions, and schools runs from July 1 through June 30. After you receive and reconcile with your June 30 banking statements (checking and savings), go through the closing process as soon as possible, work up the financial report, submit it to your Board of Directors for approval and, once approved, submit the PAFR, along with the balance sheet and income statements used from your accounting system, to the Fiscal Office **by September 30**. In addition to the regular diocesan financial report, you will need to complete a simple balance sheet and income statement that will be used to file with the Arizona Corporation Commission to maintain your state non-profit corporate standing. This simplified financial report has been added into the Excel 2000 spreadsheet and will also be provided in Word 2000 and Acrobat Reader PDF formats.

### Batch Accounting Parishes

If your parish participated in the Batch Accounting program, we complete the Annual Financial Report section since we maintain your financial information in QuickBooks. We will send you a completed copy of the Annual Financial Report section soon after we finish closing your fiscal year. **In the meantime, obtain a copy of the Supplementary Information Report, fill it out and return it to the Fiscal Office by September 30.**

Distribution of the report forms over the Internet

Like last year, we are not automatically sending out the forms or emailing the files. Instead, the report can be downloaded off the internet. Here is how to do that:

Go to [www.diocesetucson.org](http://www.diocesetucson.org)

Click the link to the Fiscal webpage

On the Fiscal page, hover over PARISH ANNUAL FINANCIAL REPORT and choose to download from the following:

Instructions – Acrobat Reader PDF / Word 2000

Parish Annual Financial Report – Acrobat Reader PDF / Excel 2000/ Word 2000

Simple Financial Report – Acrobat Reader PDF / Word 2000

Supplementary Information – Acrobat Reader PDF / Word 2000

Fiscal Office Memo – Acrobat Reader PDF / Word 2000

Signature Page – Acrobat Reader PDF / Word 2000

If you are unable to obtain these forms via the internet, call Christina Barrios at 520.792.3410 ext 1053.

Special Note

For parishes with Bingo, we no longer need copies of the quarterly reports.

Remember to include copies of the balance sheet and income statement used from your accounting program to create the PAFR as support.

Due date: **September 30**

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.