

Diocese of Antigonish

FINANCIAL REPORT 2023

NAME AND ADDRESS OF PARISH

Parish Name:

Civic Address:

Mailing Address:
(If Different from Civic Address)

Financial Statement for January 1 to December 31, 2023

**TO BE COMPLETED AND SUBMITTED TO THE BUSINESS OFFICE NO
LATER THAN FEBRUARY 28 OF EACH YEAR TO:**

BUSINESS OFFICE

**DIOCESAN PASTORAL CENTRE
P.O. BOX 100
SYDNEY, NS B1P 6G9**

Business Office Use Only

Levy By Calculation _____

Interim levy Billed in January _____

Final Levy Bill July _____

REVENUES

Envelopes and Loose Offerings, Pastors Dues _____

Donations received by Etransfer or PayPal _____

Contributions by Auto Debit _____

Donations _____

Bequests _____

Societies (*CWL, Men's Club Contributions etc.*) _____

Rents (*Specify*) _____

Parish Committee Revenue (*Finance, Liturgy, etc.*) _____

Votive, Literature Revenue _____

Fundraising Activity Revenue _____

Special Collections _____

\$ -

(Add to Page 3)

Papal Charities _____

Latin America _____

Needs of Can. Churches _____

Evangelizations of Nations _____

Development & Peace _____

Holy Lands _____

Antigonish Diocesan Society _____

Other _____

Building Fund Revenue _____

Cemetery Revenue _____

Parish Hall Revenue _____

Shared Expense Revenue _____

Interest Revenue _____

HST/Grants/ Other Rebates _____

Other revenue (list on Pg. 4) _____

TOTAL RECEIPTS **\$ -**

Loans received, Jan - Dec. 31 _____

Transferred from Savings/Other Accts _____

EXPENDITURES:

CHURCH

Salaries & Benefits _____
 Heat _____
 Lights _____
 Water _____
 Insurance _____
 Choir & Organist _____
 Altar breads, Vestments & Wine _____
 Maintenance & Church Supplies _____
 Repairs, New Construction _____
 Votive Candles and Literature _____

TOTAL CHURCH \$ -

OFFICE ADMINISTRATION

Priest Salaries & Benefits _____
 Priest Car Allowance _____
 Other Employee Salaries & Benefits _____
 Interest on loans _____
 Office Supplies & Expense _____

TOTAL OFFICE \$ -

HOUSEHOLD

Salaries & Benefits _____
 Heat _____
 Lights _____
 Water _____
 Cable, Internet & Telephone _____
 Taxes _____
 Insurance _____
 Property & Building Maintenance _____
 Repairs, New Construction _____
 Groceries _____
 Small Equipment & Furniture _____

TOTAL HOUSEHOLD \$ -

HALL

Salaries & Benefits _____
 Heat _____
 Lights _____
 Water _____
 Telephone, Internet & Cable _____
 Taxes _____
 Insurance _____
 Repairs _____

TOTAL HALL \$ -

OTHER EXPENSES

Diocesan levy _____
 Special collections (list on page 1) _____
 Cemetery _____
 Shared Costs _____
 Fundraising Activities _____
 Committees _____
 Religious Education _____
 Other Expenses (list on page 4) _____

TOTAL OTHER \$ -

TOTAL EXPENSES \$ -

Loan Payments from Operations January 1 to December 31

OTHER REVENUE

Specify:

_____	_____
_____	_____
_____	_____
	\$ -

OTHER EXPENSES

Specify:

_____	_____
_____	_____
_____	_____
	\$ -

SUMMARY

Ledger balance, start of period	_____
Securities, start of period	_____
Total Receipts, pg. 2	_____
Debt, end of period	_____
TOTAL	_____

Expenditures, pg. 3	_____
Debt start of period	_____
Securities end of period	_____
Ledger balance, end of period	_____
TOTAL	_____

CURRENT ACCOUNT: RECONCILIATIONS

Bank bal. Dec. 31, 20__	_____
Add outstanding deposits/adj	_____
Less outstanding cheques/adj	_____
TRUE BANK BAL DEC 31 (PER BANK STATEMENT)	_____
LEDGER BAL. DEC 31 (From General ledger a/c)	_____

(Bank balance per statement and ledger balance should agree)

SECURITIES

	January 1, 2022	December 31, 2022
Term deposits	_____	_____
Securities	_____	_____
Loans to Chancery	_____	_____
Loans to other parishes	_____	_____
Savings Accounts No.	_____	_____
TOTALS	_____	_____

(Interest on above items to be shown under Interest Revenue, page 2)

**PARISH DEBTS: (Operating & Capital)
As of December 31, 2022**

TO WHOM OWED	AMOUNT	INTEREST %
Business Office (Contingency Fund Loan)	_____	_____
Other Parishes (Cost Share, etc)	_____	_____
Banks/Credit Unions (Included Overdraft)	_____	_____
Individuals	_____	_____
Total Parish Debt (Operating & Capital)	_____	_____

PARISH DEBTS - CURRENT (Levy, Insurance, Payroll, etc)	Amount
Levy Payable	_____
Insurance Payable	_____
Payroll Payable	_____
Credit Card Payable	_____
Accounts Payable	_____
Other Payables (specify)	_____
TOTAL	\$ _____ -

BANK ACCOUNTS	NAME OF BANK	PLACE	ACCOUNT #
Current Account	_____	_____	_____
Current Account	_____	_____	_____
Cemetery Account	_____	_____	_____
Savings Account No.	_____	_____	_____
Savings Account No.	_____	_____	_____

MAJOR REPAIRS AND CAPITAL ADDITIONS

	Major Repairs	Capital Additions	Total
House	_____	_____	_____
Church	_____	_____	_____
Hall	_____	_____	_____
Totals	_____	_____	_____

INSURANCES

Insurance in Force	Buildings	Contents	Total
	House		
	Church		
	Parish Hall		
	Other Buildings		
	Liability		
	Environmental		
	Physical & Sexual Abuse		
	Boiler		

INVENTORY

List any major changes in Parish Contents Inventory for year being reported.

1. (a) Church Furniture

(b) Sacred Vessels:

(c) Sacred Linens and Vestments:

2. Household Contents:

3. Miscellaneous:

I hereby declare that all finances of the Parish are kept separate from my personal finances in the Parish Records and Bank Deposits, and that all monies belonging to the Parish are deposited in the name of the Parish Church.

I also declare that the statement show the various transactions of the year and are accurate in details to the best of my knowledge.

For the fiscal year ended December 31, 2023

Signature of Pastor /Administrator

Place: _____

Date: _____

Parish Name:

Signature of Finance Committee and Parish Council Executive

Fiscal Year January 1 to December 31, 2023

Please provide the following information for a Diocesan Database:

Pastoral/Parish Council Chairperson Name: _____

Email: _____ Phone: _____

Finance Council Chairperson Name: _____

Email: _____ Phone: _____