



AN AFTERNOON WITH AUDIT

Annual Reports

AGENDA

- Liabilities
- Parish Drive / Capital Campaigns / Donations / Bequests / Memorials
- Reconciliation (Parish & Cemetery)
- Cemetery Permanent Maintenance
- Mass Reconciliation

MODIFIED CASH BASIS

Transactions are only recorded on the actual flow of cash in or out.

NEVER INCLUDE

- Prepaid Expenses
- Accounts Receivables
- Accounts Payables
- Accruals
- Reserves



MORTGAGES PAYABLE / NOTES PAYABLE

LIABILITIES						
MORTGAGES PAYABLE / NOTES PAYABLE (use general ledger balance):						
Type	Lender: (e.g. Bank Name, Parishioners)	Due Date:	Bal. Beginning of Year	Borrowed During Year	Paid off During Year	Unpaid Balance Year End
						\$0.00
						\$0.00
Total Mortgages / Notes Payable						\$0.00

- Mortgage loan with a bank – all notes and mortgages payable should have the lender’s name and account number in the general ledger title
- PPP loan
- Due to parish cemetery or another parish
- Parishioner loan
- Parish vehicle loan, cemetery truck loan



177 - LIABILITY FOR FUNDS HELD IN TRUST

Examples of Funds Held in Trust:

- Upon This Rock
- Money collected for needy parish families
- Parish society and organization money



Upon This Rock Example - Three Step Process

	Debit	Credit	
Step 1 - Cash Receipts:			Initial receipt of funds is done as a cash receipt.
1001 - Cash	↑ \$ 2,546.95		However funds may not be used during current fiscal year.
2013 - Upon This Rock		↑ \$ 2,546.95	Distribution of the funds would be to the liability account.
Step 2 - Disbursement:			Expense paid through Paid Invoice or Disbursement.
4432.10 - Maint & Repairs	↑ \$ 1,200.00		Distribution of the funds would be to the proper expense account
1001 - Cash		↓ \$ 1,200.00	(4000).
Step 3 - Adjusting Journal Entry:			Final Step is realizing the receipt from the liability.
2013 - Upon This Rock	↓ \$ 1,200.00		Reduces liability by the amount of the paid invoice/disbursement.
3301.10 - Approved Capital Campaign		↑ \$ 1,200.00	Increases revenue (3000) account as funds are used.
			Impact on surplus (deficit) reduced to \$0.

180 – UNREMITTED SPECIAL COLLECTIONS

- Parishes are required to take up all special collections and remit them **within 4 – 6 weeks**.
- Parishes and DOB cannot retain any amount. **All the funds collected must be sent.**
- Special Collections are entered as a Cash Receipt, distributed to the appropriate Liability account (2000).
- When remitting to the lockbox, the liability account is used in the distribution, reducing the amount of the liability to zero.
- Remittance of special collections do not impact the income statement or the parish surplus/(deficit).
- If the parish wishes to roundup or donate additional funds for a particular special collection, the distribution will include the additional donation posted to an expense account (4000).
- Funds collected for special collections after you have already remitted the check, are still required to be remitted. Parishes should periodically go through the liability accounts and remit any additional funds collected.

OTHER LIABILITIES - PARISH

174 – Due to Central Admin Office, Due to DPD, Due to Insurance Services **(Internal Audit Only)**

172 – Unpaid Parish Vendor Bills (List them separately by vendor on page 2)

173 – Unpaid Parish Salaries & Benefits

- *Federal, State Income taxes withholding, Society Security & Medicare withholding from employees' paycheck (manual payroll only)*
- *403b withholding*
- *Health insurance contributions (employee portion)*
- *Wage garnishments*



OTHER LIABILITIES – PARISH CONT.

182 – Lay Pension Liability

- Use 8/2021 balance and subtract 24 ACH payments for Legacy Pension = 8/2023 balance

175, 176, 179 – Unpaid Diocesan/School Assessments

190 – Approved Capital Improvements

- Provide an approval letter from the Bishop and payment information

191 – Due to Cemetery Permanent Maintenance Goal (Autofill from Perm Maintenance Goal tab)

- To be discussed in Cemetery section



OTHER LIABILITIES – PARISH SCHOOL / FAITH FORMATION

186 – Tuition & Fees for Next Fiscal Year Collected in Advance

- Tuition and fees paid in advance of the fiscal year should be recorded to liability accounts, in September, they will be moved to receipts.

186.2 – Other School Liabilities

- Funds held by the school on behalf of others that cannot be used to fund the operations of the school.
- Examples: Education Fund, Technology Fund, STREAM, 8TH Grade



DUE TO SHARED SERVICES

Due to Shared Services - <i>Write in Only - not to be accrued in PDS Ledger</i>	Due to Parish:
192 Family Unpaid Invoice(s) (Salary, Benefits, Housing, Rectory table, etc.)	<input type="text"/>
(include copy of billing/invoice to be paid)	Due to Parish:
193 Vicariate Unpaid invoice(s) (Salary, Benefits, Housing, table, etc.)	<input type="text"/>
For Shared Services, include Parish name on the due from dotted line.	Total Shared Services Liabilities \$ -
	Total Liabilities <u><u>\$0.00</u></u>

Be sure to provide a copy of the Family/Vicariate billing/invoice with the annual report.



Parishes must remain current on assessment, insurance, and other obligations to the Diocese of Buffalo.

RECEIPTS

- What is a Parish Drive?

Special Drives (Parish Drives) Alt # 204 Revenues generated as a result of special limited time appeals (2-6 months) or campaigns for a specific purpose. Supported by copies of info/ask to parishioners, bulletin announcement etc. (i.e., building renovation, debt reduction, etc.).



SECTION III.

EXTRAORDINARY:

204 Parish Drives (Submit all documentation including detail General Ledger Report for entire Fiscal year)

- What Documentation? Copy of a letter mailed to parishioners. Copy of a bulletin with the information – i.e., Pastor’s desk. A copy of the detailed General Ledger account used for the parish drive.

What is an Approved Capital Campaign?

- Request for funds over a period of years for a large expenditure

Example:

New roof on the School Building and remodel or improve the cafeteria



Estimated Cost \$950,000
Ask for Chancery Approval
Then begin the Campaign
Multiple year pledge
Asking for \$2,000 per family



Pledge cards, invoicing/commitment reminders, etc.

DONATIONS / BEQUESTS / MEMORIALS

Change was made September 2017 to establish a separate account for each of these types of revenue streams. Failure to provide information as required, moves the account automatically to “Donations”. It is not our burden to prove these aren’t donations, it is the parish’s.

Bequest

Receipts received via bequests and supported by a signed legal document such as a will or letter from an attorney. Documentation of the bequest must be retained and provided with the annual report.



Memorials

Receipts received as a memorial to a deceased individual and supported by a card, letter or check (retain copy) from the donor. Usually after a recent death, ("donation in Lieu of Flowers") or in conjunction with a Special Drive or Approved Capital Campaign. Documentation of the memorial must be submitted /retained with the annual report.



Donations



Receipts received via contributions to the parish, regardless of the intended purpose.
Excluding Sunday & Holyday Collections, Special Collections, Approved Capital Campaigns, Memorial & Bequests.



“This donation is to help with the heating bills”

“I would like the landscaping to be fixed”

“Here is a little money for anything the pastor would do to improve the Church”

“Fr. said he wanted to have the church painted sometime soon, I hope this helps”

RECONCILIATION

SECTION XIV. RECONCILIATION

Total Operating Receipts (A. above)	-
Subtract-Total Operating Expenditures (C. page 4)	-
Operating Surplus (Deficit)	-
Add-Increase in Debt (B. above)	-
Subtract-Capital Expenditures (D. page 4)	-
Subtract-Total Reduction in Debt (E. page 4)	-
Cemetery Surplus/Deficit (if maintained in parish general ledger)	-
Net change in Liability Accounts (if applicable)	
Net Change in Prior Year Fund Balance / Retained Earnings (if applicable)	
Add-Balance (Total Assets) Beginning of Year	
Calculated Ending Balance (Total Assets)	-
Actual balance (Total Assets)	-
Variance (should be zero)	-

ALL annual reports with a variance MUST come with an explanation of the variance. Do NOT force the report to balance.
If you need assistance balancing, email annual report, annual report worksheet and comparative balance sheet to IA.

MUST Sync Parish Ledger with DOB DioView; Please send with Annual Report:

DOB Annual Report Worksheet v8.0 including Part I:Error and Exceptions; Balance sheet comparative 8/2023 & 8/2022

OUT OF BALANCE

YES, BUT WHATS THE POINT?

imgflip.com

RECONCILIATIONS



MONTH END PROCEDURES

TEST CASH BALANCE

Category		Amount	Source Document
Prior Fiscal Year Total Assets		.	Prior Fiscal Year 8/31 Balance Sheet
Prior Fiscal Year Payroll/Other Liabilities (*)	-	.	Prior Fiscal Year 8/31 Balance Sheet
Current Fiscal Year YTD Surplus/Deficit	+	.	Current Fiscal Year Balance Sheet
Test Ending Cash	=	.	
<hr/>			
Current Fiscal Year Total Assets		.	Current Fiscal Year Balance Sheet
Current Fiscal Year YTD Payroll/Other Liabilities (*)	-	.	Current Fiscal Year Balance Sheet
Prior Year Fund Balance (PYFB) Adjustments	+/-	.	PYFB Account in PDS Ledger (See Step #3d)
Adjusted Current Fiscal Year Total Assets	=	.	

* To compute this line, take your total liabilities less your Surplus/Deficit and Prior Year Fund Balance.

COMPARATIVE BALANCE SHEET

Diocese of Buffalo
Stmt. of Financial Position (Bal. Sheet) for 08/2023

	08/2023	08/2022
Assets		
1001 Operating Account	99,859.58	106,931.68
1003 Outreach Account	13,008.39	13,008.39
1005 Raffle Account	12,560.68	12,560.68
1110 SJIF Short Term Investment	371,241.89	371,241.89
1111 SJIF Long Term Investment	558,924.94	558,924.94
1210 Shared Services - Parish B	16	0
Total Assets	\$1,055,611.48	\$1,062,667.58
Liabilities and Equity		
2300 Neighborhood Lunch	3,035.00	3,035.00
2301 Family Raffle - Summer Sweepstakes	12,260.68	12,260.68
2302 Catholic University	384	384
2303 Black / Native American Missions	230	230
2304 Respect Life	409	409
2305 Other Special Collections	0.00	4,923.00
2306 Other Special Missions	163.90	1,728.00
2307 Needy Parish Families	5	5
2308 Due to Mass Account	15	15
2997 Surplus/(Deficit)	(569.00)	(660039.59)
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Total Liabilities and Equity	\$1,055,611.48	\$1,062,667.58

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OUT OF BALANCE OUT OF BALANCE



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Test Ending Cash	=	.	
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Add your prior year S/(D) to your PYFB
should = current year PYFB
Any difference is recorded here.

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RECONCILIATION – AUTO FILLED

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Cemetery Surplus/Deficit (if maintained in parish general ledger)	-
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Calculated Ending Balance (Total Assets)	-
Actual balance (Total Assets)	-
Variance (should be zero)	-

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Net change in Liability Accounts (if applicable)	-
Net Change in Prior Year Fund Balance / Retained Earnings (if applicable)	-
Add-Balance (Total Assets) Beginning of Year	-
Calculated Ending Balance (Total Assets)	-
Actual balance (Total Assets)	-
Variance (should be zero)	-

ALL annual reports with a variance MUST come with an explanation of the variance. Do NOT force the report to balance.
If you need assistance balancing, email annual report, annual report worksheet and comparative balance sheet to IA.

MUST Sync Parish Ledger with DOB DioView; Please send with Annual Report:

DOB Annual Report Worksheet v8.0 including Part I:Error and Exceptions; Balance sheet comparative 8/2023 & 8/2022

NET CHANGE IN LIABILITY ACCOUNTS

Diocese of Buffalo
 Stmt. of Financial Position (Bal. Sheet) for 08/2023

	08/2023	08/2022
Assets		
1001 Operating Account	99,859.58	106,931.68
1003 Outreach Account	13,008.39	13,008.39
1005 Raffle Account	12,560.68	12,560.68
1110 SJIF Short Term Investment	371,241.89	371,241.89
1111 SJIF Long Term Investment	558,924.94	558,924.94
1210 Shared Services - Parish B	16	0
Total Assets	\$1,055,611.48	\$1,062,667.58
Liabilities and Equity		
2300 Neighborhood Lunch	3,035.00	3,035.00
2301 Family Raffle - Summer Sweepstakes	12,260.68	12,260.68
2302 Catholic University	384	384
2303 Black / Native American Missions	230	230
2304 Respect Life	409	409
2305 Other Special Collections	0.00	4,923.00
2306 Other Special Missions	163.90	1,728.00
2307 Needy Parish Families	5	5
2308 Due to Mass Account	15	15
2997 Surplus/(Deficit)	(569.00)	(660039.59)
2998 Prior Year Fund Balance	1,039,677.90	1,699,717.49
Total Liabilities and Equity	\$1,055,611.48	\$1,062,667.58

16,502.58



22,989.68



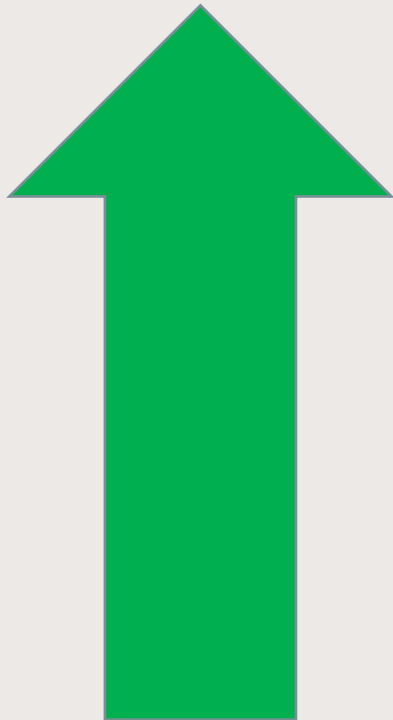
-6,487.10

CHANGE IN LIABILITIES



- A negative change in liabilities (total liabilities of current year is less than total liabilities in prior year).
- Net change recorded on annual report should be a negative number.

CHANGE IN LIABILITIES



- A positive change in liabilities is when current years liabilities are greater than prior years.
- Record as a positive change in liability on annual report.

**SECTION XIV.
RECONCILIATION**

Total Operating Receipts (A. above)	-
Subtract-Total Operating Expenditures (C. page 4)	-
Operating Surplus (Deficit)	-
Add-Increase in Debt (B. above)	-
Subtract-Capital Expenditures (D. page 4)	-
Subtract-Total Reduction in Debt (E. page 4)	-
Cemetery Surplus/Deficit (if maintained in parish general ledger)	-
Net change in Liability Accounts (if applicable)	-
Net Change in Prior Year Fund Balance / Retained Earnings (if applicable)	-
Add-Balance (Total Assets) Beginning of Year	-
Calculated Ending Balance (Total Assets)	-
Actual balance (Total Assets)	-
Variance (should be zero)	-

ALL annual reports with a variance MUST come with an explanation of the variance. Do NOT force the report to balance.
If you need assistance balancing, email annual report, annual report worksheet and comparative balance sheet to IA.

MUST Sync Parish Ledger with DOB DioView; Please send with Annual Report:

DOB Annual Report Worksheet v8.0 including Part I:Error and Exceptions; Balance sheet comparative 8/2023 & 8/2022

NET CHANGE IN PYFB

2997 Surplus/(Deficit)	-569	-660,039.59
2998 Prior Year Fund Balance	1,039,677.90	1,699,717.49

Sum of the Surplus/(Deficit) and the PYFB from prior year should equal PYFB from current year.

ANY DIFFERENCE IN THE PYFB MUST BE REPORTED ON THE ANNUAL REPORT.

ANY DIFFERENCE IN THE PYFB MUST BE SUBSTANTIATED WITH DOCUMENTATION AS TO WHY THE CHANGE WAS MADE.

SECTION XIV. RECONCILIATION	
Total Operating Receipts (A. above)	-
Subtract-Total Operating Expenditures (C. page 4)	-
Operating Surplus (Deficit)	-
Add-Increase in Debt (B. above)	-
Subtract-Capital Expenditures (D. page 4)	-
Subtract-Total Reduction in Debt (E. page 4)	-
Cemetery Surplus/Deficit (if maintained in parish general ledger)	-
Net change in Liability Accounts (if applicable)	-
Net Change in Prior Year Fund Balance / Retained Earnings (if applicable)	-
Add-Balance (Total Assets) Beginning of Year	-
Calculated Ending Balance (Total Assets)	-
Actual balance (Total Assets)	-
Variance (should be zero)	-

ALL annual reports with a variance MUST come with an explanation of the variance. Do NOT force the report to balance.
If you need assistance balancing, email annual report, annual report worksheet and comparative balance sheet to IA.

MUST Sync Parish Ledger with DOB DioView; Please send with Annual Report:
DOB Annual Report Worksheet v8.0 including Part I:Error and Exceptions; Balance sheet comparative 8/2023 & 8/2022

Add balances together for all accounts (not including societies & organizations or Mass accounts.)
ALL parish assets should be included in PDS and included on the balance sheet. Variances could exist if there is an account not in PDS Ledger.

MY ANNUAL REPORT WONT BALANCE WHAT'S NEXT



- Review Error and Exception Report for revenue and expenses with wrong alternate account numbers.
- Review your annual report worksheet and ensure you transferred the correct amounts for all revenue and expenses.
- Review total pages on Annual Report Worksheet to see if transactions were made to the wrong department (cemetery and school).
- Ensure all assets have been reported properly.

MY ANNUAL REPORT WONT BALANCE WHAT NOT TO DO



- **DO NOT** ignore the reconciliation box.
- **DO NOT** make up numbers that make the reconciliation balance.
- **DO NOT** submit your report with a variance that you cannot explain.
- **DO NOT** spend a lot of time on your reconciliation. Contact Internal Audit for help.

EMAIL AN AUDITOR FOR ASSISTANCE



Annual report worksheet (PDF)



Comparative Balance Sheet
(PDF)



Annual Report Workbook (Excel)



Current PDS Ledger Sync
w/DioView

CEMETERY FINANCIAL REPORT

- One report for each Cemetery
 - ❖ Complete the Heading with the Cemetery's Name
 - ❖ Complete the Number of Burial information & the pricing information.

<u>CEMETERY NAME:</u>	<input type="text"/>	Parish Code:	0	
<u>Each cemetery MUST be separately reported:</u>				
<u>Number of Burials:</u>		<u>Current Pricing:</u>	<u>Full Body</u>	<u>Cremation</u>
In Ground Full Body	<input type="text"/>	Graves	<input type="text"/>	<input type="text"/>
Mausoleum Full Body	<input type="text"/>	Interments	<input type="text"/>	<input type="text"/>
Cremation Ground	<input type="text"/>	Crypts	<input type="text"/>	<input type="text"/>
Cremation Niche	<input type="text"/>	Entombments	<input type="text"/>	<input type="text"/>
Total Burials	<input type="text"/>	Niche	<input type="text"/>	<input type="text"/>
		Columbaria	<input type="text"/>	<input type="text"/>

CEMETERY INCOME STATEMENT

RECEIPTS			EXPENDITURES		
800	Graves		826	Salaries	
801	Crypts		827	Payroll Taxes	
802	Interments / Entombments		828	Fringe Benefits	
803	Memorials / Foundations		829	Repairs & Maintenance	
804	Donations & Bequests		830	Supplies	
805	Income--Perpetual Care Fund		831	Utilities	
806	Dividends / Interest		832	Insurance	
807	Parish Collection		833	Contract Services (Grave openings, Moving, etc.)	
808	Transfer from Cemetery Savings**		834	Grave / Crypt Returns	
809	W/D from Perm Maint Fund**		835	Transfer to Cemetery Savings**	
810	Other		836	Deposits to Permanent Maintenance Fund**	
811	Niches		837	Capital Expenditures	
812	SBA PPP Funds		838	Other	
813	CARES ACT (incl ERC & PSL)				
Total Receipts			Total Expenditures		
		\$ -			\$ -
			999.4 Net Surplus (Deficit)		
			(Receipts Less Expenditures)		
					\$ -

**** Only used if Savings/Permanent Maintenance Funds are not included in PDS Ledger**

RECONCILIATION

RECONCILIATION	
Total Cemetery Assets beginning of yr 9/1/2022	
Add Total Receipts	\$ -
Less Total Expense	\$ -
Calculated Ending	\$ -
Actual Balance	\$ -
Variance	\$ -
<u>Explain variance:</u>	

- ❖ Use the balance sheet balance for the Cemetery Assets 8/2022
This is your beginning balance - "what you started with"
- ❖ "Add Total Receipts" is auto filled from the income statement.
Everything the cemetery "took in"
- ❖ "Less Total Expenses" is auto filled from the income statement.
Everything the cemetery "paid out"
- ❖ "Calculated Ending" is auto calculated.
What you started with + what the cemetery "took in" – what the cemetery "paid out".
- ❖ Actual Balance - this is auto filled from the cemetery balance sheet. This is the total Cemetery Assets as of 8/2023.
- ❖ ***The DREADED VARIANCE***



WHAT DOES A VARIANCE TELL YOU?

- Any amount in the Variance indicates something is recorded incorrectly:

Receipts not deposited to a Cemetery Bank Account:

When you recorded ANY Cemetery Receipts (.30) the deposit must be transacted through a cemetery asset OR must be transferred to a Cemetery Account.

Some of the Common Receipt Errors:

- ❖ Cemetery envelope collection – deposited with the offering in the operating account, but posted to the cemetery receipt account (.30)
- ❖ Gains/Loss, Interest, and/or Admin Fees on a cemetery investment asset recorded to Gains(Loss) on investments (.10).

- Expenses Recorded to department 30 expenses accounts, but paid from a NON cemetery asset
also, Expenses recorded to department 10 expense accounts, but paid from a cemetery assets

Some of the Common Expense Errors:

- ❖ Lawn cutting service for the parish, includes the Cemetery, the bill is paid in full from the parish operating account, but a portion of the invoice is expensed to a department 30 expense account.
- ❖ Review the utilities if the cemetery does not have its own meters.
- ❖ Property Insurance – paid from the parish operating expensed to department 30 expense account.



WHERE TO START?



❖ *Start with the Cemetery Assets.*

Look at every transaction in Each cemetery asset.

Deposits MUST be posted to department 30 receipt accounts

Paid invoices/disbursements MUST be posted to department 30 expense accounts

Interest, Gains, Losses, Admin Fees MUST be posted to department 30 accounts

❖ *Still Have an Error?*

Look at every Cemetery Receipt & Expense account transaction

Each receipt must be a deposit in a cemetery Asset.

Each expense must be paid invoice or disbursement in a cemetery Asset.

EXPLANATION OF VARIANCES



Does the Cemetery owe the Parish Money?

If the parish paid for an expense of the cemetery, is the cemetery to pay back the parish?

If the parish intentionally pays for the cemetery, trying to save some cemetery \$, then no transfer is needed. The Explanation is:

*“Parish Paid expenses totaling variance \$xx.xx, no reimbursement will be made”
in essence the amount is forgiven.*

If the cemetery needs to pay back the parish, a transfer should be completed. Transfer is usually completed after the end of the fiscal year. The Explanation is

“Cemetery owes parish the variance \$xx.xx transfer completed 9/30/2023.”

- Does the Parish owe the Cemetery Money?

The CEMETERY can **NEVER** forgive the Parish for Money OWED.

The Parish **MUST ALWAYS** pay the cemetery back for money OWED.



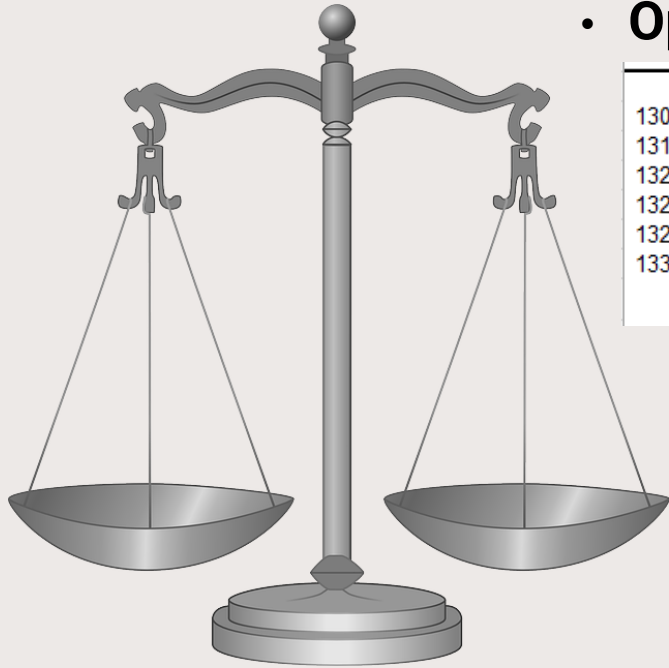
If the parish owes money at the end of the fiscal year, the cemetery MUST note the explanation:

“Parish owes Cemetery \$\$\$”. The Cemetery Must record an asset “Due from Parish \$\$\$”

And the parish must have a liability written in on page one: “Due to Cemetery \$\$\$”



THE CEMETERY LIVES ON FOREVER



- **Operating Assets:**

<u>Cemetery Operating Assets</u>							
130 Checking	Bank		Acct. #		Amount		
131 Saving/Money Market	Bank		Acct. #		Amount		
132 SJIF	Bank		Acct. #		Amount		
132 SJIF	Bank		Acct. #		Amount		
132 SJIF	Bank		Acct. #		Amount		
133 Due from Parish.....					Amount		
Total Operating Assets						\$	-

What are Operating Assets?

Operating assets are the assets the Cemetery uses to support its day-to-day operations.

Checking account – Each cemetery should have its own checking account.

Savings account

BALANCE SHEET

Permanent Maintenance Assets



BALANCE SHEET

	<u>Bank</u>	<u>Cemetery Permanent Maintenance Assets</u>			
134 Checking		Acct. #		Amount	
135 Savings/M Mkt/CDs		Acct. #		Amount	
136 St Joseph Inv Fund		Acct. #		Amount	
136 St Joseph Inv Fund		Acct. #		Amount	
137 Other Investment		Acct. #		Amount	
				Total Permanent Maintenance Assets	\$ -
				Sub-Total Cemetery Assets	\$ -
139 Permanent Maint. Goal Variance		(autofils from Page 7 MUST BE COMPLETED)		Amount	\$ -
				Total Annual Report Cemetery Assets	\$ -
				Cemetery Permanent Maintenance Goal:	\$ -
					999
See Information for the calculation on workbook tab 7 "Perm Maint Goal"					

What are Permanent Maintenance Assets?

A **cemeteries permanent maintenance** account(s) is its financial commitment to the cemetery's future care. Funds saved for use in maintaining the cemetery after the cemetery is full.

Cemetery is "full" – meaning no plots/crypts to sell;
All plots/niches/Crypts are occupied.

No New Money is coming into the cemetery.

PERMANENT MAINTENANCE CALCULATION

Expenditures	Current Fiscal year (autofils from P.5)	Estimated Costs for "Full" Cemetery
826 Salaries	\$ 2,500.00	\$ -
827 Payroll Taxes	\$ 196.25	\$ -
828 Fringe Benefits	\$ -	
829 Repairs & Maintenance	\$ 1,500.00	\$ 1,500.00
830 Supplies	\$ 250.00	\$ 250.00
831 Utilities	\$ 303.00	\$ 303.00
832 Insurance	\$ 5,000.00	\$ 5,000.00
833 Contract Services (Grave openings, Moving, etc)	\$ 10,000.00	\$ 6,000.00
834 Grave / Crypt Returns	\$ -	
835 Transfer to Cemetery Savings**	\$ -	N/A
836 Deposits to Permanent Maintenance Fund**	\$ -	N/A
837 Capital Expenditures	\$ 8,000.00	\$ 4,000.00
838 Other	\$ 1,000.00	\$ 500.00
Total Expenditures	\$ 28,749.25	\$ 17,553.00
Rate of Return on Investment		8.5%
Inflation Adjustment		5.5%
Calculated Discounted Rate		3%
Permanent Maintenance Goal		\$ 585,100.00
Total Current Cemetery Assets		\$ 112,500.00
Variance		\$ 472,600.00
Current Capacity % of Full		75%
Current Permanent Maintenance Goal		\$ 438,825.00

Expenses from the Cemetery Income Statement auto fill the first column.

Consider each expense line, and ask...if the cemetery was "fill" would I still have this expense?

Guess using today's costs what the expense might be when the cemetery was full...

For example: if the salary is the bookkeeper recording sales, scheduling openings/closings
Then when the cemetery is full, there is no expense

Contract Services would be only lawn cutting and snow plowing...no openings/closings.

In this example: the cemetery needs approximately \$17,553 per year to maintain the cemetery

Expenditures	Current Fiscal year (autofils from P.5)	Estimated Costs for "Full" Cemetery
826 Salaries	\$ 2,500.00	\$ -
827 Payroll Taxes	\$ 196.25	\$ -
828 Fringe Benefits	\$ -	
829 Repairs & Maintenance	\$ 1,500.00	\$ 1,500.00
830 Supplies	\$ 250.00	\$ 250.00
831 Utilities	\$ 303.00	\$ 303.00
832 Insurance	\$ 5,000.00	\$ 5,000.00
833 Contract Services (Grave openings, Moving, etc)	\$ 10,000.00	\$ 6,000.00
834 Grave / Crypt Returns	\$ -	
835 Transfer to Cemetery Savings**	\$ -	N/A
836 Deposits to Permanent Maintenance Fund**	\$ -	N/A
837 Capital Expenditures	\$ 8,000.00	\$ 4,000.00
838 Other	\$ 1,000.00	\$ 500.00
Total Expenditures	\$ 28,749.25	\$ 17,553.00
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Total Current Cemetery Assets		\$ 112,500.00
Variance		\$ 472,600.00
Current Capacity % of Full		75%
Current Permanent Maintenance Goal		\$ 438,825.00

Additionally, for the cemetery to pay \$17,553 each year to maintain the cemetery, The cemetery MUST have approximately \$585,100 in Permanent Maintenance.

If the Cemetery is 75% full today, then the Cemetery should have \$438,825 in Permanent Maintenance accounts today.

Remember the Expenses when the cemetery is "Full" is an ESTIMATE. This calculation can change each year as costs increase, expenses change, etc.

The variance is the amount of money the permanent maintenance is under funded (short/needng)

HIDDEN COSTS / HIDDEN SUBSIDY



Not every expenses incurred by the parish is split between parish/school/cemetery.

Salaries, supplies, office overhead, utilities, etc.

That's OK. When the expenses aren't split, then it is assumed the parish will be covering the expenses.

However, remember the cost of maintaining the cemetery is typically higher than the cemetery's expenses on the annual report.

You can't allocate every single expense; the effort would exceed the benefits.

MASS RECONCILIATION

- What is a Mass reconciliation?
- How often should we complete a Mass reconciliation?
- Steps on how to complete a Mass reconciliation?
- What to do for Surplus/Deficit? What causes a Surplus/Deficit?

Reminders

- * **All Mass Intentions are \$15. Parishes are not authorized to charge a different fee for Sundays/Holy Days/Christmas/Easter.**
- * To comply with diocesan policy, all Mother's Day, Father's Day, and All Souls cash receipts should be deposited to the Mass account and an equivalent number of Masses should be scheduled.
- * A record should be maintained to document the number of Masses received and the dates on which these intentions were satisfied.
- * Mother's Day, Father's Day and All Souls Offerings are **not** recorded to Church Office.
- * A weekly *pro populo* Mass must be celebrated. In cases where the pastor/Admin/moderator serves more than one parish, the Mass should be rotated among locations.
- * Pro populo Mass intentions are the responsibility of the pastor/administrator/moderator for the priest in Solidum and he should not receive an offering for these Masses. If a priest other than the pastor/administrator celebrates the Mass, the celebrating priest is paid, and the pastor/admin/moderator gives the celebrating priest from his paid offerings.
- * Bination/Trination and Dual intention Offerings should be donated to the authorized Bishop's Charity.

WHAT IS A MASS RECONCILIATION

- A Mass reconciliation is to ensure the amount of cash you maintain in the bank and on hand can cover the amount of Mass intentions owed
- Mass reconciliations should be done at least on a quarterly basis
- Mass reconciliations should be completed by someone other than the individual involved with the deposits and disbursements
- Following the completion of a reconciliation, the Pastor or designated representative should sign-off to approve



HOW TO COMPLETE?

- You may use this reconciliation that was attached to the annual report or the reconciliation which will be sent out in an email after the presentation.
- Make sure to complete the reconciliation process in the same day that you start
- Ensure the individual that is in-charge of deposits and disbursement is in the office to help with cash on hand and bank account totals

Reconciliation of Paid but Unsatisfied Mass Intentions:

Using the parish's calendar books and any supply/extra/estate records determine if the Mass funds (offerings) at the parish is sufficient for each paid Mass intention the parish received

1 Date Reconciliation Completed: _____
 2 Date of Last Disbursement: _____

Mass Offering Funds		3 Cash on Hand _____
4 Bank		General Ledger or register balance
Checking _____	Acct. # _____	Amount _____
Savings _____	Acct. # _____	Amount _____
SJIF _____	Acct. # _____	Amount _____
Other _____	Acct. # _____	Amount _____
Total Mass Offerings _____		- A

Mass Intentions

5 Source	# of Masses (Paid but unsaid)	
2023 Scheduled Masses _____	_____	
2024 Scheduled Masses _____	_____	
Unscheduled All Souls Masses _____	_____	
Unscheduled Mother's Day Masses _____	_____	
Unscheduled Father's Day Masses _____	_____	
Estate / Other Unscheduled Masses _____	_____	
Total # of Masses Paid _____	0 B	
Individual Mass Offering _____	\$15.00 C*	
Total Amount of Offering required _____		\$0.00 D (= B * C)
	Surplus/(Deficit) _____	- E (= A - D)

6 Mass Reconciliation Completed By: _____

See Mass Reconciliation Procedures for detailed instructions / See Annual Clergy Remuneration packet for additional Mass Offering info

- * All Mass Intentions are \$15. Parishes are not authorized to charge a different fee for Sundays/Holy Days/Christmas/Easter.
- * To comply with diocesan policy, all Mother's Day, Father's Day, and All Souls cash receipts should be deposited to the Mass account and an equivalent number of Masses should be scheduled.
- * A record should be maintained to document the number of Masses received and the dates on which these intentions were satisfied.
- * Mother's Day, Father's Day and All Souls Offerings are not recorded to Church Office.
- * A weekly *pro populo* Mass must be celebrated. In cases where the pastor/Admin/moderator serves more than one parish, the Mass should be rotated among locations.
- * Pro populo Mass intentions are the responsibility of the pastor/administrator/moderator for the priest in Solidum and he should not receive an offering for these Masses. If a priest other than the pastor/administrator celebrates the Mass, the celebrating priest is paid, and the pastor/admin/moderator gives the celebrating priest from his paid offerings.
- * Bination/Trination and Dual intention Offerings should be donated to the authorized Bishop's Charity.

By signing we affirm that we have read this report and that all information is complete and accurate to the best of our knowledge.

Signature of Pastor/Admin/Moderator/Rector: _____	Date: _____
Signature of Trustees: _____ / _____	Date: _____
Printed Names of Trustees: _____ / _____	
Signature of Finance Council Chair: _____	Date: _____
Printed Name of Finance Council Chair: _____	

HOW TO COMPLETE?

Enter the date the reconciliation was completed

Enter the last time the disbursement was made for

Enter any cash on hand that was undeposited

Enter all accounts designated for Mass individually

Count all paid, but not yet distributed to the clergy, offerings

Should be completed by someone other than the individual handling deposits and disbursements

Reconciliation of Paid but Unsatisfied Mass Intentions:

Using the parish's calendar books and any supply/extra/estate records determine if the Mass funds (offerings) at the parish is sufficient for each paid Mass intention the parish received

1 Date Reconciliation Completed: _____

2 Date of Last Disbursement: _____

Mass Offering Funds

3 Cash on Hand _____

<u>Bank</u>		<u>General Ledger or register balance</u>	
Checking	Acct. # _____	Amount	_____
Savings	Acct. # _____	Amount	_____
SJIF	Acct. # _____	Amount	_____
Other	Acct. # _____	Amount	_____
Total Mass Offerings			- A

Mass Intentions

5 Source

2023 Scheduled Masses	_____
2024 Scheduled Masses	_____
Unscheduled All Souls Masses	_____
Unscheduled Mother's Day Masses	_____
Unscheduled Father's Day Masses	_____
Estate / Other Unscheduled Masses	_____
Total # of Masses Paid	0 B
Individual Mass Offering	\$15.00 C*
Total Amount of Offering required	\$0.00 D (= B * C)

Surplus/(Deficit) _____ - E (= A - D)

6 Mass Reconciliation Completed By: _____

WHAT IF I HAVE A SURPLUS / DEFICIT?

Why do I have a surplus?

- Money that was supposed to be deposited in another account
- An individual purposely gave more than the normal \$15
- Miscount on the number of Mass intentions



Why do I have a deficit?

- Money that was supposed to be in the mass account was deposited into the wrong account
- Too many Mass offerings for the amount that was given
- Paying mass offering for *Pro-Populo*
- Mass offering was not paid for



How to correct a surplus?

- Determine where the surplus came from
- If the money was intended to be in the Mass account, it may remain in the account
- Possibly we should transfer it to the operating account

How to correct a deficit?

- Determine if the deficit is due to a banking error
- If the deficit is high, do an inquiry into why that is
- If the deficit is minor, make a transfer from the operating account to make the Mass account whole

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More Tools and Resources at
www.buffalodiocese.org/internal-audit/