Date: _____

RE: 2025-2026 Fiscal Year Regional School Financial Report for:

_____

(Print Name of Regional School, City)

Dear Most Reverend Michael W. Fisher:

Enclosed is our signed copy of the Regional School Annual Financial Report for the fiscal year end. **August 31, 2026**.

As School Chaplain/Canonical Administrator/Principal/Business Manager or Bookkeeper, one of our primary duties is to be a good steward of the resources which have been entrusted to us in service of God's people. The attached annual report is an all-inclusive report accounting for our receipts and expenditures, loans, and savings for the past year. Together, along with the Finance Council we have worked to implement the Diocese of Buffalo, Business Administration – Best Parish Practices, and have followed the directives from your office and the Chancery.

In making this report we personally, to the best of our knowledge and with due diligence, attest to the following and acknowledge our responsibility for it:

1. All accounts (bank or otherwise) and investments of or holding school funds are listed in this report, auxiliary organization accounts. All account titles include the school's name and match the name on file with the Internal Revenue Service and the Federal Employer Identification Number (EIN#) issued to the school. The Chaplain/Administrator is a signatory on all accounts.

   All known accounts and investments are under EIN# _____.

2. There has not been and is no commingling of personal and school/institutional funds.

3. The Internal Control Self-Assessment Questionnaire (Addendum A) has been completed and it accurately represents the internal controls in effect. Additionally, it is included with our submission of the School Financial Report and this Attestation Letter.

The above items 1-3 are hereby attested to by the School Chaplain/Canonical Administrator/Business Manager or Bookkeeper

Chaplain/Administrator_____/_____Print Name/Signature

Business Mgr/Bookkeeper_____/_____Print Name/Signature

4. All investments held by the school are annually reviewed to ensure reasonable care is taken to maintain compliance with USCCB guidelines.

5. To the best of our knowledge and belief, the annual financial report, including the accompanying schedules, is an accurate and complete accounting of our finances including all revenue, expenses, savings, investment, and loan balances.

6. We are not aware of any instances of loss by fraud or theft in the past year, except for those which have already been reported to the Diocesan Internal Audit Department, if any.

7. Parents were provided financial statements for the fiscal year ending **August 31, 2026**.

   The information included but not limited to the balance sheet (assets and liabilities) and income statement (receipts and expenses) and the approved budget for the **2026-2027** fiscal year.

   Both the financial statements and approved budget were provided to our parents on:

   Date: _____

8. There is an active School Budget, Finance and Investment Committee and an Audit and Compliance Committee in place which meets at least quarterly to discuss and review actual & budgeted financial results, the internal controls of the school, and all expenditures greater than $25,000. Agenda, supporting reports, and meeting minutes are retained and on file in the school office.

9. Meetings of these two committees during the above period, and since the end of the period, were held on the following dates:

   _____ _____ _____

   _____ _____ _____

   _____ _____ _____

   _____ _____ _____

10. We hereby affirm the school has complied with the following provisions for internal controls:

    A. Communicate to employees and volunteers and implement a system of internal controls and a program of internal control review for the school as outlined in the Diocese of Buffalo Business Administration - Best Parish Practices manual. The program of internal control review shall be a structured, continuing and well-documented system designed to identify internal control weaknesses, identify actions which are needed to correct these weaknesses, monitor the implementation of necessary corrective actions, and periodically assess the adequacy of the school's internal controls.

    B. Make available to each employee and volunteer of the school the Diocese of Buffalo Fraud Policy and Fraud Response Plan which the employees and volunteers of the school shall be expected to comply to emphasize the importance of and responsibility for effective internal controls. All employees and volunteers who handle cash should review and sign. These signed copies should be retained in the school office.

    C. Designate an Internal Control Coordinator:
    (School Audit and Compliance Committee member's name: _____)

i. Who shall report to the School Audit and Compliance Committee, to implement and review the Internal Control Self-Assessment Questionnaire responsibilities.

ii. Controls should be periodically tested by the coordinator and the results reported to the School Audit and Compliance Committee and included in the committee's meeting minutes.

D. Implement education and training efforts to ensure employees and volunteers within such school have achieved adequate awareness and understanding of internal control standards and, as appropriate, evaluation techniques.

11. We are responsible for programs and controls consistent with the current diocesan policies in accordance with the Diocese of Buffalo Business Administration - Best Parish Practices, section 5 - "Financial Governance, Reporting and Controls" manual.

    We represent we have reviewed the completed and submitted the Internal Control Self-Assessment Questionnaire (Addendum A) and have **tested at least twelve (12) internal controls** at random within the past fiscal year, reported the findings to the School Board, and have corrected any deficiencies noted. Any exceptions to these representations are noted on page 4.

The above items 4-11 are hereby affirmed to by the members of the School Board:

SCHOOL BOARD CHAIRPERSON:

Printed Name	Occupation	Signature

SCHOOL BOARD - FINANCE COMMITTEE CHAIRPERSON:

Printed Name	Occupation	Signature

SCHOOL BOARD - FINANCE COMMITTEE MEMBERS

Printed Name	Occupation	Signature

SCHOOL AUDIT AND COMPLIANCE COMMITTEE MEMBERS:

Printed Name	Occupation	Signature

School Board Members may individually or as a group qualify any of the above affirmation items 4-11 if they believe it is necessary based on information made available to them or the lack of information to sufficiently carry out their responsibilities. The following exceptions are made:

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_____

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In making this report it is understood by the undersigned and all School Board Members signing this report, shall have no legal liability for a defalcation except for any individual found to be complicit in such defalcation. As used in this report the term "complicit" shall mean aid and abetting the defalcation and/or having knowledge of a defalcation and failing to report it to the diocesan Internal Audit Department or to take action to prevent it and/or to engage in gross negligent conduct such that such conduct permitted the defalcation to occur.

Additionally, School Board members are covered by the Diocese of Buffalo Directors and Officers Liability Insurance provided they have not been complicit in such defalcation.

Sincerely yours,

_____ _____

School Chaplain / Administrator Date

_____ _____

School Board Chairperson Date