



**Office of Parish Support**

379 Linden Street  
Massapequa Park, NY 11762  
Tel: 516-442-2887  
Fax: 516-442-2888

**To: Pastors/Administrators and School Principals**  
**From: Joseph DiSibio, Director of Office of Parish Support**  
**Date: September 12, 2024**

**\*\*August 31, 2024 Year-End Process\*\***

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The by-laws, adopted by all parishes, require that “The Board shall cause copies of all such annual budgets and annual financial reports, signed by the Secretary-Treasurer, the elected Trustees and a representative of the Finance Committee to be filed in the archives of the office of the President of the Corporation”.

In complying with that directive, the financial data for the Parishes and Schools for the year ending August 31, 2024 are due to be **submitted into the DRVC financial portal by November 28, 2024**. Cemeteries are not required to submit their financial information via the DRVC portal at this time.

The completed annual reporting package for all parishes, schools AND cemeteries, as required by the by-laws, signed by the appropriate individuals, are to be sent *to the Parish Support Manager for your deanery at the address below*, by **December 6, 2024**.

Due to the ongoing Chapter 11 negotiations, it is imperative that all parishes, schools, and cemeteries submit their signed year-end documents in a timely manner, according to the prescribed deadlines. Additionally, if you haven't submitted your financial reports for Fiscal Year 2023, I ask that you make efforts to submit those as well.

The completed report package is to be mailed *to the attention of your Parish Support Manager at the following address:*

**Office of Parish Support  
Attn: (Your Parish Support Manager)  
Diocese of Rockville Centre  
379 Linden Street  
Massapequa Park, NY 11762**

Specific instructions for Parish and School Close-Out Packages and Important Information for FY '24 are listed on the Office of Parish Support page of the DRVC website. The Annual Parish Corporate Governance Form, to be completed and returned with your financial reports by **December 6, 2024**, can also be found on the Office of Parish Support page. <https://www.drvc.org/office-of-parish-support-team/>

If you have any difficulty meeting these deadlines, please contact the Parish Support Manager for your deanery for additional assistance and guidance.

Please remember that the Office of Parish Support is available to work with each parish and school through the year-end reporting process. I encourage you to work with your Parish Support Manager in completing the required forms.

Thank you.

## Parish and School Important Information for Year-End 2024

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Each year the Pastor or Administrator of a parish is required to submit an annual report to the Bishop for the parish, cemetery and school on a fiscal year basis. The financial data is due into the DRVC Financial Portal on **October 28, 2024**, and the signed reports are due by **December 6, 2024** signed by the pastor, two trustees and Finance Committee Chairperson or representative for parishes and cemeteries, and signed by the Pastor and the Principal for schools. The steps necessary to complete the financial reporting package are listed below.

*In all cases, if you have questions on the process, please contact the Parish Support Manager for your Deanery for additional guidance.*

**To access the 2024 year-end forms please follow instructions below:**

1. Go to the website [www.drvc.org](http://www.drvc.org).
2. Click on Offices and then Parish Support. The documents are in the right-hand margin.
3. Find Year-End Procedures
4. *Right* Click on (2024 Parish Financial Report) or (2024 School Financial Report) and save the file to your network or computer file, using the “save target as” option, and include your parish name in the new file name that you create. The 2024 Cemetery Financial Report can be found further down the margin under Cemetery Accounting.
5. Also save the 2024 Parish Governance Form in the same manner.
6. **It is extremely important to save the file to your computer hard drive or network before you enter your data and before the file is printed with your figures.**
7. Enter your data in this reporting package and complete the supplemental schedules.

The parish and school statements containing year end balances to each of the Diocesan Plans will be emailed to each Pastor or Principal on or about September 12, 2024. Unitas Investment Statements will be available on-line on or about September 16, 2024.

**All General Ledger System** users will need to complete the following steps prior to completing the financial reporting package and supplemental schedules.

- Reconcile all bank accounts, Unitas and investments and post all accrued interest gains or losses through August 31, 2024.
- Post all payroll journal entries including accrued vacation, sickpay and other benefit costs.
- Post all accounts payable transactions through August 31, 2024.
- Post all accruals of expenses through August 31, 2024.
- If your parish has a campaign, you will need to accrue any uncollected pledges made as of August 31, 2024. Use Account # 1172 Pledges Receivable – Short term for any pledges due before August 31, 2024. Use Account # 1200 for Pledges Receivable – Long Term for over one year redemption.
- If your parish has a construction project or renovation project, you will need to accrue all construction costs and expenses to date.
- If the school depreciates assets (**regional schools only**), record the expense and accumulated depreciation.
- All schools should accrue for their teacher sick pay liability fund. The supplemental schedule supporting this liability should also be completed.
- Record any pre-paid assets and reverse pre-paid asset balances from prior years.
- Diocesan collections received must equal Diocesan collections paid (3600 series and 4600 series). Unpaid Diocesan collections as of August 31, 2024 should be properly recorded as a liability in accrued expenses and expensed to the appropriate 4600 account.
- **Parish Support has issued directions on the proper accounting for the Payroll Protection Plan (PPP) loans and Employee Retention Credits (ERC). Both programs should be accounted for using the methodology and accounts as presented in the guidance. If you need further assistance or copies of the distributed guidance, please contact the Office of Parish Support.**

**Net Assets** – It is important to identify restricted assets in the fund balance at year end. Campaign receipts for construction work to be done in the future is a typical example. If you are not sure how to classify net assets, please contact the Parish Support Manager for your Deanery. All net asset restrictions must be documented in writing from the donor. Your Parish Support Manager will request this as part of the close out.

Please mail completed, signed forms and documents to the address below on or before **December 6, 2024**.

- ❖ Completed set of Parish/School Financial Reports, including Supporting Schedules A, B & C as it pertains to the Parish or School.
- ❖ Copies of all statements from investments other than Unitas
- ❖ Supplement #1, which is the individual listing of all August 31, 2024 accounts payable & accruals.
- ❖ Completed 2023 Annual Parish Corporate Governance Forms.

**Office of Parish Support  
Attn: (*Your* Parish Support Manager)  
Diocese of Rockville Centre  
379 Linden Street  
Massapequa Park, NY 11762**

## ADDITIONAL INFORMATION FOR PARISHES

### Financial Report Additional Information

**If the Parish/School is not using the Rightworks/QuickBooks general ledger software, you must provide the supporting schedules listed below.**

1. A supporting schedule with an itemized breakdown should be submitted in addition to Schedule A, for accounts where the dollar amount **exceeds \$15,000 or more in total**. This includes all of the following:

1180	Other Assets	4055	Other Salaries
1195	Exchange	4165	Religious Other
2500	Other Liabilities	4179	Other Fringe Benefits
3070	Other Special Collections	4280	Other Programs
3150	Other Fund Raising	4375	Professional Fees
3280	Other Programs	4380	Other Contracted Services
3453	Other Rental Income	4390	Miscellaneous Office Expenses
3455	Recurring Building Leases (other than religious)	4490	Miscellaneous Auxiliary Expenses
3468	Donations and Bequests (Any balance)	4550	Other Rectory Household Expenses
3469	Donations and Bequests (Major unrestricted)	4685	Other Special National Collections
3685	Other Special National Collections	4720	Contracted Maintenance Services
3780	Other Investment Income	4790	Other Building Expenses
3810	Restricted Donations and Bequests (All)	4820	Campaign Expenditures
3820	Approved Campaign	4860	New Building, Extension Property
3830	Insurance Claims	4870	Repairs and Renovations
3840	Other Extraordinary	4880	Furniture and Equipment

2. All supporting schedules and supplements have total lines that should be tied to the financial report. These include:

<b>Schedule A</b>	to Account 1100 Cash-Checking and 1125 Savings/Money Market.
<b>Schedule B</b>	to Account 1145 Unitas Investment, Account 1140 Certificates of Deposits, Account 1150 Other Investments & Account 2400 Mission Assistance Corporation respectively.
<b>Supplement No. 1</b>	to Account 2100 Accounts Payable & Accrued Expenses.
<b>Supplement No. 2</b>	to Account 32103 Accrued Sick Time (SCHOOLS ONLY) Please also complete the footnote on this schedule, providing information on how you are funding the school's sick pay liability.

3. For a detailed account description of each account, go to Offices – Parish Support on the Diocesan Website for the current Chart of Accounts. Please note that the Parish Reports have standardized formatting, and every effort should be made to conform all of your parish accounts to the Diocesan Issued Chart of Accounts. Only a Rightworks generated report or the **latest** excel financial reporting package available on our website will be accepted for the signed hard copy reports.
4. The Statement of Financial Position provides four accounts for the Parish's Net Asset:

2910	Unappropriated General Net Asset
2920	Appropriated General Net Asset
2930	Temporarily Restricted Net Asset
2940	Permanently Restricted Net Asset

Every effort should be made to accurately complete this section. If clarification is required, please refer to the Chart of Accounts or contact the Parish Support Manager for your Deanery.

5. Donations and Bequests and Restricted Donations and Bequests - Account 3468 or Account 3810. These accounts will need separate schedules to support the activity which lists the full details of the donor, intention of the specific donation and amount given. The parish will need to provide the account details from the general ledger.
6. Approved Campaign for Parish Development - Account 3820. Approved Campaigns have written permission from the Vicar General on behalf of the Bishop and a monthly reporting to the Finance Office occurs when campaigns are in place. Please make sure that the monthly campaign reports are up to date in the Finance Office.
7. Accounting procedures for received PPP loans were previously sent. Please contact the Parish Support Manager for your Deanery should you have any questions.
8. Please note that the summary page requires the signatures of the Pastor, Trustees as well as the Parish Finance Committee Chairperson or Committee representative. This must be signed and returned to our office by **December 6, 2024**. Parishes are asked to also electronically report these figures through the DRVC Financial portal by October 28, 2024. If you have difficulty meeting this deadline, please contact your Parish Support Manager for guidance.
9. **Reports missing signatures, without prior approval, will be returned and considered not submitted.**

### **Parish Cemeteries**

Parish Cemeteries will report using the monthly reports that the Office of Parish Administrative Support has on their webpage. The web portal will not be used for Cemetery reporting. These signed reports are also due by **December 6, 2024**.