SAMPLE LETTER TO THE DIOCESE

SAINT RAYMOND PARISH

123 MAIN STREET

CLEVELAND, OHIO 44XXX

James P. Gulick, Finance Officer

Diocese of Cleveland

1404 East Ninth Street 8th Floor

Cleveland, Ohio 44114

Dear Mr. Gulick:

 Pursuant to the Diocesan policy accepting the recommendations of the United States Conference of Catholic Bishops and the Accounting Practices Committee, we the Finance Council of Saint Raymond Parish, respectfully submit this letter to you.

 The following names and titles, if applicable, are submitted for the members of the Finance Council:

 (**List Names of Finance Council members**

 **(example) John R. Jones, Partner, Economy Investment Firm**

 **(example) Mary French, Attorney at Law**

 **(example) Joe Early, Retired Business Owner)**

 During the fiscal year ending June 30, 2020, the Finance Council met on:

 (**List Dates of the Finance Council Meetings from 7/1/19 to 6/30/20)**

**(note: the Finance Council must meet at least 4 times per year. Please pay attention to only list meetings that occurred within the dates of the fiscal year)**

At the **(insert date)** Finance Council meeting, the council reviewed the parish financial report for the fiscal year ended June 30, 2020. The members of the council have had the opportunity to discuss the operating results and the contents of the report. All books and records have been made available for inspection, if requested by any members.

A summary of the parish financial report for the fiscal year ended June 30, 2019 was made available to all parishioners on:

**(List the date/weekend the summary financial report was distributed to the parish. If the parish report was not made available to the parishioners, please state that the 2019 report was not made available.)**

The parish budget for the 2020-2021 fiscal year was reviewed by the Finance Council on:

**(List the date the budget was reviewed by the Finance Council. If a budget is not prepared, please state a budget is not prepared. If a budget is prepared, but not reviewed by Finance Council, please indicate the Finance Council did not review the budget; however, a budget was prepared.)**

*NOTE: EACH PARISH IS REQUIRED TO PREPARE A BUDGET*

 Saint Raymond Parish Finance Council Members:

John R. Jones, Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mary French \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joe Early \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(List other members of the Finance Council with their printed name and a line for their signature)**

As pastor, my signature below also guarantees that all parish and school checking, savings, and investment accounts and any other accounts that exist for the benefit of the parish or grade school have been available for review by the Parish Finance Council and are listed on the parish financial report submitted for the fiscal year ended June 30, 2020.

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 Reverend James Johnson, Pastor