



EXCEL SPREADSHEET INSTRUCTIONS FOR THE
FY2016 ANNUAL PARISH FINANCIAL REPORT
FISCAL YEAR-ENDED JUNE 30, 2016

A. How to Access the Excel Spreadsheet File

Go to the Diocese of Arlington website at <http://www.arlingtondiocese.org/offices/finance/>

1. Click on FY 2016 Financial Report Form under the Parish Financial Report heading.
2. At the File Download prompt, choose Save and then save it into a file folder of your choice.
3. Enter a name for the document that includes the parish code, parish name, city and fiscal year 2016. For example, St. Thomas More Cathedral filename: **01_stthomas_arlington_2016**

B. Report Submission (*due by August 15, 2016*)

Email the completed report to: m.leonard@arlingtondiocese.org
(Please include the Parish name in the subject line.)

Please print the entire workbook, acquire signatures and mail a complete hard copy of the report to the Office of Finance, 200 N. Glebe Road, Suite 914, Arlington, VA 22203.

If you have any questions or need help completing the forms, you can call the Parish Financial Liaison at 703-841-3897. You can also email questions to m.leonard@arlingtondiocese.org

C. Overview of Worksheet Tabs

The Excel workbook is made up of several worksheets identified by tabs across the bottom of the screen. You can print any of the worksheets. All red color tabs require data entry. All blue collar tabs are populated from the information entered. Some worksheets are password protected so that you can only enter information in fields that require information. If you need to unprotect a worksheet, please feel free to call me for the password.

Cover Tab

Complete all areas in the spaces provided. Acquire signatures and mail to the Office of Finance as indicated above.

Balance Sheet Tab

Enter amounts in the appropriate cells. Totals will calculate automatically. Enter data from last year's annual report in the Reconciliation of Accounts (grey shaded area).

Second Collections Tab

Enter amounts in the appropriate cells. Totals will calculate automatically. The total balance should match the Funds Held for Others on the Statement of Financial Position.

IS Summary Tab

No data entry is required on this worksheet, the information will automatically populate from the Income and Expense Detail tabs.



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Income & Expense Detail Tabs

These tabs are password protected. You will not be able to insert/delete rows or change formulas. In each cell with an account name there appears a red triangle in the upper right-hand corner. Rest the cursor over the triangle to display comments about how the contents of income or expenses should be recorded.

Bank Accounts/Authorized Signers Tab

Enter the information requested for all parish (church and school) and parish organization accounts at commercial banks and DIAL. Reconciled account balances should match those on the Balance Sheet.

Deferred Maintenance Tab

Enter the information requested for both church and school. This worksheet contains drop-down menus to assist you in filling out the report. At a minimum, identify roof, windows, HVAC and boiler units.

Tuition Assistance Tab

The Office of Catholic Schools needs this information to better understand how each school and or parish is able to provide additional tuition assistance beyond the Diocesan Tuition Program.

Operating Assessment Tab

The assessment worksheet is automatically populated from information that is entered in the Income & Expense Detail worksheet.

Statistical Tab

Enter the amounts in the appropriate cells. New this year: # of Catechist Teachers.

IT Survey Tab

This tab should be filled out only with the information pertaining to the Church administrative office. Do not include the school.

Report to Parishioners

No data entry is required on this worksheet, the information will automatically populate. You may modify this report to your specific needs, but keep in mind you may need to change the formulas. For example, if you are a parish with a school on one general ledger, you will need to modify the Balance Sheet formulas. I recommend using only the Total Column. Please feel free to call if you need assistance.

Trial Balance *(Does not need to be printed)*

Export the Trial Balance report into excel and move into the workbook as a tab. All account balances, including assets, liabilities, net assets, income and expense, must be included. The report should agree to the Statement of Financial Activities and Statement of Financial Position.