

**QUARTERLY PARISH FINANCE COUNCIL MEETING  
ELECTRONIC SUBMISSION FORM TO THE REGIONAL OFFICE**

SUBMIT THIS REPORT FOR QUARTERLY MEETING; IF COUNCIL MET MORE OFTEN, SUBMIT REPORT FOR ONE MEETING DURING THE QUARTER

Parish Name:		Location Number/Code:	
Meeting Dates(s):		Date of Meeting for this Report:	

FORM SUBMITTED BY (Name & Title): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*\*\* Attach copy of Meeting Agenda and Minutes \*\*\***

1. Total number of Finance Council Members present: \_\_\_\_\_

2. Did the Finance Council review the actual results and compare them to the current budget?      Yes      No

- If "No", briefly explain:

3. Were any concerns or comments discussed related to the budget, variances or parish finances which are not reflected in the meeting Minutes?      Yes      No

- If "Yes", briefly explain:

4. Did a Finance Council member review the bank statements and bank reconciliation for each Parish account (e.g. Fiesta, Ministries, etc)?      Yes      No

- If "Yes", name of Council member \_\_\_\_\_
- If "No", briefly explain:

5. If the Parish (or its school) have Archdiocesan Investment Pool accounts, were the statements presented to the Finance Council for review?      Yes      No

- If "No", briefly explain:

6. Were any concerns or comments discussed related to the Investment Pool accounts which are not reflected in the Minutes?      Yes      No

- If "Yes", briefly explain:

**PARISHES WITH SCHOOLS**

1. Did the School Principal attend?    Yes    No

2. Does the School have a group of financial advisors?    Yes    No

3. If answer to #2 is “Yes”, how does the Parish Finance Council coordinate with the school group?

4. Did the Parish Finance Council review the School’s actual results and compare them to the current budget?  
Yes    No

- If “No”, briefly explain:

5. Were any concerns or comments discussed related to the School budget, variances or finances which are not reflected in the Minutes of the Parish Finance Council?    Yes    No

- If “No”, briefly explain:

6. Did a Finance Council member review the bank statements and bank reconciliation for each School account (e.g. PTO, Scrip, etc.)?    Yes    No

- If “Yes”, name of Council member: \_\_\_\_\_
- If “No”, briefly explain: