

Most Reverend Blase J. Cupich
Cardinal
Archdiocese of Chicago
835 North Rush Street
Chicago, Illinois 60611

Dear Cardinal Cupich:

As pastor (administrator) of _____ (insert name of parish/school/shrine) one of my primary functions is to be a good steward of the resources that have been entrusted with me to serve the people. The annual report, as submitted on-line, is an all-inclusive report accounting for the receipts and expenditures, loans and savings for the past year.

In making this report I personally attest to the following:

- 1.) The annual financial report presented on a modified accrual basis, including the accompanying schedules, as submitted on-line, to the best of my knowledge and belief, is an accurate and complete accounting of our finances including all revenue, expense, saving, investment, and loan balances.
- 2.) All bank accounts and investments are listed in this report, including stipend and auxiliary organization accounts. The account titles include the parish name and the name "Catholic Bishop of Chicago, a corporation sole" and matches the name on file with the Internal Revenue Service and the Federal Employer Identification Number (FEIN). The pastor/administrator is signatory on all accounts.
- 3.) I am responsible for implementing programs and controls consistent with Archdiocesan 'Best Practices' to prevent and detect fraud.
- 4.) I am not aware of any instances of fraud or theft in the past year, except for those already reported to the Archdiocesan Office of Legal Services or the Archdiocesan Department of Financial Services.
- 5.) There is no commingling of personal and parish funds.
- 6.) The attached statement accurately presents the membership of the Parish Finance Council, the dates the Parish Finance Council met, and the Parish Finance Council's involvement in the annual report and budget.
- 7.) I will make a written annual report of the financial results to the parish community by November 30th of this year.
- 8.) Any exceptions to these representations are noted on an attached page.

Sincerely,

Pastor/Administrator's signature

Printed name

Date

cc: Episcopal Vicar
Betsy Bohlen, Chief Operating Officer
Director of Vicariate Operations

Parish Finance Council and Annual Report Review and Attestation Statement

A.) Members – Name/Email Address

Professional Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B.) Parish Finance Council Meeting Dates Held During Fiscal Year 2017
(Subcommittee meeting dates need not be listed.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C.) Parish Finance Council Meeting Dates Subsequent to Fiscal Year 2017

_____	_____
_____	_____

D.) For Fiscal Year 2016 we distributed our annual report to parishioners on _____. For Fiscal Year 2017 we plan on distributing the annual report on _____. When the Fiscal Year 2017 report is published for parishioners, a copy will be sent to the Director of Parish Finance & Administration for the Archdiocese of Chicago.

E.) We, the under-signed pastor (administrator) and members of the Parish Finance Council, attest that we have met, developed, and discussed the financial statements and budget of the parish, and that we meet regularly to discuss the internal controls of the parish, any expenditure greater than \$10,000, and other important financial issues.

_____	_____
_____	Pastor/(Administrator)

Date