



June 29, 2018

Dear Pastors, Administrators, Principals and Business Managers:

With our fiscal year ending on June 30, we are at the time of year when we close our financial books. Thank you very much for all of your efforts last year in completing your annual reports on a timely basis.

Your cooperation is again essential this year in achieving our external reporting requirements. Please note the following information regarding this year's process:

- You have until the end of August to complete your submission. All Annual Reports are due by Friday, August 31, 2018. Given our bondholder deadlines, it is critical that you submit your financials by the due date.
- We are excited that we are continuing the new set of parish financial reports on the Right Networks desktop that we launched last year. The reporting feature allows you to run and submit *with one button*: 1) the Functional Statement of Activities (Income Statement by Class) and 2) Statement of Financial Position vs. Prior Year (Balance Sheet). The annual report submission reporting menu option will be deployed to Right Networks desktops on Monday July 9th.
- The annual report process consists of three steps this year. 1.) Electronic Submission of the financial schedules through Right Networks as noted above. 2) Submission of the Pastor Representation letter manually to the Pastor Center. 3.) Submission of the parish bulletin containing the published financial statements by November 30th emailed to parishoperations@archchicago.org.
- We will use again this year the parish support tracking system called "Team Support" to issue tickets during the annual report process. This will ensure we get all necessary schedules submitted in a timely and complete fashion.

The annual report process remains primarily the same as last year with a few updates to the exception report and other new procedures which we will all be reviewed along with the explanation of the full annual report submission process during the training webinars. Please refer to the Parish Operations website at <http://parishops.archchicago.org/> for registration information regarding the webinars as well as emails to follow on when and how to register for the various sessions. Please note that if you cannot attend one at the scheduled time, you can watch a recorded version whenever it is most convenient for you.

Thank you for your support and commitment to this important reporting requirement for the Archdiocese.

Sincerely yours in Christ,

Handwritten signature of Abbey Rollins in black ink.

Abbey Rollins,
Director of Parish Operations Support

Handwritten signature of Jesse Estrada in blue ink.

Jesse Estrada
Director of Parish Finance & Administration