



Parish Finance and Administration
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Jesse Estrada
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June 30, 2017

Dear Pastors, Administrators, Principals and Business Managers:

With our fiscal year ending today, 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, September 1, 2017.
- Given our bondholder deadlines, it is critical that you submit your financial statements by the September 1 deadline.
- We are excited to announce that we are deploying a new set of parish financial reports on the Right Networks desktop. With the new reporting feature you will be able 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). You will no longer need to run and export supplemental reports from QuickBooks.
- The Parish Representation Letter will continue to be submitted manually to the Pastoral Center.
- 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.

We will be offering an expanded series of webinars to support the 2017 annual report preparation and the new report offerings on the hosted desktop. Please refer to the Parish Operations website at <http://parishops.archchicago.org/> for registration information regarding the webinars. 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 Jesse Estrada in cursive.

Jesse Estrada,
Director of Parish Finance & Administration

Handwritten signature of Tim Cawley in cursive.

Tim Cawley
Chief of Parish and School Operations