

# ARCHDIOCESE OF CHICAGO

Parish Finance & Administration  
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Chicago, Illinois 60611-2030



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June 28, 2016

Dear Pastors, Administrators, Principals and Business Managers:

With our fiscal close 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:

- Given our bondholder deadlines, it is critical that we submit our financial statements in a timely manner.
- Once again, you will have until the end of August to complete your submission. All Annual Reports are due on Monday, August 29, 2016.
- The Annual Report remains exclusively focused on financial information. All that is required to submit your financial report is to take 3 steps: 1) Press the established button on the hosted network to run and submit the Annual Report; 2) export and submit the two year comparative Balance Sheet and Unpaid Bills listing; and 3) submit manually the Parish Representation Letter.
- We will continue again this year to use the Team Support system, the parish support tracking system, to issue tickets during the annual report process to ensure we get all necessary schedules submitted timely and complete.

As usual, we will offer a series of webinars to support annual report preparation and to outline changes for 2016. Please refer to the Parish Operations website at <http://parishops.archchicago.org/> for registration information regarding the webinars.

Thank you for your support and commitment to meet this important reporting requirement for the Archdiocese. We look forward to working with you in fiscal year 2017 as we enhance the tools available for parish financial reporting.

Sincerely yours in Christ,

A handwritten signature in cursive script that reads "Jesse Estrada".

Jesse Estrada,  
Director of Parish Finance & Administration

A handwritten signature in cursive script that reads "Betsy Bohlen".

Betsy Bohlen,  
Chief Operating Officer