

**PARISH FINANCE COUNCIL MEETING SUBMISSION FORM  
TO BE SUBMITTED QUARTERLY VIA ELECTRONIC SUBMISSION TO THE DEAN**

Name of Parish: \_\_\_\_\_

Archdiocesan Location Number: \_\_\_\_\_

Pastoral Region: \_\_\_\_\_

Deanery: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

1. List of members in attendance:


2. Did the meeting present a quorum? Yes \_\_\_ No \_\_\_

3. Was an Agenda presented to the Council for this meeting? Yes \_\_\_ No \_\_\_

4. Were the minutes of the previous meeting reviewed and approved by the Council? Yes \_\_\_ No \_\_\_

5. If the parish has Archdiocesan Investment Pool accounts, were the statements presented to the Council for review?  
Yes \_\_\_ No \_\_\_

6. If number 5 is yes, were there any concerns discussed related to these accounts? Yes \_\_\_ No \_\_\_

If number 6 is yes, briefly explain: \_\_\_\_\_

7. Did the Council review the approved Parish budget to actuals at this meeting? Yes \_\_\_ No \_\_\_

8. If number 7 is yes, were there any concerns discussed related to the budget? Yes \_\_\_ No \_\_\_

If number 8 is yes, briefly explain: \_\_\_\_\_

9. Were there any concerns or issues discussed related to the parish finances at this meeting? Yes \_\_\_ No \_\_\_

10. If number 9 is yes, were the concerns resolved at this meeting? Yes \_\_\_ No \_\_\_

If number 10 is no, briefly explain: \_\_\_\_\_

*A copy of the meeting agenda should be attached to this form before submitting to the Dean*

**PARISHES WITH SCHOOLS**

1. Did the Principal attend this meeting? Yes \_\_\_\_ No \_\_\_\_
2. If the school has Archdiocesan Investment Pool accounts, were the statements presented to the Council for review?  
Yes \_\_\_\_ No \_\_\_\_
3. If number 2 is yes, were there any concerns discussed related to these accounts? Yes \_\_\_\_ No \_\_\_\_  
If number 3 is yes, briefly explain: \_\_\_\_\_
4. Did the Council review the approved School budget to actuals at this meeting? Yes \_\_\_\_ No \_\_\_\_
5. If number 4 is yes, were there any concerns discussed related to the budget? Yes \_\_\_\_ No \_\_\_\_  
If number 5 is yes, briefly explain: \_\_\_\_\_
6. Were there any concerns or issues discussed related to the school finances? Yes \_\_\_\_ No \_\_\_\_
7. If number 6 is yes, were the concerns resolved at this meeting? Yes \_\_\_\_ No \_\_\_\_  
If number 7 is no, briefly explain: \_\_\_\_\_

**ANNUAL ISSUES THAT SHOULD BE ADDRESSED BY THE PARISH FINANCE COUNCILS BEFORE FISCAL YEAR ENDED JUNE 30**

1. Was the parish budget reviewed and approved by the Council? Yes \_\_\_\_ No \_\_\_\_
2. Were there any concerns or issues related to the parish budget addressed by the Council? Yes \_\_\_\_ No \_\_\_\_
3. If number 2 is yes, were the concerns/issues resolved at this meeting? Yes \_\_\_\_ No \_\_\_\_  
If number 3 is no, briefly explain: \_\_\_\_\_
4. (if applicable) Was the school budget reviewed and approved by the Council? Yes \_\_\_\_ No \_\_\_\_
5. (if applicable) Were there any concerns or issues related to the school budget addressed by the Council? Yes \_\_\_\_  
No \_\_\_\_
6. If number 5 is yes, were the concerns/issues resolved at this meeting? Yes \_\_\_\_ No \_\_\_\_  
If number 6 is no, briefly explain: \_\_\_\_\_
7. Was the parish archdiocesan annual report reviewed and approved by the Finance Council Chair prior to submission to the Archdiocesan Financial Services? Yes \_\_\_\_ No \_\_\_\_
8. Were there any concerns addressed related to the preparation of the parish annual report? Yes \_\_\_\_ No \_\_\_\_
9. If number 8 is yes, briefly explain: \_\_\_\_\_

10. Was the school archdiocesan annual report reviewed and approved by the Finance Council Chair prior to submission to the Archdiocesan Financial Services? Yes \_\_\_\_ No \_\_\_\_

11. Were there any concerns addressed related to the preparation of the school annual report? Yes \_\_\_\_ No \_\_\_\_

12. If number 11 is yes, briefly explain: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FORM SUBMITTED BY:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Finance Council Chair Signature

\_\_\_\_\_  
Date: