

PARISH FINANCE COUNCIL MEETING CHECKLIST

Regular Meetings

- 1) Date of Meeting: _____
- 2) Minutes Being Taken? _____ (Yes/No)
- 3) Time: Meeting Start: _____
Meeting End: _____
- 4) Pastor in Attendance and Presiding? _____
- 5) School Principal in Attendance to Present School Financials? _____ (Yes/No)
- 6) Finance Council Chair in Attendance? _____ (Yes/No)
- 7) Minutes from Prior Meeting:
Reviewed: _____ (Yes/No)
Approved: _____ (Yes/No)
- 8) Meeting Reports Provided to Participants Prior to Meeting?
When? _____ (Yes/No)
- 9) Parish Income and Expense Reports:
Period(s) reviewed: *(Attach reports to minutes)* _____
Income
On Track with Budget? _____ (Yes/No)
Detailed Variance to Budget? _____
Actions to Correct Shortfall (if warranted): _____ *(Include details in minutes)*
Expens
On Track with Budget? _____ (Yes/No)
Detailed Variance to Budget? _____
Actions to Reduce Deficit Spending (if warranted)? _____ *(Include details in minutes)*
- 10) School Income and Expense Reports:
Period(s) reviewed: *(Attach reports to minutes)* _____
Income
On Track with Budget? _____ (Yes/No)
Current School Enrollment:
Detailed Variance to Budget? _____
Actions to Correct Shortfall (if warranted)? _____ *(Include details in minutes)*
Expenses
On Track with Budget? _____ (Yes/No)
Detailed Variance to Budget? _____
Actions to Reduce Deficit Spending (if warranted)? _____ *(Include details in minutes)*
- 11) Debt Status to Diocese:
Does parish have a loan with the Diocese? _____ (Yes/No)
If yes:
Current Loan Balance(s) Outstanding: _____
Is Parish Current In Its Debt Service? _____ (Yes/No)
CY Revenue Variance to Finance Plan? _____
CY Expense Variance to Finance Plan? _____
Actions to Correct Variances (if warranted)? _____ *(Include details in minutes)*
- 12) Parish Accounts Payable:
Past Due Diocese Obligations? _____
Actions to Bring Current (if warranted): _____ *(Include details in minutes)*
Past due Vendor Obligations? _____
Actions to Bring Current (if warranted): _____ *(Include details in minutes)*
- 13) Review of Cash Holdings:
Parish Checking Account: _____
Savings on Deposit at Diocese: _____
Cash Transfers To/From Savings Needed: _____
- 14) Capital Campaign Status (if applicable):
Pledge Income: _____
Redemptions: _____
Expenses: _____

15 New Capital Expenditure Needs (if any):

)

		Diocesan Approval		
Project Description	Estimated Cost	Required?	Obtained?	Date
a.				
b.				
c.				

PARISH FINANCE COUNCIL MEETING CHECKLIST

16 New or Renewing Leases or Service Contracts (if any):
)

Diocesan Approval					
a.	Description	Annual Value	Required?	Obtained?	Date
b.					
c.					

Quarterly/Annual Items

- 17) Quarterly Financial Reporting:
 Presented: (Date) _____
 Approved: (Date) _____
 Submitted to Diocese: (Date) _____ (Due: 10/31, 1/31, 4/30, and 7/31.)
- 18) Annual Budget:
 Presented: (Date) _____
 School Budget Presented by Principal (Date) _____
 Variance to Loan Finance Plan: _____
 Income Variance to Finance Plan: _____
 Expense Variance to Finance Plan: _____
 Action Items to Resolve Variances (if warranted): _____ (Include details in minutes)
 Approved: (Date) _____
 Submitted to Diocese: (Date) _____ (Due on or before June 30th)
- 19) Annual Financial Report:
 Presented: (Date) _____
 Approved: (Date) _____
 Submitted to Diocese: (Date) _____ (Due on or before July 31st)
 Provided to Parishioners: (Date) _____ (Due on or before September 30th)

Attendance

Name	
(Printed)	_____
Signature	_____

