



Annual Financial Reports to the Diocese

With the close of the fiscal year comes the reporting to the Diocese. Within ParishSOFT there are reports that are set up to make this process easy for you.


From the Ledger Report Writer tab, click on Statements of Activity. Select the report for the entity from the list. **CEMETERIES-THESE REPORTS REPLACE THE GREEN SHEETS!!!**

Custom Ledger Statements


 **Statements of Activity**




CemeteryC-Annual Rept Statement of Activities




CemeteryF-Annual Rept Statement of Activities




CemeteryD-Annual Rept Statement of Activities



CemeteryE-Annual Report Statement of Activities



School-Annual Report Statement of Activities



Parish-Annual Report Statement of Activities

Select the correct accounting period (it should be preselected).

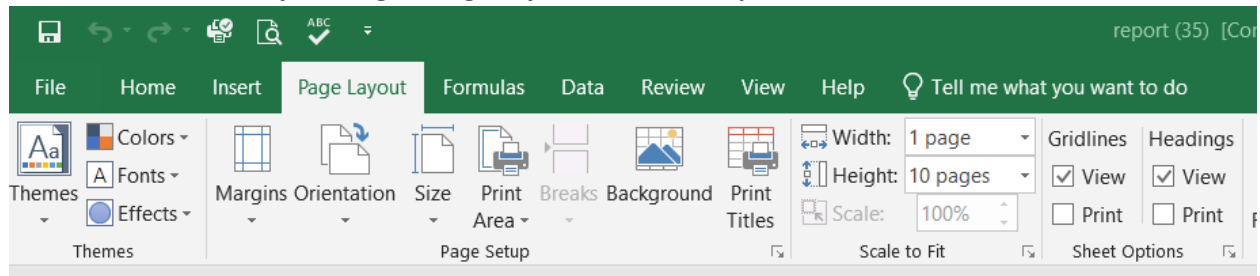
Ledger Report Writer - General		
Parish-Annual Report Statement of Activities		
General	Rows	Columns
Report Name: <input type="text" value="Parish-Annual Report Statement of Activities"/> Report Type: Statement of Activity		
Fiscal Period Ended		
Report as of month ending: <input type="text" value="June"/> during fiscal year ending: <input type="text" value="6/30/2022 - Current Fiscal Year"/>		

Preview the report and make sure that the amount column is wide enough to display all the numbers (you will see the # sign when the column is too narrow)

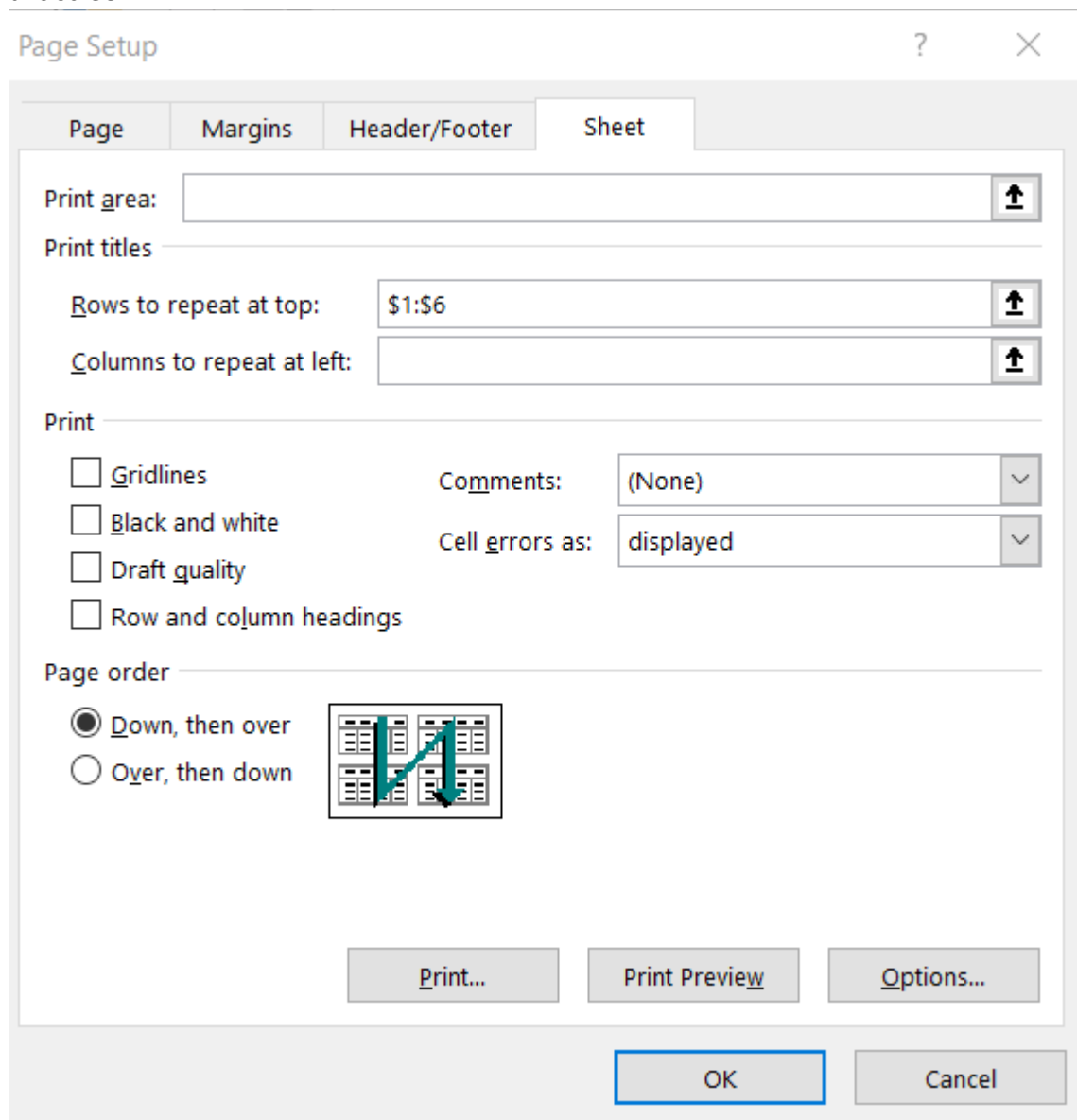
Total Expenses

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To make it easier to keep the reports in order, we ask that you add page numbers to the reports. This is done within Excel by clicking on Page Layout and Sheet Options



Click on the little arrow in the lower right corner of next to the words “Sheet Options”. This will bring up this screen:



Click on the Header/Footer tab and select Footer and choose “Page 1 of ?” and click on OK.

The screenshot shows the 'Page Setup' dialog box with the 'Header/Footer' tab selected. The 'Header' section is empty. The 'Footer' section shows 'Page 1 of ?' selected in the dropdown menu. Below the footer section, there are four checkboxes: 'Different odd and even pages' (unchecked), 'Different first page' (unchecked), 'Scale with document' (checked), and 'Align with page margins' (unchecked). At the bottom, there are buttons for 'Print...', 'Print Preview', 'Options...', 'OK', and 'Cancel'.

Page Setup

Page Margins Header/Footer Sheet

Header:

(none)

Custom Header... Custom Footer...

Footer:

Page 1 of ?

Page 1 of 1

☐ Different odd and even pages

☐ Different first page

☒ Scale with document

☐ Align with page margins

Print... Print Preview Options...

OK Cancel

Repeat the process with the Statement of Financial Position. Print the reports, get the signatures and send them off to Kelly Anderson kanderson@dowr.org at the Diocese of Winona-Rochester along with the **Internal Control Questionnaire and the Parish Property / Historical Data reports** (available at this link: <https://www.dowr.org/offices/finance/parish-annual.html>). You are done!