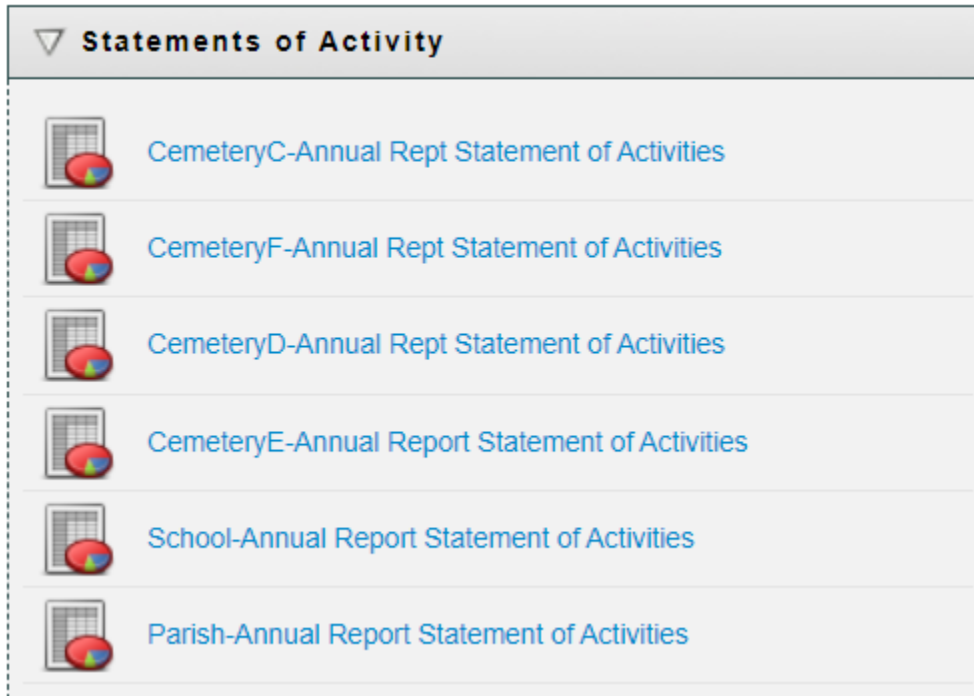# Annual Financial Reports to the Diocese

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.

Ledger Report Writer - General		
Parish-Annual Report Statement of Activities		
General	Rows	Columns

Report Name: Parish-Annual Report Statement of Activities   Report Type: Statement of Activity

┌ **Fiscal Period Ended**

Report as of month ending: June ▽   during fiscal year ending: 6/30/2021 - Current Fiscal Year ▽
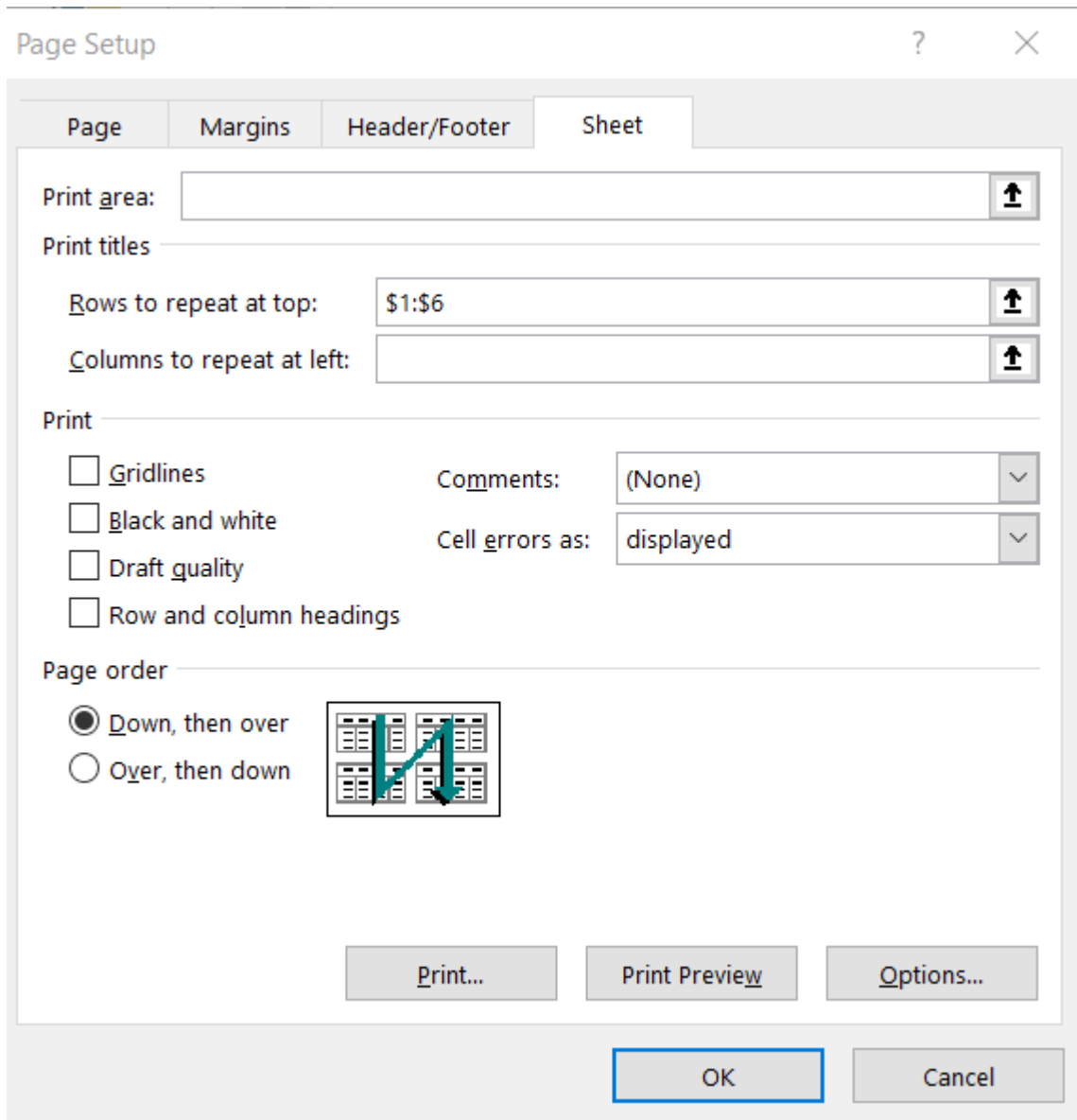
Preview the report and make sure that the amount column is wide enough to display all the numbers (you will see the # sign when the column is too narrow)

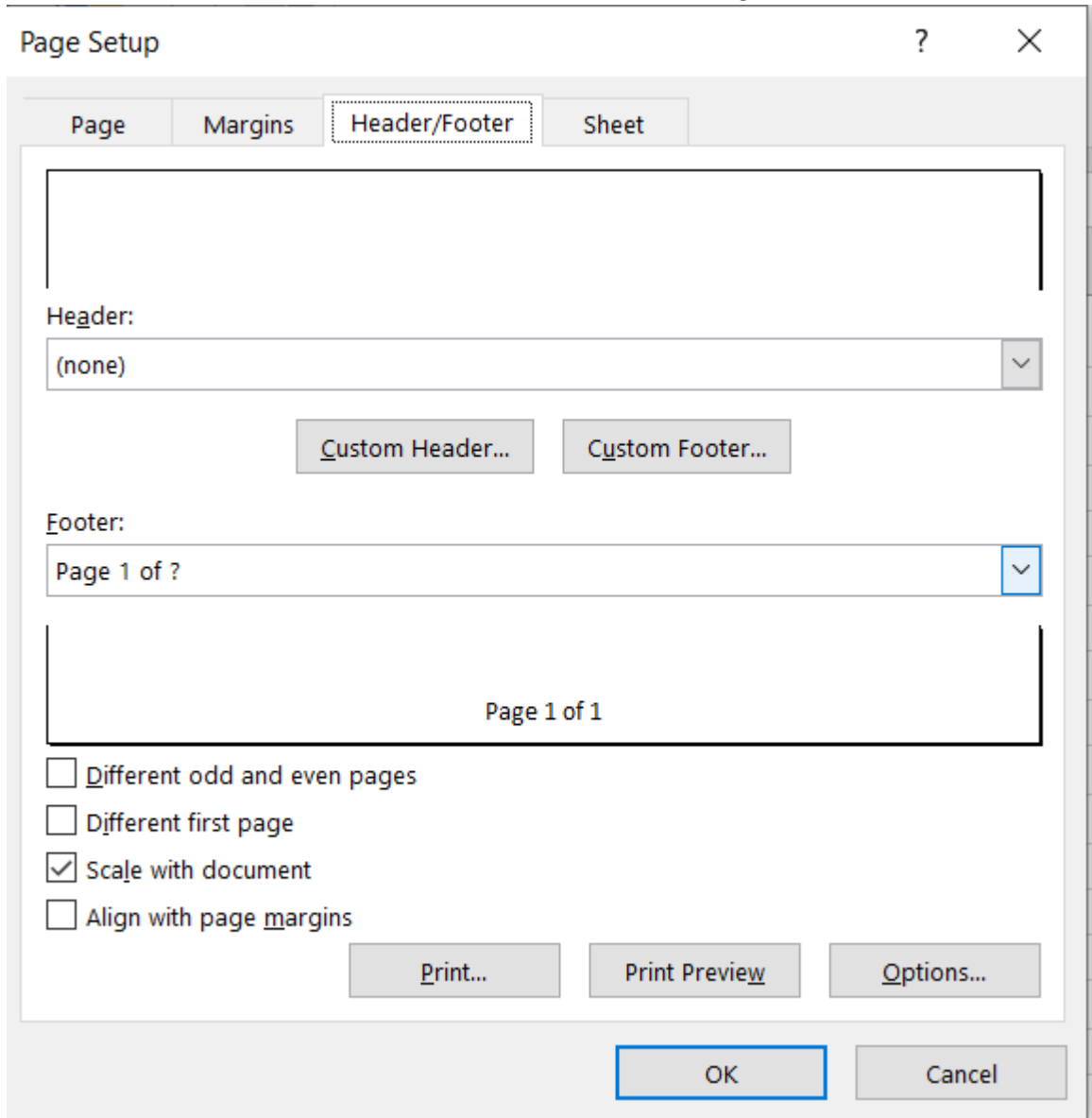**Total Expenses**   ########

To make is 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
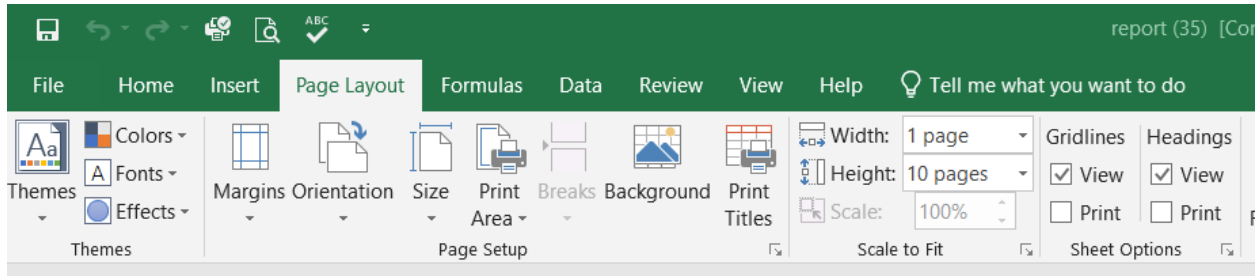
Click on the little arrow in the lower right corner of next to the words "Sheet Options". This will bring up this screen:

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

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 Beth Buswell bbuswell@dowr.org at the Diocese of Winona-Rochester! You are done!