

(Insert date)

Most Reverend Robert E. Guglielmone  
c/o Office of Financial Services  
1662 Ingram Road  
Charleston, SC 29407

Re: Annual Report for (insert parish name)

Dear Bishop Guglielmone,

Enclosed please find the annual financial report of (insert parish name) for the year ended June 30, 20xx.

The Finance Council of our parish is comprised of the following individuals:

Name	Occupation/Title	Phone Number	Mailing Address	E-Mail Address

The Finance Council met on the following dates in 20xx:

The parish budget for the year ending June 30, 20xx was approved by the Finance Council at its (insert date) meeting. A summary of this budget will be presented to the parish (insert date) by use of (insert method of communication i.e., insert in bulletin, brief oral report at each mass etc.) by the Chairman of the Finance Council. A summary of the annual report will be given to the parish at the same time.

The annual Internal Control Questionnaire was completed for and forwarded to the Department of Parish/School Accounting on (insert date).

Attached is a statement signed by me and members of the Finance Council confirming that we have met, developed and discussed the financial statements and budget of the parish.

We submit this information as faithful members of (insert name) parish and diligent stewards of the faith.

(Signature of pastor/administrator)

(Printed name of pastor/administrator)

SAMPLE

(Name of parish)  
Annual Statement  
June 30, 20xx

We the Pastor/Parish Administrator and Finance Council of (insert name) parish have met, developed and discussed the financial statements of the parish for the year ending June 30, 20xx and the budget for the year ending June 30, 20xx.

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Signature of Finance Council Member #1

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Signature of Finance Council Member #2

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Signature of Finance Council Member #3

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Signature of Finance Council Member #4

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Signature of Finance Council Member #5

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Signature of Finance Council Member #6

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Signature of Finance Council Member #7

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Signature of Finance Council Member #8

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Signature of Pastor/Administrator