

**FYE Annual Reporting Session
Archdiocesan of SF Finance
Via ZOOM Meetings by County
July 15, 2020**

AGENDA

1. Welcome and updates - Joe Passarello and Rodney Yee	PAGE
2. Financial Year End Reporting and Checklist	2
• Parish and School QBO Mapping (see Appendix p. 26-33)	
3. Finance Pre-Check before requesting QBO template	6
4. Parish and School QBO templates sent by ADSF to locations	7
5. Rental and Investment Income – Schedule 7	10
6. Ordinary Income – Schedule 11	11
7. Deadlines for FYE Annual Reporting	25
8. Other items to cover	
• PPP questions and updates	
• Unrelated business income (fillable PDF) – how to fill out and send back	
• Safety reports	



ARCHDIOCESE OF
SAN FRANCISCO

FINANCIAL YEAR END

Closing Procedure Checklist

Year-end report

Due date: September 30th

Finance Department
Support Group

FYE Reporting
annualreport@sfarch.org

Rodney Yee
415 614 5513
yeer@sfarch.org

Siena Perez
415 614 5523
perezs@sfarch.org

- ☐ Record all income received through June 30th
- ☐ Record all bills for goods or services received prior to June 30th. These bills will either have been paid before June 30th, or recorded as Accrual or as Accounts Payable.
- ☐ Remit all second collections as of June. **Note that all second collections are due to the Chancery Office, 30 days after the collection date.**
- ☐ Transfer excess cash, if any, to Capital Assets Support Corporation (CASC).
- ☐ Record all Bank, Investment (Deposit & Loan and the Investment Pool Account from CASC) and Petty Cash Activity. Make sure all bank accounts for organizations using the parish/school Tax ID Number are reflected in the financial report.
- ☐ Reconcile all Bank, Investment, and Petty Cash Accounts. Obtain copies of the June statements of account for the Deposit and Loan and the Investment Pool Account from CASC.
- ☐ Record & verify ending Inventories for:
 - Bingo games materials
 - Scrip
 - Gift Shop Materials
 - Other Supplies (material amounts only)
- ☐ Reconcile/Analyze ALL Asset and Liability Accounts
 - Accounts Receivable
 - Tuition/Fees Receivable
 - Prepaid Expense
 - Accounts Payable
 - Deferred Revenue
 - Other Accrued Expenses : **Payroll, Pension, Taxes, Insurance**
 - Loan Payable to Archdiocese or CASC
 - PPP Note Payable, if applicable

- Create and record any Adjusting Entries with documentation
- Analyze Current Year Restricted accounts (**See Exhibit A**)
 - Donor Endowment
 - Donor Restricted
 - Unrestricted
- Create and Record journal entry to transfer the year's Net Income (Loss) change to:
 - 3010 Unrestricted Net Assets
 - 3050 Donor Restricted Assets
 - 3070 Donor Endowment Assets
- Print preliminary Financial Statements and review with the Pastor/Principal

QuickBooks Online (QBO) Users – send an email to annualreport@sfarch.org after you have entered your closing entries and closed the books properly. The customized pre-populated annual report template will be emailed to your location for final review and approval.

- **Protect transactions in earlier accounting periods from being changed, you can close the books to any further uncontrolled changes, set a closing date and password in QBO. This forces you to make journal entries in current to correct prior year corrections.**
- **Please review attached QBO template location instructions and checklists of what Finance Department does to confirm all tasks are completed as instructed. No exceptions. Please review and complete requested schedules, sign and send back before deadline of September 30th.**

EXHIBIT A

Transfer the Year's Equity Change to Unrestricted, Restricted and Endowed Net Assets

The total Net Assets of the parish/schools should be maintained in three Net Assets accounts:

- 3010 - Unrestricted Assets
- 3050 - Donor Restricted Net Assets
- 3070 - Donor Endowment Net Assets

Net Assets are the cumulative excess of revenue over expenses in the accounting records of the fund from the beginning of the parish record keeping through the end of the last accounting month. The above three accounts maintain the cumulative excess in the Unrestricted, Restricted and Endowment funds.

The current year net income (loss) is automatically recorded to Account 3901 - Retained Earnings by the QuickBooks system. In order to close out the year properly, you must reclassify the current year net income from Account 3901 to the proper Net Asset accounts above (3010, 3050, and 3070).

After all adjusting entries have been made, the following reports need to be printed to assist you in closing out the current year net income to the proper Net Asset accounts:

- **Profit and Loss Statement** – This is a report summarizing your income and expense accounts and the difference resulting in either profit or loss.
- **Balance Sheet** – This report shows your financial position by listing assets, liabilities and the net assets accounts.
- **Trial Balance** – This report summarizes your debits and credits subtotaled by each account type on your chart of accounts.

Using your Trial Balance and Profit & Loss reports, you must classify the Net Income (Loss) to the proper Net Asset account, as follows:

3010 Unrestricted Net Assets – This will include all unrestricted account activity which is all accounts not described below for Account 3050 and 3070.

3050 Donor Restricted Net Assets – These are donations, gifts and bequests which are intended for a specified period of time or intended by the donor to be used for a special or unique purpose. The following accounts (per the Chart of Accounts as of June 30th) should be closed out to Account 3050:

4911 - Donor Restricted Gifts and Bequests
4921 - Income from Donor Restricted Gifts and Bequests
4950 - Restricted Assets Used – Donor Restricted

3070 Donor Endowment Net Assets – These are donations, gifts and bequests which are intended for a specific purpose (typically scholarship) and whose original sum, or principal, is designated to remain wholly intact. Only the income from these investments can be used for the specified purpose. The following accounts (per the Chart of Accounts as of June 30th) should be closed out to Account 3070:

4910 - Endowments Received
4920 - Income from Endowments
4940 - Restricted Assets Used – Donor Endowment

Since all accounts in the 49XX series of accounts relate to Donor Restricted or Endowment income, the total of these accounts needs to be reclassified to either Account 3050 Donor Restricted Net Assets or Account 3070 Donor Endowment Net Assets.

The total amount that needs to be reclassified will show as Net Income (Loss) on your Balance Sheet.

The QuickBooks system automatically closes out this amount to Account 3901 as of July 1st, so if you ran a Balance Sheet on July 1st, you would see the prior year Net Income (Loss) in Account 3901. As such, your offset to reclassifying the current year Net Income (Loss) is Account 3901. Account 3901 should be zero as of July 1st, and your Net Assets should be properly classified as Unrestricted, Restricted, or Endowment.

Review QBO File before requesting QBO Template

FINANCE DEPT PRE-CHECK PRIOR TO REQUESTING TEMPLATE

Location # _____

Location Name _____

#	Task	Where you will find this	X When Done
1	Confirm Close date put in QBO.	Go to Accountants Tools, Reports Tools.	<input type="checkbox"/>
2	Review that bank reconciliations have been done through 6/30.	Go to Accountants Tools, Reports Tools.	<input type="checkbox"/>
3	If there are restricted activities, confirm the entry to close the restricted activities has been done properly	Run Balance Sheet report	<input type="checkbox"/>
4	If there are restricted activities, confirm the NARR released and used are the same number	Run Income Statement report	<input type="checkbox"/>
5	Confirm the budget is in the system for next year	Gear, budgeting.	<input type="checkbox"/>

Archdiocese of San Francisco

THE ANNUAL PARISH FINANCIAL REPORT FOR QBO USERS

The QBO financial reporting package populates the Parish Balance Sheet and Parish Summary Revenue & Expense based on the account numbers in your Trial Balance. The mapping between the approved Chart of Accounts and the standard balance sheet and income statement is shown on the Mapping tab.

Step #	Description	X When Done
1	Review Parish Balance Sheet tab for reasonableness.	<input type="checkbox"/>
2	Review Parish Revenue & Expense tab for reasonableness.	<input type="checkbox"/>
3	Complete the detail section of Schedule 7 Rental Property Income . Confirm the totals tie to the trial balance in Row 38, column D.	<input type="checkbox"/>
4	Review Schedule 11 Annual Appeals Assessment for accuracy.	<input type="checkbox"/>
5	Complete Schedule 12 - 5 Year Capital Budget	<input type="checkbox"/>
6	Complete Schedule 16 - Gifts, Donations & Bequests	<input type="checkbox"/>
7	Complete Schedule 18 Comments to supply any relevant additional information necessary to interpret the financial statements properly	<input type="checkbox"/>
8	Complete Schedule 20 - Finance Council members plus signatures . Include pdf of Signatures on separate Signature.pdf worksheet.	<input type="checkbox"/>
9	Email completed report to annualreport@sfarch.org by September 30th. Be sure to email the UBIT form too.	<input type="checkbox"/>
10	Complete separate Unrelated Business Income pdf form (UBIT)	<input type="checkbox"/>
11	Email completed UBIT form to annualreport@sfarch.org by September 30th.	<input type="checkbox"/>
12	Complete safety report and make available PRIOR to next scheduled safety visit ~ 1 out of 3 years	<input type="checkbox"/>

ARCHDIOCESE OF SAN FRANCISCO
The Annual Parish Financial Report
Balance Sheet
Fiscal Year Ended 06/30/20

PARISH NAME: St Nicholas Church

Parish No.: 1481

ASSETS

	Current Year (A)	Prior Year (B)
Cash and Cash Equivalents	¹ \$ 539,598	\$ 532,286
Beneficial Interest in CASC Parish Deposit & Loan Fund	² \$ 1,784,237	\$ 1,763,878
Receivables (Net of Provision for Bad Debts)	³ \$ -	\$ -
Inventories:		
Scrip Inventory	⁴ \$ -	\$ -
Bingo Inventory	⁵ \$ -	\$ -
Other Inventory	⁶ \$ -	\$ -
Investments		
Beneficial Interest in CASC Investment Pool	⁷ \$ -	\$ -
Other Investments	⁸ \$ -	\$ -
Other Assets	⁹ \$ (16,987)	\$ (17,155)
Fixed Assets		
Construction in Progress	¹⁰ \$ -	\$ -
Furniture Fixtures & Other Equipment (FF&E)	¹¹ \$ -	\$ -
Accu. Depr. (Land/Buildings & Impv.;FF&E)	¹² \$ -	\$ -
TOTAL ASSETS	¹³ \$ 2,306,848	\$ 2,279,009

LIABILITIES & NET ASSETS

Liabilities			
Accounts Payable -- Archdiocese, CASC, RPSC	¹⁴ \$ -	\$ -	
Note Payable - PPP	¹⁵ \$ -	\$ -	
Accrued Payroll & Other Accruals	¹⁶ \$ -	\$ -	
Exchange Account and Other Liabilities	¹⁷ \$ -	\$ 203	
Funds Held For Others	¹⁸ \$ 4,383	\$ 4,815	
Deferred Revenue	¹⁹ \$ 25,163	\$ 24,400	
Reduction of Beneficial Interest - CASC	²⁰ \$ -	\$ -	
TOTAL LIABILITIES	²¹ \$ 29,546	\$ 29,418	
NET ASSETS			YoY Change ties
Unrestricted	²² \$ 1,860,944	\$ 1,833,290	\$ 27,654
Donor Restricted	²³ \$ 416,358	\$ 416,301	\$ 58
Donor Endowment	²⁴ \$ -	\$ -	
TOTAL NET ASSETS	²⁵ \$ 2,277,303	\$ 2,249,591	
TOTAL LIABILITIES & NET ASSETS	²⁶ \$ 2,306,848	\$ 2,279,009	

ERROR \$ -
ERROR \$ 0

(A) Current Year balance sheet numbers are rolled up from the **Trial Balance CY** worksheet.

(B) Prior Year balance sheet numbers are rolled up from the **Trial Balance PY** worksheet.

(C) Verify that there are not Errors in row 54 and 55.

ARCHDIOCESE OF SAN FRANCISCO
The Annual Parish Financial Report
Summary Revenue and Expense
Fiscal Year Ended 06/30/20

PARISH NAME: St Nicholas Church

Pairsh No.: 1481

		Current Year		Prior Year	Next Year
		Actual	Budget	Actual	Budget
		(A)	(B)	(C)	(D)
Revenues					
Collections	1	619,092	680,500	606,667	660,000
Sacramental Offerings	2	15,950	18,800	24,235	16,000
Development/Fund-raisers - Net		-	-	-	-
Scrip	3	-	-	-	-
Bingo	4	-	-	-	-
Parish Drive	5	-	-	-	-
Other Fund Raisers	6	178,241	158,250	199,070	187,000
Educational Programs & Sacramental Fees	7	553,117	572,310	523,277	584,510
Gifts, Donations and Grants	8	136,671	110,500	115,836	130,500
Other Income	9	30,974	28,000	30,594	30,000
Non-Operating Income	10	25,177	100	12,465	100
Net Assets Released from Restrictions	11	12,709	-	33,904	-
Total Revenues	12	1,571,930	1,568,460	1,546,049	1,608,110
Expenses					
Personnel Costs	13	805,690	806,316	838,224	895,059
Payroll Taxes - Employer	14	69,327	72,907	60,535	78,001
Employee Benefits	15	209,238	227,910	197,613	272,074
Transportation & Travel	16	1,461	1,000	534	500
Instructional Expenses	17	7,744	9,050	8,118	11,380
Property Costs	18	85,268	90,220	139,755	83,370
Utilities	19	102,721	99,570	95,227	110,500
Furniture, Fixtures, & Equipment	20	30,081	20,700	41,538	16,350
General & Administrative	21	78,347	57,125	59,911	61,008
Other Operating Expense	22	151,722	117,600	141,896	116,388
Other Expenses	23	(324)	1,000	1,478	9,200
Subsidies	24	3,000	8,200	7,200	-
Total Expenses	25	1,544,276	1,511,598	1,592,029	1,653,830
Excess <Deficiency> of current year's unrestricted revenues/expenses	26	27,654	56,862	(45,980)	(45,720)
Property Transfer	27	-	-	-	-
Changes in Donor Restricted Net Assets					
Endowments/Donor Restricted Gifts Received	28	9,125	-	14,714	-
Change in Beneficial Interest CASC Endowments/Donor Restricted	29	3,651	-	1,763	-
Net Restricted Assets Used	30	(12,718)	-	(33,904)	-
Total Changes in Donor Restricted Net Assets	31	58	-	(17,428)	-
Net Increase <Decrease> in Net Assets	32	27,712	56,862	(63,408)	(45,720)
Net Assets, beginning of Year	33	2,249,591 ⁽¹⁾		2,312,999 ⁽¹⁾	
Net Assets, end of year	34	\$ 2,277,303 ⁽²⁾		\$ 2,249,591 ⁽²⁾	

ERROR ⁽¹⁾ \$ - ⁽²⁾ \$ (0.00) ⁽³⁾ \$ - ⁽²⁾ \$ -

- (A) Current Year balance sheet numbers are rolled up from the **Trial Balance CY** worksheet.
 (B) Current Year Budget numbers are rolled up from the **Budget CY** worksheet
 (C) Prior Year balance sheet numbers are rolled up from the **Trial Balance PY** worksheet.
 (D) Next Year Budget numbers are rolled up from the **Budget NY** worksheet

Error checks:

- (1) Verifies that Net Assets beginning of year plus current year income ties to Net Assets End of Year per Balance Sheet
 (2) Verifies that row 47 Net budgeted Increase/Decrease in Net Assets ties to Budget CY worksheet
 (3) Verifies that the Prior Year Net Assets at the end of the year tie to the Net Assets per the Trial Balance for the prior year.

The Annual Parish Financial Report
Fiscal Year Ended 06/30/20
Schedules

Parish Name: St Nicholas Church

Parish No: 1481

Schedule 7 - Rental Property Income

Tenant	Lease Term Ends	Facility or Address	Gross Receipts from Financial Statements

Total Gross Rent **\$ -**

Account 4650 @ 6/30 **-**

Difference (should be zero) **\$ -**

The Annual Parish Financial Report
Fiscal Year Ended 06/30/20
Schedules
Parish Name: St Nicholas Church

Schedule 11 - Annual Appeals Assessment

		Year-End Balance	
Collections			
Offertory	Acct. 4110	-	
Christmas	Acct. 4115	-	
Easter	Acct. 4120	-	
Holy Days	Acct. 4125	-	
Baptism	Acct. 4201	-	
Marriage	Acct. 4202	-	
Funerals	Acct. 4203	-	
Add:			
Add:			
Add:			
Candles	Acct. 4622 revenue	-	
Candles	Acct. 7640 (expense) *report as negative*	-	
TOTAL			\$ -
Rental Income			
Rental Property	Acct. 4650	-	
Facility Rental	Acct. 4655	-	
Facility Rental Services	Acct. 4656	-	
TOTAL			\$ -
Investment Income (excludes school endowment fund(s) & building project fund(s))			
Investment Income Earned,	Acct. 4710	-	
Increase in Beneficial Int in CASC D&L,	Acct. 4711	-	
Distribution Beneficial Int. CASC Amt - Inv Pool,	Acct 4712	-	
TOTAL			\$ -

Five Year Capital Plan**Fiscal Year Ended 06/30/20****Schedules****Parish Name: St Nicholas****Parish No: 1481****Church****Schedule 12 - CAPITAL INCOME AND EXPENDITURES:**

	FIVE YEAR PROJECTION					
	Current Year (1) Actual Amount	Next Year Yr 2021	Second Year Yr 2022	Third Year Yr 2023	Fourth Year Yr 2024	Fifth Year Yr 2025
Sources of Capital Funds						
Accumulated Net Assets (2)						
Additional Sources:(3)_____						
Fundraisers (not included above)						
Total Sources:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Expenditures:						
Expenditures for land						
Expenditures for new buildings and additions						
Expenditures for remodeling and improvements						
Expenditures for furniture and equipment (exclude repairs)						
Debt retirement: Principal & Interest paid on long term debt						
Total Estimated Expenditures:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTE (1): Current Year is the fiscal year just ended in June 30th as stated at top of sheet.

NOTE (2): Accumulated Net Assets Means: All unrestricted & restricted funds accumulated over the prior years which are to be used for capital expenditures.

NOTE (3): Additional sources could be donations, loans, etc. anticipated to be needed for capital plans.

\$	-	\$	-
----	---	----	---

The Annual Parish Financial Report

Fiscal Year Ended 06/30/20

Schedules

Parish Name: St Nicholas Church

Parish No: 1481

Schedule 18 - Other comments

Comment on any aspect of the financial report that needs an explanation concerning changes in Balance Sheet, Summary of Revenue/Expenses, and other schedules which would supplement the financial data in order to avoid misinterpretation of the statements.

Type here, as needed

The Annual Parish Financial Report

Fiscal Year Ended 06/30/20

Schedules

Parish Name: *St Nicholas Church*

Parish No: 1481

Schedule 20 - Finance Council

Please list the names of the members of your Parish Finance Council below, with their years of service and their background and qualifications.

NAME	YEARS	QUALIFICATIONS

Number of Finance Council meetings during this year

Please provide dates of meetings (mo/dd/yr format):

This report represents all of the financial operations of the parish and its organizations for the year, in accordance with the Policies and Procedures for Finance and Asset Management of the Archdiocese of San Francisco. To the best of my knowledge all parish funds and expenses are included in this report as of June 30, 2020 and for the year then ended. Prior fiscal year results are also reflected and attested to in these reports.

Prepared By

Sign and print

Contact Phone:

email:

Date:

Pastor

Sign and print

Contact Phone:

email:

Date:

Finance Committee Chairperson

Sign and print

Date:

To be prepared in duplicate. Keep one copy in parish files. File one copy with Chancery.

Archdiocese of San Francisco

THE ANNUAL SCHOOL FINANCIAL REPORT FOR QBO USERS

The QBO financial reporting package populates the School Balance Sheet and School Summary Revenue & Expense based on the account numbers in your Trial Balance. The mapping between the approved Chart of Accounts and the standard balance sheet and income statement is shown on the Mapping tab.

Step #	Description	X When Done
1	Review School Balance Sheet for reasonableness. Verify no Errors in row 53 and 54	<input type="checkbox"/>
2	Review School Revenue and Expense for reasonableness. Verify no Errors in row 54	<input type="checkbox"/>
3	Complete the detail section of Schedule 11- Scholarships, Grants, Subsidies, and Other School Support. Confirm the totals tie to the trial balance where indicated.	<input type="checkbox"/>
4	Complete Schedule 12 - 5 Year Capital Budget	<input type="checkbox"/>
5	Complete Schedule 16 - Gifts, Donations & Bequests	<input type="checkbox"/>
6	Complete Signature page. Include pdf of Signatures on separate Signature.pdf worksheet.	<input type="checkbox"/>
7	Email completed signed annual report to annualreport@sfarch.org by September 30th.	<input type="checkbox"/>
8	Complete separate pdf Unrelated Business Income (UBIT) form	<input type="checkbox"/>
9	Email completed UBIT form to annualreport@sfarch.org by September 30th.	<input type="checkbox"/>
10	Complete safety report and make available PRIOR to next scheduled safety visit ~ 1 out of 3 years	<input type="checkbox"/>

ARCHDIOCESE OF SAN FRANCISCO
The Annual School Financial Report
Balance Sheet
Fiscal Year Ended 06/30/20

PARISH NAME: St Nicholas School

Parish No.: 1482

ASSETS	Current Year (A)	Prior Year (B)
Cash and Cash Equivalents	¹ \$ 778,997	\$ 981,676
Beneficial Interest in CASC Parish Deposit & Loan Fund	² \$ 7,481	\$ 7,364
Receivables (Net of Provision for Bad Debts)	³ \$ 51,388	\$ 136,338
Inventories	⁵ \$ 17,151	\$ 32,495
Investments		
Beneficial Interest in CASC Investment Pool	⁶ \$ 1,953,215	\$ 1,917,902
Other Investments	⁷ \$ -	\$ -
Other Assets	⁸ \$ 26,313	\$ (2,296)
Fixed Assets		
Furniture, Fixtures & Other Equipment (FF&E)	¹⁰ \$ -	\$ -
Accumulated Depreciation (FF&E)	¹¹ \$ -	\$ -
TOTAL ASSETS	¹² 2,834,545	3,073,478
LIABILITIES & NET ASSETS		
Liabilities		
Accounts Payable -- Archdiocese, CASC, RPSC	¹³ \$ -	\$ -
Note Payable - PPP	¹⁴ \$ 107,694	\$ 76,794
Accrued Payroll & Other Accruals Exchange	¹⁵ \$ 289,660	\$ 308,587
Account & Other Liabilities Funds Held For	¹⁶ \$ -	\$ -
Others	¹⁷ \$ 472,786	\$ 541,844
Deferred Revenue		
Deferred Tuition	¹⁸ \$ 11,833	\$ 33,202
Deferred Fees	¹⁹ \$ 292,053	\$ 262,297
Reduction in Beneficial Interest - CASC	²⁰ \$ -	\$ -
TOTAL LIABILITIES	²¹ 1,174,025	1,222,724
NET ASSETS		
Unrestricted	²² \$ (300,004)	\$ (74,456)
Donor Restricted	²³ \$ 7,309	\$ (16,043)
Donor Endowment	²⁴ \$ 1,953,215	\$ 1,941,253

TOTAL NET ASSETS

²⁵

1,660,520

1,850,754

TOTAL LIABILITIES & NET ASSETS

²⁶

2,834,545

3,073,478

ERROR \$ - \$ -
ERROR \$ 0

(A) Current Year balance sheet numbers are rolled up from the **Trial Balance CY** worksheet.

(B) Prior Year balance sheet numbers are rolled up from the **Trial Balance PY** worksheet.

(C) Verify that there are not Errors in row 53.

ARCHDIOCESE OF SAN FRANCISCO
The Annual School Financial Report
Summary Revenue and Expense
Fiscal Year Ended 06/30/20

PARISH NAME: St Nicholas School

Parish No.: 1482

	Current Year		Prior Year	Next Year
	Actual	Budget	Actual	Budget
Revenues				
Tuition	1 \$ 3,092,073	3,061,265	\$ 3,069,725	3,438,651
Tuition Assistance	2 \$ 42,156	10,000	\$ 38,351	5,000
Fees	3 \$ 176,000	162,075	\$ 181,555	174,375
Subsidies	4 \$ 462	124,000	\$ 80,000	-
Development/Fundraisers - Net	5 \$ 159,457	182,721	\$ 231,483	271,000
Donations	6 \$ 2,991	-	\$ 600	-
Grants	7 \$ -	-	\$ -	-
Operating Income	8 \$ 198,612	203,500	\$ 201,254	224,200
Non-Operating Income	9 \$ 189	50	\$ 119	70
Net Assets Released from Restrictions	10 \$ 66,000	232,354	\$ -	62,000
Total Revenues	11 3,737,938	3,975,965	3,803,088	4,175,296
Expenses				
Personnel Costs	12 \$ 2,537,640	2,531,439	\$ 2,516,871	2,628,454
Payroll Taxes	13 \$ 212,512	228,508	\$ 215,628	243,359
Employee Benefits	14 \$ 557,337	604,174	\$ 565,364	682,426
Transportation & Travel	15 \$ -	2,000	\$ -	2,000
Education Expenses	16 \$ -	-	\$ -	-
Instructional Expenses	17 \$ 173,629	220,803	\$ 189,782	230,365
Student Activities & Services	18 \$ 18,757	26,600	\$ 17,158	28,400
Property Costs	19 \$ 196,172	81,200	\$ 75,996	85,000
Utilities	20 \$ 39,335	42,000	\$ 35,324	49,600
Furniture, Fixtures & Equipment	21 \$ 45,212	48,000	\$ 53,047	48,000
Bad Debts	22 \$ -	-	\$ -	-
General & Administrative	23 \$ 94,280	86,047	\$ 88,845	86,741
Other Operating Expense	24 \$ 88,612	105,194	\$ 97,634	90,951
Other Expenses	25 \$ -	-	\$ -	-
Total Expenses	3,963,486	3,975,965	3,855,648	4,175,296
Excess <Deficiency> of	26 (225,548)	-	(52,560)	-
current year's revenues/expenses				
Property Transfer	27 \$ -	-	\$ 16,061	-
Changes in Donor Restricted Net Assets				
Endowments/Donor Restricted Gifts Received	28 \$ -	-	\$ -	-
Change in Beneficial Interest CASC Endwmnts/Donor Restr	29 \$ 101,313	-	\$ 107,914	-
Net Restricted Assets Used	30 \$ (66,000)	-	\$ -	-
Total Changes in Donor Restricted Net Assets	31 35,313	-	107,914	-
Net Increase <Decrease> in Net Assets	32 (190,235)	-	71,415	-
Net Assets, beginning of Year	33 1,850,754 ⁽¹⁾		1,779,340 ⁽¹⁾	
Net Assets, end of year	34 1,660,520 ⁽²⁾		1,850,754 ⁽²⁾	

ERROR ⁽¹⁾ \$ **(0.01)** ⁽²⁾ \$ **-** ⁽³⁾ \$ **-** ⁽²⁾ \$ **-**

(A) Current Year balance sheet numbers are rolled up from the **Trial Balance CY** worksheet.

(B) Current Year Budget numbers are rolled up from the **Budget CY** worksheet

(C) Prior Year balance sheet numbers are rolled up from the **Trial Balance PY** worksheet.

(D) Next Year Budget numbers are rolled up from the **Budget NY** worksheet

Error checks:

(1) Verifies that Net Assets beginning of year plus current year income ties to Net Assets End of Year per Balance Sheet

(2) Verifies that row 47 Net budgeted Increase/Decrease in Net Assets ties to Budget CY worksheet

(3) Verifies that the Prior Year Net Assets at the end of the year tie to the Net Assets per the Trial Balance for this year

The Annual School Financial Report

Fiscal Year Ended 06/30/20

Schedules

School Name: St Nicholas School

School No: 1482

Schedule 11- Scholarships, Grants, Subsidies, and Other School Support

List all subsidies from all sources during the year and the number of students receiving the subsidy.

	Current Year		Previous Year	
	Amount (\$)	Students (#)	Amount (\$)	Students (#)
Tuition and Fees Paid <u>solely</u> by Parent/Guardian				
Tuition Assistance				
Scholarships and External Tuition Assistance:				
Archdiocesan Scholarships				
Family Grants				
Special Salary Fund				
Basic Fund				
SMART				
Time				
Guardsmen				
Other External Scholarships (Please list on Lines):				
Total Scholarship and External Tuition Assistance	\$ -		\$ -	
Total Tuition and Fees:	\$ -		\$ -	
<i>Must agree with sum of lines 1,2,&3 from the Profit and Loss Statement.</i>	\$ -		\$ -	
<i>Difference (should be zero)</i>	\$ -		\$ -	
Subsidies:				
Parish/School Assistance:				
<i>List amount of funds given or tuition waived that was financed by:</i>				
Endowment				
Special Collections given to school				
Parish Subsidy for School				
Scholarships				
General Operating Cash				
Capital Improvements/Repairs				
Other Parish/School Assistance				
Total Parish/School Assistance	\$ -		\$ -	
Other Subsidies				
Total Other Subsidies	\$ -		\$ -	
Total Subsidies	\$ -		\$ -	
<i>Must agree with line 4 of the Profit and Loss Statement.</i>	\$ -		\$ -	
<i>Difference (should be zero)</i>	\$ -		\$ -	
Tuition Waived and No Financial Support (Show by Student):				
Financial Need				

The Annual School Financial Report
Fiscal Year Ended 06/30/20
Schedules
School Name: St Nicholas School

School No: 1482

Schedule 12 - CAPITAL INCOME AND EXPENDITURES:

Exclude PARISH and other amounts not related to school. Exclude CONVENT figures.*

FIVE YEAR PROJECTION

Sources of Capital Funds

Accumulated Net Assets (2)

Additional Sources: _____

Loan from Archdiocese

Fundraisers (not included above)

Total Sources:

Estimated Expenditures

Expenditures for building(s) additions

Expenditures for remodeling and improvements

**Expenditures for furniture and equipment
(exclude repairs)**

**Debt retirement: Principal & Interest paid
on long term debt**

Total Estimated Expenditure:

Current Year (1)	Next Year	Second Year	Third Year	Fourth Year	Fifth Year
Actual Amount	Yr____2021	Yr____2022	Yr____2023	Yr____2024	Yr____2025
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

School No: 1482

List separately gifts and bequests received from living trusts, estates, wills during the year and recorded in Accounts 4501-4504, 4910 and 4911.

Line (28) on Summary Revenue and Expense	\$	-	
Line (6) on Summary Revenue and Expense			\$ -
Difference (should be zero)	\$	-	\$

22 of 33

The Annual School Financial Report
Fiscal Year Ended 06/30/20
Schedules

School Name: St Nicholas School

School No: 1482

This report represents all of the financial operations of the school and its organizations for the year, in accordance with the Policies and Procedures for Finance and Asset Management of the Archdiocese of San Francisco. To the best of my knowledge all school funds and expenses are included in this report as of June 30, 2020 and for the year then ended. Prior fiscal year results are also reflected and attested to in these reports.

Prepared By _____

Date: _____

Principal _____

Date: _____

Pastor _____

Date: _____

Sign and print

Contact Phone:

email:

School Board Chairperson _____

Date: _____

Sign and print

Parish Finance Committee Chairperson _____

Date: _____

Sign and print

To be prepared in duplicate. Keep one copy in parish files. File one copy with Chancery.

Deadlines for FYE Annual Reporting

FYE Close June 30, 2020	ASAP
Request QBO annual report templates by	8/31/20
Complete, review, and send back FYE reports	9/30/20*

***LATE SUBMISSION FEE WILL BE \$1,000 PER MONTH, PAYABLE TO THE PRIEST RETIREMENT FUND.**

APPENDIX

For Parish QBO Reporting mapping

Range	Minimum	Maximum	Financial Statement Category
1000-1079	1000	1080	Cash and Cash Equivalents
1080-1199	1080	1200	Beneficial Interest in CASC Parish Deposit & Loan Fund
1200-1299	1200	1300	Receivables (Net of Provision for Bad Debts)
1300-1399	1300	1400	Other Assets
1400-1419	1400	1420	Scrip Inventory
1420-1429	1420	1430	Bingo Inventory
1430-1499	1430	1500	Other Inventory
1500-1589	1500	1590	Beneficial Interest in CASC Investment Pool
1590-1599	1590	1600	Other Investments
1600-1619	1600	1620	Construction in Progress
1620-1689	1620	1690	Furniture Fixtures & Other Equipment (FF&E)
1690-1699	1690	1700	Accu. Depr. (Land/Buildings & Impv.;FF&E)
1700-1999	1700	2000	Other Assets
2000-2119	2000	2120	Accounts Payable -- Archdiocese, CASC, RPSC
2120-2199 ex 2150	2120	2200	Accounts Payable -- Trade & Other
2150	2150	2150	Note Payable - PPP
2200-2299	2200	2300	Accrued Payroll & Other Accruals
2300-2599	2300	2600	Exchange Account and Other Liabilities
2600-2799	2600	2800	Funds Held For Others
2800-2899	2800	2900	Deferred Revenue
2900-2999	2900	3000	Reduction of Beneficial Interest - CASC
3000-3049	3000	3050	Unrestricted
3050-3069	3050	3070	Donor Restricted
3070-3099	3070	3100	Donor Endowment
3100-3999	3100	3999	Unrestricted
4000-4199	4000	4200	Collections
4200-4299	4200	4300	Sacramental Offerings
4300-4309	4300	4310	Scrip
4310-4319	4310	4320	Bingo
4320-4379	4320	4380	Other Fund Raisers
4380-4381	4380	4320	Parish Drive
4320-4379	4320	4400	Other Fund Raisers
4400-4499	4400	4500	Educational Programs & Sacramental Fees
4500-4599	4500	4600	Gifts, Donations and Grants
4600-4699	4600	4700	Other Income
4700-4899	4700	4900	Non-Operating Income
4900-4919	4900	4920	Endowments/Donor Restricted Gifts Received
			Change in Beneficial Interest CASC Endowments/Donor
4920-4929	4920	4930	Restricted
4930-4939	4930	4940	Net Assets Released from Restrictions
4940-4999	4940	4999	Net Restricted Assets Used
5000-5999	5000	5999	Other Operating Expense
6000-6199	6000	6200	Personnel Costs
6200-6299	6200	6300	Payroll Taxes - Employer

6300-6399	6300	6400 Employee Benefits
6400-6499	6400	7000 Transportation & Travel
7000-7199	7000	7200 Instructional Expenses
7200-7299	7200	7300 Property Costs
7300-7399	7300	7400 Utilities
7400-7499	7400	7500 Furniture, Fixtures, & Equipment
7500-7599	7500	7600 General & Administrative
7600-7799	7600	8000 Other Operating Expense
8000-8019	8000	8020 Other Expenses
8020	8020	8021 Property Transfer
8021-8999	8021	9000 Other Expenses
9000-9999	9000	9999 Subsidies

ARCHDIOCESE OF SAN FRANCISCO
The Annual Parish Financial Report
Balance Sheet Key
Fiscal Year Ended 6/30/20

Parish Name: St Nicholas Church

Parish No. 1481

ASSETS		Current Year <i>(A)</i>	Prior Year <i>(B)</i>	For QBO Reporting mapping	
Cash and Cash Equivalents	1	1010-1060		1000-1079	Cash and Cash Equivalents
Beneficial Interest in CASC Parish Deposit & Loan Fund	2	1080-1090		1080-1199	Beneficial Interest in CASC Parish Deposit & Loan Fund
Receivables (Net of Provision for Bad Debts)	3	1210-1240		1200-1299	Receivables (Net of Provision for Bad Debts)
Inventories:					Inventories:
Scrip Inventory	4	1410-1419		1400-1419	Scrip Inventory
Bingo Inventory	5	1420-1429		1420-1429	Bingo Inventory
Other Inventory	6	1430-1449		1430-1499	Other Inventory
Investments					Investments
Beneficial Interest in CASC Investment Pool	7	1500-1559		1500-1589	Beneficial Interest in CASC Investment Pool
Other Investments	8	1590		1590-1599	Other Investments
Other Assets	9	13XX		1300-1399; 1700-1999	Other Assets
Fixed Assets					Fixed Assets
Construction in Progress	10	1601		1600-1619	Construction in Progress
Furniture Fixtures & Other Equipment (FF&E)	11	1620-1659		1602-1689	Furniture Fixtures & Other Equipment (FF&E)
Accu. Depr. (Land/Buildings & Impv.;FF&E)	12	1690-1699		1690-1699	Accu. Depr. (Land/Buildings & Impv.;FF&E)
TOTAL ASSETS	13	Sum of lines 1 - 12	\$ -		
LIABILITIES & NET ASSETS					
Liabilities					
Accounts Payable -- Archdiocese, CASC, RPSC	14	2110-2119		2000-2119	
Accounts Payable -- Trade & Other	15	2120-2199 ex 2150		2120-2199	
Note Payable - PPP	15	2150		2120-2199	2150 Note Payable - PPP
Accrued Payroll & Other Accruals	16	2201-2204		2200-2299	
Exchange Account and Other Liabilities	17	2310		2300-2599	
Funds Held For Others	18	2600-2799		2600-2799	
Deferred Revenue	19	2810-2811		2800-2899	
Reduction of Beneficial Interest - CASC	20	2900		2900-2999	
TOTAL LIABILITIES	21	Sum of lines 14 - 20	\$ -		
NET ASSETS					
Unrestricted	22	3000, 3010, 3900		3000-3049; 3100-3999	
Donor Restricted	23	3050		3050-3069	
Donor Endowment	24	3070		3070-3099	
TOTAL NET ASSETS	25	Sum of lines 22 - 24	\$ -		
TOTAL LIABILITIES & NET ASSETS	26	Line 21 plus Line 25	\$ -		

ARCHDIOCESE OF SAN FRANCISCO
The Annual Parish Financial Report
Summary Revenue and Expense Key
Fiscal Year Ended 6/30/20

Parish Name: St Nicholas Church

Parish No: 1481

		Current Year	Prior Year	
	Actual	Budget	Actual	For QBO Reporting mapping
Revenues				
Collections	¹ 4110-4145			4000-4199
Sacramental Offerings	² 4201-4204			4200-4299
Development/Fund-raisers - Net				
Scrip	³ 4301-4309			4300-4309
Bingo	⁴ 4310-4319			4310-4319
Parish Drive	⁵ 4380-4381			4380-4381
Other Fund Raisers	⁶ 4320-4379; 4385-4399			4320-4379; 4382-4399
Educational Programs & Sacramental Fees	⁷ 4401-4490			4400-4499
Gifts, Donations and Grants	⁸ 4501-4505			4500-4599
Other Income	⁹ 4610-4660			4600-4699
Non Operating Income	¹⁰ 4710-4730			4700-4899
Net Assets Released from Restrictions	¹¹ 4930			4930-4939
Total Revenues	¹² Sum of lines 1 - 11	0	0	
Expenses				
Personnel Costs	¹³ 6101-6105			6000-6199
Payroll Taxes -- Employer	¹⁴ 6201-6203			6200-6299
Employee Benefits	¹⁵ 6301-6399			6300-6399
Transportation & Travel	¹⁶ 6410-6460			6400-6499
Instructional Expenses	¹⁷ 7010-7099			7000-7199
Property Costs	¹⁸ 7201-7290			7200-7299
Utilities	¹⁹ 7310-7360			7300-7399
Furniture, Fixtures, & Equipment	²⁰ 7410-7450			7400-7499
General & Administrative	²¹ 7510-7599			7500-7599
Other Operating Expense	²² 7605-7650; 7700			7600-7799; 5000-5999
Other Expenses	²³ 8003-8022			8000-8019; 8021-8999
Subsidies	²⁴ 9003-9005			9000-9999
Total Expenses	²⁵ Sum of lines 13 - 24	0	0	
Excess <Deficiency> of current year's unrestricted revenues/expenses	²⁶ Line 12 minus Line 25	0	0	
Account 8020-Property Transfer	²⁷ 8020			8020
Changes in Donor Restricted Net Assets				
Endowments/Donor Restricted Gifts Received	²⁸ 4910-4911			4900-4919
Change in Beneficial Interest CASC Endowments/Donor Restricted	²⁹ 4920-4921			4920-4929
Net Restricted Assets Used	³⁰ 4940-4950			4940-4999
Total Changes in Donor Restricted Net Assets	³¹ Sum of lines 28 - 30	0	0	
Net Increase <Decrease> in Net Assets	³² Line 26 plus Line 31	0	0	
Net Assets, beginning of Year	³³ (1)			
Net Assets, end of year	³⁴ Line 33 + Line 32 minus 27 (2)	0	0	

1) Must agree with Line 25 Column B of Balance Sheet

2) Must agree with Line 25 Column A of Balance Sheet

For School QBO Reporting mapping

Range	Minimum	Maximum	Financial Statement Category
1000-1079	1000	1080	Cash and Cash Equivalents
1080-1199	1080	1200	Beneficial Interest in CASC Parish Deposit & Loan Fund
1200-1299	1200	1300	Receivables (Net of Provision for Bad Debts)
1300-1399	1300	1400	Other Assets
1400-1499	1400	1500	Inventories
1500-1589	1500	1590	Beneficial Interest in CASC Investment Pool
1590-1599	1590	1600	Other Investments
1600-1689	1600	1690	Furniture, Fixtures & Other Equipment (FF&E)
1690-1699	1690	1700	Accumulated Depreciation (FF&E)
1700-1999	1700	2000	Other Assets
2000-2119	2000	2120	Accounts Payable -- Archdiocese, CASC, RPSC
2120-2199 ex 2150	2120	2200	Accounts Payable -- Trade & Other
2150	2150	2150	Note Payable - PPP
2200-2299	2200	2300	Accrued Payroll & Other Accruals
2300-2599	2300	2600	Exchange Account & Other Liabilities
2600-2799	2600	2800	Funds Held For Others
2800-2810	2800	2811	Deferred Tuition
2811-2899	2811	2900	Deferred Fees
2900-2999	2900	3000	Reduction in Beneficial Interest - CASC
3000-3049	3000	3050	Unrestricted
3050-3069	3050	3070	Donor Restricted
3070-3099	3070	3100	Donor Endowment
3100-3999	3100	4000	Unrestricted
4000-4019	4000	4020	Tuition
4020-4049	4020	4050	Tuition Assistance
4050-4079	4050	4080	Fees
4080-4099	4080	4100	Subsidies
4100-4299	4100	4300	Operating Income
4300-4399	4300	4400	Development/Fundraisers - Net
4400-4499	4400	4500	Operating Income
4500-4504	4500	4505	Donations

4505	4505	4506 Grants
4506-4599	4506	4600 Donations
4600-4699	4600	4700 Operating Income
4700-4799	4700	4800 Non-Operating Income
4800-4819	4800	4820 Tuition
4820-4849	4820	4850 Tuition Assistance
4850-4879	4850	4880 Fees
4880-4889	4880	4900 Subsidies
4900-4919	4900	4920 Endowments/Donor Restricted Gifts Received
4920-4929	4920	4930 Change in Beneficial Interest CASC Endwmnts/Donor Restr
4930-4939	4930	4940 Net Assets Released from Restrictions
4940-4999	4940	5000 Net Restricted Assets Used
5000-5999	5000	5999 Other Operating Expense
6000-6199	6000	6200 Personnel Costs
6200-6299	6200	6300 Payroll Taxes
6300-6399	6300	6400 Employee Benefits
6400-6499	6400	6500 Transportation & Travel
6500-6999	6500	6999 Other Operating Expense
7000-7099	7000	7100 Instructional Expenses
7100-7199	7100	7200 Student Activities & Services
7200-7299	7200	7300 Property Costs
7300-7399	7300	7400 Utilities
7400-7499	7400	7500 Furniture, Fixtures & Equipment
7500-7599	7500	7600 General & Administrative
7600-7799	7600	7700 Other Operating Expense
7700	7700	7701 Bad Debts
7701-7999	7701	8000 Other Operating Expense
8000-8019	8000	8020 Other Expenses
8020	8020	8021 Property Transfer
8021-9999	8021	9999 Other Expenses

ARCHDIOCESE OF SAN FRANCISCO
The Annual School Financial Report
Balance Sheet Key
Fiscal Year Ended June 30, 2020

School Name: *St. Nicholas School*

School No: *1482*

ASSETS

		Current Year (A)	Prior Year (B)
Cash and Cash Equivalents	1	1010-1060	
Beneficial Interest in CASC Parish Deposit & Loan Fund	2	1090	
Receivables (Net of Provision for Bad Debts)	3	1210-1240	
Inventories	5	1410-1449	
Investments			
Beneficial Interest in CASC Investment Pool	6	1510-1559	
Other Investments	7	1590	
Other Assets	8	1310	
Fixed Assets			
Furniture, Fixtures & Other Equipment (FF&E)	10	1620-1659	
Accumulated Depreciation (FF&E)	11	1690-1696	
TOTAL ASSETS	12	Sum of lines 1 - 10	\$ -

LIABILITIES & NET ASSETS

Liabilities			
Accounts Payable -- Archdiocese, CASC, RPSC	13	2110	
Accounts Payable -- Trade & Other	14	2120-240 ex 2150	
Note Payable -- PPP	14	2150	
Accrued Payroll & Withholding	15	2201-2204	
Exchange Account	16	2310	
Funds Held For Others	17	2640	
Deferred Revenue			
Tuition	18	2810	
Fees	19	2811	
Reduction in Beneficial Interest - CASC	20	2900	
TOTAL LIABILITIES	21	Sum of lines 11 - 19	\$ -
NET ASSETS			
Unrestricted	22	3000,3010,3090	
Donor Restricted	23	3050	
Donor Endowment	24	3070	
TOTAL NET ASSETS	25	Sum of lines 21-23	\$ -
TOTAL LIABILITIES & NET ASSETS	26	Line 20 + Line 24	\$ -

For QBO Reporting mapping

1000-1079	Cash and Cash Equivalents
1080-1199	Beneficial Interest in CASC Parish Deposit & Loan Fund
1200-1299	Receivables (Net of Provision for Bad Debts)
1400-1499	Inventories:
1500-1589	Beneficial Interest in CASC Investment Pool
1590-1599	Other Investments
1300-1399 1700-1999	Other Assets
1600-1689	Furniture Fixtures & Other Equipment (FF&E)
1690-1699	Accu. Depr. (Land/Buildings & Impv.;FF&E)
2000-2119	
2120-2199 ex 2150	
2150	
2200-2299	
2300-2599	
2600-2799	
2800-2899	
2800-2810	
2811-2899	
2900-2999	
3000-3049; 3100-3999	
3050-3069	
3070-3099	

ARCHDIOCESE OF SAN FRANCISCO
The Annual School Financial Report
Summary Revenue and Expense Key
Fiscal Year Ended June 30, 2020

School Name: *St. Nicholas School*

School No: **1482**

		Current Year	Prior Year	
	Actual	Budget	Actual	For QBO Reporting mapping
Revenues				
Tuition	1 4810			4800-4819
Tuition Assistance	2 4821-4829			4820-4849
Fees	3 4851-4859			4850-4879
Subsidies	4 4881-4889			4880-4889
Development/Fund-raisers - Net	5 4301-4399			4300-4399
Donations	6 4501-4504			4500-4504; 4506-4599
Grants	7 4505			4505
Operating Income	8 4402-4490, 4615-4660			4400-4499; 4600-4699
Non-Operating Income	9 4710-4730			4700-4799
Net Assets Released from Restrictions	10 4930			4930-4939
Total Revenues	11 Sum on lines 1-10	\$ -	\$ -	
Expenses				
Personnel Costs	12 6151-6159			6000-6199
Payroll Taxes	13 6201-6209			6200-6299
Employee Benefits	14 6301-6399			6300-6399
Transportation & Travel	15 6401-6460			6400-6499
Education Expenses				
Instructional Expenses	16 7010-7099			7000-7099
Student Activities & services	17 7110-7149			7100-7199
Property Costs	18 7201-7290			7200-7299
Utilities	19 7310-7360			7300-7399
Furniture, Fixtures, & Equipment	20 7410-7450			7400-7499
Bad Debts	21 7700			7700
General & Administrative	22 7510-7599			7500-7599
Other Operating Expense	23 7605-7650			6500-6999; 7600-7999
Other Expenses	24 8022			8000-8119; 8021-8999
Total Expenses	25 Sum of lines 11-24	\$ -	\$ -	
Excess <Deficiency> of	26 Line 11 minus Line 25	\$ -	\$ -	
current year's revenues/expenses				
Account 8020-Property Transfer	27 8020	8020	8020	8020
Changes in Donor Restricted Net Assets				
Endowments/Donor Restricted Gifts Received	28 4910-4911			4901-4919
Change in Beneficial Interest CASC Endowments/Donor Restricted	29 4920-4921			4920-4929
Net Restricted Assets Used	30 4940-4950			4940-4999
Total Changes in Donor Restricted Net Assets	31 Sum of lines 28-30	\$ -	\$ -	
Net Increase <Decrease> in Net Assets	32 Line 26 minus Line 31	\$ -	\$ -	
Net Assets, beginning of Year	33			
Net Assets, end of year	34 Line 33+32 minus Line 40 ⁽²⁾	\$ -	\$ -	

(1) Must agree with Line 24 Column B of Balance Sheet

(2) Must agree with Line 24 Column A of Balance Sheet