

Parish Finance Council Meeting Checklist

Regular Meetings

- 1.) Date of Meeting: _____
- 2.) Minutes being taken? _____
- 3.) Time: Meeting Start: _____
Meeting End: _____
- 4.) Pastor in attendance and presiding? _____
- 5.) School Principal in attendance? _____
- 6.) Finance Council Chair in attendance? _____
- 7.) Minutes from prior meeting:
Reviewed: _____
Approved: _____
- 8.) Parish income and expense reports:
Period(s) reviewed: _____ (Attach reports to minutes)

Income

- On track with Budget? _____
- Detailed variance to Budget? _____
- Actions to correct shortfall (if warranted): _____ (Include details in minutes)

Expenses

- On track with Budget? _____
- Detailed variance to Budget? _____
- Actions to reduce deficit spending (if warranted)? _____ (Include details in minutes)

- 9.) School income and expense reports:
Period(s) reviewed: _____ (Attach reports to minutes)

Income

- On track with Budget? _____
- Current School Enrollment: _____
- Detailed variance to Budget? _____
- Actions to correct shortfall (if warranted)? _____ (Include details in minutes)

Expenses

- On track with Budget? _____
- Detailed variance to Budget? _____
- Actions to reduce deficit spending (if warranted)? _____ (Include details in minutes)

10.) Debt status to Diocese:

Does parish have a loan with the Diocese? _____
 If yes: _____
 Current loan balance(s) outstanding: _____
 Is parish current in its debt service? _____
 CY revenue variance to Finance Plan? _____
 CY expense variance to Finance Plan? _____
 Actions to correct variances (if warranted)? _____ (Include details in minutes)

11.) 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)

12.) Review of Cash holdings:

Parish Checking Account: _____
 Savings on deposit at Diocese: _____
 Cash transfers to/from Savings needed: _____

13.) Capital Campaign Status (if applicable)

Pledge Income: _____
 Redemptions: _____
 Expenses: _____

14.) New Capital Expenditure needs (if any):

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

15.) New or renewing leases or service contracts (if any):

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

Quarterly/Annual Items

16.) Quarterly financial reporting:

Presented: _____

Approved: _____

Submitted to Diocese: _____ (Due 10/31; 1/31; 4/30 and 7/31)

17.) Annual Budget:

Presented: _____

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: _____

Submitted to Diocese: _____ (Due on/before June 30th)

18.) Annual financial report:

Presented: _____

Approved: _____

Submitted to Diocese: _____ (Due on/before July 31st)

Provided to parishioners: _____ (Due on/before September 30th)

Attendance

Name (Printed)

Signature

