

Date: Feb. 17, 2004 Parish Council

## **Business Office Report Submitted to PARISH COUNCIL**

Activities for January::

- Included in this packet is January, 2004 financial report. Our checking account, all D & L savings accounts with the Diocese of Dubuque, and Good Shepherd checking account are reconciled. At this time of the year our income and expenses should be 58.33%. Income above 58.33% is good. Expenses under 58.33% are good.
- W-2's and 1099's have been distributed and/or were mailed on January 16, 2004 prior to the January 31, 2004 deadline as required by federal regulations. All contribution statements have been mailed also.
- As of this date we have close 60 Parishioner Families signed up for Automatic Withdrawal for regular offertory and "Building for the Future" contributions. We are receiving about 1 or so enrollments a week. ACH forms are being included with the invoicing for the campaign. Also, we have 44 school families signed up for Automatic Withdrawal for tuition payments.
- All staff and program directors have received notice and forms to be completed and returned to me for their proposed budgets for Fiscal Year 2004/05 by March 1. This information will be compiled by me and submitted to the Finance Committee no later than April 1 for discussion and hopefully approval.
- The balance of TAXA assessment owed to the Archdiocese has been paid in full.

Respectfully submitted,

Arlene Stacy, Business Mgr.

Parish members may obtain a copy of the financial report tables submitted with this report at the Parish Office.

