

Date: August, 2005 Parish Council

Business Office Report Submitted to PARISH COUNCIL

Activities for July, 2005:

- Included in this packet is the July, 2005 financial report. The checking account and all D & L savings accounts with the Archdiocese of Dubuque are reconciled. At this time of the year the church income and expenses should be 8.3%. Income above 8.3% is good. Expenses under 8.3% are good.
- The Internal Financial Audit for the Parish/School accounting books was done on July 27, 2005. A report will be submitted to the Finance Committee in August, 2005. The questionnaire filled out was forwarded to the Archdiocese for their records.
- The Yearly Financial Report to the Archdiocese was completed in July and sent on August 1. A Financial Report to the parishioners will be made via a bulletin insert in August/September.
- The Accounting Manual used by all employees to code check disbursements and deposits was updated in June, 2005 to reflect a current Chart of Accounts.
- The new boiler is to be installed after the Labor Day holiday.
- I am receiving "Golf Tournament" forms – if you have not turned one in, I encourage you to do so.

Respectfully submitted,

Arlene Stacy, FCBA
Business Mgr.

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

