



Diocese of Madison  
Parish Administrative Services  
702 S. High Point Rd., Suite 225  
Madison, WI 53719

## **2017-2018 Fiscal Year-End Financial Reporting Instructions**

Parish Administrative Services requests that fiscal year-end financial statements be submitted in Excel or PDF format, directly from QuickBooks (or your financial reporting program if you are not using the QuickBooks platform) by August 31, 2018.

Please submit a separate Statement of Activity report (Profit & Loss statement) for each entity (i.e. parish, school, and cemetery) recorded in QuickBooks. In addition, please transmit a consolidated Statement of Activity report if you have a school and/or cemetery.

The Statement of Financial Position (Balance Sheet) should include all entities in one report and be dated as of June 30, 2018. Please follow these instructions for fiscal year-end reporting via QuickBooks:

- Use the menu bar to click “Reports”, select Company & Financial, select Profit & Loss Standard, and change date range to 7/1/17 – 6/30/18.
- If you utilize the “class” function within QuickBooks in order to separate parish, school, and cemetery, please be sure to choose the proper class for each Profit & Loss statement. If, for example, you are reporting for a school and cemetery, you will send four Profit & Loss statements which will include one statement each for parish, school, and cemetery, and one statement consolidating all classes together.
- Use the menu bar to click “Reports”, select Company & Financial, select Balance Sheet Standard, and change date to 6/30/18.
- You may print and mail, fax 608-709-7611, or email as a PDF or an exported Excel file to [john.kolasinski@madisondiocese.org](mailto:john.kolasinski@madisondiocese.org).
- The Parish Bank and the Investment Account Tracker Form can be found online at <https://madisondiocese.org/parish-support>. Click on the second link under Additional Parish Resources. Complete the PDF fillable form with the signatures by the pastor and trustees and make a copy for your files. Mail the form with original signatures by August 31, 2018 to Diocese of Madison, Parish Administrative Services, 702 S. High Point Rd., Suite 225, Madison, WI 53719.

If you have any questions or need assistance with sending the reports or completing the forms, please contact John Kolasinski at [john.kolasinski@madisondiocese.org](mailto:john.kolasinski@madisondiocese.org) or 608-821-3024. Thank you in advance for submitting these reports promptly.