



Catholic Diocese of Columbus

Policy Guideline
 Diocesan Parish School All

201.0 - Diocesan Reporting

The Diocese of Columbus and all of its entities, use a fiscal year beginning July 1 and ending June 30 of the following year. All parishes, schools, agencies and institutions must file a Statement of Financial Position and Statement of Activity on a quarterly basis with the Diocesan Finance Office. The formats for the reports are detailed in policy 202.0. The schedule of reporting is as follows:

Reporting Period	Due Date for Reports
July 1 through September 30	November 15
July 1 through December 31	February 15
July 1 through March 31	May 15
July 1 through June 30	August 15

The reporting due dates have been extended to allow for Financial Reports to fully reflect endowment accounts, for which reporting is received approximately 25 to 35 days following the close of a fiscal quarter.

Interparochial/Consolidated elementary schools are required to maintain a separate accounting system, maintain separate funds, and provide separate reporting from the Parishes they are associated with.

All interparochial/consolidated elementary schools must file a separate quarterly report per the above schedule.

High Schools and interparochial/consolidated elementary schools are required to submit a Statement of Financial Position and Statement of Activity to the Diocesan Finance Office and Office of Catholic Schools on a monthly basis.

The annual financial reports must be accompanied by a letter to the Bishop of Columbus as specified in Financial Policy 103.