

Annual Financial Report for Faith Formation Program

Parish _____ City _____ Zip _____

Fiscal Year Report for July 1, 20_____ to June 30, 20_____

NOTE: In filling out this report, you are asked to view the parish budget as a THEOLOGICAL STATEMENT. As such, the report will help place your faith formation program the context of the total parish mission, and can be used as a tool for future parish planning.

Cash Balance July 1, 20_____ \$ _____

Faith formation Program RECEIPTS: (Youth/Adults) \$ _____

Tuition Receipts and Other Income \$ _____
 Transfers and/or Assessments \$ _____
 Endowment Bequests \$ _____

Faith formation Program EXPENSES (Youth/Adults) \$ _____

ADMINISTRATION \$ _____

Salaries \$ _____
 Benefits: Medical, Hosp Insurance, Unemployment \$ _____
 Insurance: Property and Liability \$ _____
 Office Supplies \$ _____
 Postage \$ _____
 Phone \$ _____

PROFESSIONAL (salaried and volunteers) \$ _____

Resource materials/publications \$ _____
 Workshops and In-Service (diocesan and national) \$ _____
 Continuing Education (staff) \$ _____

INSTRUCTIONAL \$ _____

Adult faith formation (materials and resources) \$ _____
 High School (youth ministry) \$ _____
 Elementary \$ _____
 Audio Visual materials \$ _____

TRANSPORTATION \$ _____

Auto/Bus maintenance operation \$ _____
 Other transportation costs (contracted/rental) \$ _____

PLANT OPERATION/MAINTENANCE \$ _____

Supplies \$ _____
 Equipment (repair/maintenance) \$ _____
 Utilities \$ _____

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CAPTIAL OUTLAY

Property/Building acquisition and additions
Equipment/Furniture

\$ _____
\$ _____

MISCELLANEOUS

Refunds
Other

\$ _____
\$ _____

SUMMARY ANALYSIS

Cash Balance July 20 _____

\$ _____

Total Faith Formation Program Receipts

\$ _____

Total Faith Formation Program Expenditures

\$ _____

CURRENT CASH BALANCE

\$ _____

COMMENTS

SIGNED

Faith Formation Administrator _____ Date _____

Pastor _____ Date _____

Chairperson of Faith Formation Commission Date

Rule
Adopted: March 15, 1990
Revised: May 6, 1999
Updated: February 2002

DIOCESE OF MARQUETTE
Marquette, Michigan