



Parish Annual Financial Report

FREQUENTLY ASKED QUESTIONS

What is the difference between the Parish Annual Financial Report (PAFR) and the Parish Annual Report (PAR)?

The Parish Annual Financial Report consists of the same financial information previously requested on the Parish Annual Report, but without the additional pastoral/administrative questions. This report is much shorter than the PAR and can be largely completed by the parish bookkeeper without consulting additional ministerial support. The PAFR also requires two supporting documents, a Statement of Financial Position (Balance Sheet) and a Statement of Revenue & Expense (Income Statement) and must be approved by the pastor and parish finance council president before submission.

What happened to the PAR?

Due to the growing number of questions included on the PAR, some parishes experienced difficulty completing the report by the July 31 deadline. The PAR was split into two reports to prioritize the time-sensitive financial data requested in the PAFR and to allow parishes additional time to work with support staff to collect the essential administrative data included on the PAAR.

When is the PAFR due?

The PAFR is due to the Diocesan Office by **July 31st** of each year.

Can I still submit my parish report by mail?

Yes, parishes may elect to complete their reports by hand and mail them to the Diocesan Offices in 2017. Parishes experiencing struggles with consistent internet connection may alternatively work on the reports by hand/fillable pdf and attach them to the PAFR Jotform when the connection speed improves. Please note that Bishop Doerfler has requested that all parishes strive to complete annual reports online only by 2018.

Will I be able to edit multiple parish reports at the same time?

Yes! When filling out the initial PAFR page, please select the number of parish reports you will need to complete: you will then receive an email with a custom URL for each parish.

How can I save the report I'm working on without losing my work?

To save your work in the PAFR, please click the "Save/Next" form prior to exiting out of the page on your browser. You may then return to your report by finding the email containing your custom URL. We recommend bookmarking your report or saving it to your desktop. You will then be able to edit and save the report at your convenience using your custom URL.

Help! I lost the email containing my custom URL. Do I have to start a new report?

Don't worry, Diocesan staff can recover your custom URL upon request. Please contact Irene McCauley at (906) 227-9135 or imccauley@dioceseofmarquette.org to recover that data.

My pastor and parish finance council president are in different locations. How do I have them both sign the form?

Multiple parties can access and edit your form once they receive your custom URL. Simply email your parish report link to your pastor/parish finance council president when you are ready for a final review, and have him click the "Save/Next" button on the form after including/attaching his signature.

I'm still having trouble with the electronic signatures—what should I do?

Slower internet connection may prevent your electronic signature from saving to the form. You can try loading the form at a different time of day when the traffic volume is lower, or you can alternatively upload a picture attachment with your pastor/parish finance council president's signature instead.

I have a question that wasn't addressed on this list. Can I speak to a Diocesan staff member?

Absolutely! If you have any additional questions regarding the PAFR, please don't hesitate to contact Irene McCauley at (906) 227-9135 or imccauley@dioceseofmarquette.org. Please also be sure to check out the PAFR/PAAR video tutorial linked on our website.



Parish Annual Administrative Report

FREQUENTLY ASKED QUESTIONS

What is the difference between the Parish Annual Administrative Report (PAAR) and the Parish Annual Report (PAR)?

The Parish Annual Administrative Report includes much of the same information previously requested on the Parish Annual Report, but without the financial/budget-dependent questions. This report is shorter than the PAR and will be largely completed by the parish secretary and additional ministerial support. The PAAR only requires pastor approval to submit and does not call for any supplementary attachments.

What additional information is included on this report that might not have been requested last year?

- (1) Primary contact information of all Council's, Committees, and Parish Groups.
- (2) Extraordinary Communion Ministers was changed to Extraordinary Ministers of Holy Communion.
- (3) There is a portion of the form where it asks to attach the PAFR.
- (4) The due date for this report has also been changed to August 31st, 2017.

What happened to the PAR?

Due to the growing number of questions included on the PAR, some parishes experienced difficulty completing the report by the July 31 deadline. The PAR was split into two reports to allow parishes additional time to work with support staff to collect the essential administrative data included on the PAAR, while prioritizing the time-sensitive financial data requested in the PAFR.

When is the PAAR due?

The PAAR is due to the Diocesan Office by **August 31st** of each year.

Can I still submit my parish report by mail?

Yes, parishes may elect to complete their reports by hand and mail them to the Diocesan Offices in 2017. Parishes experiencing struggles with consistent internet connection may alternatively work on the reports by hand/fillable pdf and attach them to the PAAR Jotform when the connection speed improves. Please note that Bishop Doerfler has requested that all parishes strive to complete annual reports online only by 2018.

Will I be able to edit multiple parish reports at the same time?

Yes! When filling out the initial PAAR page, please select the number of parish reports you will need to complete: you will then receive an email with a custom URL for each parish.

How can I save the report I'm working on without losing my work?

To save your work in the PAAR, please click the "Save/Next" form prior to exiting out of the page on your browser. You may then return to your report by finding the email containing your custom URL. We recommend bookmarking your report or saving it to your desktop. You will then be able to edit and save the report at your convenience using your custom URL.

Help! I lost the email containing my custom URL. Do I have to start a new report?

Don't worry, Diocesan staff can recover your custom URL upon request. Please contact Cassie LaTourneau at (906) 227-9101 or clatourneau@dioceseofmarquette.org to recover that data.

I'm having trouble with the electronic signatures—what should I do?

Slower internet connection may prevent your electronic signature from saving to the form. You can try loading the form at a different time of day when the traffic volume is lower, or you can alternatively upload a picture attachment with your pastor's signature instead.

I have a question that wasn't addressed on this list. Can I speak to a Diocesan staff member?

Absolutely! If you have any additional questions regarding the PAAR, please don't hesitate to contact Cassie LaTourneau at (906) 227-9101 or clatourneau@dioceseofmarquette.org. Please also be sure to check out the PAAR/PAFR video tutorial linked on our website.