



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 August 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 **August 31st** of each year.

Can I still submit my parish report by mail?

No, effective July 1, 2018 all parishes and missions are required to submit Parish Annual Financial Reports online. Parishes unable to complete the PAFR form online (due to chronic internet connectivity issues) must contact Irene McCauley at imccauley@dioceseofmarquette.org or 1 (800) 562-9745, Ext. 135 for alternate means of submission.

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

Yes! A custom URL is generated for each individual parish/mission to allow bookkeepers to complete multiple reports simultaneously.

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

To save your work in the PAFR, please scroll to the bottom of your screen and click the "Save/Next" button prior to closing your browser. You may then return to your report at any time by locating your custom URL. We recommend saving your custom URL in an easily-remembered location, either by saving the webpage to your desktop or bookmarking your report in a favorite browser. This will allow you to return to your online report to enter data at your convenience.

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

Don't worry: you can access your parish's custom URL at any time by visiting dioceseofmarquette.org/PAFR and selecting your parish/mission from the list.

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 adding 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.