



# 2024 Confidential Financial Statement

Parish & School Financial Consulting

# Parish & School Financial Consulting Team Contact Information

## CFS Submissions & General Inquiries: [ParishFinance@archmil.org](mailto:ParishFinance@archmil.org)



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## What is the Purpose of the Confidential Financial Statement?

- The annual Confidential Financial Statement (CFS) is a group of financial documents prepared at the end of the fiscal year by all parishes of the Archdiocese of Milwaukee. The CFS provides a uniform report format among the parishes, which is necessary since there is no common accounting software across the Archdiocese.
- The data contained in these reports is used for:
  - Calculation of the archdiocesan assessment,
  - Strategic planning purposes,
  - Proxy determinations, and
  - Other analytical purposes.
- It is confidential in that it is not public record.
- Besides the assessment, the CFS produces a Balance Sheet, P&L, information on restricted funds, and school financial data.

# Confidential Financial Statement Submission Dates

Email completed CFS submission to: [ParishFinance@archmil.org](mailto:ParishFinance@archmil.org)

## Parishes without a Choice School

### **Due Monday, September 16, 2024**

Include:

- Excel Workbook
  - Please include the Preparer's Email and Phone number; this person may be contacted by Parish & School Financial Consulting to clarify information on the CFS submission.
- A statement signed by the pastor/administrator, trustees and finance council chairperson that tells us when and how the annual financial information was communicated to your parishioners.

*Note: The Cover Sheet is included as the last tab in this workbook.*

## Parishes with a Choice School

### **Due Thursday, October 31, 2024**

Include:

- Excel Workbook
    - Please include the Preparer's Email and Phone number; this person may be contacted by Parish & School Financial Consulting to clarify information on the CFS submission.
  - A statement signed by the pastor/administrator, trustees and finance council chairperson that tells us when and how the annual financial information was communicated to your parishioners.
- Note: The Cover Sheet is included as the last tab in this workbook.*
- FY 2023-24 financial audit report and corresponding management letter

### **Due by December 31, 2024**

- FY 2024-25 fiscal practice audit report

# What to include in your CFS Submission

- Include the following documents as part of your CFS Submission to Parish Finance ([ParishFinance@archmil.org](mailto:ParishFinance@archmil.org)):
  - Completed CFS Excel workbook
  - Signed 2024 CFS Cover Sheet
- **Include your Parish Code, Name and City in your email subject line.**



From ▾

waddellm@archmil.org

To

Parishfinance@archmil.org

Cc

SubjectA99 St. Adelina Milwaukee 2024 CFS Submission

 A99StAdelinaMilwaukee2024cfs-EXAMPLE.xlsx  
132 KB

 A99StAdelinaMilwaukee2024coversheet.pdf  
60 KB

Hello Parish Finance,

Attached is the FY 2023-2024 CFS workbook and cover letter for “**Parish Code**”- “**Parish Name**”, “**Parish City**”

Questions can be addressed to my attention at: “**Phone Number**” or “**Email Address.**”

Thanks,

“**Your Name**”

Sample Submission  
Email

## Important information to know prior to filling out the CFS

- The Parish must fill out the CFS with June 30, 2024, financials that have been closed for the fiscal year (All adjusting entries should be made and all bank account reconciled).
  - *Reminder: If your parish school undergoes an audit for School choice, the final CFS cannot be submitted until the audit and adjusting entries from the audit are completed.*
- The Parish should include all departments/classes in the CFS. These include but are not limited to:
  - Sacred Life & Worship
  - Christian Formation
  - School
  - Social Ministry
  - Admin
  - Buildings & Grounds
  - All Affiliated Organizations.
- If possible, the Parish should fill out the CFS by department/ classes. If the Parish does not use departments/ classes, **only** fill out the Admin column. If your Parish has a school, the School department **must** be used.

## Important information to know: Chart of Accounts

- If the Parish chart of accounts does not match the Archdiocesan chart of accounts, the Parish will have to map their chart of accounts to the ones on the CFS.
  - If the Parish has to map their chart of accounts to the CFS, a list of differences should be kept so you can reconcile the internal financials to the CFS after it has been filled out.
    - This reconciliation will help you in the future should you need to convert your current chart of accounts to the standard chart for the Archdiocese of Milwaukee.





## Helpful Information Tab

Refer to the Helpful Information Tab if you need additional aid when filling out the CFS.

<b>Helpful Information for Preparing the Confidential Financial Statement Fiscal Year 2023-2024</b>	
<b>Topics</b>	
<b>General Information</b>	<p>You will need to close the parish books before you begin entering data to the CFS workbook. You will need to print both the Income and Expense (Profit and Loss) Statement and a Balance Sheet created by your accounting software. If your affiliated organizations maintain their own records, you will need the same information from each of them before you begin. If you do not use the standard chart of accounts, you must map your system codes or descriptions to the account codes provided on the data entry worksheet. Local subaccounts must be rolled up into summary accounts. The information that you report on the Confidential Financial Statement must equal the information that you report to the parish.</p>
<b>Tips &amp; Tricks</b>	<p>If you must enter more than one amount in a cell (e.g., several parish accounts map to one Archdiocesan account, or the parish records fundraising revenue and expenses in separate accounts), enter the information as a formula. This will reduce the possibility of math mistakes and make trouble shooting easier.</p>
<b>Navigation</b>	<p>All information is entered on the data entry worksheet. The workbook is protected so that you cannot enter data in any cells except those for which data is allowed. The <b>tab key</b> will move you from field to field. It will skip cells in which data may not be entered. Use the <b>arrow keys</b> to view parts of a worksheet where data entry is not allowed.</p>

**New for  
FY 2023-24  
submission!**

- Enter in your Parish Code in the yellow highlighted box.
  - When you do, the Parish name, city, county and deanery will automatically be filled out.

[illegible]

- Enter your name, title, email, number and your Pastor/ parish Administrator / Parish Director.
  - *This information will help the Parish Finance Office contact you regarding any questions about the CFS.*

PARISH NAME: St. Adelina	Parish Code: A99	Deanery: MILSE						
CITY: Milwaukee	County: Milwaukee							
PERSON PREPARING REPORT: John Doe								
TITLE: Director of Administrative Services	# Students:							
PREPARER'S EMAIL: johnd@stadelina.org	School K5-8:	School K3,K4	Rel Ed:					
PREPARER'S PHONE NUMBER: 414-123-4567	K-8 School (choose from list):							
PASTOR/PARISH DIRECTOR: Fr. Mark Robinson	Other Parish School (enter name)							

## Data Entry Tab- Parish Information, Continued For Parishes with Schools & Religious Education Programs

- If you have a Parish School, enter in the number of students enrolled in both K5-8 and K3-K4 as of the third Friday of September 2023.
- From the drop-down menu pick your Parish School. If it is not listed, then choose other and then type it in cell J9.
- Do not include student counts for schools you only support via subsidy.
- Include also the number of people enrolled in religious education at the Parish.

<b>PARISH NAME:</b>	St. Adelina	<b>Parish Code:</b>	A99	<b>Deanery:</b>	MILSE						
<b>CITY:</b>	Milwaukee	<b>County:</b>	Milwaukee								
<b>PERSON PREPARING REPORT:</b>	John Doe										
<b>TITLE:</b>	Director of Administrative Services	<b># Students:</b>									
<b>PREPARER'S EMAIL:</b>	johnd@stadelina.org	<b>School K5-8:</b>	69	<b>School K3,K4:</b>	14	<b>Rel Ed:</b>	26				
<b>PREPARER'S PHONE NUMBER:</b>	414-123-4567	<b>K-8 School (choose from list):</b>		<b>Other Parish School - specify name(s) below</b>							
<b>PASTOR/PARISH DIRECTOR:</b>	Fr. Mark Robinson	<b>Other Parish School (enter name)</b>	St. Adelina School								

## Data Entry Tab- Filling it out

- Enter in all cash amounts as shown on your Balance Sheet. If you have multiple cash accounts that map to the same cell, use a formula to add them together. This will help you resolve issues later if your CFS does not match to your internal financials.
- Go to each account and enter all your internal financials on the CFS. In the end the CFS should match your Internal Financials.

MAP PARISH ACCOUNTING CODES TO THE ARCHDIOCESAN STANDARD ACCOUNTS BELOW		Sac Life & Wrshp	Christian Frmtn	Elmentry School	Social Ministry	Administrative	Bldgs & Grnds	Other	High School	Restricted Funds					Total
Acct #	Description	(Depts 10-19)	(Depts 20-32)	Depts 34-39	(Depts 40-59)	(Depts 60-75)	(Dept 80)	(Depts 90, 96)	Support	Cemeteries (Dept 92)	Parish Restr Funds	Faith in Our Future	Love One Another (Dept 98)	COVID-19 Relief	Parish
	<b>1000 - CASH</b>														
XX-1010	Cash in Bank - General			100,000		150,000				100,000	100,000		30,000		480,000
XX-1020	Cash in Bank - Payroll					30,000									30,000
XX-1030	Petty Cash			100		200									300
XX-1070	Savings Accounts			150,000		50,000					40,000				240,000



Make sure your Internal Financial Statements reconcile to the CFS.

### Example: Parish Internal Financials:

					Department	75- Parish	35- School	92- Cemetery	93- Restricted	98- LOA	Total All Departments
<b>Receivables</b>											
- 1110: Accounts Receivable - Tuition and Fees						\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
- 1120: Provision for Doubtful Accounts						\$ -	\$ (2,000)	\$ -	\$ -	\$ -	\$ (2,000)
- 1140: Accounts Receivable - Miscellaneous						\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000
- 1160: Notes Receivable						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Receivables</b>						<b>\$ 7,000</b>	<b>\$ 23,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>

## Confidential Financial Statement:

[illegible]

- PARISH CODE: \_\_\_\_\_

**St. Adelina**  
**Milwaukee**

**CONFIDENTIAL FINANCIAL STATEMENT**  
**EXPLANATION OF COVID-19 RELATED INCOME**  
**AS OF**  
**JUNE 30, 2024**

Please provide the total of all COVID-19 revenue received, including:  
 EIDL Grants, ESSER/GEER, EANS, City Forward Grants, ERTC, FFCRA, etc.

***The total of all revenue posted in 3455.1, 3445.2 and 3455.3 must be listed on this form.***

*Example:*

	Name of Fund	Account Code	Total Revenue	Purpose of Funds Received
2	Inter-Parish Pandemic Assistance	3455.2	\$ 15,000.00	ERTC for shared staff with St. John
3	Other Pandemic Assistance	3455.3	\$ 2,000.00	ERTC Received

	Name of Fund	Account Code	Total Revenue	Purpose of Funds Received
1	Inter-Parish Pandemic Assistance	3455.2		
2	Other Pandemic Assistance	3455.3		
3	Other Pandemic Assistance	3455.3	\$ 50,000.00	ERTC Funds
4				

Amounts should match each other.  
 If they don't an error message will  
 show up on the Covid-19 Tab

MAP PARISH ACCOUNTING CODES TO THE ARCHDIOCESAN STANDARD ACCOUNTS BELOW		Sac Life & Wrshp	Christian Frmtn	Elemtry School	Social Ministry	Administrative	Bldgs & Grnds	Other	High School	Restricted Funds					Total
Acct #	Description	(Depts 10-19)	(Depts 20-32)	Depts 34-39)	(Depts 40-59)	(Depts 60-75)	(Dept 80)	(Depts 90, 96)	Support	Cemeteries (Dept 92)	Parish Restr Funds	Faith in Our Future	Love One Another (Dept 98)	COVID-19 Relief	Parish
XX-3455.2	Inter-parish Pandemic Assistance														0
XX-3455.3	Other Pandemic Assistance													50,000	50,000

## Restricted & Debt Recon Tab- Intro

### *Complete Data Entry Tab first!*

- After entering in all your Assets, Liabilities, Income and Expense on the Data Entry tab you can start filling out the Restricted & Debt Recon Tab.
  - Make sure that all your **Restricted** activity has been included on the Data Entry Tab.
- The example below shows what the Restricted & Debt Recon Tab should generally look like after everything has been entered in on the Data Entry Tab.

YOUR RESTRICTED RECONCILIATION DOES NOT TIE OUT!															
	2023-2024 CFS Restricted Activity & Debt Reconciliations														
	Cemetery	Variance for Endowment & Other Restricted	Endowment & All Other Restricted	Total Endowment & All Other Restricted	Scholarship	Endowment	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	FIOF	Love One Another (LOA)	Long-Term or Mortgage Debt
2023 Ending Balance		-		-			-	-	-	-	-	-			
Plus: 2024 Income (P&L line 15 to 17 & 21)	30,000.00	78,000.00	78,000.00	-			-	-	-	-	-	-	-	52,000.00	-
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00	28,000.00	28,000.00	-			-	-	-	-	-	-	-	-	
Less: 2024 Debt Repayment (P&L line 47)		-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00
Less: 2024 Capital Expenditures (P&L line 49)		180,000.00	180,000.00	-	-	-	-	-	-	-	-	-	-	75,000.00	
Balance from Operations	10,000.00	(130,000.00)	(130,000.00)	-	-	-	-	-	-	-	-	-	-	(23,000.00)	(20,000.00)
Plus/Less Unrealized Gains/Losses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2024 Ending Balance (Calculated)	10,000.00	(130,000.00)	(130,000.00)	-	-	-	-	-	-	-	-	-	-	(23,000.00)	(20,000.00)
Amount reported on 2024 CFS B/S	100,000.00	360,000.00	360,000.00	-			-	-	-	-	-	-	-	80,000.00	100,000.00
Difference	90,000.00	490,000.00	490,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,000.00	120,000.00

## Restricted & Debt Recon Tab- 2023 Ending Balances

Locate ending balances on the  
Restricted & Debt Recon tab  
in the parish's 2023 CFS

	Cemetery	Endowment & All Other Restricted	FIOF	Love One Another (LOA)	Long-Term or Mortgage Debt
2022 Ending Balance	60,000.00	420,000.00	8,000.00	50,000.00	140,000.00
Plus: 2023 Income (P&L Lines 10 & 25)	40,000.00	120,000.00	-	53,000.00	-
Less: 2023 Expenses (P&L Line 19)	10,000.00	-	-	-	-
Less: 2023 Debt Repayment (P&L Line 26)	-	-	-	-	20,000.00
Less: 2023 Capital Expenditures (Line 28)	-	50,000.00	8,000.00	-	-
Balance from Operations	90,000.00	490,000.00	-	103,000.00	120,000.00
Plus/Less Unrealized Gains/Losses	-	-	-	-	-
2023 Ending Balance (Calculated)	90,000.00	490,000.00	-	103,000.00	120,000.00
Amount reported on CFS B/S	90,000.00	490,000.00	-	103,000.00	120,000.00
Difference	0.00	0.00	0.00	0.00	0.00

Copy & paste amount from the line "Amount reported on the 2023 CFS B/S" to the "2023 Ending Balance" on the 2024 Restricted & Debt Recon Tab

[illegible]



# Restricted & Debt Recon Tab- Restricted Fund Detail

Restricted Account Detail is **new** for the 2024 CFS.

- Since this is the first year, each Parish will need to determine the beginning balances for each of the sub accounts from your Internal Financials for restricted funds.
- If your restricted funds are separately accounted for in excel then that is where you would find the amount.
- The beginning amounts for all sub accounts should total to the beginning amount for “Endowment & Other Restricted” as shown below.

Variance for Endowment & Other Restricted will show an amount if the total of your sub accounts do not reconcile to Endowment & Other Restricted

Total Endowment & Other Restricted adds all your sub accounts

2023-2024 CFS Restricted Activity & Debt Reconciliations

	Cemetery	Variance for Endowment & Other Restricted	Endowment & All Other Restricted	Total Endowment & All Other Restricted	Scholarship	Endowment	Building fund	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>
2023 Ending Balance	90,000.00	-	490,000.00	490,000.00	25,000.00	150,000.00	315,000.00	-	-	-	-	-
Plus: 2024 Income (P&L line 15 to 17 & 21)	30,000.00	78,000.00	78,000.00	-	-	-	-	-	-	-	-	-
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00	28,000.00	28,000.00	-	-	-	-	-	-	-	-	-
Less: 2024 Debt Repayment (P&L line 47)		-	-	-	-	-	-	-	-	-	-	-
Less: 2024 Capital Expenditures (P&L line 49)		180,000.00	180,000.00	-	-	-	-	-	-	-	-	-
Balance from Operations	100,000.00	(130,000.00)	360,000.00	490,000.00	25,000.00	150,000.00	315,000.00	-	-	-	-	-
Plus/Less Unrealized Gains/Losses	-	-	-	-	-	-	-	-	-	-	-	-
2024 Ending Balance (Calculated)	100,000.00	(130,000.00)	360,000.00	490,000.00	25,000.00	150,000.00	315,000.00	-	-	-	-	-
Amount reported on 2024 CFS B/S	100,000.00	360,000.00	360,000.00	-	-	-	-	-	-	-	-	-
Difference	0.00	490,000.00	0.00	(490,000.00)	(25,000.00)	(150,000.00)	(315,000.00)	0.00	0.00	0.00	0.00	0.00

## Restricted & Debt Recon- Scholarships

- Scholarship column is **new** on the 2024 CFS. Only use this column if you have a restricted scholarship fund.
- After adding in beginning balances, go account by account to add Income, Expense, Debt Repayment, Capital Expenditures, Unrealized Gains/ Losses and Final Cash balances for each restricted account.

- Scholarship Cash should be included in account 1010 in restricted on the data entry tab.
  - Scholarship Revenue should be included in account 3060 in restricted on the data entry tab.
  - Scholarship Expense should be included in account 4660
- Scholarship Expense in restricted on the data entry tab.

Confirm Difference is \$0 after all amounts are entered	
	Scholarship
2023 Ending Balance	25,000.00
Plus: 2024 Income (P&L line 15 to 17 & 21)	8,000.00
Less: 2024 Expenses (P&L line 29 to 34)	8,000.00
Less: 2024 Debt Repayment (P&L line 47)	-
Less: 2024 Capital Expenditures (P&L line 49)	-
Balance from Operations	25,000.00
Plus/Less Unrealized Gains/Losses	-
2024 Ending Balance (Calculated)	25,000.00
Amount reported on 2024 CFS B/S	25,000.00
Difference	0.00

This will be the cash amount for your Scholarship Fund as of 6/30/2024.

St. Adelina Milwaukee- Scholarship Fund		
Restricted Funds Analysis		
2023-2024	<--Fiscal Year	
Account	Description of Restricted Revenue/Expense	Schoolship Department 93 \$ Amount
BEGINNING BALANCE - RESTRICTED FUNDS:		\$ 25,000.00
REVENUE		
93-3060	Restricted Donations	\$ 8,000.00
Total Revenue:		\$ 8,000.00
EXPENSE		
93-4660	Scholarship Expense	\$ 8,000.00
Total Expense:		\$ 8,000.00
NET CHANGE - RESTRICTED FUNDS:		\$ -
ENDING BALANCE - RESTRICTED FUNDS:		\$ 25,000.00

# Restricted & Debt Recon Tab- Endowments

- The second column for sub accounts is for Endowments. If your Parish has two or more endowments, you can change the name of this column and use the additional columns for each endowment.
- Income can come from donations to the principal or from Investment Income from the Endowment.
- Expenses would include any distribution amount towards operations, or any expenditure allowed by the Endowment.
- If a distribution is made, the Parish must also record unrestricted income for the same amount as the distribution in account 3590. Enter a note to explain that a distribution from the endowment was made.

The Parish must ensure endowment distributions are only from earnings and realized gains. It can never come from principal!	
	Endowment
2023 Ending Balance	150,000.00
Plus: 2024 Income (P&L line 15 to 17 & 21)	10,000.00
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00
Less: 2024 Debt Repayment (P&L line 47)	-
Less: 2024 Capital Expenditures (P&L line 49)	-
Balance from Operations	140,000.00
Plus/Less Unrealized Gains/Losses	-
2024 Ending Balance (Calculated)	140,000.00
Amount reported on 2024 CFS B/S	140,000.00
Difference	0.00

St. Adelina Milwaukee- Endowment		
Restricted Funds Analysis		
2023-2024	<-- Fiscal Year	
Account	Description of Restricted Revenue/Expense	Endowment Department 93 \$ Amount
BEGINNING BALANCE - RESTRICTED FUNDS:		\$ 150,000.00
REVENUE		
93-3470	Investment Income	\$ 10,000.00
Total Revenue:		\$ 10,000.00
EXPENSE		
93-4790	Endowment Distribution	\$ 20,000.00
Total Expense:		\$ 20,000.00
NET CHANGE - RESTRICTED FUNDS:		\$ (10,000.00)
ENDING BALANCE - RESTRICTED FUNDS:		\$ 140,000.00

Endowment Distribution should be shown as an unrestricted Income in account 3590 on the data entry tab.

# Restricted & Debt Recon- Extra Restricted Sub Accounts

- After the Scholarship and Endowment columns, there are six more columns for other restricted accounts. You only need to fill out as many as the Parish has.
- Each column gives you the ability to enter your fund name. Use as many columns as you need. If additional columns are needed, refer to the next slide.
- For each fund enter the name, beginning balance, Income, Expense, Debt Repayment, Capital Expenditures, unrealized gains/ losses and ending Cash balance.
- All differences should be zero after all the amounts have been entered in the sub accounts. In this scenario the Parish only has one additional restricted fund.

	Endowment	Building fund	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>
2023 Ending Balance	150,000.00	315,000.00	-	-	-	-	-
Plus: 2024 Income (P&L line 15 to 17 & 21)	10,000.00	60,000.00	-	-	-	-	-
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00	-	-	-	-	-	-
Less: 2024 Debt Repayment (P&L line 47)	-	-	-	-	-	-	-
Less: 2024 Capital Expenditures (P&L line 49)	-	180,000.00	-	-	-	-	-
Balance from Operations	140,000.00	195,000.00	-	-	-	-	-
Plus/Less Unrealized Gains/Losses	-	-	-	-	-	-	-
2024 Ending Balance (Calculated)	140,000.00	195,000.00	-	-	-	-	-
Amount reported on 2024 CFS B/S	140,000.00	195,000.00	-	-	-	-	-
Difference	0.00	0.00	0.00	0.00	0.00	0.00	0.00

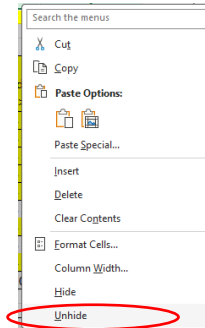
St. Adelina Milwaukee- Building Fund		
Restricted Fund:	Fund Name pulled from excel where this Parish tracks restricted funds	
2023-2024	<--	
Account	Description of Restricted Revenue/Expense	Building Fund Department 93 \$ Amount
BEGINNING BALANCE - RESTRICTED FUNDS:		\$ 315,000.00
REVENUE		
93-2030	Restricted Donations for Parking Lot	\$ 60,000.00
Total Revenue:		\$ 60,000.00
EXPENSE		
93-4740	Cap Exp- New Parking Lot	\$ 180,000.00
Total Expense:		\$ 180,000.00
NET CHANGE - RESTRICTED FUNDS:		\$ (120,000.00)
ENDING BALANCE - RESTRICTED FUNDS:		\$ 195,000.00

In this fiscal year, the Parish purchased a new parking lot with restricted funds. Show entire amount paid (no depreciation) and confirm a Proxy Request was submitted.

# Restricted & Debt Recon- Extra Columns Needed

If you need more columns:

1. Select Columns N and X at the same time.
2. Right click and click "unhide" from the pop-up menu:



	A	B	L	M	N	X
1						
2						
13					More Columns	
14						
15			<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	<<Enter Fund Name Here>>	FIOF
16		2023 Ending Balance	-	-	-	-
17		Plus: 2024 Income (P&L line 15 to 17 & 21)	-	-	-	-
18		Less: 2024 Expenses (P&L line 29 to 34)	-	-	-	-
19		Less: 2024 Debt Repayment (P&L line 47)	-	-	-	-
20		Less: 2024 Capital Expenditures (P&L line 49)	-	-	-	-
21		Balance from Operations	-	-	-	-
22		Plus/Less Unrealized Gains/Losses	-	-	-	-
23		2024 Ending Balance (Calculated)	-	-	-	-
24		Amount reported on 2024 CFS B/S	-	-	-	-
25		Difference	0.00	0.00	0.00	0.00

3. Rehide any columns not needed by selecting columns not needed, right clicking on one of them, and click "Hide."

## Restricted & Debt Recon- Completed Version

- After each restricted fund balance has been entered, the whole Restricted & Debt Recon Tab should balance with zero variance in the “Difference” row and in the “Variance for Endowment & Other Restricted” column.
- If there are any known differences add a comment in the below box. (Common examples include: an account being reclassified; reserves being borrowed for Love One Another.)

2023-2024 CFS Restricted Activity & Debt Reconciliations										
	Cemetery	Variance for Endowment & Other Restricted	Endowment & All Other Restricted	Total Endowment & All Other Restricted	Scholarship	Endowment	Building fund	FIOF	Love One Another (LOA)	Long-Term or Mortgage Debt
2023 Ending Balance	90,000.00	-	490,000.00	490,000.00	25,000.00	150,000.00	315,000.00	-	103,000.00	120,000.00
Plus: 2024 Income (P&L line 15 to 17 & 21)	30,000.00	-	78,000.00	78,000.00	8,000.00	10,000.00	60,000.00	-	52,000.00	-
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00	-	28,000.00	28,000.00	8,000.00	20,000.00	-	-	-	-
Less: 2024 Debt Repayment (P&L line 47)		-	-	-	-	-	-	-	-	20,000.00
Less: 2024 Capital Expenditures (P&L line 49)		-	180,000.00	180,000.00	-	-	180,000.00	-	75,000.00	-
Balance from Operations	100,000.00	-	360,000.00	360,000.00	25,000.00	140,000.00	195,000.00	-	80,000.00	100,000.00
Plus/Less Unrealized Gains/Losses	-	-	-	-	-	-	-	-	-	-
2024 Ending Balance (Calculated)	100,000.00	-	360,000.00	360,000.00	25,000.00	140,000.00	195,000.00	-	80,000.00	100,000.00
Amount reported on 2024 CFS B/S	100,000.00	-	360,000.00	360,000.00	25,000.00	140,000.00	195,000.00	-	80,000.00	100,000.00
Difference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
If there is a known reconciliation difference, please provide an explanation below:										

# Restricted & Debt Recon- Common Issues Part 1

- If you are getting an error on your Restricted & Debt Recon Tab, it is likely for one of the following reasons:
  1. In the below image, the amount calculated is higher than the amount reported on the CFS. This is due to either:
    1. The CFS Data Entry Tab not having all the restricted assets entered, or
    2. The amount calculated on the Restricted & Debt Recon tab is off.

Example: All of sub accounts balance, so it is due to my CFS Balance Sheet not reporting all the restricted assets.

<b>YOUR RESTRICTED RECONCILIATION DOES NOT TIE OUT!</b>							
					<b>2023-2024 CFS Restricted Activity &amp; Debt</b>		
	Cemetery	Variance for Endowment & Other Restricted	Endowment & All Other Restricted	Total Endowment & All Other Restricted	Scholarship	Endowment	Building fund
2023 Ending Balance	90,000.00	-	490,000.00	490,000.00	25,000.00	150,000.00	315,000.00
Plus: 2024 Income (P&L line 15 to 17 & 21)	30,000.00	-	78,000.00	78,000.00	8,000.00	10,000.00	60,000.00
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00	-	28,000.00	28,000.00	8,000.00	20,000.00	-
Less: 2024 Debt Repayment (P&L line 47)		-	-	-	-	-	-
Less: 2024 Capital Expenditures (P&L line 49)		-	180,000.00	180,000.00	-	-	180,000.00
Balance from Operations	100,000.00	-	360,000.00	360,000.00	25,000.00	140,000.00	195,000.00
Plus/Less Unrealized Gains/Losses	-	-	-	-	-	-	-
2024 Ending Balance (Calculated)	100,000.00	-	360,000.00	360,000.00	25,000.00	140,000.00	195,000.00
Amount reported on 2024 CFS B/S	100,000.00	(40,000.00)	320,000.00	360,000.00	25,000.00	140,000.00	195,000.00
Difference	0.00	(40,000.00)	(40,000.00)	0.00	0.00	0.00	0.00

## Restricted & Debt Recon- Common Issues Part 2

- In the example, the “Variance for Endowment & Other Restricted” column has amounts that do not reconcile. The beginning balance and Income are out of balance. Verify ending balances from your 2023 CFS and verify that all your Income and Expenses have been included from your Internal Financials.
- If you are not accounting for each restricted account individually you will find filling out the Restricted & Debt Recon tab of the CFS very difficult. You will need to create a reconciliation to verify the Income, Expense and Cash amount for each of your restricted funds.

<b>YOUR RESTRICTED RECONCILIATION DOES NOT TIE OUT!</b>							
					<b>2023-2024 CFS Restricted Activity &amp; Debt</b>		
	Cemetery	Variance for Endowment & Other Restricted	Endowment & All Other Restricted	Total Endowment & All Other Restricted	Scholarship	Endowment	Building fund
2023 Ending Balance	90,000.00	(8,000.00)	482,000.00	490,000.00	25,000.00	150,000.00	315,000.00
Plus: 2024 Income (P&L line 15 to 17 & 21)	30,000.00	(20,000.00)	58,000.00	78,000.00	8,000.00	10,000.00	60,000.00
Less: 2024 Expenses (P&L line 29 to 34)	20,000.00	-	28,000.00	28,000.00	8,000.00	20,000.00	-
Less: 2024 Debt Repayment (P&L line 47)		-	-	-	-	-	-
Less: 2024 Capital Expenditures (P&L line 49)		-	180,000.00	180,000.00	-	-	180,000.00
Balance from Operations	100,000.00	(28,000.00)	332,000.00	360,000.00	25,000.00	140,000.00	195,000.00
Plus/Less Unrealized Gains/Losses	-	-	-	-	-	-	-
2024 Ending Balance (Calculated)	100,000.00	(28,000.00)	332,000.00	360,000.00	25,000.00	140,000.00	195,000.00
Amount reported on 2024 CFS B/S	100,000.00	-	360,000.00	360,000.00	25,000.00	140,000.00	195,000.00
Difference	0.00	28,000.00	28,000.00	0.00	0.00	0.00	0.00



# Explanations Tab

- Starting this year, the “Explanations” tab will automatically pull the name of the fund and year end balance from the Restricted & Debt Recon tab.
- The only thing the parish **must** fill out is the purpose of the fund. The purpose is what the fund is restricted for.
- If more columns are needed on the “Restricted & Debt Recon” tab, unhide rows on the “Explanations” tab. The next slide has instructions.

New for  
FY 2023-  
24!

				PARISH CODE:
St. Adelina Milwaukee				
CONFIDENTIAL FINANCIAL STATEMENT				
EXPLANATION OF RESTRICTED FUNDS				
AS OF				
JUNE 30, 2024				
<b>IF YOUR BALANCE SHEET SHOWS A DOLLAR AMOUNT ON THE LINE LABELED INVESTMENTS-RESTRICTED, YOU MUST COMPLETE THIS FORM.</b>				
Please provide information on each restricted net asset reported on the Balance Sheet included in accounts numbered 28xx. The total of all items listed below must equal the amount that appears on the <b>Balance Sheet</b> . <b>The total of all funds listed in accounts 1810 - 1850 must equal the total of accounts 2810 - 2890.</b> Do not include cemetery amounts in this section. Explain any differences below.				
	Name of Fund	Account Code	Year End Value	Purpose of Fund/Restrictions
1	Scholarship	2810	\$ 25,000.00	For School Students in need
2	Endowment	2820	\$ 140,000.00	For Support of the School
3	Faith in Our Future	2850	\$ -	Per Case Statement
4	Love One Another (LOA)	2850	\$ 80,000.00	Per Case Statement
5	Building fund	2890	\$ 195,000.00	Future Parish Needs
6	<<Enter Fund Name Here>>	2890	\$ -	
7	<<Enter Fund Name Here>>	2890	\$ -	
8	<<Enter Fund Name Here>>	2890	\$ -	
9	<<Enter Fund Name Here>>	2890	\$ -	
More Rows	10	<<Enter Fund Name Here>>	2890	\$ -

## Explanations Tab- Insert Additional Rows for Restricted Funds

To add more rows due to extra columns on the "Restricted & Debt Recon" tab:

1. Highlight rows 29 and 39 at the same time.
2. Right click and click "unhide".
3. Re-hide any rows not needed. Highlight rows not needed, right click on one of the rows, and click "Hide."

16					
17					
18					
19			Name of Fund	Account Code	Year End Value
23		4	Love One Another (LOA)	2850	\$ -
24		5	<<Enter Fund Name Here>>	2890	\$ -
25		6	<<Enter Fund Name Here>>	2890	\$ -
26		7	<<Enter Fund Name Here>>	2890	\$ -
27		8	<<Enter Fund Name Here>>	2890	\$ -
28		9	<<Enter Fund Name Here>>	2890	\$ -
29	More Rows	10	<<Enter Fund Name Here>>	2890	\$ -
39					
40					

## Balance Sheet Tab

- After all the Parishes financials have been entered on the Data Entry tab, the Balance Sheet should be fully populated. This should then match the parishes balance sheet.
- *Note: There may be differences between the parish balance sheet and the CFS balance sheet if the parish does not follow the chart of accounts recommended by the Archdiocese of Milwaukee.*
- Print this tab out for financial council review.

PARISH CODE: A99			
St. Adelina Milwaukee			
CONFIDENTIAL FINANCIAL STATEMENT			
BALANCE SHEET			
AS OF			
JUNE 30, 2024			
UNRESTRICTED ASSETS		RESTRICTED FUNDS	
Cash in Bank(s)-Gen'l	250,000	Cemetery Cash in Bank(s)	100,000
Cash in Bank(s)-Payroll	30,000	Cemetery Fixed Assets	0
Petty Cash	300	Cemetery Investments	0
Savings Account(s)	200,000	<b>TOTAL ASSET S- CEMETERY</b>	<b>100,000</b>
<b>1000 TOTAL CASH</b>	<b>480,300</b>	<b>TOTAL LIABILITIES- CEMETERY</b>	<b>0</b>
Accounts Receivable	25,000	Restricted Cash in Bank(s)	170,000
Other Receivables	5,000	Restricted Investments	270,000
<b>1100 TOTAL RECEIVABLES</b>	<b>30,000</b>	<b>TOTAL RESTRICTED ASSET S</b>	<b>440,000</b>
<b>1200 TOTAL PREPAIDS</b>	<b>8,000</b>	<b>NET ASSETS</b>	
<b>1300 TOTAL INVENTORIES</b>	<b>9,000</b>		
Short-term Investments	150,000	Cemetery	100,000
Long-term Investments	250,000	Endowment Fund	140,000
Real Estate	0	Faith in Our Future	0
<b>1500 TOTAL INVESTMENTS</b>	<b>400,000</b>	Love One Another	80,000
		Other Restricted	220,000
<b>1700 TOTAL FIXED ASSET S</b>	<b>5,430,000</b>	<b>2800 TOTAL RESTRICTED NET ASSET S</b>	<b>540,000</b>
<b>1000-1700 TOTAL UNRESTRICTED ASSET S</b>	<b>6,357,300</b>	General Fund	787,300
<b>UNRESTRICTED LIABILITY S</b>		Parish Designated	0
Current Liabilities	110,000	Fixed Assets Fund Bal	5,330,000
Deferred Revenue	30,000	<b>2900 TOTAL UNRESTRICTED NET ASSET S</b>	<b>6,117,300</b>
<b>2000-2400 TOTAL CURRENT LIABILITY S</b>	<b>140,000</b>	<b>2800-2900 TOTAL NET ASSET S</b>	<b>6,657,300</b>
Long-Term Liabilities	0	<b>2000- 2900 TOTAL LIABILITIES &amp; NET ASSET S</b>	<b>6,897,300</b>
Mortgage Notes Payable	100,000	PREPARED BY:	John Doe
<b>2700 TOTAL LONG-TERM LIABILITY S</b>	<b>100,000</b>	PASTOR/PARISH DIRECTOR:	Fr. Mark Robinson
<b>2000-2700 TOTAL UNRESTRICTED LIABILITY S</b>	<b>240,000</b>		

# Profit & Loss Tab

- The Profit & Loss tab will be populated based on the amounts in the data entry tab. This should match the parish's internal financial statements
- Confirm that Net Operating Income and Net Income match the parish's internal financials.
- Print this tab out for financial council review.

St. Adeline Milwaukee					
CONFIDENTIAL FINANCIAL STATEMENT					
PROFIT AND LOSS STATEMENT					
FOR THE FISCAL YEAR ENDING					
JUNE 30, 2024					
PARISH CODE: A99					
Acct. No.	Revenues	Operating 2023-2024	Restricted 2023-2024	Faith In Our Future 2023-2024	Love One Another 2023-2024
3010/3020 Weekly Envelopes and Offertory Collection		520,000			
3000 Contributions (excluding 30.10, 20.30, 50.70)		55,500	8,000	0	50,000
3030 Special Restricted Parish Collections			60,000		
3050 Bequests		30,000	0		
3100 Tuition and Program Fees		1,015,000			
3200 Contributed Services (See Manual chapter 3 E-4)		0			
3300 Rental Income		12,000			
3400/3500 Other Revenue (excluding 3455.60, 3510.20)		57,000	10,000	0	2,000
3455 Pandemic Assistance					
3800 Fund Raising and Activity Events		57,000			
<b>Total Operating Revenues (Line 14-23)</b>		<b>1,746,500</b>	<b>78,000</b>	<b>0</b>	<b>52,000</b>
<b>Expenses</b>					
4010 Salaries		800,000	0	0	0
4020/4190 Salary Related Benefits		318,000	0	0	0
4000/4190 Total Salaries & Benefits (Line 24+25)		1,118,000	0	0	0
4200/4300 Supplies & Purchased Services Costs		98,500	0	0	0
4400/4500 Building & Grounds Expenses		121,000	0	0	0
4600/4700 Other Expenses (excluding 4650.90 and 4740)		105,000	28,000	0	0
Support of Other Elementary Schools		0	0	0	0
Support of Secondary Schools		0	0	0	0
<b>Total Operating Expenses (Line 29-34)</b>		<b>1,432,500</b>	<b>28,000</b>	<b>0</b>	<b>0</b>
<b>OPERATING SURPLUS (DEFICIT) (Line 24-35)</b>		<b>314,000</b>			
<b>Add: Other Receipts</b>					
3070 Special Collections for Others Income		3,000			
3480 Proceeds from Archdiocesan Assistance		0			
3510 Proceeds from Borrowing		0			
3520 Proceeds from Sale of Assets		20,000			
Dept. 92 Total Cemetery Receipts			30,000		
<b>Total Other Receipts (Line 39-43)</b>		<b>23,000</b>	<b>30,000</b>		
<b>Deduct: Other Disbursements</b>					
4650 Debt Repayment		20,000	0	0	0
4690 Special Collections for Others Expense		3,000			
4740 Capital Expenditures		0	180,000	0	75,000
Dept. 92 Total Cemetery Disbursements			20,000		
<b>Total Other Disbursements (Line 47-50)</b>		<b>23,000</b>	<b>200,000</b>	<b>0</b>	<b>75,000</b>
<b>NET SURPLUS (DEFICIT) (Line 36+44-51)</b>		<b>314,000</b>	<b>(120,000)</b>	<b>0</b>	<b>(23,000)</b>
<b>Other Non-Cash Transactions</b>					
Unrealized Gains on Investments		0	0	0	0
Unrealized Losses on Investments		0	0	0	0
<b>NET (INCLUDING OTHER NON-CASH)</b>		<b>314,000</b>	<b>(120,000)</b>	<b>0</b>	<b>(23,000)</b>

## School Tab

- The “School” tab will populate if you have a Parish school and enter the financials on the “Data Entry” tab.
- This tab is helpful to see the:
  - Net Parish support of the school
  - Total student count, and
  - Cost per student.

		PARISH CODE: A99
St. Adelina Milwaukee Parish School		
CONFIDENTIAL FINANCIAL STATEMENT STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2024		
		<b>ACTUAL</b>
		<b>2023-2024</b>
<b>Acct.</b>	<b>REVENUES</b>	
<b>No.</b>		
1	3000 Contributions .....	0
2	3100 Tuition and Program Fees .....	1,015,000
3	3200 Contributed Services .....	0
4	3300 Rental Income .....	2,000
5	3400/3500 Other Revenue .....	35,000
6	3600 Fund Raising and Activity Events .....	0
7	TOTAL OPERATING REVENUES (Line 1 to 6) .....	1,052,000
<b>EXPENSES</b>		
(Include all allocated expenses such as heat, electricity, janitor, etc.)		
8	Instructional Salaries .....	600,000
9	All Other Salaries .....	0
10	4010 Total Salaries (Line 8 + Line 9) .....	600,000
11	4020/4190 Total Salary-related Benefits .....	223,500
12	4000/4190 Total Salaries and Benefits .....	823,500
13	4200/4300 Supplies & Purchased Services Costs .....	45,500
14	4400/4500 Building & Grounds Expenses .....	79,000
15	4600/4700 Other Expenses (excluding 4650 and 4690) .....	56,000
16	TOTAL OPERATING EXPENSES (Line 8 to 15) .....	1,004,000
17	NET PARISH SUPPORT (Line 7 - Line 16) .....	48,000
NUMBER OF STUDENTS ENROLLED SEPT 2023		83
COST PER STUDENT .....		12,096

## Assessment Tab

- The assessment in FY 2024-25 is 5.5% of gross receipts for the Parish.
- Credits:
  - 10% of long-term debt
  - \$3,983 per student for Parish schools
- These credits reduce the gross receipts amount, which is used to calculate the assessment.

ARCHDIOCESAN ASSESSMENT FORM	
Payable During Fiscal Year 2024-2025:	
PARISH:	St. Adelina
CITY:	Milwaukee
PERSON PREPARING THIS REPORT:	John Doe
TITLE:	Director of Administrative Services
PASTOR/PARISH DIRECTOR:	Fr. Mark Robinson
PARISH CODE: A99	
1.	Gross receipts, fiscal year ended June 30, 2024..... 1,746,500 (from Statement of Receipts Disbursements, line 10)
2.	Less: 10% of LT debt as of June 30, 2024..... 10,000 (from Balance Sheet Long-Term Liabilities)
3.	Credit for parish elementary school students K5-8: # Students on 3rd Friday in September 2023 x \$3,983..... 274,827
4.	Total deductions from gross receipts (line 2 plus line 3)..... 284,827
5.	Net assessable income (line 1 minus line 4)..... 1,461,673
6.	Archdiocesan assessment amount (multiply amount on line 5 by 5.5%) This is the preliminary calculation of your Archdiocesan Assessment payable during the 2024-2025 fiscal year. It may be adjusted after review by the Office of Parish Financial Consulting. You will be sent a statement of the actual amount due. Payments are due in quarterly installments on September 1, December 1, March 1, and June 1..... 80,392

## Cover Sheet Tab

- The last tab in the 2024 CFS is the “Cover Sheet” tab. After the Parish has finished filling out every tab, and it is confirmed that the CFS matches the parish’s fiscal year end financials, print out this worksheet.
- The Cover Sheet needs to be signed and dated by:
  - Pastor
  - Both Trustees, and
  - Finance Council Chair

*Reminder to type or print the names of those signing the Cover Sheet below the signature lines.*

New  
for FY  
2023-  
24!

The Pastor, both Trustees and Finance Council Chair will sign off that the Internal Financials match the CFS and that the Unrestricted Assets, Restricted Assets, Net operating Income and Net Income are correct.

Confidential Financial Statement Cover Sheet			
Parish Code:	A99		
Parish Name:	St. Adeline		
Pastor/Parish Administrator/Parish Director:	Fr. Mark Robinson		
For the Year Ending:	JUNE 30, 2024		
<p>As required by Archdiocesan policy, a copy of the parish annual financial statement has been submitted to the Archdiocese. We assert that the parish Finance Council has met and reviewed the Balance Sheet and Statement of Receipts and Disbursements for the parish, that these statements have been presented to the Pastoral Council, and that a summary of the financial statements with the same information has been communicated to our parishioners.</p>			
We assert that the Internal Financials tie to the Confidential Financial Statement and that the following balances are correct:			
Total Unrestricted Assets	\$	6,357,300	
Total Restricted Assets	\$	440,000	
Net Operating Income	\$	314,000	
Net Income	\$	314,000	
Date of meeting with Pastoral Council:	_____		
Date of communication to parishioners:	_____		
The financial statements were communicated to our parishioners by (e.g., bulletin, newsletter, mailing):	_____ _____ _____		
Signatures:			
Signature Pastor/Parish Administrator/Parish Director	Date	Signature Finance Council Chair	Date
Print Name, Pastor/Parish Administrator/Parish Director		Print Name, Finance Council Chair	
Signature Trustee - Secretary	Date	Signature Trustee - Treasurer	Date
Print Name, Trustee - Secretary		Print Name, Trustee - Treasurer	

## Questions?

Please email the Parish & School Financial Consulting Team at  
[Parishfinance@archmil.org](mailto:Parishfinance@archmil.org)



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