
	<b>Issued Date:</b> 7/20/2022	<b>Number:</b> 405
	<b>Subject:</b> Annual Representation Letter	
	<b>Scope:</b> <input type="checkbox"/> Archdiocese <input checked="" type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	<b>Reference:</b> Parish Finance Councils Policy, Audit, Review, and Agreed Upon Procedure Policy	
<b>Archbishop Signature:</b> 		

## Purpose

To define the requirements for [Parishes](#) as it relates to the [Annual Representation Letter](#).

## Policy

- I. Each [Parish](#) is required to submit an [Annual Representation Letter](#) to the [Archdiocese](#) within 120 days after the end of the [Fiscal Year](#) in the general format of the attached template.
  - 1) The [Annual Representation Letter](#) must include:
    - a) A statement that the financial statements (statement of activities, statement of financial position, and cash flow statement) of the [Parish](#) for the most recently completed [Fiscal Year](#) were made available to parishioners, the specific date it was made available, and the manner in which it was made available.
    - b) A statement that the annual budget of the current [Fiscal Year](#) was made available to parishioners, the specific date it was made available, and the manner in which it was made available.
    - c) A statement that the [Parish Finance Council](#) regularly reviewed and discussed the budget and periodic financial statements.
    - d) A listing of the dates on which the [Parish Finance Council](#) has met during the preceding [Fiscal Year](#) and since the end of the [Fiscal Year](#).
    - e) A statement that a 3-year cash flow projection was presented to the [Parish Finance Council](#) during the most recently completed [Fiscal Year](#).
    - f) The names and professional titles of the members of the [Parish Finance Council](#).
  - 2) If during the most recently completed [Fiscal Year](#) the [Parish](#) had [Agreed Upon Procedure](#) or a [Financial Audit](#) completed, the [Annual Representation Letter](#) must include a statement that the report was presented, reviewed, and discussed by the [Parish Finance Council](#) at one of its meetings. Attendance of the [Pastor](#), [Trustees](#), and [Parish](#) business administrator (or equivalent position) at such meeting is required and the date of such meeting must be disclosed in the [Annual Representation Letter](#).