ANNUAL PARISH FINANCIAL REPORT

PRODUCING THE PROFIT & LOSS STATEMENT FROM QUICKBOOKS

1. Reports

Company & Financial

Profit & Loss Standard



- 2. Report Basis: Cash
- 3. Dates $\frac{7/1/21 6/30/22}{1}$
- Make sure that Expand Rows is on. When rows are correctly expanded, this button will show "<u>Collapse Rows</u>". If it shows "Expand Rows" press it until it says "Collapse Rows"

	Profit & L	.055	
Customize Report Comment on Report Store To	emplate Memorize Print • E-majl • Excel •	Show Hea	der Collapse Rows Ref
Dates Last Fiscal Year From 07/	101/2021 🔳 To 06/30/2022 📑 Show Columps To	tal only	✓ Sort By Default
Report Basis: @ Accrual @ Caish Show Pinets			
		i Ju	1 21 - Jun 22
	* Ordinary Income/Expense		and a state of the
	* Income		
	* 501 · Offertory Collections		
	501.1 • Sunday	•	34,953.00 4
	Total 501 - Offertory Collections		34,953.00
	* 502 · Sacramental Services		
	502.2 · Weddings		500.00
	502.4 - Quinceaneras		500.00
	502.9 - Other		2.004.00
	Total 502 - Sacramental Services		3,004.00
	* 510 · Parish Societies		
	510.9 · Other		3.000.00
	Total 510 · Parish Societies		3 000 00
	* 525 - Facility (Rental) Donation		
	525.24 - Facility Rental Income		24 360 00
	525.25 - Rental Fees- (Utilities Share	ol	4 816 16
	Total 525 - Facility (Rental) Donation	THE REAL PROPERTY.	29 175 16
	545 · Charitable Donations		277.62
	* 550 · Religious Education		2.31.62
	550.1 · CCD Registration Fees-Englis	sh	4450.00
	Total 550 - Religious Education		4 450 00
	* 569 - Other Receipts		4,400.00
	569.9 · Misc Other Receipts		916.00
	Total 569 - Other Receipts		00.319
and the second se	Total Income		75 716 78
	Gross Profit		75.735.78
	* Expense		
	* 601 - Salaries & Wages		
	~ 601.1 - Clergy Salaries		
	601.13 - Priest in Residence		A Contractor of the

5. Print the report – save as either (a) PDF or (b) excel, your choice.

0	Profit & Loss	
Customize Report Comment on Report Share 7	Template Memorize Print + E-mail + Excel + Show +	leader Collapse Rows Refre
Dates East Fiscal Year From 0	7/01/2021 To 06/30/2022 Show Columps Total only	✓ Sort By Default
Report Basis: Accrual Cash Show Filters	-	
		Jul '21 - Jun 22
	* Ordinary Income/Expense	
	* Income	
	* 501 - Offertory Collections	
	501.1 · Sunday	34,953.00 4
	Total 501 - Offertory Collections	34,953.00
	* 502 · Sacramental Services	
	502.2 · Weddings	500.00
	502.4 - Quinceaneras	500.00
	502.9 - Other	2 004 00
	Total 502 - Sacramental Services	3.004.00
	* 510 · Parish Societies	
	510.9 · Other	3,000,00
	Total 510 · Parish Societies	3 000 00
	* 525 - Facility (Rental) Donation	
	525.24 - Facility Rental Income	24 360 00
	525.25 · Rental Fees. (Utilities Share)	24,300.00 A 216 16
	Total 525 - Facility (Rental) Donation	20 176 16
	545 · Charitable Donations	23,116.16
	* 550 · Religious Education	231.02
	550.1 - CCD Registration Fees-English	1450.00
	Total 550 · Religious Education	4.450.00
	* 569 - Other Receipts	4,430.00
	569.9 - Misc Other Receipts	916.00
	Total 569 - Other Receipta	915.00
	Total Income	75.736.78
	Gross Profit	75,735,78
	"Expense	
	* 601 - Salaries & Wages	
	601.1 - Clergy Salaries	
	601.13 - Priest In Residence	

a. Save to pdf <u>Print</u> – Save as pdf then mail/email/send

b. Save as excel

		Profit & Los	ss	and the second second	-
Customize Report Comment on Re	eport Share Template	Memorize Print + Email + Excel +	Show Header	Collapse Rows	Refre
Dates Last Fiscal Year	· From 07/01/2021	To 06/30/2022 Show Columps Tota	l only	▼ Sort By I	Default
Report Basis: Accrual @ Cash	Show Filters		-		
			; Jul 21 -	Jun 22 :	
		* Ordinary Income/Expense		199955560783	
		* Income			
		* 501 · Offertory Collections			
		501.1 - Sunday	,	34,953.00 4	
		Total 501 - Offertory Collections		34.953.00	
		* 502 · Sacramental Services			
		502.2 · Weddings		500.00	
		502.4 · Quinceaneras		500.00	
	/	502.9 - Other		2 004 00	
		Total 502 - Sacramental Services		3 004 00	
		~ 510 - Parish Societies			
and the second se	/	510.9 · Other		3.000.00	
	/	Total 510 · Parish Societies		3,000,00	
	/	* 525 - Facility (Rental) Donation			
	/	525.24 - Facility Rental Income		24 360 00	
	/	525.25 · Rental Fees- (Utilities Share)		4 816 16	
	/	Total 525 - Facility (Rental) Donation		29 176 16	
		545 · Charitable Donations		27/162	
		* 550 · Religious Education			
		550.1 - CCD Registration Fees-English		4450.00	
		Total 550 · Religious Education		4 450 00	
and the second se		* 569 · Other Receipts		4,450.00	
		569.9 · Misc Other Receipts		916.00	
		Total 569 · Other Receipts		916.00	
		Total Income		75.736.78	
		Gross Profit		15,736.78	
		* Expense			
		601 - Salaries & Wages			
		601.1 Clergy Salaries 601.13 Priest in Residence			

<u>Excel</u> – Create New Worksheet – New popup will appear

'Create new worksheet'

' In new workbook'

Export

Save the file and mail/ email/ send the file

and the second	Send Report to Excel	3
WHAT WOULD YOU	LIKE TO DO WITH THIS REPORT?	
Create new wo	urksheet	
 in new wo in existing 	g workbook	
O Update an exis	sting worksheet How it works	
Replace an exit	isting worksheet	
Create a com	ma separated values (.csv) file	
		Advanced
		Advanced
	Export Cancel	Advanced Help

PRODUCING THE BALANCE SHEET FROM QUICKBOOKS

1. Reports - Company & Financial - Balance Sheet Standard



- 2. Report Basis: Cash
- 3. Balance sheet dates: BOTH 6/30/22 and 6/30/21

- 4. To get the comparative balance, you can either (a) or (b)
 - a. Run the balance sheet twice. Once as of 6/30/22 and again as of 6/30/21.

mize Report Comment on Report	Share Template	Memorize Rcint • E-mail • Ex	xcel ¥ Show Header Collapse	Row
Custom	 As of 06/30/2022. 	Show Columns Total only	✓ Sort By Default	
art Basis: Accrual Cash S	how Filters			
			j Jun 30, 22 j	
		*ASSETS		
		Turrent Assets		
		* Checking/Savings		
		> 101 - Cash-General Fund	472,150.28	
		> 105 · Endowment Fund	▶ 187,037.56 €	
		Total Checking/Savings	659,187.84	
		Total Current Assets	659,187.84	
		TOTAL ASSETS	659,187.84	
		VUABILITIES & EQUITY		
		* Long Term Liabilities		
		* 380 · Other Liabilities		
		* 380.1 - Notes Payable		
		380.12 - PPP Loan	23,365.00	
		380.11 · PFI LOAN	168.00	
		Total 380.1 · Notes Payable	23,533.00	
		Total 380 · Other Liabilities	23,533.00	
		Total Long Term Liabilities	23,533.00	
		Iotal Liabilities	23,533.00	
		Equity	150 754 99	
		490 - Event Balance	441,951,88	
		Net income	42,947,97	
		Total Equity	635,654.84	
			619.187.84	

b. Put the balance sheet as of 6/30/21 and 6/30/22 on one report: Customize Report



A 'Modify Report' popup will appear

Enter: dates from <u>6/30/22 to 6/30/22</u> (yes, same dates) – Report basis: <u>Cash</u> Check off '<u>Previous Year'</u> and also – Check off '<u>\$ Change</u>" Hit OK

	wouny report bala	
Display Eitters	Header/Footer Fonts 8	& Numbers
REPORT DATE RANGE		
Dates Custom	✓ The date ra	ange you specify in the From and To fields
From 06/30/2022 II To	06/30/2022	
STROOT BASIS		
REPORT BASIS	This setting determines	how this report calculates income and expenses.
Accruai Casin		
COLUMNS	 across the Ion 	Sort by Default
Display columns by Total only	- across the top.	Ascending order
Add subcolumns for		O Descending order
Previous Period	Previous Year	of Row 🔲 % of Column
t S Change	S Change	
S Change	1% Change	Advanced Revert
	(OK Cancel Help

c. Output should look similar to the below:

				B	alance She	iet				
eport	Share Template	Memorize	Print •	E-ma <u>i</u> l 🔻	Excel •	Show	Header	Collapse R	ows	Refresh
-	As of 06/30/2022	Show	Columns To	tal only		- So	rt By Defau	ılt	-	
She	w Filters									A state of the sta
				Jun :	30, 22	-	Jun 3	0, 21	E	\$ Change
	*ASSETS									
	T Current Assets									
	* Checking/Savir	ngs								
	* 101 · Cash Ge	eneral Fund								
	101.2 · Mai	in Checking - Bar	k of Ame		227 602 6	2		184,563.65		43.038.97
	Bilance Sheel Share Template Memorize Print Excel Show Header Collapse Rows Refresh As of 06/30/2022 Show Columps Total only * Sort By Default - ow Filters - - Jun 30, 22 Jun 30, 21 \$ Change * ASSETS - - Jun 30, 22 Jun 30, 21 \$ Change * ASSETS - - Jun 30, 22 Jun 30, 21 \$ Change * 101 - Cash General Fund 227, 602, 62 184, 563, 65 4.3, 038, 97 101.2 - Main Checking - Bank of Ame 199, 794, 49 199, 885, 49 91, 00 102.0 - PHT Sayings 31541 (BM) 26, 777, 55 28, 777, 55 9.00 103.0 - PHT Sayings 31541 (BM) 26, 777, 55 42, 90, 21 42, 947, 97 103.0 - PHT Sayings Stocced In 31640 14, 19, 25 14, 12, 25 0, 00 103.0 - PHT Sayings Stocced In 31640 14, 19, 25 14, 12, 25 0, 00 103.0 - FHT Sayings Stocced In 31640 14, 12, 25 42, 947, 97 10, 29, 14, 97 103.0 - FHT Sayings Stocced In 31640 14, 12, 25 42, 947, 97 103.0 - Addres Rests 659, 187, 74 616, 23, 87 42, 947, 97 103.0 - Addre Labilities - 91, 92, 947, 97<									
	102.0 - PFI	hare Template Memorize Print + E-mail + Excel + Show Header Collapse Rows Refresh a of 06/30/2022 Show Columps Total only + Sort By Default + Tetters Tetters ASSETS Current Assets * 101 - Cash General Fund 102.0 - PFI Savings 31541 (IBM) 102.0 - PFI Savings 31541 (IBM) 103.0 - DFI Savings 31541 (IBM) 104.0 - PFI Savings 31541 (IBM) 105 - Indownent Fund 107.0 Total 101 - Cash General Fund 107.0 Total 101 - Cash General Fund 107.0 Total 101 - Cash General Fund 107.0 Total Start								
	103.0 · PFI	Savings-Hall Kit	chen-31542		16,556.3	1		16,556.37		0.00
	104.0 · PFI	Savings-Succee	d Int-31640		1,419.2	5		1,419.25		0.00
	Total 101 - C	ash-General Fun	d		472,150 2			429,202.31		42,947,97
	▶ 105 · Endow	ment Fund			187,037 54			187,037.56		0.00
	Total Checking	Savings			659,187.8			616,239.87		42,947.97
	Total Current As	sets			659,187.8	1		616,239.87		42,947.97
	TOTAL ASSETS				659,187.8			616,239.87		42,947.97
	LIABILITIES & EC	YTIUC			and the second second	1025.500		State State State		
	* Liabilities									
	* Long Term Li	abilities								
	* 380 - Other	Liabilities								
	* 380.1 · No	otes Payable								
	380.12	PPP Loan			23,365.00	1. 2. 2.3.		23,365.00		0.00
	380.11	· PELLOAN			168.00	1253		168.00		0 00
	Total 380	.1 - Notes Payable			23,533.00	1.5.81		23,533.00		0.00
	Total 380 ·	Other Liabilities			23,533.00	1. 2.3		23,533.00		
	Total Long Te	erm Liabilities			23,533.00			23,533.00		
	Total Liabilities				23,533.00			23,533.00		0.00
	* Equity									

5. Print the report. Either as (a) PDF or (b) Excel

a. Save to pdf

<u>Print</u> – Save as pdf then mail/email/send

			Profit a La	55		
Customize Report Comment on Repo	rt Share Template	emorize Print • E	-mai + Excel +	Show Header	Collapse Rows	Refre
Dates Last Fiscal Year	· From 07/01/2021	■ <u>06/30/2022</u>	show Columns Tota	Nonly	- Sort By D	efault
Report Basis: Accrual @ Cash	Show Filters					
				; Jul '21 -	Jun 22 :	
		* Ordinary Income/Exp	pense		CONTRACTOR ST.	
		* Income				
		✓ 501 · Offertory	Collections			
		501.1 · Sund	lay		34,953.00 4	
		Total 501 - Offe	ertory Collections		34,953.00	
		▼ 502 · Sacrame	ntal Services			
		502.2 - Wedd	dings		500.00	
		502.4 - Quinc	ceaneras		500.00	
		502.9 - Other	•		2,004.00	
		Total 502 - Sac	ramental Services		3,004.00	
		~ 510 · Parish So	cieties			
		510.9 · Other			3,000.00	
		Total 510 · Pari	ish Societies		3,000.00	
		* 525 - Facility (R	Cental) Donation			
		525.24 - Facil	lity Rental Income		24,360.00	
		525.25 - Rent	tal Fees- (Utilities Share)		4,816.16	
		Total 525 - Faci	ility (Rental) Donation		29,176.16	
		545 · Charitable	e Donations		237.62	
		* 550 · Religious	Education			
		550.1 · CCD F	Registration Fees-English		4,450.00	
		Total 550 - Reli	glous Education		4,450.00	
		- 569 · Other Rec	celpts			
		569.9 · Misc C	Other Receipts		916.00	
		Total Income	or Receipts		916.00	
		Gross Profit			75.736.78	
		- Experan			75,736,78	
		- 601 - Salarias A	Wanter			
		~ 601.1 - Clergy	Salarias			
		601.13 - Pri	lest in Residence			

b. Save as excel

Excel – Create New Worksheet The popup below will appear Select 'Create new worksheet' and 'In new workbook' Export Save the file and mail/ email/ send

		*
WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?		
Create new worksheet		
in new workbook		
in existing workbook		
Update an existing worksheet How it works		
Replace an existing worksheet		
Create a comma separated values (.csv) file		
	Advanced	1 contraction
	nu une cum	
	Help	
Export Cancel		a second s