

At the end of each quarter and the year end, two reports are required from the Reports section of ParishSOFT Accounting under Statements.

Cover Sheet:

Please continue to provide a cover sheet. It should be titled with the Quarter Ended at the top, the Parish Name, Signed and Dated by the Pastor and still important, contain the Catholic Population Report. Total Number of Families and if known, Total number of Parishioners.

Statement of Financial Position:

Essentially this is the Balance Sheet. Mark your settings as follows:

Report as of: month ending June for the fiscal year ending.

Leave the Fund and Class filters unchecked.

For the Report Columns:

- 1: Year Begin Balance
- 2: Year to Date Balance
- 3: Year to Date Change

Group Section 1: Class

Group Section 2: [Unused]

Report Format: Detail

Check the boxes for: Print Account Codes and Print Shortcuts

Statement of Activities:

This is the Income Statement. Mark your settings as follows:

Report as of: month ending June for the fiscal year ending.

Leave the Fund and Class filters unchecked.

For the Report Columns:

- 1: Current Month Actual
- 2: Year to Date Actual
- 3: Year to Date Budget
- 4: Annual Budget
- 5: YTD as % of Annual Budget
- 6: YTD Actual as % of Total Inc. or Exp.

Group Section 1: Fund

Group Section 2: Program

Group Section 3: [Unused]

Detail Section Sort: Account Code

Report Format: Detail

Check the boxes for: Print Shortcuts, Print Account Codes, and Suppress Zero Accounts