



Financial Reporting: Important Dates

- The parish and school financial certifications are due no later than 45 days after the end of each of the first three quarters of the FY and the fiscal year-end certification is due no later than 60 days after fiscal year-end. Due dates for Financial Certifications for the current fiscal year 2024 - 2025 are:

- Q1 ending September 30, 2024: November 15, 2024
- Q2 ending December 31, 2024: February 15, 2025
- Q3 ending March 31, 2025: May 15, 2025
- Q4 year end ending June 30, 2025: August 31, 2025

Note: Financial Certifications are to be emailed to financialreporting@dosp.org. Do not mail.

- The approved, 2024-2025 Operating Budget Certification is due by May 31, 2024.

Note: Budget Certifications are to be emailed to financialreporting@dosp.org. Do not mail.

- The Internal Control Questionnaire is due within 120 days of fiscal year-end.

- By October 31, 2024: 2023-2024 Internal Control Questionnaire
- By October 31, 2025: 2024-2025 Internal Control Questionnaire

Note: Mail to the attention of Pastoral Center Finance and Accounting Office.

- The Pastor's Financial Governance Letter is due within 120 days of fiscal year-end.

- By October 31, 2024: 2023-2024 Financial Governance Letter
- By October 31, 2025: 2024-2025 Financial Governance Letter

Note: Mail to the attention of Pastoral Center Finance and Accounting Office.

- It is recommended that summary Statements of Financial Position and Activities be published in the parish bulletin and posted on the parish's website no later than 60 days after the end of each quarter and that an Annual Report for the prior year be issued to parishioners no later than October 31st (see Pastor's Governance Letter above).