

FINANCIAL GOVERNANCE OF THE PARISH

Parish of Our Lady of Grace

666 Albin Avenue

West Babylon, NY 11704

The role of the Trustee is critical to the parish governance. As a corporate member of the parish, the Trustee has an important fiduciary responsibility to perform certain oversight activities as required by the Parish By-Laws. The Finance Committee has Canonical responsibilities, which assists the Pastor in many areas that will improve internal controls and parish practices.

We have identified the following areas of concern based on past audits of parishes. These questions are designed to make you aware of the potential risks in practices or procedures within the parish. You may be aware of others based on your knowledge of your parish that should be included in your overall assessment. If you have any questions, please contact Ellen Caravella, Internal Audit Office, Ext. 291.

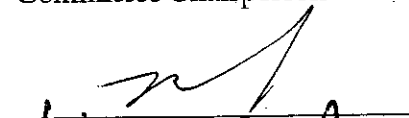
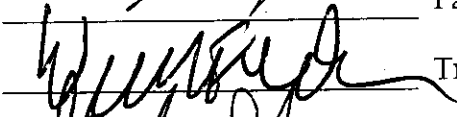
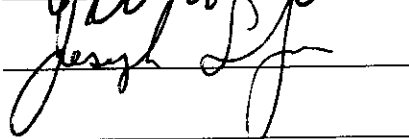
- Are all bank accounts that are in the parish name or ministry name (i.e., the religious education or CYO) and use the parish Federal ID # included on this financial report?
- Have bank reconciliations been done by someone independent of the cash disbursement process and are they done on a regular basis throughout the year and at year-end for all accounts?
- Does the parish prohibit payments and or checks payable to "cash" for salaries and/or services or expenses that are beyond incidental expenses, such as postage?
- Are investments and other assets properly reflected on the financial statements?
- Have you received and understand the responsibilities of the position of Trustee as specified in the Parish By-Laws?
- Have restricted contributions been properly classified and accounted for and approved by the Bishop, (i.e., endowments and trusts)?
- Has the parish obtained advance approval from the Bishop for Capital Expenditures greater than \$25,000?
- Has the parish obtained advance approval from the Bishop for Capital Campaign fundraising efforts?
- Are all employees paid on the books and do they receive a W-2 at the end of the year?
- Are all independent contractors paid on the books and do they receive an IRS Form 1099-MISC for earnings over \$600 at the end of the year?
- Have you reviewed the results of any parish audits?

ANNUAL VERIFICATION STATEMENT

Please accept this statement as the annual verification concerning financial governance of the parish for the current fiscal period. This is to verify the following:

- That the enclosed financial statements for August 31, 2011 represent, to the best of our knowledge and belief, an accurate and complete accounting of parish finances and includes all activities of bank accounts and other assets.
- That the Finance Committee regularly reviews and discusses the budget and periodic financial statements and has taken the steps necessary to improve the accuracy and completeness of financial reporting.
- That the Pastor and the Finance Committee members have met, developed, and discussed the financial statement and budget of the parish.

The above is hereby affirmed by the Pastor, the Parish Trustees, and the Finance Committee Chairperson:

	Pastor	Date:	<u>10.7.11</u>
	Trustee	Date:	<u>10/13/11</u>
	Trustee	Date:	<u>10/9/11</u>
_____	Finance Chair	Date:	_____

PARISH FINANCE COMMITTEE MEETINGS:

Dates of meetings held during the prior and current fiscal years:

September 1, 2009 through August 31, 2010

10/26/09

1/25/10

4/20/10

6/28/10

September 1, 2010 through August 31, 2011

10/25/10

1/24/11

5/9/11

6/27/11

Full financial report, as sent to the diocese, was posted on the parish web site, www.ourladyofgrace.net, in November 2010.

Full parish budget was not published for the parish.

BOARD OF TRUSTEES MEETINGS
Parish of Our Lady of Grace
666 Albin Avenue
West Babylon, NY 11704

Dates of annual Board of Trustees Meetings:

Fiscal year 2010: 1/25/10


Fiscal year 2011: 1/24/11

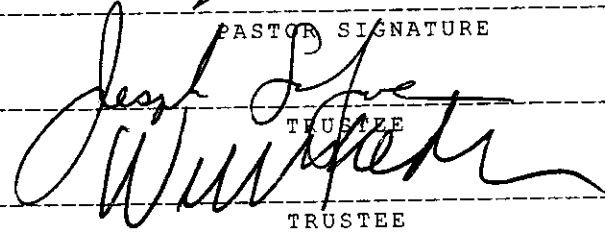
OUR LADY OF GRACE
666 ALBIN AVE
WEST BABYLON, NY 11704

STATEMENT OF ACTIVITIES (SUMMARY)

For The Period 09/01/2010 To 08/31/2011

	Ytd Amount
REVENUE	
TOTAL-REGULAR COLLECTIONS	915,689
TOTAL-FUND RAISING	309,903
TOTAL-PARISH PROGRAMS	662,482
TOTAL-AUXILIARY REVENUE	612,912
TOTAL-COLLECT ON BEHALF OF OTH	20,464
TOTAL-NON-OPERATING REVENUE	73,219
TOTAL-EXTRAORDINARY REVENUE	6,847
TOTAL REVENUE	2,601,517
=====	
EXPENDITURES	
TOTAL-SALARIES	812,567
TOTAL-FRINGE BENEFITS	324,053
TOTAL-FUND RAISING	140,071
TOTAL-PARISH PROGRAMS	253,911
TOTAL-PAROCHIAL SCHOOL	139,366
TOTAL-PRINTING AND OFFICE	61,564
TOTAL-AUXILIARY EXPENDITURES	222,255
TOTAL-RECTORY HOUSEHOLD	16,452
TOTAL-COLLECT ON BEHALF OF OTH	20,464
TOTAL-BLDGS/UTILITIES & MAINT	341,398
TOTAL-NON OPER OTHER EXPNDTRS	0
TOTAL-NON OPERATE CAPTIAL EXP	144,627
TOTAL EXPENDITURES	2,476,728
=====	



PASTOR SIGNATURE


TRUSTEE

TRUSTEE

FINANCE COMMITTEE CHAIRPERSON

DATE

OUR LADY OF GRACE
666 ALBIN AVE
WEST BABYLON, NY 11704

STATEMENT OF FINANCIAL POSITION

Year-To-Date As Of
08/31/2011

ASSETS

1100 CASH-CHECKING	\$	383,393	
1120 PETTY CASH	\$	211	
1125 SAVINGS/MONEY MARKET ACCT	\$	0	
1140 CERTIFICATES OF DEPOSIT	\$	26,413	
1145 UNITAS INVESTMENT ACCOUNT	\$	862,154	
1150 OTHER INVESTMENTS	\$	0	
1155 ACCRUED INVESTMENT INCOME	\$	0	
1160 PREPAID EXPENSES	\$	0	
1170 MORTGAGES RECEIVABLE	\$	0	
1172 PLEDGES REC - SHORT TERM	\$	0	
1175 CMA RECEIVABLE	\$	0	
1180 OTHER ASSETS	\$	0	
1195 EXCHANGE	\$	0	
1200 PLEDGES REC - LONG TERM	\$	0	
TOTAL ASSETS			\$ 1,272,171

LIABILITIES

2100 ACCTS PAY & ACCRUED EXP	\$	26,300	
2200 FED'L W/H TAX PAYABLE	\$	0	
2205 FICA W/H TAX PAYABLE	\$	0	
2210 STATE W/H TAX PAYABLE	\$	0	
2220 CITY W/H TAX PAYABLE	\$	0	
2300 TAX SHELTER ANNUITY PAYBL	\$	0	
2305 FLEXIBLE SPENDING PAYABLE	\$	0	
2310 OPTIONAL LIFE INS PAYABLE	\$	0	
2320 OTHER W/H PAYABLE	\$	0	
2400 MISSION ASSISTANCE CORP	\$	0	
2410 VSP LOAN	\$	0	
2500 OTHER LIABILITIES	\$	0	
2600 PROG. FEES CLLCTD IN ADV.	\$	62,139	
2650 LIABILITY FOR VSP EXPENSE	\$	0	
2700 DEFERRED REVENUE	\$	0	
2750 UNCELEBRAT MASS INTENTION	\$	31,314	
TOTAL LIABILITIES			\$ 119,753

NET ASSETS

2910 UNAPPROP GEN NET ASSET	\$	728,067	
2920 APPROP GEN NET ASSET	\$	0	
2930 TEMPORAR RESTR NET ASSET	\$	424,350	
2940 PERMANENT RESTR NET ASSET	\$	0	
TOTAL NET ASSETS			\$ 1,152,417

OUR LADY OF GRACE
666 ALBIN AVE
WEST BABYLON, NY 11704

STATEMENT OF ACTIVITIES

P A R I S H C O P Y

For The Period 09/01/2010 To 08/31/2011

	Ytd Amount
REVENUE	
3010 SUNDAY AND HOLYDAYS \$	780,598
3020 SPECIAL MONTHLY COLLECTNS \$	32,943
3030 OTHER SRVCS & DEVOTIONS \$	0
3040 CHRISTMAS \$	49,918
3050 EASTER \$	41,928
3070-3090 OTHER SPECIAL CLCTNS \$	10,302
3095 REGULAR COLLECTIONS \$	915,689

3110 ENTERTNMNT/BAZAARS \$	0
3120 CATH MINIST APPEAL REFND \$	0
3130 BINGO \$	174,643
3140 BOOSTER CLUB \$	5,648
3150 OTHER FUND RAISING \$	129,613
3195 FUND RAISING \$	309,903

3210 RELIGIOUS EDUCATION \$	173,116
3220 ST. VINCENT DE PAUL SOC \$	0
3230 PARISH SOCIAL MINISTRY \$	28,114
3240 YOUTH MINISTRY \$	596
3250 ADULT EDUCATION \$	13
3260 PARISH RETREAT (RENEWAL) \$	0
3280-3290 OTHER PROGRAMS \$	460,644
3295 PARISH PROGRAMS \$	662,482

STATEMENT OF ACTIVITIES

For The Period 09/01/2010 To 08/31/2011

		Ytd Amount
3405	PERQUISITES	\$ 151,527
3410	VOTIVE SHRINES	\$ 22,486
3415	POOR BOXES-CHARITY	\$ 15,653
3420	BOOK RACK	\$ 1,321
3425	LONG ISLAND CATHOLIC	\$ 1,471
3430	EDUC/SEMINARY COLLECTION	\$ 119
3435	DONATIONS-PAR. SOCIETIES	\$ 8,395
3450	CONVENT RENT	\$ 44,370
3455	OTHER RENTAL INCOME	\$ 304,170
3457	BULLETIN COMMISSION INC	\$ 25,000
3460	CLERGY & RELIG. IN RES.	\$ 0
3465	GRANTS	\$ 0
3468	DONATIONS & BEQUESTS	\$ 5,900
3470	MISCELLANEOUS	\$ 32,501
3495	AUXILIARY REVENUE	\$ 612,912

3605	TOMORROW'S HOPE FOUNDAT	\$ 1,033
3610	CATHOLIC RELIEF SERVICES	\$ 2,084
3615	CATHOLIC UNIVERSITY	\$ 894
3620	SANCTUARIES HOLY LAND	\$ 1,491
3625	HOLY FATHER-PETERS PENCE	\$ 1,158
3630	CATHOLIC HOME MISSION AP	\$ 1,515
3635	COMMUNICATIONS	\$ 861
3640	WORLD MISSIONS	\$ 1,428
3645	RICE BOWL	\$ 1,391
3650	HUMAN DEVELOPMENT	\$ 0
3655	RELIGIOUS RETIREMENT	\$ 2,031
3660	RESPECT LIFE	\$ 715
3665	MISSIONARY CO-OP	\$ 3,141
3670	SOC-PROP OF FAITH (MEM)	\$ 0
3675	CHURCH IN NEED	\$ 1,519
3680	CHURCH IN LATIN AMERICA	\$ 0
3685	OTHER SPECIAL	\$ 1,203
3695	COLLECT ON BEHALF OF O	\$ 20,464

STATEMENT OF ACTIVITIES

For The Period 09/01/2010 To 08/31/2011

		Ytd Amount
3770	INTEREST - UNITAS	\$ 21,512
3775	INTEREST INCOME	\$ 381
3780	OTHER INVESTMENT INCOME	\$ 0
3785	GAIN/LOSS ON SALE OF INV	\$ 53,308
3790	UNREAL GAIN/LOSS ON SALE	\$ (1,981)
3795	NON-OPERATING REVENUE	\$ 73,219

3810	RESTRICTED DONA & BEQUE	\$ 0
3820	APPRVD CAMP-PARISH DEVEL	\$ 0
3830	INSURANCE CLAIMS	\$ 5,997
3840	OTHER EXTRAORDINARY	\$ 850
3845	RESTRUCT SUPPORT FOR VSP	\$ 0
3850	EXTRAORD OTHER REVENUE	\$ 0
3860	MISSION CHAPEL	\$ 0
3895	EXTRAORDINARY REVENUE	\$ 6,847

3999	TOTAL REVENUE	\$ 2,601,517
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STATEMENT OF ACTIVITIES

For The Period 09/01/2010 To 08/31/2011

Ytd
Amount

EXPENDITURES

4010	CLERGY	\$	22,430
4015	RELIGIOUS STIPEND	\$	0
4020	EXTRA PRIESTS & DEACONS	\$	11,460
4025	HOUSEHOLD SALARIES	\$	31,707
4030	CLERICAL	\$	150,910
4035	PLANT OPERATION & MAINT	\$	95,065
4040	RELIGIOUS EDUCATION	\$	128,481
4045	PARISH SOCIAL MINISTRY	\$	50,619
4050	MUSIC	\$	68,492
4055	OTHER	\$	253,404
			3
4095	SALARIES	\$	812,567
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4151	CLERGY ALLOWANCE	\$	24,604
4152	CLERGY-SCKNSS, DIS, RETRMNT	\$	23,699
4153	CLERGY HEALTH & DENTAL	\$	41,429
4154	RETREATS	\$	1,990
4155	CONTINUING EDUCATION	\$	800
4156	CLERGY AUTOMOBILE INS	\$	4,762
4161	RELIGIOUS BENEFITS	\$	14,277
4165	RELIGIOUS OTHER	\$	0
4170	ACCRUE VACATION/SICK EXP	\$	0
4171	FICA TAXES-EMP'S PORTION	\$	25,465
4172	UNEMP INS-TAX BASIS	\$	7,116
4173	UNEMP INS-REIMB BASIS	\$	0
4174	LAY PENSION PLAN	\$	34,772
4175	MEDICAL & DENTAL INSUR.	\$	142,660
4176	LONG TERM DISABILITY	\$	0
4177	WORKER'S COMPENSA (PSIP)	\$	0
4178	DISABILITY INS (DSI)	\$	0
4179	OTHER	\$	2,479
4179	FRINGE BENEFITS	\$	324,053
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4180	ENTERTAINMENT/BAZAARS	\$	0
4185	BINGO	\$	25,764
4190	BOOSTER CLUB	\$	0
4195	OTHER FUND RAISING EXP	\$	114,307
4199	FUND RAISING EXPENSE	\$	140,071
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4060 Steward Ship 2
 4061 Angel Care 14
 4062 Summer fund 31
 4051 other MUSICIANS
 & Cantors 28

STATEMENT OF ACTIVITIES

For The Period 09/01/2010 To 08/31/2011

		Ytd Amount
4210	RELIGIOUS EDUCATION	\$ 55,544
4220	ST. VINCENT DE PAUL SOC	\$ 0
4230	PARISH SOCIAL MINISTRY	\$ 42,675
4240	YOUTH MINISTRY	\$ 1,320
4250	ADULT EDUCATION	\$ 0
4260	PARISH RETREAT (RENEWAL)	\$ 0
4265	PRINT & OFF STEWARDSHIP	\$ 6,789
4270-4280	OTHER PROGRAMS	\$ 147,583
4285	PARISH PROGRAMS	\$ 253,911
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4291	PARISH SCHOOL SUBSIDY	\$ 0
4292	REGIONAL SCHOOL SUBSIDY	\$ 139,366
4293	INTERPARISH FIN. SUPPORT	\$ 0
4295	PAROCHIAL SCHOOL	\$ 139,366
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4310	POSTAGE AND MAILING	\$ 8,575
4320	PRINTING AND OFFICE	\$ 14,933
4330	INFO TECH HARDWARE PURCH	\$ 466
4331	COMPUTER MAINT & SUPPORT	\$ 1,421
4340	OFFICE FURN & EQUIPMENT	\$ 13,977
4350	BANK FEES	\$ 10,495
4360	CONFERENCES & WORKSHOPS	\$ 0
4370	TELEPHONE	\$ 4,497
4371	CABLE	\$ 1,049
4375	PROFESSIONAL FEES	\$ 1,156
4380	OTHER CONTRACTED SRVCS	\$ 4,917
4390	MISCELLANEOUS	\$ 77
4395	PRINTING AND OFFICE	\$ 61,564
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STATEMENT OF ACTIVITIES

For The Period 09/01/2010 To 08/31/2011

	Ytd Amount
4405 CLERGY PERQS/STIPEND EXP \$	86,769
4410 VOTIVE SHRINES \$	0
4420 LITURGICAL EXPENSES \$	26,184
4430 BOOK RACK \$	428
4435 MASS MISSALETES \$	178
4440 CHOIR EXPENSES \$	5,142
4450 LONG ISLAND CATHOLIC \$	1,471
4460 DIOCESAN ASSESSMENT \$	86,442
4470 CHARITY \$	15,616
4480 INTEREST ON LOANS \$	0
4490 MISCELLANEOUS \$	25
4495 AUXILIARY EXPENDITURES \$	222,255
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4510 FOOD, LAUNDRY, SUPPLIES \$	14,880
4550 OTHER EXPENSES \$	1,572
4595 RECTORY HOUSEHOLD \$	16,452
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4605 TOMORROW'S HOPE FOUNDAT \$	1,033
4610 CATHOLIC RELIEF SERVICES \$	2,084
4615 CATHOLIC UNIVERSITY \$	894
4620 SANCTUARIES HOLY LAND \$	1,491
4625 HOLY FATHER-PETERS PENCE \$	1,158
4630 CATHOLIC HOME MISSION AP \$	1,515
4635 COMMUNICATIONS \$	861
4640 WORLD MISSIONS \$	1,428
4645 RICE BOWL \$	1,391
4650 HUMAN DEVELOPMENT \$	0
4655 RELIGIOUS RETIREMENT \$	2,031
4660 RESPECT LIFE \$	715
4665 MISSIONARY CO-OP \$	3,141
4670 SOC-PROP OF FAITH (MEM) \$	0
4675 CHURCH IN NEED \$	0
4680 CHURCH IN LATIN AMERICA \$	1,519
4685 OTHER SPECIAL \$	1,203
4695 COLLECT ON BEHALF OF O \$	20,464
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STATEMENT OF ACTIVITIES

For The Period 09/01/2010 To 08/31/2011

		Ytd Amount
4710	GAS	\$ 38,630
4711	FUEL OIL	\$ 8,802
4712	WATER	\$ 3,935
4713	ELECTRICITY	\$ 84,333
4720	CONTRACTED MAINT SERVICE	\$ 69,283
4730	SMALL TOOLS & EQUIPMENT	\$ 2,732
4740	ORDINARY MAINT & REPAIRS	\$ 28,793
4750	MAINTENANCE SUPPLIES	\$ 13,561
4760	MAINTENANCE VEHICLE EXP	\$ 25,092
4770	RENTAL EXPENSE	\$ 0
4775	PROPERTY TAXES	\$ 0
4780	PROTECTIVE SELF-INS/PSIP	\$ 47,041
4785	UNINSURED PERILS	\$ 0
4790	OTHER BUILDING EXPENSES	\$ 19,195
4795	BLDGS-UTIL & MAINT	\$ 341,398

4810	DIOCESAN PROJECTS	\$ 0
4820	CAMPAIGN EXPENDITURES	\$ 0
4830	MISCELLANEOUS	\$ 0
4832	VOL SEPARATE PROG SEVERA	\$ 0
4834	VSP-MEDICAL SPENDING ACT	\$ 0
4840	PARISH CEMETERY	\$ 0
4850	MISSION CHAPEL	\$ 0
4855	NON OPER OTHER EXPNDRS	\$ 0

4860	NEW BLDG, EXTENSION, PROP	\$ 0
4870	REPAIRS & RENOVATIONS	\$ 144,627
4880	FURNITURE AND EQUIPMENT	\$ 0
4895	NON OPERAT CAPITAL EXP	\$ 144,627

TOTAL EXPENDITURES	\$	2,476,728
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TOTAL SURPLUS (DEFICIT)	\$	124,789
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Oct 07, 2011 - 10:37am
OUR LADY OF GRACE
666 ALBIN AVE
WEST BABYLON, NY 11704

STATEMENT OF FINANCIAL POSITION

Year-To-Date As Of
08/31/2011

ASSETS

ACH Checking Account	\$	100.00	
MAINTENANCE FUND	\$	33,949.77	
BINGO ACCOUNT	\$	81,459.54	
CCD BINGO	\$	159,233.69	
BELL JAR	\$	2,882.61	
MAIN CHECKING ACCT-ASTORIA FSB	\$	38,745.92	
Scrip Account	\$	35,706.98	
STIPEND-ASTORIA ACCOUNT	\$	31,314.01	
PETTY CASH	\$	210.79	
CERTIFICATES OF DEPOSIT	\$	26,413.20	
Unitas Short Term Fund	\$	100,133.30	
Unitas Income Weighted Fund	\$	353,415.78	
Unitas Balanced Fund	\$	408,605.20	
TOTAL ASSETS			\$ 1,272,170.79

LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXP	\$	26,300.34	
PROGRAM FEES COLLECTED IN ADV	\$	62,139.00	
UNCELEBRATED MASS INTENTIONS	\$	31,314.01	
TOTAL LIABILITIES			\$ 119,753.35

NET ASSETS

UNAPPROP GENERAL NET ASSET	\$	728,067.44	
TEMP RESTRICTED NET ASSET	\$	424,350.00	
TOTAL NET ASSETS			\$ 1,152,417.44

Fiscal Year Ending August 31, 2011

Parish Our Lady of Grace Church
 Location West Babylon, New York 11704

Notes, Loans & Mortgages Receivable

Int. Rate	Due Date	Balance Beginning of Year	Balance End of Year
			TOTAL
			0

Time and Certificates of Deposit

Bank	Int. Rate	Maturity Date	Amount
Astoria Federal Savings		12/13/2011	26413
			TOTAL
			26413

Stocks

Name of Stock	No. of Shares	Orig. Cost/Fair Value at Date of Gift	Market Value
			TOTAL
			0

Bonds

Type	Rate	Face Value	Maturity Date	Market Value
			TOTAL	0
			TOTAL OTHER INVESTMENTS	0

Notes, Loans & Mortgages Payable

Int. Rate	Due Date	Balance Beginning of Year	Balance End of Year
			TOTAL
			0

Fiscal Year Ending August 31, 2011

Parish Our Lady of Grace Church
Location West Babylon, NY 11704

THE PASTOR/ADMINISTRATOR WILL ANSWER THE FOLOWING QUESTIONS

- 1. A. Were any meetings of the Church Corporation held during the year? Yes
- B. Name and place of such meeting(s)? Board of Tru:
- C. Names of persons attending: Fr. Vin Rush, Joe Salzone, Will Whelan
- D. Do you have a book in which the by-laws and minutes of the Corporation are recorded? Yes

- 2. A. On what properties must the Church pay taxes?

Property	Valuation	Tax: \$ Amount (Sewer, Real Estate)
<u>None</u>		

B. Have all taxes been paid to date? N/A

- 3. A. List Church properties or buildings leased to others:

Property	Annual Amount
<u>None</u>	
_____	_____
_____	_____

- B. List properties leased or rented by church from others:

Property	Annual Amount
<u>Angel Guardian Home, 720 Albin Avenue, West Babylon, NY 11704</u>	<u>126,360</u>
_____	_____
_____	_____

- 4. A. Was the parish the beneficiary in any estate during the period covered by this report? N/A
- B. Specify (included approximate value or monies received): _____

5. Explain any funds held in trust by the Parish: _____

- 6. A. Did the parish receive any gifts of property, windows, alters, etc. during the period of this report? N/A

- B. Please list:

Gift	Value
<u>N/A</u>	
_____	_____
_____	_____

- 7. Indicate any parish event of historical interest for the period of this report (new bldg, cornerstone laying, etc.): N/A
- Date: _____
- Date: _____
- Date: _____

- 8. To what extent does the parish use a professional accountant? None

Accountant's name: _____

Address: _____

Telephone number: _____

- 9. To what extent does the parish use a bookkeeper? Business Manager/Full Time

Bookkeeper's name: _____

- 10. To what extent does the parish use a business/fiscal manager? Business Manager/Full Time

Financial Report

Supporting Schedule C

Fiscal Year Ending August 31, 2011

Parish Our Lady of Grace Church

Location West Babylon, NY 11704

B/F Manager's name:

Cathy Marches Collins

11. Does the parish own a computer system?
Software programs:

Yes

Macola

PDS - Parish Office/Formation

MS Office

Adobe Acrobat Avast Anti Virus