

POLICY 3.1.6 Reporting and Recordkeeping - Parishes and Missions

The Archbishop of Grouard-McLennan has the responsibility, in canon and civil law, to supervise the administration of the property, assets, and finances of the Archdiocese and its parishes, quasi-parishes and missions.

The following principles apply to recordkeeping and reporting in the parishes, quasi-parishes and missions of the Archdiocese:

- The fiscal year is the calendar year: January 1 – December 31.
- The parish priest is responsible for ensuring that all financial and sacramental registers and records are properly secured and up-to date.
- The parish priest is responsible for ensuring that all reporting requirements are met by the parishes, quasi-parishes and/or missions under his care.
- Every parish, quasi-parish and mission has its own set of financial books, documents and instruments.
- Every parish, quasi-parish and mission has its own sacramental registers for recording its baptisms, confirmations, and marriages.
- Every parish, quasi-parish and mission has its own registers for recording its funerals and, where there is a cemetery, its burials.
- Every parish and quasi-parish has a finance committee which reviews the parish or quasi-parish's balance sheet and income statement on at least a quarterly basis.
- Every parish, quasi-parish and mission will complete and submit to the Archdiocese's Finance Section, before January 31 every year:
 - Annual Parish Financial Report
 - Annual Parish Payroll Information Report
 - Annual Collections Report
 - a copy of the previous year's Charity Report (T3010)
- Every parish, quasi-parish and mission will complete and submit to the Archbishop's Office, before January 31 every year:
 - Copies of all records in Sacramental Registers
 - Annual Parish Statistical Report

In addition to the above-listed general principles, the following requirements apply in the specified situations.

Financial administration requirements

- **Parishes and quasi-parishes that do their own bookkeeping**

Parishes and quasi-parishes of the Archdiocese which handle their own financial administration, either with paid staff or volunteer bookkeepers, must receive annual approval from the Archdiocesan Finance Administrator (Finance Administrator) to continue to operate this way.

Before making any changes to its financial administration, such as its bookkeeper or its bank account, the parish must consult with the Finance Administrator.

Parishes and quasi-parishes that do their own bookkeeping are required to send monthly financial reports to the Finance Administrator by the 15th day of the following month. These reports must include, at least, a monthly balance sheet and monthly income statement. The Finance Administrator may request other reports and the parish or quasi-parish must provide those reports.

Should a parish fail to submit the required reports, the Finance Administrator will send a reminder notice to the responsible priest. If the parish does not send the report for that month and the next month, the Finance Administrator will send a “Second Notice” letter to the responsible priest. If the parish does not correct the problem and fails to send the reports for a third consecutive month, the Finance Administrator will send a “Final Notice” to the responsible priest.

If the parish does not respond appropriately to the Final Notice within 30 days, the Finance Administrator will require that all financial documents, records, instruments and information be forwarded to the Archdiocese’s Finance Section. The Finance Section will then take over all responsibilities and duties for the parish’s financial administration. The parish will be charged an appropriate monthly fee for this service.

- **Parishes, quasi-parishes and missions who use the Archdiocese’s bookkeeping service**

Parishes, quasi-parishes and missions may request that the Archdiocese’s Finance Section provide bookkeeping services. These services may be full or partial and are negotiated on a case-by-case basis.

Sacramental Records

Parishes of the Archdiocese use Parish Friendly, a software program specially designed for church records. The data in the program at the parish are automatically uploaded on an annual basis to the chancery program in the Archives of the Archdiocese.

Parishes who use this software must also record sacraments in the Sacramental Register books for baptism, confirmation, marriage and funerals. These records must be copied and sent annually, as described above.