

Date \_\_\_\_\_

Dear Bishop Swain,

Enclosed is the annual report, minutes of the annual meeting, the budget for the next fiscal year, as well as the financial report that was made available to the parishioners as of June 30, 20\_\_\_\_. Please accept this statement as the annual certification concerning the financial governance of the parish for the current fiscal period.

This is to certify to the following:

1. Periodic (at least annually) financial statements, including a statement of financial position and statement of activities were made available to the parishioners as follows:

| Date of statements | Date reported to parishioners |
|--------------------|-------------------------------|
| _____              | _____                         |

2. The annual budget was made available to parishioners on \_\_\_\_\_.

3. The enclosed financial statements represent, to the best of our knowledge and belief, an accurate and complete accounting of parish finances.

4. The Parish Finance Council has met and reviewed the budget and periodic financial statements. Meetings of the Parish Finance Council during the above period were held on the following dates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above is hereby attested to by the pastor and the members of the Parish Finance Council:

| Printed Name | Occupation | Signature |
|--------------|------------|-----------|
| _____        | _____      | _____     |
| _____        | _____      | _____     |
| _____        | _____      | _____     |
| _____        | _____      | _____     |
| _____        | _____      | _____     |
| _____        | _____      | _____     |

Sincerely,

Pastor