

Instructions for the Cash and Investment Report for June 30, 2022

Parish Name	
Parish Location	
Person Submitting the Information	
Telephone Number	
Email Address	

Enter balances for all bank and investment accounts that is in the parish's name.

In the left hand column of the data input sheet, please put the Bank or where the money is being managed (Community First Checking, St Francis Xavier, Nicholet Bank - Savings.) If you could include the last 4 digits of the account number, this will assist in future recording of these accounts.

The accounts have been broken down by categories:

<i>Service organizations</i>	These are generally checking and savings accounts and should be included in Column B - Cash, Savings, and Money Market
<i>Parish Accounts</i>	These are generally checking and savings accounts and should be included in Column B - Cash, Savings, and Money Market. Include information for the "General Account" do not split the account with several sub totals (Cemetery & School). Total Only. This should include Scrip, Fundraising, Bingo and Raffles if a separate account has been set up
<i>Parish Accounts</i>	If there are accounts such as CD's or unrestricted accounts (Parish General Funds at St Francis Xavier), they should be entered into Column C.
<i>School Account</i>	These are generally checking and savings accounts and should be included in Column B - Cash, Savings, and Money Market. Include in ths category, Home and School, School Fundraising and accounts specifically for the school only.
<i>School Accounts</i>	If there are accounts such as CD's or unrestricted accounts (School General Funds at St Francis Xavier), should be entered into Column C. Include Investment accounts that Home and School or other school organizations may have.

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<i>Cemetery Accounts</i>	These are generally checking and savings accounts for the cemetery only and should be included in Column B - Cash, Savings, and Money Market. Only accounts listed as Cemetery Accounts at the bank should be entered here.
<i>Cemetery Accounts</i>	If there are accounts such as CD's, unrestricted OR restricted accounts (Perpetual Care Funds at St Francis Xavier), should be entered into Column C. List the total in the accounts. - All cemetery accounts should fall under this category and not be placed as endowments or restricted funds elsewhere.
<i>Restricted Investments</i>	Generally, this category would not be used as Restricted accounts are generally not checking accounts. For a savings account the savings account can be entered in Column B or Column C.
<i>Restricted Investments.</i>	If there are accounts such as CD's and restricted accounts (St Mary Building Fund, Parish Religious Education Fund, Designated Fund for parking lot, etc.), should be entered into Column C. These are accounts that are planned for a particular purpose for the parish. Include in here, Designated Funds.
<i>Endowment Funds</i>	Column B - Should not be used
<i>Endowment Funds</i>	Accounts held at the Catholic Foundation of Green Bay or other community accounts that are holding funds for the parish in an endowment. This includes School Endowments, Parish Endowments, R.E. (Faith Formation Endowments). Some parishes do not include Endowments on their financial statements. If they are not on your financials, list them with a note (not on financials).