



Memo

Date: September 25, 2017

To: Pastors, Principals, Business Managers and Bookkeepers

From: Michael Warren, Controller; Patrick Warner, Parish Accounting Manager; Office of Finance

Re: Certification Letter and Annual Reports for Fiscal Year 2016-2017

Annual Certification Letter

As part of the year-end process, every pastor, administrator, principal and campus minister chaplain must submit an annual certification letter to the Archbishop, attesting to the financial condition of their parish, mission, school or campus ministry. Sample copies of the certification letter are available for download from the Office of Finance [website](#).

Please mail the original, signed certification letter to the Chancery, attention Michael Warren; along with a copy of the June 30, 2017 financial reports from ConnectNow, which were provided to and approved by the finance committee.

The certification letter is due by Friday, September 29, 2017.

Annual Financial Report to Parishioners/School Families

Along with the certification letter, each location must submit a copy of the annual financial report that is provided to parishioners, school families or ministry community (per Canon 1287). The annual report is due to the Office of Finance by Tuesday, October 31, 2017.

Please email a copy of the report to Patrick Warner at pwarner@archatl.com and mail a paper copy to Michael Warren in Office of Finance. The paper copy will be given to the Office of Archives and Records and added to the parish/school's permanent record.

Copies of the certification letter and financial report to parishioners and school families will be posted on the Archdiocese of Atlanta website. Click [here](#) to review prior certification letters and annual reports for your location.

Please contact us if you need additional assistance.

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