

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: July 24, 2023

To: Pastors, principals, administrators, business managers and bookkeepers

From: Patrick Warner, parish accounting manager, Office of Finance

Re: Fiscal year-end close in ParishSOFT Accounting for 2022-2023

REMINDERS BEFORE CLOSING FISCAL YEAR-END 2022-2023

IMPORTANT DATES:

Below is a reminder of the important dates concerning the 2022-2023 fiscal year-end.

August 31, 2023 – Close fiscal year 2022-2023.

Non-ParishSOFT Accounting users, please submit your June 30, 2023 financial reports to the Office of Finance by this date.

September 30, 2023 – Submit the Certification Letter for fiscal year 2022-2023 to the Office of Finance Office. The parish and school certification letter templates are posted on the Office of Finance webpage under *Policies, Procedures & Best Practices*.

October 31, 2023 – Submit a copy of the annual report, published for parishioners or school parents, to the archdiocesan Office of Finance.

CASH – DEPOSITS IN TRANSIT - Before closing the Year-End, make sure there is a zero balance in account 1070, Cash - Deposits in Transit. Clear any balance in the account before closing the fiscal year. This account must be zero before closing.

OUTSTANDING CHECKS AND DEPOSITS - Clear any outstanding checks or deposits, from the Bank Reconciliation, that are over 60-90 days old.

LOANS - If the parish/school has a loan, be sure to reconcile the loan balance on the balance sheet to the loan balance on the June 30, 2023 D&L (Deposit and

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Loan) statement from the archdiocese. Please reconcile to the amount shown on the line for “Ending Principal Balance”.

RECONCILE - Reconcile all non-checking/savings account balances on the balance sheet. Contact me if:

- You have remitted all the second collections but still have second collection balances on the balance sheet.
- You have any tax withholding accounts (federal, FICA, state) with balances.
- You have any other balances in the assets or liabilities (ex. petty cash, payroll deductions, Mass stipends, prepaid items, etc.) that you cannot reconcile.

ENDOWMENT ENTRIES:

Please do not close the fiscal year without recording the endowment entries, through June 30, 2023. The Catholic Foundation of North Georgia, typically, distributes the June 30th statements by the last week of July. Please record the endowment activity for entire fiscal year.

ARCHDIOCESAN INVOICES:

As one of the last journal entries for the 2022/23 fiscal year, the Office of Finance requires all parishes and schools to record, on the Balance Sheet, any unpaid archdiocesan invoices (more than 60 days old) as of June 30, 2023. In ParishSOFT Accounting, these unpaid invoices will be recorded as journal entries. You will Debit the appropriate expense - Assessment, Annual Appeal Shortfall, Employee Benefits, etc. – and credit the Balance Sheet account, 2990 Due to Archdiocese (we may need to add this GL# to your chart of Accounts). Please date the journal entry 6/30/2023. When these specific invoices are paid in the future, you will use the GL# 2990 on the bill/payment to the archdiocese, instead of the actual expense account.

Employee Retention Credit:

If your parish applied for and received an employee retention credit (ERC) during FY 2022-23, please send me an email with the GL# the parish used to record the net proceeds of the ERC. The archdiocesan Office of Finance may request additional information related to the ERC.

Please see the [attached pages](#) for instructions on closing the fiscal year.