



# Memo

**Date:** January 29, 2024  
**To:** Pastors, principals, business managers and bookkeepers  
**From:** Holly Orsagh, director of financial services; Patrick Warner, parish accounting manager; Mark Beno, CENGI accounting manager; Office of Finance  
**Re:** Monthly closing statistics, certification letter and annual report

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The status of our monthly financial closing as of January 18, 2024, is shown [here](#). 93 percent of our parishes, schools, missions and campus centers have closed through October and November 2023. For those who are not current, please let us know if there is anything we could do to assist.

As part of the fiscal year-end process, all parishes/schools, missions and campus centers are required to complete a certification letter attesting to the completeness of the financial reports and a copy of the annual report issued to the parishioners and school families. Currently, 89 percent of our parishes, schools, missions and campus centers have submitted their certification letter and 82 percent have submitted their annual report.

A sample certification letter can be found on the Finance page of the [Archdiocesan website Policies, Best Practices & Procedures | Roman Catholic Archdiocese of Atlanta | Atlanta, GA \(archatl.com\)](#). Annual reports can be found on [Annual Reports | Roman Catholic Archdiocese of Atlanta | Atlanta, GA \(archatl.com\)](#)

If you have not submitted the 2022-2023 certification letter and annual report electronically, click this link: [Request for Certification Letter and Annual Report](#) to submit it electronically. Additionally, mail the original certification letter and annual report to the attention of Patrick Warner, Archdiocese of Atlanta, 2401 Lake Park Dr. SE. Smyrna, GA 30080.

Thank you for your help with these matters.