



Memo

Date: August 24, 2020

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

From: Michael Warren, Director of Financial Services; Patrick Warner, Parish Accounting Manager; Office of Finance

Re: Fiscal Year-End Close for 2019-2020 – All parishes and schools

IMPORTANT DATES:

Below is a reminder of the important dates concerning the 2019-2020 fiscal year-end.

August 31, 2020 – Close fiscal year 2019-2020.

Non-ParishSOFT Accounting users, please submit your June 30, 2020 financial reports to the Office of Finance by this date.

September 30, 2020 – Submit the Certification Letter for fiscal year 2019-2020 to the Office of Finance. Revised certification letter templates are posted on the Office of Finance webpage under *Policies, Procedures & Best Practices*.

October 31, 2020 – Submit a copy of the annual report, published for parishioners or school parents, to the archdiocesan Office of Finance.

Please download [this PDF](#) for more year-end reminders and detailed instructions for closing the fiscal year in ParishSOFT Accounting.