
*Diocese of Springfield
in Illinois*

**Parish Reporting and Budgeting Manual
for Parishes on Right Networks**

**Office for Finances
FY 2021-2022**



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STANDARDS FOR PARISH REPORTING

The Pastor, Priest Moderator, Parish Administrator and Parish Finance Council are financially and administratively responsible for the overall operation of the parish. It should be noted that the Pastor and the Priest Moderator are financially responsible and that the Parish Finance Council and Parish Administrator are advisory to the Pastor, Priest Moderator. Together they administer the financial and physical resources entrusted to them by the parish faithful with good stewardship. They employ sound business practices following diocesan procedures in conducting the financial and administrative matters of the parish. It is good stewardship to account for parish resources through reporting and budgeting. The parishes in the Diocese of Springfield in Illinois are expected to be open and transparent in parish finances.

The purpose of a budget and of a financial statement is to provide standards for parish reporting. These should be used as guidance and direction for the financial affairs of the parish. The Diocese of Springfield in Illinois' fiscal standardization includes both a budgeting system and a financial reporting system.

First, the budgeting system allows parishes to use the standardized QuickBooks (on Right Networks) for parish budget reporting. In collaboration with the Parish Finance Council, the pastor prepares an Annual Parish Budget of foreseen income and expenditure via QuickBooks. One copy of this report must be kept in the parish archives and another is submitted to the Diocesan Office for Finances by July 15 of each year.

Second, the fiscal year reporting system also uses standardized QuickBooks reports in Right Networks. In collaboration with the Parish Finance Council, the pastor prepares the Annual Parish Financial Report. One copy of this report must be kept in the parish archives and another is submitted to the Office for Finances by August 1 of each year.

WHY WE SHOULD BUDGET

The purpose of a budget is to provide a means for the pastor, together with the parish finance council, to understand better the financial operations of the parish. Through the budget process the pastor can learn to control and direct parish finances in order to utilize the finite material resources available to carry out the parish mission. The budget allows the parish plan to be stated in a measurable financial format of parish receipts and disbursements. This measurable format provides the pastor a method to review parish operations and determine whether the parish planned goals and objectives are being obtained, or how they might be improved.

The most common misconception of budgeting is that a budget is too restrictive. A budget should provide flexibility and room for changes in the planning process. As the year unfolds, it becomes necessary to review the parish budget against the actual receipts and disbursements. The pastor may need to take corrective action and revise plans in order to achieve the original parish goals. For example, if actual church support is less than budgeted church support, then it will be necessary to reduce budgeted disbursements.

A budget should help the pastor reduce involvement in day-to-day financial decisions. An approved budget establishes levels of spending in the church and school, allowing responsible individuals to make financial decisions within the budgeted limits. The pastor can be freed from the daily financial activities, allowing time for spiritual ministry in the parish.

A budget provides a method to strengthen the internal control over your parish finances. Close monitoring of the budget variances, the difference between actual and budget, can highlight early patterns or spot problems as they develop. This allows the pastor sufficient time to respond and take corrective action on the situation creating the budget discrepancy.

A budget should be balanced (cash receipt equal or exceed cash disbursements) or show a positive flow of cash receipts over cash disbursements. A budget that shows a deficit should be unacceptable unless the deficit is temporary for a short-term or one year period. If a parish is in an economic decline then care should be given to reduce or eliminate expenses.

This manual was developed to provide a system of parish reporting which will be uniform in all parishes in the Diocese of Springfield in Illinois. It is designed to lead the bookkeeping, budgeting and reporting functions of all parishes, schools, and cemeteries. It is published by the Diocesan Office for Finances.

METHODS OF BUDGETING

There are many techniques that may be employed in developing a budget. The following suggestions are presented as a guide in developing a budget. There are other acceptable methods of budgeting. If your parish has an existing budgeting process that works, then you may wish to continue that process. You should use the QuickBooks budget report to submit the parish/school budget. QuickBooks budgets allow for detailed reporting and comparisons within the system, and may also be exported into Excel or PDF format.

1. A budget should follow the Diocesan standard chart of accounts, which is also used for the annual parish financial report. If your parish finance council desires more detail for the parish's internal use, it may add subaccounts to the chart of accounts (this must be kept to a minimum).
2. A budget must be monthly in order for it to be measured against actual performance. The pastor must periodically review with the parish finance council the budget performance. This is a comparison of actual expenditures to the budget and involves questioning any variance. Periodic review helps assure that the parish needs are being met. If not met, corrective action should take place to bring the actual in line with the budget. The parish plan may need to be revised due to some unforeseen circumstance not present when the budget was developed.
3. Any budget process should start with a review of historical data. A review of the past three to five years of the annual parish report is recommended. This will establish trends in receipts and disbursements. An example would be a review of prior years' electric bills, which would establish a trend that each year it increases an average of 5%. The FY21-22 budgeted amount is 105% of the 2020 amount, or \$11,575.

$$\begin{array}{ccccccc} \text{FY18-19} & & \text{FY19-20} & & \text{FY20-21} & & \text{FY21-22} \\ \$10,000 + 4\% & = & \$10,400 + 6\% & = & \$11,024 + 5\% & = & \$11,575 \end{array}$$

A historical review of your parish cash receipts and disbursements also develops monthly seasonal patterns. An example of monthly seasonal patterns would be utilities. Generally, natural gas and heating oil expenditures are greater in the winter months. The same holds true with receipts. Many parishes experience a decline in "regular church support" during the summer months and an increase in months with holy days and holidays.

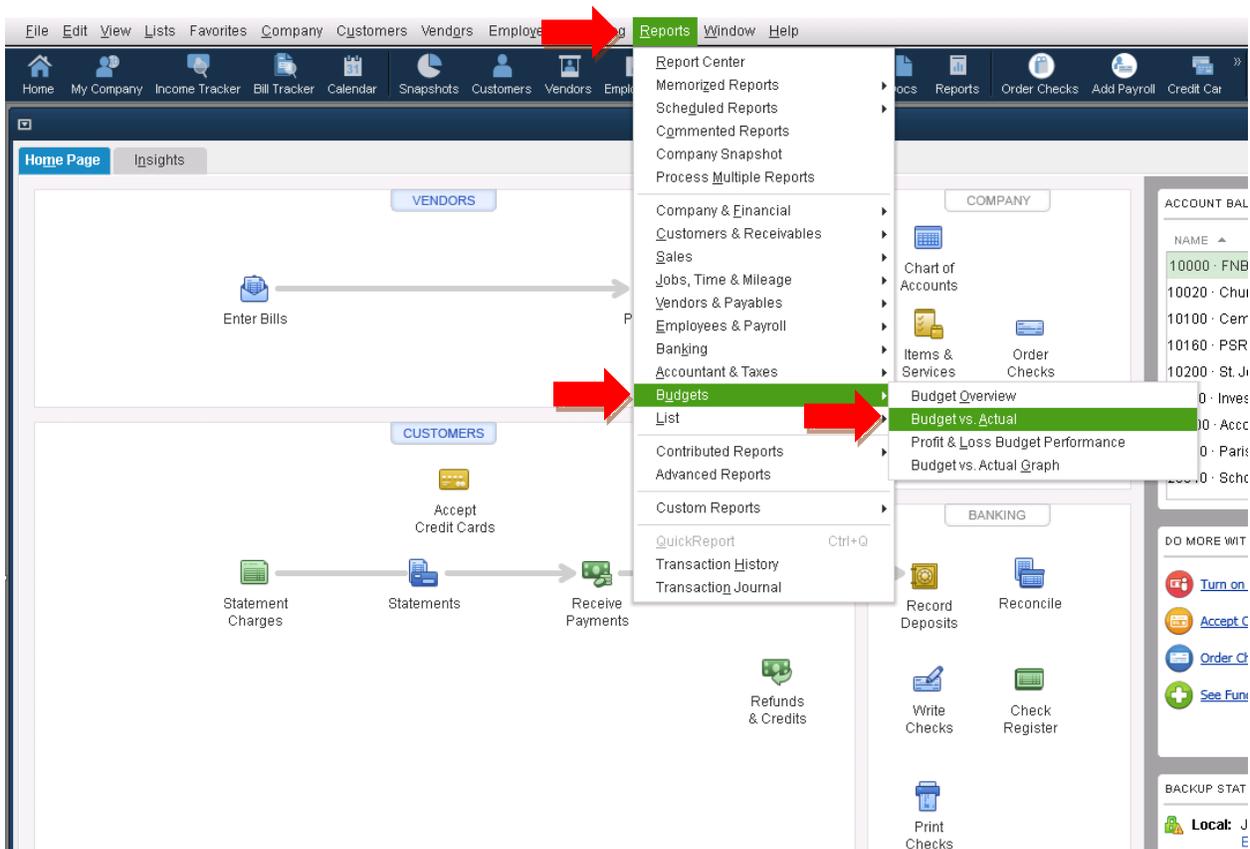
By reviewing historical data, we develop yearly trends and monthly patterns in our parish cash flow (receipts and disbursements). Using these historical trends and monthly patterns we are able to project future expectations of parish cash flow. One caution when using historical data to make future projections: adjustments should be made when current information changes the trends. If historical trends show utilities

increasing by 5% a year but the utility company announces a 10% increase, then the current information should override the historical information. The same holds true when changes in parish policies change parish receipts. An example of this would be the establishment of a parish stewardship program. Your budget expectation for church support should then increase.

If historical information is not available, use your most recent data available or current year receipts and disbursements.

4. **QuickBooks offers a Profit & Loss: Budget vs Actual Report** that is helpful in formulating the parish budget. For each income and expense account, you are able to see what the parish budgeted per month and what it actually spent. Directions to run the report are below.

1. On the QuickBooks toolbar, select Reports → Budgets → Budget vs Actual



2. A Budget Report dialog box will open. Select “FY202021 – Profit & Loss by Account” from the drop-down menu. Select “Next.” Then select “Account by Month” and “Next.” Select “Finish” and the report will generate. It is a large report, but here is an example of the comparisons it contains.

2:08 PM
05/25/21
Accrual Basis

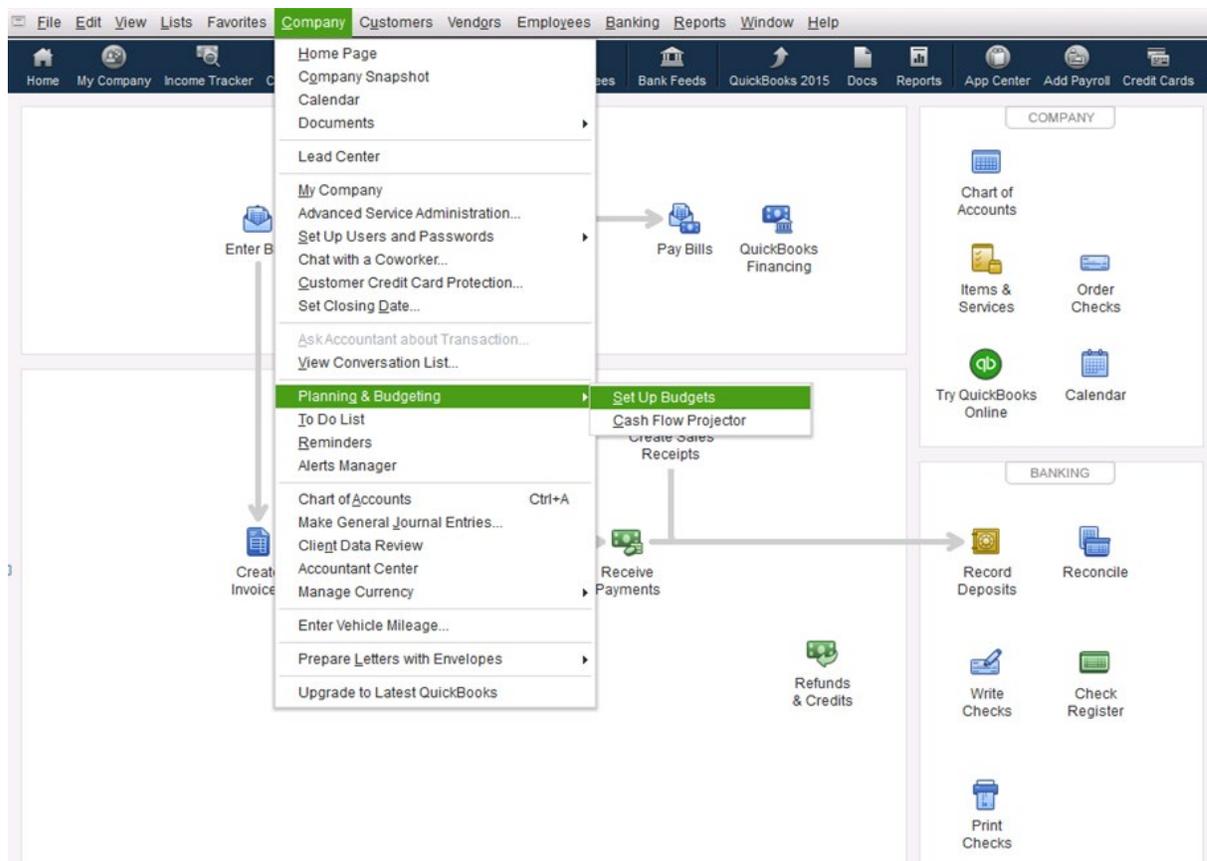
	Jul 20	Budget	\$ Over Budget	% of Budget
Income				
41000 · Regular Church Support				
41020 · Offertory - Envelopes	0.00	0.00	0.00	0.0%
41030 · First Offering	0.00	0.00	0.00	0.0%
41040 · Children's Offertory	0.00	0.00	0.00	0.0%
41060 · Offertory - Loose Collec...	0.00	0.00	0.00	0.0%
41080 · Solemnity of Mary	0.00	0.00	0.00	0.0%
41100 · Ash Wednesday Collec...	0.00	0.00	0.00	0.0%
41120 · Holy Thursday	0.00	0.00	0.00	0.0%
41140 · Easter Collection	0.00	0.00	0.00	0.0%
41160 · Assumption	0.00	0.00	0.00	0.0%
41180 · All Saints	0.00	0.00	0.00	0.0%
41200 · All Souls	0.00	0.00	0.00	0.0%
41220 · Thanksgiving Collection	0.00	0.00	0.00	0.0%
41240 · Immaculate Conception	0.00	0.00	0.00	0.0%
41260 · Christmas Collection	0.00	0.00	0.00	0.0%
41280 · ACSA Collection	0.00	0.00	0.00	0.0%
41300 · Cemetery Support Colle..	0.00	0.00	0.00	0.0%
41320 · Building Fund Collection	0.00	0.00	0.00	0.0%
41340 · School Fund Collection	0.00	0.00	0.00	0.0%
41000 · Regular Church Suppor...	0.00	0.00	0.00	0.0%
Total 41000 · Regular Church Supp...	0.00	0.00	0.00	0.0%

CREATING A BUDGET IN QUICKBOOKS

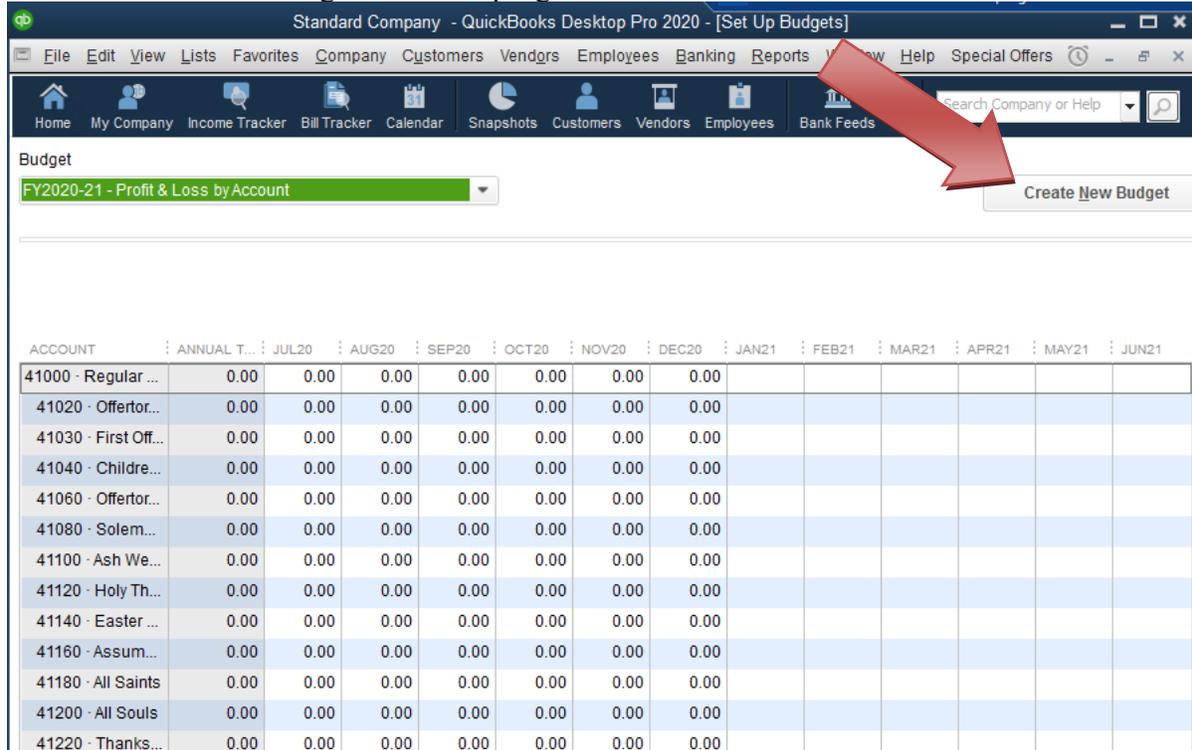
There are two main options for creating a budget in QuickBooks: automatically or manually. First, you may create a budget based off of FY20-21 actual data.* Second, you may enter the data manually from scratch. Both automatic and manual methods allow you to create a general budget or a budget by class and to edit amounts before finalizing.

*If your parish decides to create the budget using the actual data entered for the previous fiscal year in QuickBooks, you must wait until after June 30th, 2021 to do this. If done before this date, the budget will pull actual data from FY19-20 instead of FY20-21.

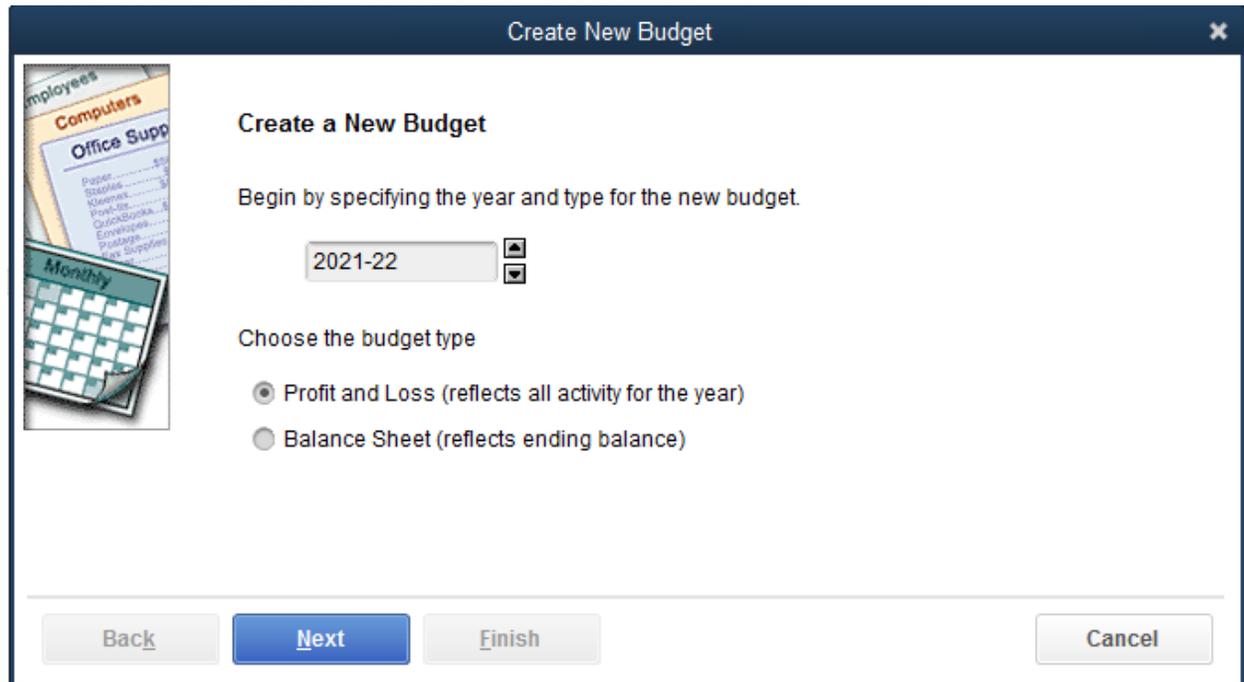
1. On the QuickBooks toolbar, select Company → Planning and Budgeting → Set Up Budgets



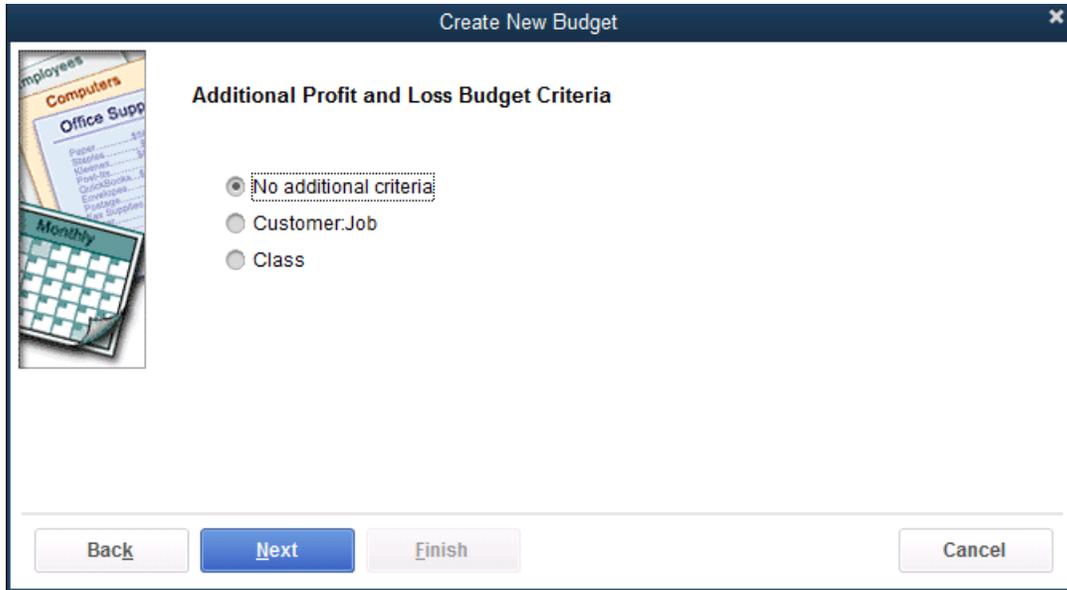
- The Set Up Budgets dialog box will open. It is set on the current fiscal year, 2020-2021. Select “Create New Budget” on the top right of the box.



- The Create New Budget dialog box will open. Select year “2021-22.” For the budget type, Choose “Profit and Loss.” Select “Next” to continue.



4. This takes you to the Additional Profit and Loss Budget Criteria options screen. Select your desired option and then select “Next” to continue.
- a. “No additional criteria” is the most basic budgeting method.
 - b. “Class” is a more detailed budgeting method where a separate budget is made for chosen classes. Budgeting by class is especially helpful if the parish has a school or cemetery.



5. You will be taken to the Create a New Budget screen. Select the appropriate option (creating from previous year's data is recommended) and then "Finish" to continue.
- a. "Create budget from scratch" allows you to manually enter numbers for each account.
 - b. "Create budget from previous year's actual data" automatically enters the actual monthly totals from the previous fiscal year for each income and expense account. You may then adjust the numbers as needed. This is the recommended option.
 - c. *Note that if you are creating the budget in the current fiscal year (FY20-21) for the next fiscal year (FY21-22), choosing "Create the budget from previous year's actual data" will pull data from FY19-20, because FY20-21 is not yet over. You really want to pull current fiscal year data. Therefore, unless you create the budget from scratch, you will need to wait until after July 1, 2021 to budget with last year's actual data.*

Create New Budget

Choose how you want to create a budget

Create budget from scratch.
This option lets you manually enter amounts for each account that you want to track.

Create budget from previous year's actual data.
This option automatically enters the monthly totals from last year for each account in this budget.

Back **Next** **Finish** **Cancel**

- The Set Up Budgets screen will pop-up for FY21-22. Modify budgeted amounts as needed. Select “Save.” Select “OK” or hit “Enter” to close the budget screen. Screens will vary depending on if you budget by “No additional criteria” or by class.

Image 1: Budgeting by “No additional Criteria”

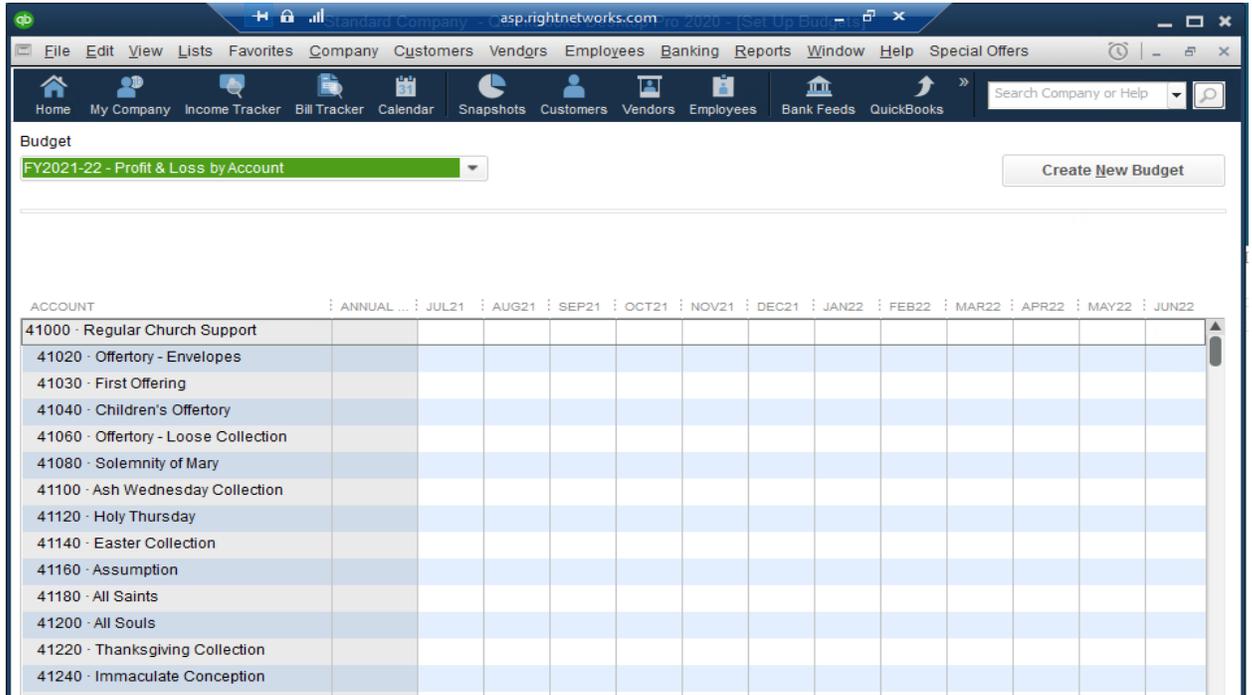
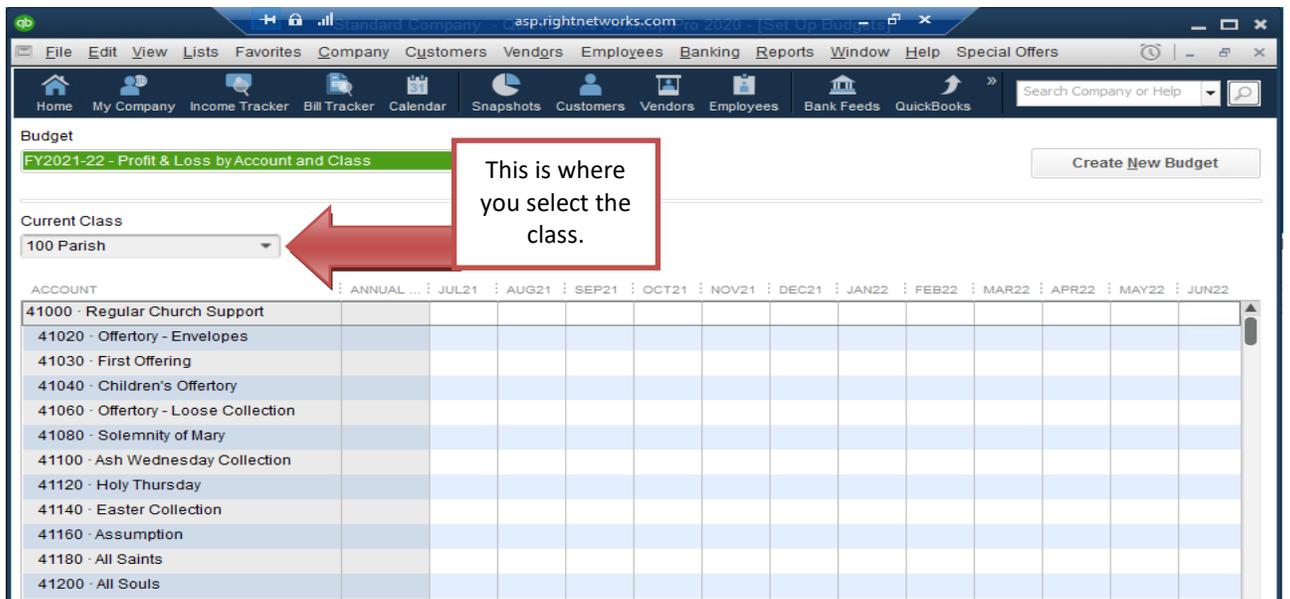


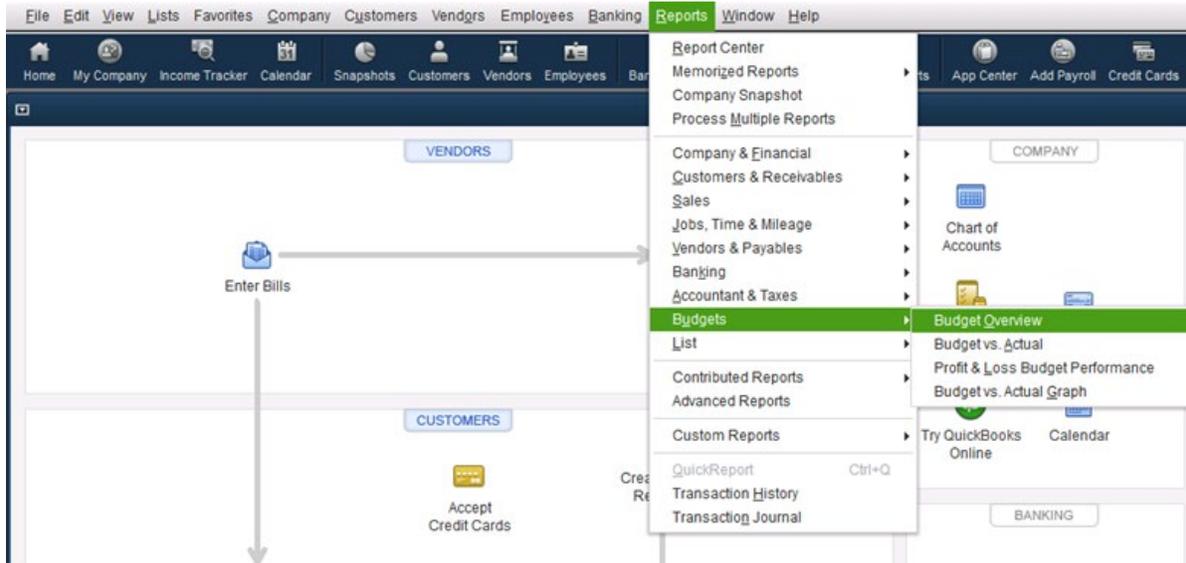
Image 2: Budgeting by Class (use the drop-down list to enter a budget for each desired class)



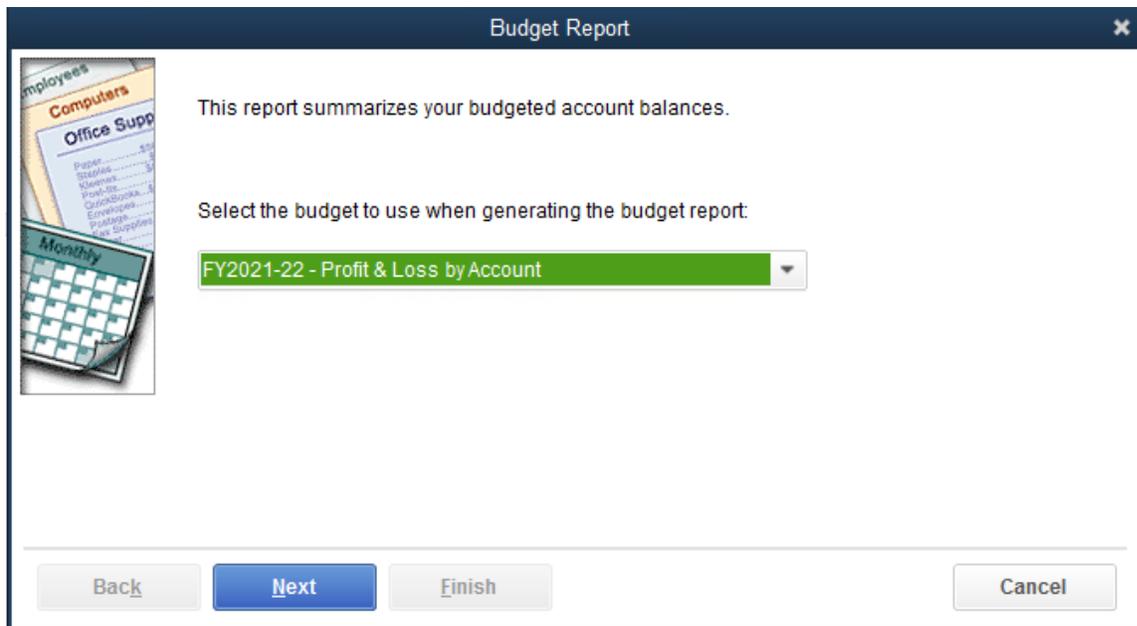
SAVING & PRINTING A BUDGET IN QUICKBOOKS

When the budget is complete, you will both save a copy and send a copy to the Diocese.

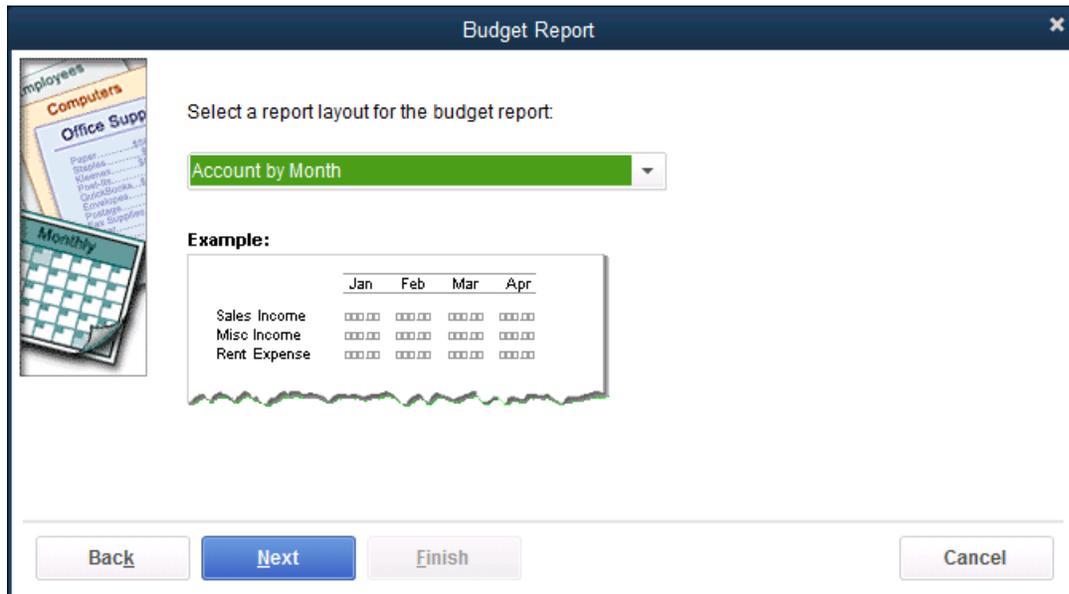
1. On the QuickBooks toolbar, select Reports → Budgets → Budget Overview



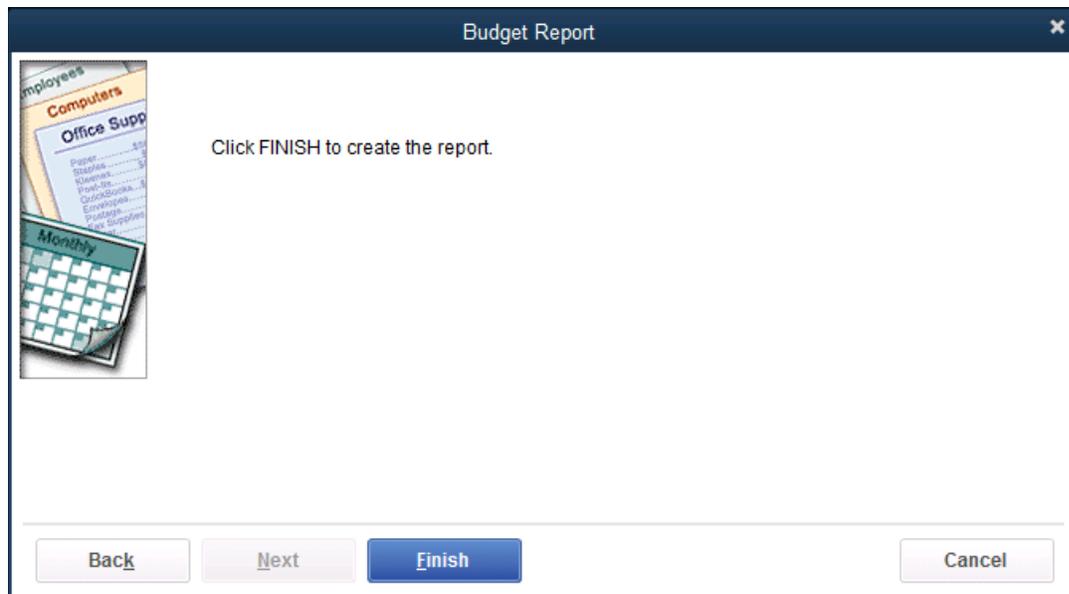
2. The Budget Report dialog box will open. Based on your budgeting method, select “FY2021-22 Profit & Loss by Account” or “FY2021-22 Profit & Loss by Account and Class.” Select “Next” to continue.



3. On the report layout dialog box, select “Account by Month” and hit “Next” to continue.



4. Select “Finish” to generate the report.



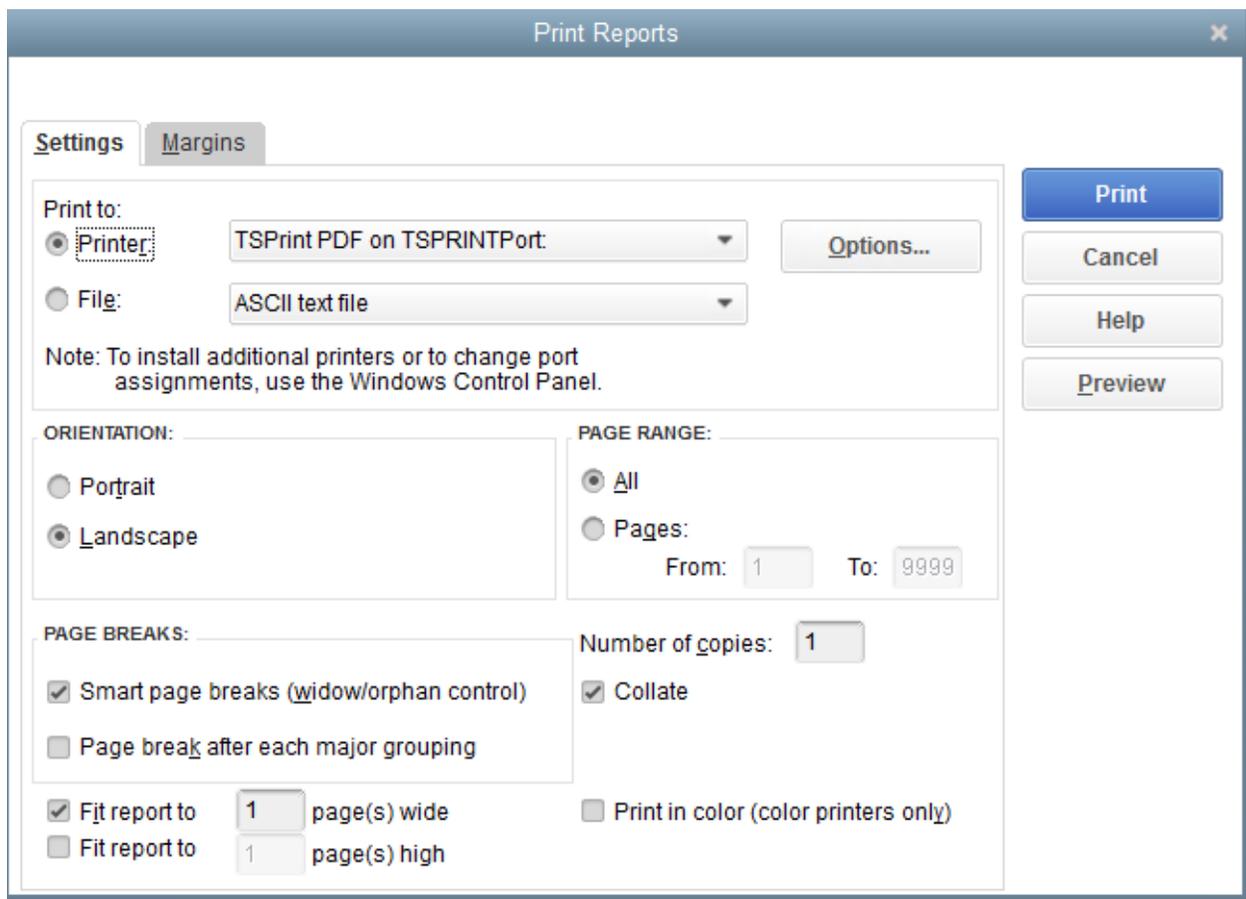
- The budget report displays. Make sure the dates (in the toolbar) are 7/1/21 – 6/30/22. You may adjust the report layout, such as making columns smaller. This will allow you to fit every column/month on one page but will make the data on the report appear smaller. To fit every column on one page, you may need to check-mark the box that says “Fit report to 1 page wide” in the bottom left print screen (see picture in step 7).

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
Income								
41000 - Regular Church Support								
41020 - Offertory - Envelopes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41030 - First Offering	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41040 - Children's Offertory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41060 - Offertory - Loose Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41080 - Solemnity of Mary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41100 - Ash Wednesday Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41120 - Holy Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41140 - Easter Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41160 - Assumption	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41180 - All Saints	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41200 - All Souls	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41220 - Thanksgiving Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41240 - Immaculate Conception	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41260 - Christmas Collection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

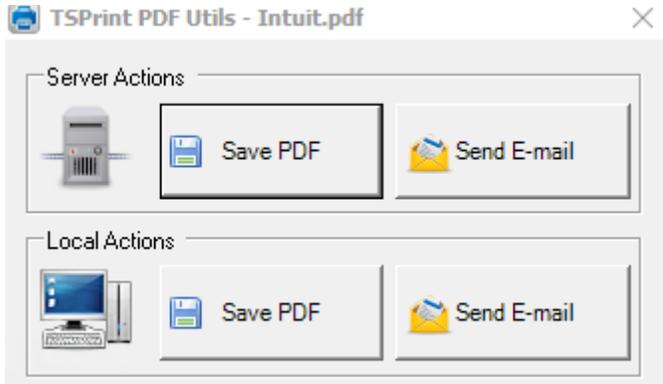
- When the report layout is satisfactory, you will save and print it. Go to the report toolbar → Print → Report.

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
Income						
41000 - Regular Church Support						
41020 - Offertory - Envelopes	0.00	0.00	0.00	0.00	0.00	0.00
41030 - First Offering	0.00	0.00	0.00	0.00	0.00	0.00
41040 - Children's Offertory	0.00	0.00	0.00	0.00	0.00	0.00
41060 - Offertory - Loose Collection	0.00	0.00	0.00	0.00	0.00	0.00
41080 - Solemnity of Mary	0.00	0.00	0.00	0.00	0.00	0.00
41100 - Ash Wednesday Collection	0.00	0.00	0.00	0.00	0.00	0.00
41120 - Holy Thursday	0.00	0.00	0.00	0.00	0.00	0.00
41140 - Easter Collection	0.00	0.00	0.00	0.00	0.00	0.00
41160 - Assumption	0.00	0.00	0.00	0.00	0.00	0.00
41180 - All Saints	0.00	0.00	0.00	0.00	0.00	0.00
41200 - All Souls	0.00	0.00	0.00	0.00	0.00	0.00
41220 - Thanksgiving Collection	0.00	0.00	0.00	0.00	0.00	0.00
41240 - Immaculate Conception	0.00	0.00	0.00	0.00	0.00	0.00

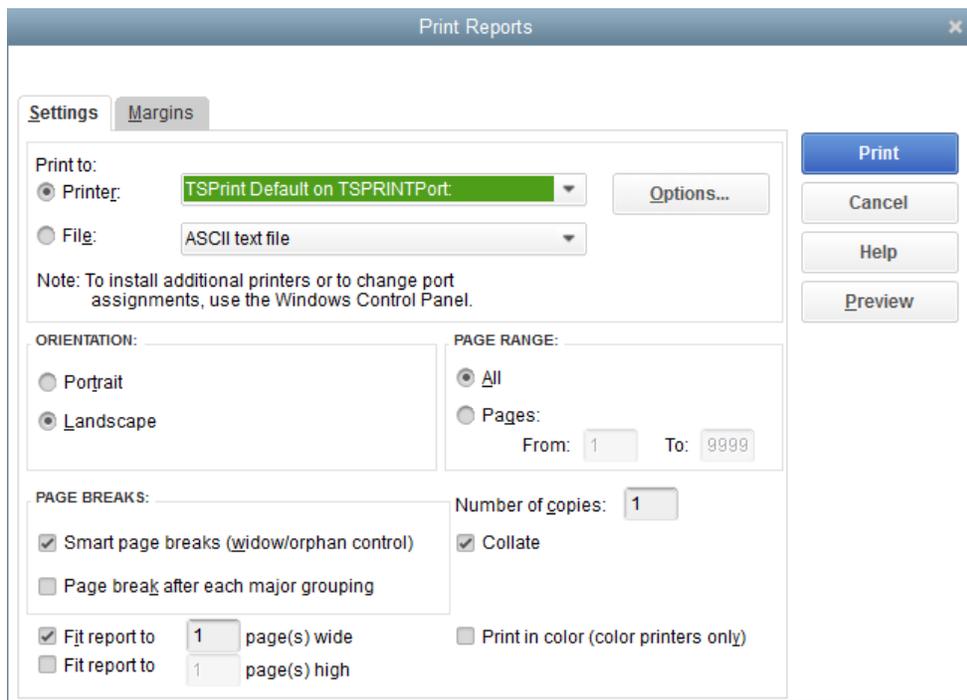
7. The Print Report dialog box will appear. First you will save the file.
 - a. In the Print To section, select “TSPrint PDF on TSPRINTPort” from the printer drop-down list.
 - b. In the Orientation section, select “landscape.”
 - c. Select “Preview” to see the report’s layout. If you want to modify anything, select to “Cancel” the print job and go back to step six.
 - d. When satisfied with the layout, select “Print.”



- After selecting “print,” a new screen will pop up. Here you may decide to either save it to your “Rightnetworks desktop” or your actual local desktop. Selecting “Save PDF” on the top “Sever Actions” will save it to your Rightnetworks desktop, while the “Save PDF” option on “Local Actions” will save it to your local desktop.



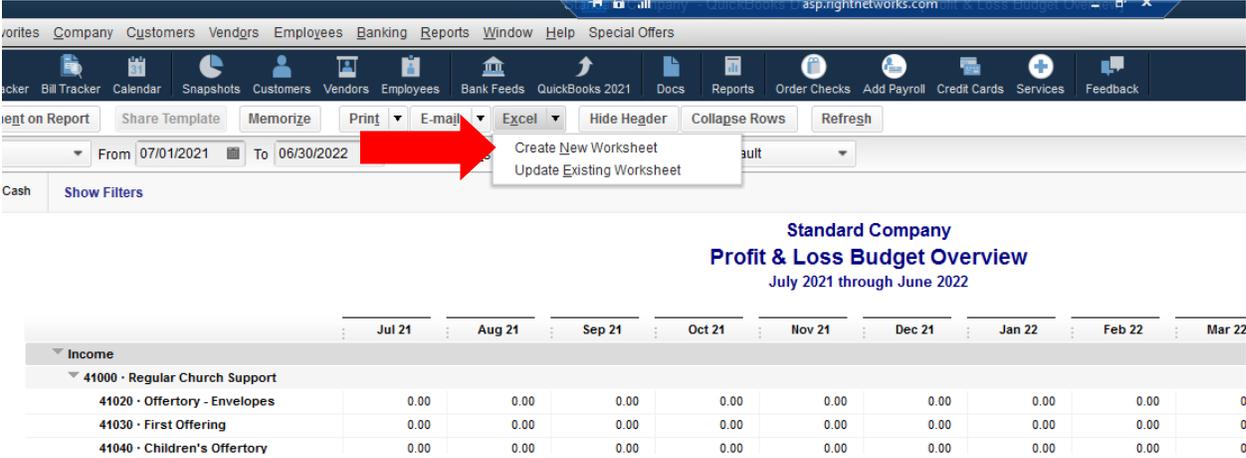
- To print the budget report, simply go back to step six to Print on the toolbar. In the Print To section, select the “TSPrint Default on TSPRINTPort” printer. Select “Print.” You may also print the report from the saved PDF.



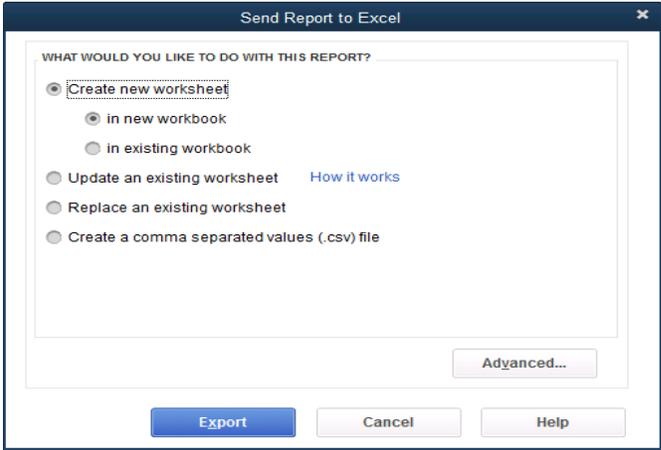
- Submit the FY19-20 budget to Joe Szerletich in the Office for Finances via mail or e-mail (email preferred). It must be signed by the Pastor and at least two members of the Finance Council.

EXPORTING A BUDGET TO EXCEL IN QUICKBOOKS

1. Follow steps 1 – 5 from the directions for Saving and Printing a Budget in QuickBooks.
2. When the report layout is satisfactory, you will export it to Exel. Go to the report toolbar → Excel → Create New Worksheet.



3. The Send a Report to Excel dialog box appears. Select “Create new worksheet” and “in new workbook.” Select “Export” to continue.



4. The Excel workbook will generate in the taskbar on the bottom of the computer screen. Open it. Save the workbook. It may be easier to modify the layout from Excel than from the PDF format.

SCHOOL RECEIPTS & DISBURSEMENTS

It is diocesan policy that the parish school be included on the parish financial books. It must be included on the parish QuickBooks on Right Networks. *This section of directions is for the supplemental budget form and is to be followed only if the school is NOT currently on the parish books.* You should contact the Finance Office to get the school setup on QuickBooks.

A. PARISH SCHOOL RECEIPTS

This should include all money received for the operation of a parish school. It does not include regular church support from parish receipts used to support the school nor does this include school envelopes given through the Sunday offertory.

- 1. Rent** - this includes the rent of school facilities such as the gymnasium. This *does not* include rent of parish property, church facilities or farm property.
- 2. Tuition** - this is the amounts specifically billed and collected for the tuition of a parish school. This *does not* include any amounts derived from the Sunday collection nor does it include any minimum recommended level of giving to the parish church for students in school. Note: Minimum recommendations of the level of giving in the Sunday collection for parents of students in the parish school are not considered tax deductible or a charitable contribution for the parents.
- 3. Registration** - this is the registration fees charged to students to secure their placement for the grade they will attend in the next school year.
- 4. Book Fees** - these are the fees charged for the use of textbooks or the sale of books provided by the school.
- 5. Annual Fund Drive** - this represents the funds raised by the school, school board or school development committee in the annual school fund drive. Funds raised are defined as: cash, gifts, grants and the Adopt a Class Program. All annual fund campaigns must be approved and documented with the Office for Catechetical Ministries. This does not include any amounts derived from the Sunday collection nor does it include any minimum recommended level of giving to the parish church for students in school.

6. **Other School Fundraisers** – all other school fundraisers that do not qualify as an annual fund. Examples include but are not limited to such fundraisers as: scrip, candy or product sales, magazine drives, Mardi Gras, Oktoberfest and other fests, dinner dance, golf outing, auction, raffles, tuition agreement, contributions from parents’ groups or other committees.
7. **Support from other parishes** – support from other parishes through direct church contributions from that parish to the school. This does not include tuition from parents of other parishes.
8. **Other (please specify)** – all other sources of income.

B. PARISH SCHOOL DISBURSEMENTS

1. **Gross Salaries** - the gross amounts paid to persons who are employed in full-time, part-time or temporary positions, including substitute teachers and teacher aides.
 - a. **Instructional-Religious** - the gross amounts paid to religious employed in the parish school as administrators, teachers, aides, or substitutes, whether the amount is paid to the individual or to the religious community. Do not include salaries paid for PSR programs.
 - b. **Instructional-Lay** - the gross amounts paid to persons employed as teachers, aides and substitute teachers by the parish school.
 - c. **Office** - the amount paid to persons employed in the office of the school as non-teaching lay principals or administrators, secretaries and other clerical personnel. Do not include non-teaching religious principals and administrators; these should be included under Instructional-Religious.
 - d. **Maintenance** - the gross amounts paid to persons who maintain parish schools.

- 2. Fringe Benefits** - the amounts paid by the school over and above the gross salaries which are for the benefit of the employee.
- a. Employer's Social Security and Medicare** - this represents the employer's share of Federal Insurance Contribution Act (FICA). This amount does not include the employee's share of with holding from wages. It is strongly recommended you acquire "Publication 15" from the Internal Revenue Office, since rates and periodic payments change each year and depend on the size of your payroll.
 - b. Health Insurance** - this represents net amounts paid by the parish for health and life insurance for its employees. It is the gross amount paid for health and life insurance less the amount the employee contributes.
 - c. Workers' Compensation** - this represents amounts paid by the parish school for workers' compensation insurance for its employees.
 - d. Lay Employees' Pension Plan** - this represents amounts paid by the parish for the retirement of lay employees.
 - e. Sisters' Transportation** - this represents expenditures incurred in the transportation of the instructional-religious to and from any activity. This should also include the total cost of operating any automobile provided by the parish.
 - f. Unemployment Compensation** - this represents amounts paid for Federal and State Unemployment Compensation.
- 3. Contractual Services** - expenditures for services rendered by personnel who are not on the payroll of the parish school. All of these services will normally occur on a repetitive basis: e.g., trash removal, service contracts, etc.
- 4. Utilities** - expenditures for services usually provided by public utilities: e.g., water, sewerage, electricity and gas.
- 5. Telephone** - expenditures for all types of telephone, fax, Internet and data transmission services, including installation.

6. **Insurance** - expenditures for liability, fire and extended coverage, and theft.
This category does not include insurance coverage for health, retirement, workers compensation, or Clergy Health and Retirement.
7. **Repairs** - expenditures for services related to the upkeep of buildings, equipment and grounds. These are more of an upkeep nature, as opposed to replacement or a prolonging of the useful life of an asset.
8. **Equipment and Furniture** - expenditures for tangible property which has a life of at least two years and is used in the operation of the school.
9. **Supplies** - expenditures for items that are actually or constructively consumed or used in the operation of the school, including the related freight. A supply item is any article or material which meets any one or more of the following conditions: 1. It is consumed in use; 2. It loses its original shape or appearance with use; 3. It is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
- a. **Office** - this includes supplies purchased for use in the operation of the school office, including postage and printing.
- b. **Maintenance** - this would include all maintenance items necessary for the upkeep of the school grounds, building and equipment, including janitorial supplies.
- c. **Education** - this would include all educational supplies, including paper, pencils, evaluation forms, tests, guidance materials, art, music and any other non-book items.
10. **Convent Expenses (Total)** - all expenditures made in connection with the operation of the convent. This would include food, utilities, furniture and equipment, repairs, etc.
11. **Books** - expenditures for classroom books and workbooks.
12. **Gym** - expenditures for physical education and maintenance of the gym.
13. **Bus Transportation** - expenditures for school transportation. This includes repair and maintenance of parish school buses, salaries, or fees paid by the parish school for private or public busing.

14. **Lunch Program** - expenditures for the school lunch program not supported or reimbursed by state funded lunch programs.
15. **Annual School Fund Drive Expense** - this represents the expenditures incurred in the raising of funds by the school, school board or school development committee in the annual school fund drive. The Annual School Fund drive is described as schools using Catholic School Management Inc., methods for their annual fund drive or comparable annual fund drive as approved by the Office for Catechetical Ministries.
16. **Quarterly Development Newsletter for Schools** - all expenditures used for the school newsletter in the aid of development and the exchange of information to the schools constituency are recorded here.
17. **Miscellaneous (Specify)** - all other expenditures not properly classified in one of the above accounts. This should be kept at a minimum and rarely used.

CEMETERY RECEIPTS & DISBURSEMENTS

It is diocesan policy that the parish cemetery be included on the parish financial books. It must be included on the parish QuickBooks on Right Networks. *This section of directions is for the supplemental budget form and is to be followed only if the cemetery is NOT currently on the parish books. You should contact the Finance Office to get the school setup on QuickBooks.*

RECEIPTS

Sales - Lots - this category includes all receipts from the sale of cemetery lots.

Sales - Single Graves - this category includes all receipts from the sale of single graves.

Burial Charges - this category should include all receipts from the charges for a burial. This would include receipts for vaults, labor, services, etc.

Income Care - this should include receipts from the payments for perpetual care of lots and graves. The amount is again shown as being paid to the Investment Fund in disbursements. Note that these funds should be restricted in a perpetual care fund. The principal (corpus) should not be spent or expended. Only the interest from this account should be use for the upkeep and care of the cemetery.

Income Care Interest - this should include all money received from the Investment Fund for interest earned by the Investment Fund.

Other - this category should include any receipts not properly categorized above.

DISBURSEMENTS

Labor - Digging Graves - this should include all disbursements made for the digging of graves. If work is sublet, so specify and show expenditures on this line.

Labor - Care of Cemetery and Roads - this should include all disbursements made by the parish for the care and upkeep of the cemetery, including sodding, mowing, watering, etc.

Amount Transferred to Investment Fund - this should include all money collected by the parish that is being transferred for investment to the Investment Fund. These funds result from the payment for perpetual care of lots and graves.

Other - this should include all disbursements not properly categorized above.

DIOCESAN CONTACT INFORMATION

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Insurance Web Page, www.insurance.dio.org

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