

# Parochial Report

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Congregation \_\_\_\_\_ City \_\_\_\_\_ Diocese \_\_\_\_\_

**Stewardship and Financial Information of the Reporting Congregation**

**Giving Information for 2022:**

Please indicate the reporting currency: \_\_\_\_\_ US DOLLAR \_\_\_\_\_ OTHER CURRENCY \_\_\_\_\_

**Number of Pledges** 1. Number of confirmed pledges/commitments for 2022 report year (1) \_\_\_\_\_

**Total \$ Pledged** 2. Total dollar amount pledged for 2022 report year (2) \_\_\_\_\_

**Report of Revenues and Expenses for 2022:**

**Operating Revenues**

3. Plate offerings, pledge payments & regular support (3) \_\_\_\_\_

4. Money from investments used for operations in 2022 (4) \_\_\_\_\_

5. Other operating income (5) \_\_\_\_\_

6. Unrestricted bequests used for operations (6) \_\_\_\_\_

**Subtotal Normal Operating Income (3+4+5+6) = A** \_\_\_\_\_

7. Assistance from diocese for operating budget (7) \_\_\_\_\_

**Total Operating Revenues (A + 7) = B** \_\_\_\_\_

**Non-Operating Revenues**

8. Capital funds, gifts & additions (8) \_\_\_\_\_

9. Additions to endowment & other investment funds (9) \_\_\_\_\_

10. Contributions & grants for congregation-based outreach & mission programs (10) \_\_\_\_\_

11. Funds for transmittal to other organizations (11) \_\_\_\_\_

**Subtotal Non-Operating Revenues (8+9+10+11) = C** \_\_\_\_\_

**Total All Revenues (B+C) = D** \_\_\_\_\_

**Operating Expenses**

12. To diocese for assessment, appointment, or fair share (12) \_\_\_\_\_

13. Outreach from operating budget (13) \_\_\_\_\_

14. All other operating expenses (14) \_\_\_\_\_

**Subtotal Operating Expenses (12+13+14) = E** \_\_\_\_\_

**Non-Operating Expenses**

15. Major improvements & capital expenditures (15) \_\_\_\_\_

16. Expenses for congregation's outreach & mission (16) \_\_\_\_\_

17. Funds contributed to Episcopal seminaries (17) \_\_\_\_\_

18. Funds sent to other organizations (18) \_\_\_\_\_

**Subtotal Non-Operating Expenses (15+16+17+18) = F** \_\_\_\_\_

**Total All Expenses (E+F) = G** \_\_\_\_\_

**At Year-End:** 19. Total cash in all checking & savings accounts (19) \_\_\_\_\_

**As of December 31, 2022** 20. Total investments at market value (not including cash reported in line 19) (20) \_\_\_\_\_

A filed report is due online at <https://reports.dfms.org> by March 1.

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Congregation \_\_\_\_\_ City \_\_\_\_\_ Diocese \_\_\_\_\_

**Continuing Stewardship and Financial Information of the Reporting Congregation**

**Information for 2022:**

21. Number of contributing households without a pledge/commitment: \_\_\_\_\_

22. If the congregation has an endowment or reserve funds, how did usage of those funds in 2022 change compared to 2021?  
 Increased  Decreased  Same

23. If the congregation takes an endowment draw to fund the operating budget, what was the percentage draw from the endowment for 2022?  
 (If there are multiple endowment funds provide the average draw percentage) \_\_\_\_\_

24. How significant is the negative impact of the pandemic on your congregation's finances for 2022?  
 Very significant  somewhat significant  neutral  somewhat insignificant  very insignificant

Comments: \_\_\_\_\_

25. Does the congregation have any outstanding debt?  Yes  No  
 If yes, how much? (In your currency) \_\_\_\_\_

What is the debt for? \_\_\_\_\_

26. What is the financial outlook for the congregation over the next 5 years?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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# Parochial Report

- START with information from your final year-end Statement of Financial Activities (Operating or Income Statement).

## TOTAL INCOME

Line 3 ----- Pledges, Plate, Givers of Record, Undesignated gifts, etc. **Minus**

Line 4 ----- Money from investments **Minus**

Line 6 ----- Unrestricted Bequests (uncommon) **Minus**

Line 7 ----- Diocesan Assistance **Minus**

Line 10 ----- Outreach donations for parish programs **Minus**

Line 11 ----- Donations collected for outside outreach appeals

Line 5 ----- EVERYTHING ELSE **= Other Income**



# Parochial Report

- START with information from your final year-end Statement of Financial Activities (Operating or Income Statement).

**TOTAL EXPENSES**

Line 12 ---- Diocesan Apportionment

**Minus**

Line 15 ---- Capital Improvements  
*(ONLY if Reported on SoFA) – For now....*

**Minus**

Line 13 ---- Outreach for non-parish programs paid for by general donations.

**Minus**

Line 16 ---- Moneys used to fund internal parish outreach programs.

Line 18 ---- Funds raised from designated outreach gifts (See Line 11)

Line 17 ---- Funds contributed to Episcopal Seminaries.

Line 14 ---- EVERYTHING ELSE

**= All Other Operating Expenses**



# Parochial Report

1. ✓
2. ✓
3. ✓
4. ✓
5. ✓
6. ✓
7. ✓
8. ✓
9. ✓
10. ✓
11. ✓
12. ✓
13. ✓
14. ✓
15. ✓
16. ✓
17. ✓
18. ✓
- 19.
- 20.

➤ Add any Deficit to Line 5 or Line 4

➤ Line 1 and 2: Based on number and value of pledges made, not fulfilled.

*Now it starts getting a bit more complicated and challenging...*

Using your Statement of Financial Position (Balance Sheet) and/or Fund Report:

➤ Line 6: Any bequests received that are NOT included on the SofA.

➤ Line 8: Donations made to capital funds

➤ Line 9: Endowment Gifts

➤ Line 10: Outreach donations not included in the SofA.

➤ Line 15: Capital Expenditures.

➤ Lines 16/17/18: Outreach expenses not included in the SofA.



# Parochial Report

1. ✓
2. ✓
3. ✓
4. ✓
5. ✓
6. ✓
7. ✓
8. ✓
9. ✓
10. ✓
11. ✓
12. ✓
13. ✓
14. ✓
15. ✓
16. ✓
17. ✓
18. ✓
19. ✓
20. ✓

- Line 19: Cash balance in all checking, savings, discretionary fund accounts.
- Line 20: Balance in all investment accounts.



# Parochial Report

## NEW LINES FOR 2022

- Line 21: Number of contributing households without a pledge/commitment?
  - May be possible to calculate from Realm or other parish donation database.
- Line 22: Usage of endowment or reserve funds.
- Line 23: Percentage Draw on endowment funds.
- Line 25: Outstanding Debt.

### Narrative Questions

- Line 24: Pandemic impact
- Line 25: Five-year Outlook.

