



## ARCHDIOCESE OF ARMAGH

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26 April 2018

**TO: PARISH PRIESTS**

**RE: PARISH FINANCIAL STATEMENTS**

Very Reverend and dear Father,

1. **Please find attached a copy of the Parish Financial Statements Template for the year ended 31 March, 2018.**

We would be grateful if not later than 30<sup>th</sup> June 2018, one copy of the completed financial statements can be returned to Ara Coeli. As parish priest you will be obliged to sign pages 2 and 6. The accountant must sign page 3. The enclosed template has been approved by our Diocesan Finance Committee and the Council of St Patrick's Archdiocesan Trust Limited. We recommend that all parishes accept it as their standard.

**With Charity Legislations now in place both in Northern Ireland and the Republic of Ireland, the requirement of the Diocese and Parishes to report their Financial Statements has become mandatory. A key component of this will be submitting the Parish Financial Statements to the Diocesan Office by a certain date. The date specified by this diocese has been changed this year to 30 June 2018 and we would ask ALL parishes to submit their Financial Statements by this date.**

Mrs Eimear Devlin will contact all parishes over the next few months to offer her assistance in the preparation of the Parish Financial Statements. If you wish to contact Eimear, you can contact the Diocesan Office or as follows:

Mob: 07739 277491

Email: [eimear.m.devlin@googlemail.com](mailto:eimear.m.devlin@googlemail.com)



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2. **Please also find attached a copy *Summary Financial Statements for Distribution to Parishioners template* for the year ended 31<sup>st</sup> March, 2018.**

From several points of view, not least those of transparency, openness and accountability, taking best practice into account, but also from a pastoral point of view and working closely in tandem with the Parish Finance Committee, our close collaborators in the administration of temporal goods, parishes will wish to furnish their parishioners with such a *Summary*. Where this is not already happening, we ask parishes to rectify this immediately.

The enclosed pro-forma has also been approved by our Diocesan Advisory Finance Committee. We recommend that all parishes accept it as their standard, since it is based on the full statement prepared by the parish accountant. **We therefore ask all parishes to pass a copy of the enclosed Summary to their accountant asking him/her to prepare a Summary as part of their brief, which parishes then will share with their parishioners.**

*If parishes wish to amend any part of this pro-forma we request that prior approval is sought from the Diocesan Office. This can be done by contacting either Mrs Eimear Devlin or me.*

We also ask parishes to return to this office a copy of the completed Summary with their completed full financial statements, not later than 30<sup>th</sup> June, 2018.

A copy of the above forms can also be found on the Archdiocese of Armagh Website ([www.armagharchdiocese.org](http://www.armagharchdiocese.org)) by clicking on the Archdiocese tab and then clicking the Resources tab or by the following link <http://www.armagharchdiocese.org/archdiocese/resources>.

We are very grateful for your cooperation as always in these matters.

Yours sincerely,

**John McVey FCA BSc  
Financial Administrator**