



ARCHDIOCESE OF ARMAGH

Ara Coeli, Cathedral Road
Armagh BT61 7QY
Tel 028 3752 2045
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(country code 44)
E-mail admin@aracoeli.com
www.armagharchdiocese.org

16 April 2019

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, 2019.**

We would be grateful if not later than 30th June 2019, 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, the requirement of the Diocese and Parishes to report their Financial Statements has become mandatory. Therefore, we would ask ALL parishes to submit their Financial Statements by 30th June 2019.

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

2. **Please also find attached a copy *Summary Financial Statements for Distribution to Parishioners* template for the year ended 31st March, 2019.**

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.



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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 30th June, 2019.

- I also enclose a form with respect to your Parish Finance Committee and I would be grateful if you can complete and return same at your earliest convenience to this office.**

A copy of the above forms can also be found on the Archdiocese of Armagh Website (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**