

CONFIDENTIAL

DATE

Most Reverend Gregory L. Parkes, Bishop  
Diocese of St. Petersburg  
P.O. Box 40200  
St. Petersburg, FL 33743

Dear Bishop Parkes:

Enclosed are the financial reports that were made available to my parishioners for the fiscal year ended June 30, \_\_\_\_\_. Please accept this statement as my annual certification concerning the financial governance of the parish for the year ended June 30, \_\_\_\_\_, which is required to be remitted to you within 120 days of the end of the fiscal year.

This is to certify the following:

- The Annual Budget for the Parish was discussed with the Parish Finance Council.
- Periodic (interim) financial reports, including but not limited to a Balance Sheet and a Statement of Activities, were made available to my parishioners as follows:

For the period ended

Date issued to parishioners

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Parish financial reports represent, to the best of our knowledge and belief, an accurate and complete accounting of parish finances;
- The Parish Finance Council regularly meets, and reviews and discusses the budget and periodic financial reports of the parish. Meetings of the Council during the above period, and since the end of the period, were held on the following dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annual Parish Governance Letter, page two**

**Attached to this letter is a copy of the approved minutes of the above meetings.**

**All of the above is hereby attested to by me and by the undersigned members of my Finance Council:**

<u>Name</u>	<u>Occupation</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I remain, sincerely Yours in Christ,**

**Pastor's Name**

**Cc: Diocesan Finance Office**