

Date

Most Reverend Frederick F. Campbell, D.D., Ph.D.
Bishop of Columbus
198 E. Broad Street
Columbus, OH 43215

Dear Bishop Campbell,

I write to you today in compliance with Diocesan Financial Policy 103.2, Role & Responsibility of Finance Council – Parish, whereby, I am to inform the Ordinary of the proceedings of the Parish Finance Council following the end of the fiscal year.

Pursuant to that resolution, I wish to inform you that the Parish Finance Council consists of the following members:

Myself as Pastor/Priest Moderator/Administrator
List names and professional titles of each Finance Council member

I wish to inform you that the Parish Finance Council met on the following dates during and after the fiscal year-end:

List dates that the Parish Finance Council met

At the meeting of ***Insert Date***, the Parish Finance Council reviewed and accepted the financial statements for the fiscal year ended June 30, 20XX. A copy of these financial statements were provided to the Diocesan Finance Office on ***Insert Date***. At the meeting of ***Insert Date***, the Parish Finance Council reviewed and accepted the budget for the 20YY-20ZZ fiscal year. The financial performance of the Parish for the fiscal year ended June 30, 20XX and the budget for the 20YY-20ZZ fiscal year ***were/will be*** shared with the Parish community on ***Insert Date***.

Pursuant to Diocesan Financial Policy, at the conclusion of this letter, you will also note the signatures of the other members of the Parish Finance Council in addition to my own.

Sincerely,

Name, Title of Pastor/Priest Moderator/Administrator

Enclosures

Name of Parish Finance Council Member

Name of Parish Finance Council Member

Name of Parish Finance Council Member

Name of Parish Finance Council Member