**When are Financial Reports due?**

Financial Reports are due quarterly on the following schedule:  
Due August 29, the June 30 dated Year End Financial Statements  
Due October 15, the September 30 dated 1st Quarter Financial Statements  
Due February 14, the December 31 dated 2nd Quarter Financial Statements  
Due May 15, the March 31 dated 3rd Quarter Financial Statements  
Due May 31, the Parish Budget for the next Fiscal Year  
For Schools: Due May 31, the Preliminary Budget for next Fiscal Year  
For Schools: Due September 30, the Final Updated Budget for the Fiscal Year

**What Financial Reports are Required to be Submitted to the Office of Parish Accounting?**

Financial Statements necessary each quarter:  
Statement of Financial Position (Balance Sheet)  
Statement of Activities (Income Statement)

The formatting should have the columns quarter to date, year to date, and annual budget as a minimum.

**How often do I need to remit Insurance and Assessment payments to the Pastoral Center Accounting Office?**

Payments to the Diocese:

Monthly payments are required for Health Insurance, Property and Liability/Workers Compensation, and Parish assessment shortfall (Assessment less Projected APA Income).  Loss of health benefits may result for premiums over 90 days past due.  
Checks for Health and Property and Liability should be made out to: Diocese of St Petersburg Insurance Funds Trust.  
Checks for Assessment should be made out to: Diocese of St Petersburg