



## DIOCESE OF ST. PETERSBURG

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

---

### FINANCIAL REPORT INSTRUCTIONS

Instructions for completing the Financial Reporting Form FR-001, required for all construction projects.

When an entity is requesting the Bishop's approval for construction contracts over \$40,000, that entity must first submit financial statements. This financial review process is necessary. Without having proper financial information, the Bishop cannot, in due diligence, authorize a project. A project will not be authorized without a properly completed FR-001. Information required to complete the FR-001 include,

- A Statement of Financial Position
- A Statement of Activities
- Copies of recent Loan Activity Statements
- Copies of recent Deposit Activity Statements
- Copies of recent Receivable Statements

Below are instructions on how to obtain the necessary information.

### REQUIRED DOCUMENTATION

#### **Statement of Financial Position**

Below are the necessary steps you must follow to run the proper report in ParishSOFT.

1. Login to ParishSOFT
2. At the top of your dashboard, on the right-hand side, you will see an icon labeled Reports. Click this icon.
3. On the left-hand side, under the heading "Standard Reports", select the "Statements" icon to expand the menu options.
4. From the list of statements, select the "Statement of Financial Position"
5. The criteria for the report are as follows,
  - Fiscal Period Ended (select most recent month of most recent fiscal year)
  - Entity (select parish or school)
  - Report Format (select detail)
6. Click preview report
7. This is the Statement of Financial Position you will need to submit with your Form FR-001



**COURAGEOUSLY**  
*Living the Gospel*

## **DIOCESE OF ST. PETERSBURG**

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

---

### **Statement of Activities**

1. Login to ParishSOFT
2. At the top of your dashboard, on the right-hand side, you will see an icon labeled Reports. Click this icon.
3. On the left-hand side, under the heading “Standard Reports”, select the “Statements” icon to expand the menu options.
4. From the list of statements, select the “Statement of Activities”
5. The criteria for the report are as follows,
  - Fiscal Period Ended (select most recent month of most recent fiscal year)
  - Entity (select parish or school)
  - Statement of Activity Print Columns
    - Column 1: YTD Actual
    - Column 2: Annual Budget
    - Column 3: YTD Last Year
    - Column 4: Last Year Annual Budget
    - Column 5: Last Year Total Actual
  - Report Format (select detail)
6. Click preview report
7. This is the Statement of Activities you will need to submit with your Form FR-001

### **Copies of recent Loan Activity Statements**

If you have an outstanding loan with the Diocesan Savings and Loan Trust Fund, monthly you receive Loan Activity Statements. Please submit a copy of your most recent Loan Activity Statement (if applicable).

### **Copies of recent Deposit Activity Statements**

If you have any deposits with the Diocesan Savings and Loan Trust Fund, monthly you receive Deposit Activity Statements. Please submit a copy of your most recent Deposit Activity Statement (if applicable).

### **Copies of recent Receivable Statements**

If the Pastoral Center invoices you for anything (such as insurance premiums) you will receive a monthly Statement that summarizes outstanding balances. Please submit a copy of your most recent Statement.



## DIOCESE OF ST. PETERSBURG

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

---

### HOW TO COMPLETE FORM FR-001

#### Entity Information

At the top of the FR-001 you enter the Entity's Name, Location, Project Name and the Project Cost.

#### Financial Information

The form requires several pieces of information (see descriptions below).

- Total Cash on Deposit at Entity – This would be all the spendable cash at the parish or school. This would exclude monies deposited with Diocesan Savings and Loans Trust. This number comes from the Statement of Financial Position.
- Total Cash on Deposit with Diocesan Savings & Loan Trust – This would be all the deposits held in trust with the Savings and Loan Trust Fund. This comes from the Statement of Deposit Activity.
- Total Outstanding Loans – This is the total number of loans owed by the entity (including both loans from Diocesan Savings and Loans as well as from other lenders). This should come from the Statement of Financial Position.
- Total Outstanding Obligations Payable to the Diocese – This would include all monies currently owed to the Diocese (billed benefits, outstanding Parish Assessment, etc.). This should come from the Receivables Statement.
- Total Prior Year Annual Expense – This would be the expenses incurred from 07/01 to 06/30 of the prior fiscal year. This should come from the Statement of Activities.
- Total Prior Year Annual Revenue – This would be the revenues recorded from 07/01 to 06/30 of the prior fiscal year. This should come from the Statement of Activities.
- Current Year Budgeted Expenses – This would be the expenses budgeted from 07/01 to 06/30 of the current fiscal year. This should come from the Statement of Activities.



**DIOCESE OF ST. PETERSBURG**

Pastoral Center

*Mailing Address:*  
Post Office Box 40200  
St. Petersburg, FL 33743-0200  
[www.dosp.org](http://www.dosp.org)  
*Office:*  
6363 Ninth Avenue North  
St. Petersburg, FL 33710  
727-344-1611  
Fax: 727-345-2143

- 
- Total Annual Debt Payments – This would be the total annual Debt Payments you anticipate paying between 07/01 to 06/30 of the current fiscal year (this would probably come from various amortization schedules).

If you need any help completing this form please contact met at [adaniels@dosp.org](mailto:adaniels@dosp.org).

Thank you,

Aaron A. Daniels, CPA