



Financial Reporting: Important Dates

- The parish and school Financial Certifications are due no later than 45 days after the end of each of the first three quarters of the FY and the fiscal year-end certification is due no later than 60 days after fiscal year-end.

Due dates Financial Certifications for the remainder of the current fiscal year and FY 2017-2018:

- 9 months ending March 31, 2018: May 15, 2018
- 12 months ending June 30, 2018: August 31, 2018
- 3 months ending September 30, 2018: November 15, 2018
- 6 months ending December 31, 2018: February 15, 2019
- 9 months ending March 31, 2019: May 15, 2019
- 12 months ending June 30, 2019: August 31, 2019

Note: Financial Certifications are to be emailed to financialreporting@dosp.org. Do not mail.

- The approved, 2018-2019 Operating Budget Certification is due by May 31, 2018.
 - To reflect actual enrollment at the beginning of school year, schools are required to submit a revised, approved budget by September 30, 2018.

Note: Budget Certifications are to be emailed to financialreporting@dosp.org. Do not mail.

- The Internal Control Questionnaire is due within 120 days of fiscal year-end.
 - By October 31, 2018: 2017-2018 Internal Control Questionnaire
 - By October 31, 2019: 2018-2019 Internal Control Questionnaire

Note: Mail to the attention of Pastoral Center Finance and Accounting Office.

- The Pastor's Financial Governance Letter is due within 120 days of fiscal year-end.
 - By October 31, 2018: 2017-2018 Financial Governance Letter
 - By October 31, 2019: 2018-2019 Financial Governance Letter

Note: Mail to the attention of Pastoral Center Finance and Accounting Office.

- It is recommended that summary Statements of Financial Position and Activities be published in the parish bulletin and posted on the parish's website no later than 60 days after the end of each quarter and that an Annual Report for the prior year be issued to parishioners no later than October 28, 2018 (see Pastor's Governance Letter above).