

Instructions to Complete the Parish Monthly Financial/Cathedraticum Reports for the fiscal year.

Bishop Warfel, at the recommendation of the Diocesan Finance Council, approved a change to the formula for determining the Cathedraticum and Care and Share Assessments. Effective July 1, 2014 parishes and missions will report their monthly net income and cathedraticum. The parish or mission is required to pay the monthly calculated cathedraticum to the business office by the 15th of the following month. Monthly reports are required to be filed by the 15th of the following month, preferably by email to: business@diocesegfb.org or by mail or fax.

The reasoning for these changes solves many issues parishes and missions raised to the Business Office. First, the new formula of those items which are included in income brings parity to all of the parishes. There is a wide variety of income sources across the Diocese that has not been accounted for; the new definition takes those sources into account. Second, paying the cathedraticum from current year ensures parishes and missions have the funding to meet their obligation. This change removes the burden of meeting the cathedraticum assessment from a previous year when financial circumstances vary widely. Lastly, the change in the formula for Care and Share reduces a parish or mission's burden to meet their assessment.

Instructions:

The report spreadsheet has thirteen worksheets that are assessable by clicking on the tab at the bottom of the spreadsheet. The first worksheet; is a summary sheet. The parish or mission will need to fill in the Parish or Mission name, City and Pastor/Administrator or Parish Life Coordinator. These entries on automatically populate the remaining monthly worksheets.

Monthly select the appropriate tab. The parish or mission will enter the amounts for the listed line items of income and expenses. The worksheets will automatically compute total income and expenses, net income and cathedraticum due to the Business Office. Total income, expenses, net income and cathedraticum due is populated to the worksheet which is a running summary of the parish or mission throughout the fiscal year.

Please direct any questions you may have to the business office. Thank you.

Shanny Murphy
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Diocese of Great Falls-Billings