

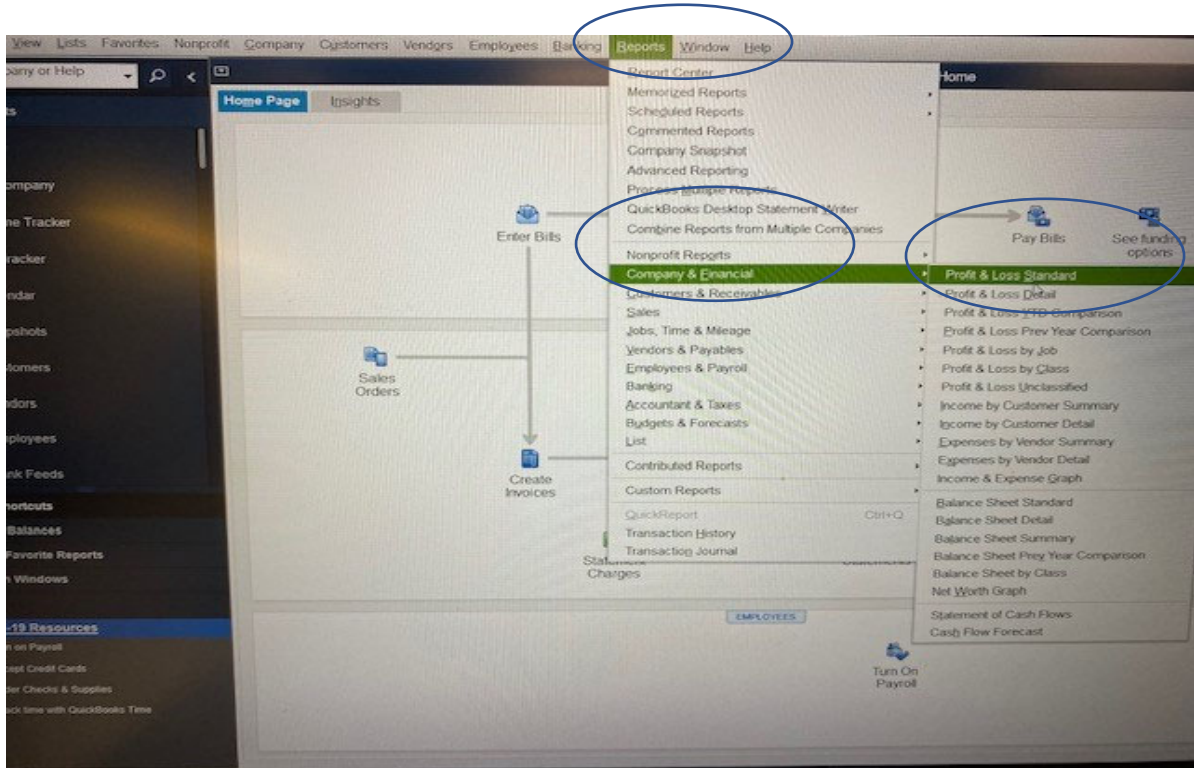
ANNUAL PARISH FINANCIAL REPORT

PRODUCING THE PROFIT & LOSS STATEMENT FROM QUICKBOOKS DESKTOP

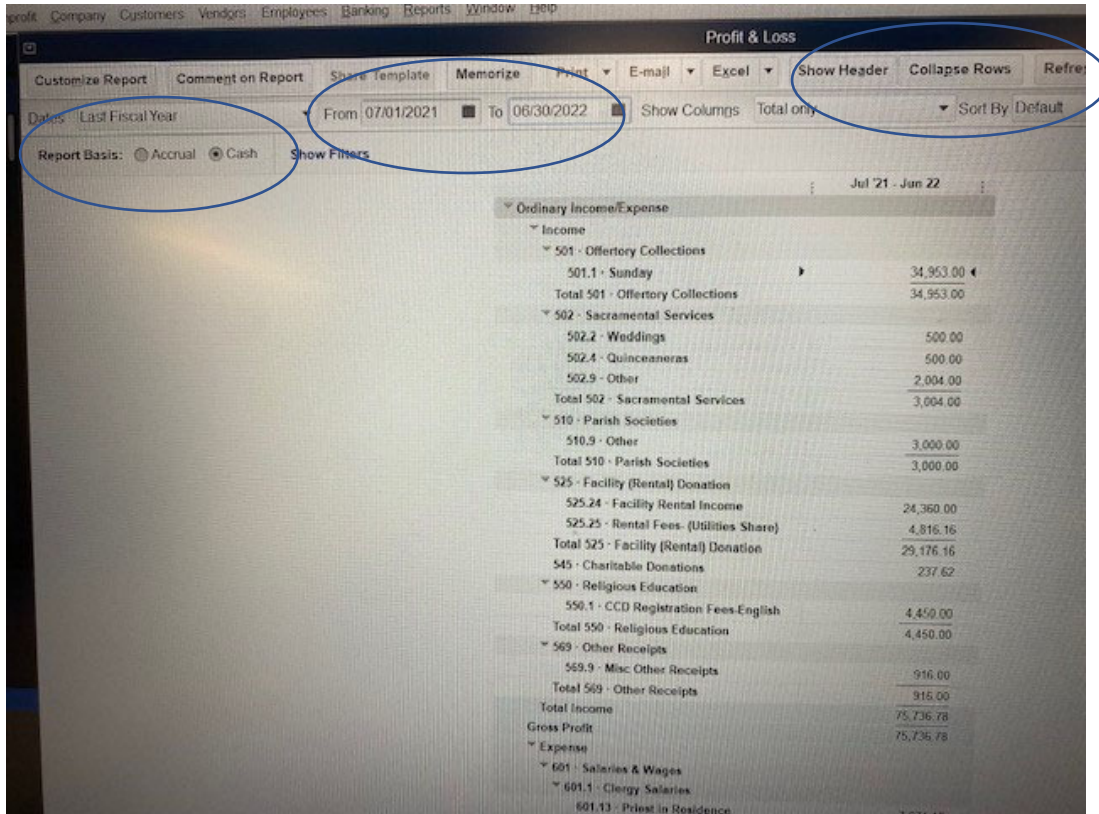
1. Reports

Company & Financial

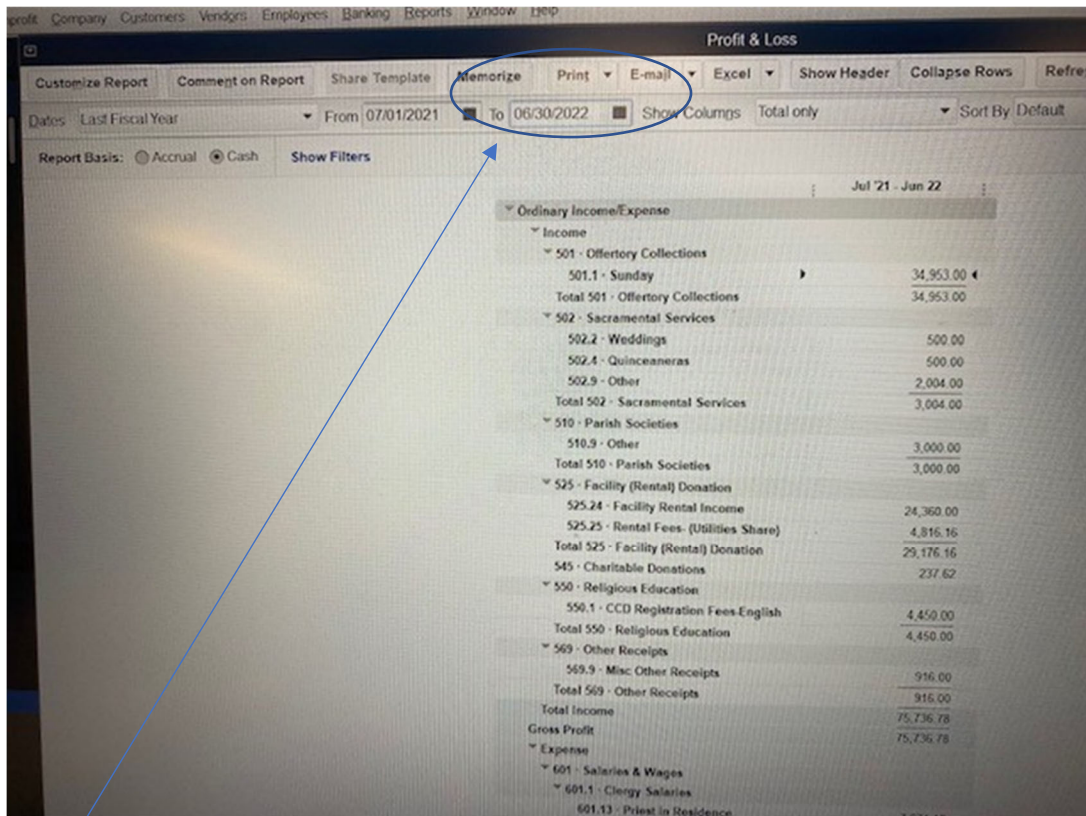
Profit & Loss Standard



2. Report Basis: Cash
3. Dates 7/1/21 – 6/30/22
4. Make sure that Expand Rows is on. When rows are correctly expanded, this button will show “Collapse Rows”. If it shows “Expand Rows” press it until it says “Collapse Rows”

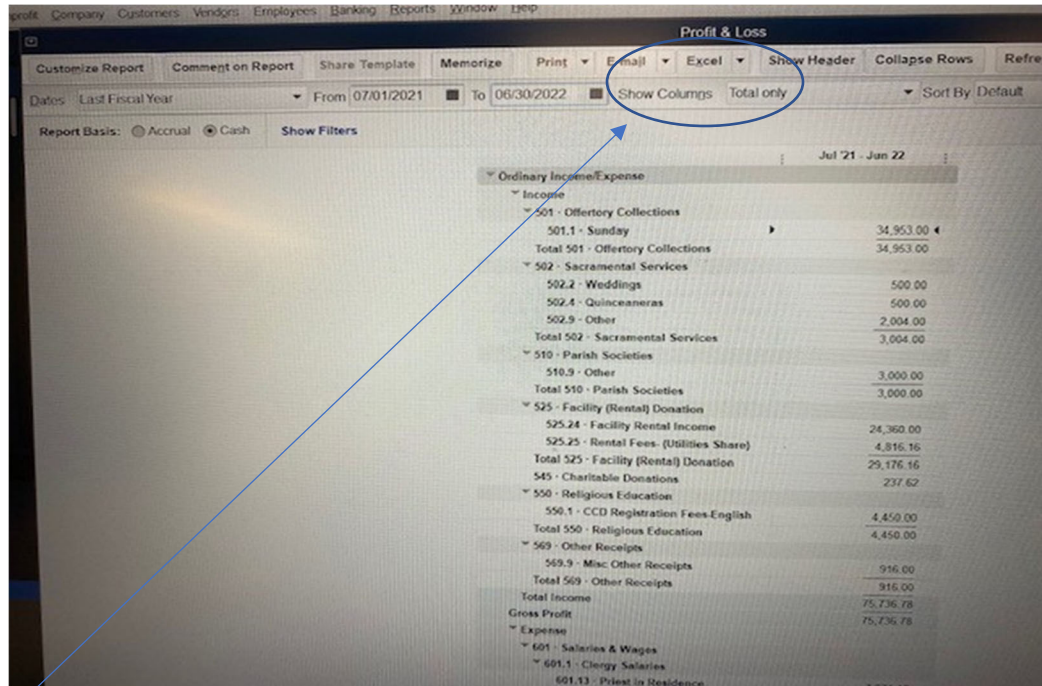


5. Print the report – save as either (a) PDF or (b) excel, your choice.



- a. Save to pdf
Print – Save as pdf then mail/email/send

b. Save as excel



Excel – Create New Worksheet –

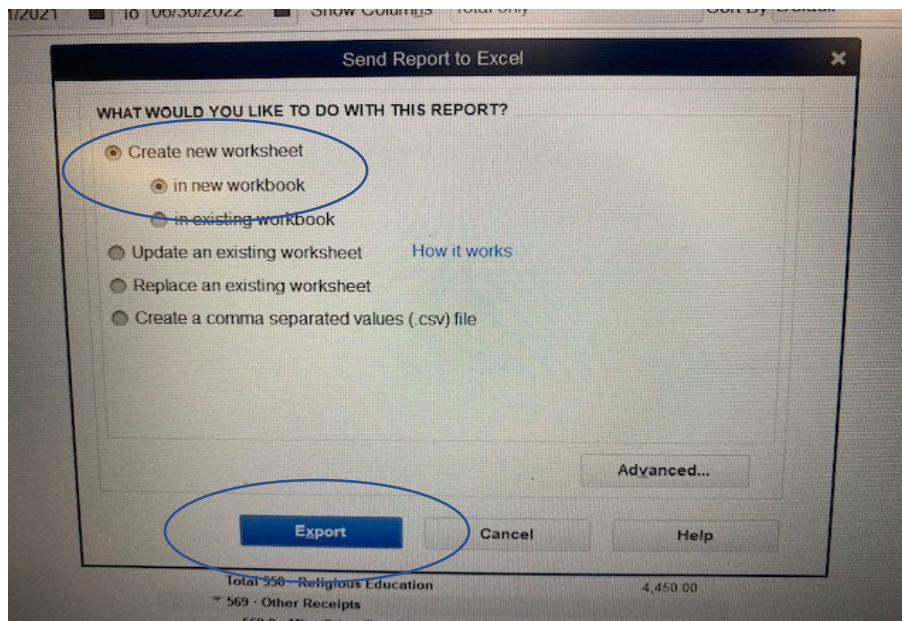
New popup will appear

‘Create new worksheet’

‘ In new workbook’

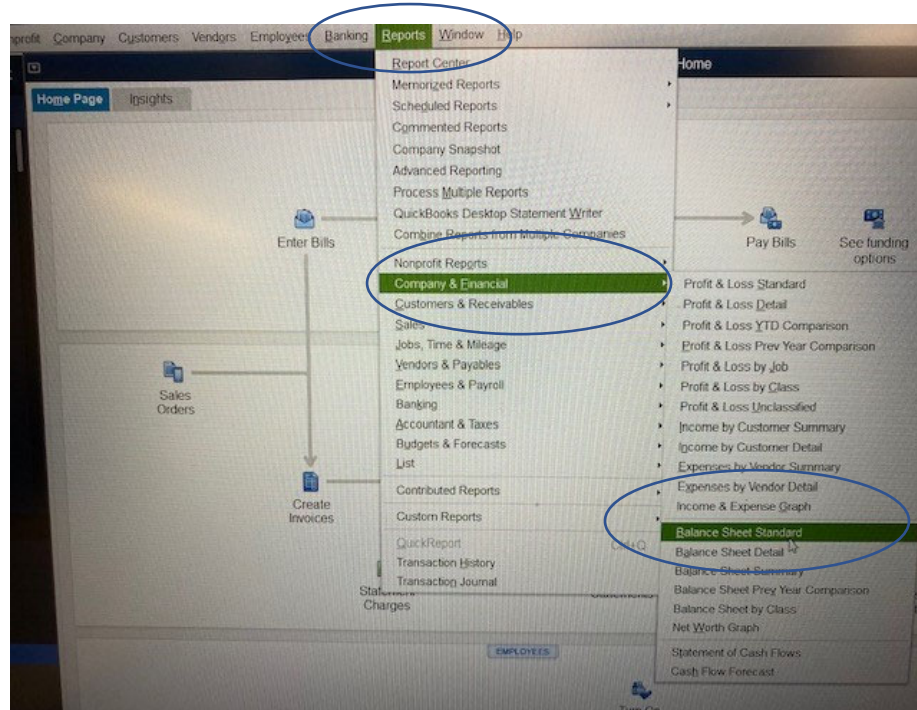
Export

Save the file and mail/ email/ send the file



PRODUCING THE BALANCE SHEET FROM QUICKBOOKS

1. Reports – Company & Financial – Balance Sheet Standard



2. Report Basis: Cash

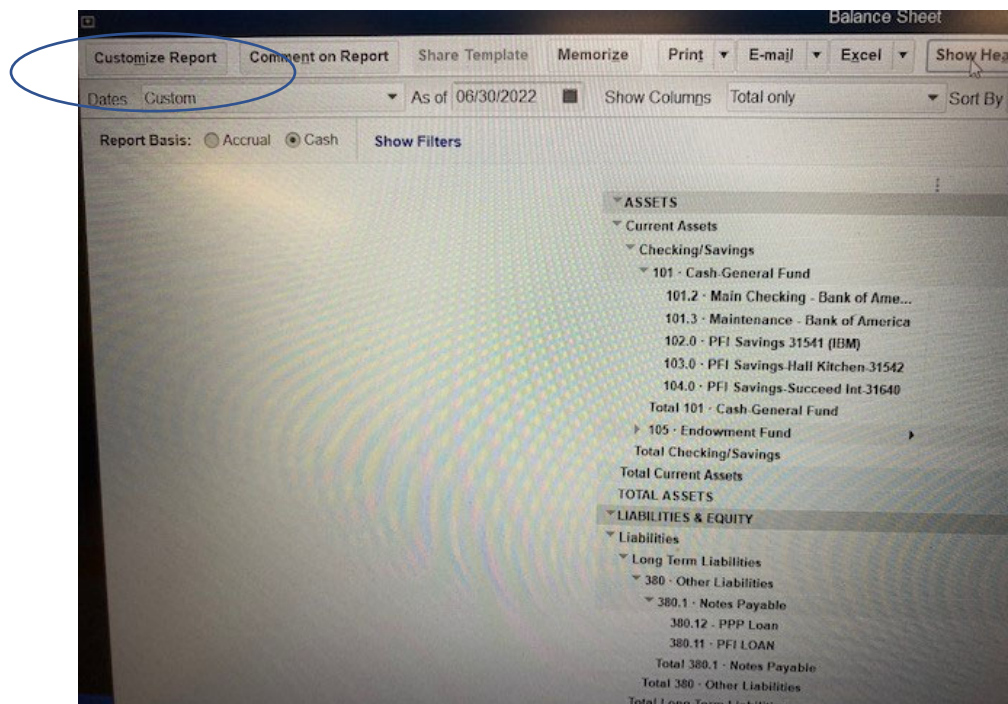
3. Balance sheet dates: BOTH 6/30/22 and 6/30/21

4. To get the comparative balance, you can either (a) or (b)

a. Run the balance sheet twice. Once as of 6/30/22 and again as of 6/30/21.

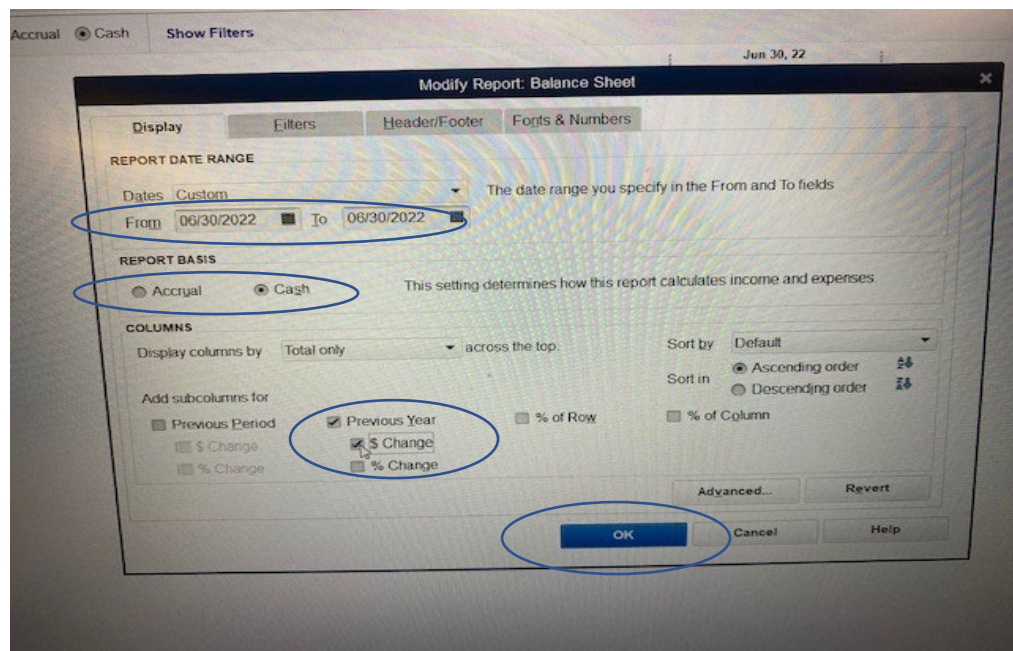
Balance Sheet	
As of 06/30/2022	
Sort Basis: <input type="radio"/> Accrual <input checked="" type="radio"/> Cash	
ASSETS	
Current Assets	
Checking/Savings	
101 - Cash - General Fund	472,150.28
105 - Endowment Fund	187,037.56
Total Checking/Savings	659,187.84
Total Current Assets	659,187.84
TOTAL ASSETS	659,187.84
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
380 - Other Liabilities	
380.1 - Notes Payable	
380.12 - PPP Loan	23,365.00
380.11 - PFI LOAN	168.00
Total 380.1 - Notes Payable	23,533.00
Total 380 - Other Liabilities	23,533.00
Total Long Term Liabilities	23,533.00
Total Liabilities	23,533.00
Equity	
400 - Opening Balance Equity	150,754.99
490 - Fund Balance	441,951.88
Net Income	42,947.97
Total Equity	635,654.84
TOTAL LIABILITIES & EQUITY	659,187.84

- b. Put the balance sheet as of 6/30/21 and 6/30/22 on one report:
Customize Report



A 'Modify Report' popup will appear

Enter: dates from 6/30/22 to 6/30/22 (yes, same dates) – Report basis: Cash
Check off 'Previous Year' and also – Check off '\$ Change'
Hit OK



c. Output should look similar to the below:

	Jun 30, 22	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
101 - Cash General Fund			
101.2 - Main Checking - Bank of Ame...	227,602.62	184,563.65	43,038.97
101.3 - Maintenance - Bank of America	199,794.49	199,885.49	-91.00
102.0 - PFI Savings 31541 (IBM)	26,777.55	26,777.55	0.00
103.0 - PFI Savings-Hall Kitchen-31542	16,556.37	16,556.37	0.00
104.0 - PFI Savings-Succeed Int-31640	1,419.25	1,419.25	0.00
Total 101 - Cash-General Fund	472,150.28	429,202.31	42,947.97
105 - Endowment Fund	187,037.56	187,037.56	0.00
Total Checking/Savings	659,187.84	616,239.87	42,947.97
Total Current Assets	659,187.84	616,239.87	42,947.97
TOTAL ASSETS	659,187.84	616,239.87	42,947.97
LIABILITIES & EQUITY			
Liabilities			
Long Term Liabilities			
380 - Other Liabilities			
380.1 - Notes Payable			
380.12 - PPP Loan	23,365.00	23,365.00	0.00
380.11 - PFI LOAN	168.00	168.00	0.00
Total 380.1 - Notes Payable	23,533.00	23,533.00	0.00
Total 380 - Other Liabilities	23,533.00	23,533.00	0.00
Total Long Term Liabilities	23,533.00	23,533.00	0.00
Total Liabilities	23,533.00	23,533.00	0.00
Equity			

5. Print the report. Either as (a) PDF or (b) Excel

a. Save to pdf

Print – Save as pdf then mail/email/send

	Jul '21 - Jun 22
Ordinary Income/Expense	
Income	
501 - Offertory Collections	
501.1 - Sunday	34,953.00
Total 501 - Offertory Collections	34,953.00
502 - Sacramental Services	
502.2 - Weddings	500.00
502.4 - Quinceaneras	500.00
502.9 - Other	2,004.00
Total 502 - Sacramental Services	3,004.00
510 - Parish Societies	
510.9 - Other	3,000.00
Total 510 - Parish Societies	3,000.00
525 - Facility (Rental) Donation	
525.24 - Facility Rental Income	24,360.00
525.25 - Rental Fees - (Utilities Share)	4,816.16
Total 525 - Facility (Rental) Donation	29,176.16
545 - Charitable Donations	237.62
550 - Religious Education	
550.1 - CCD Registration Fees English	4,450.00
Total 550 - Religious Education	4,450.00
569 - Other Receipts	
569.9 - Misc Other Receipts	916.00
Total 569 - Other Receipts	916.00
Total Income	75,736.78
Gross Profit	
Expense	
601 - Salaries & Wages	
601.1 - Clergy Salaries	
601.13 - Priest in Residence	

b. Save as excel

Excel –

Create New Worksheet

The popup below will appear

Select ‘Create new worksheet’ and ‘In new workbook’

Export

Save the file and mail/ email/ send

