

Annual Balance (Fiscal Yearend) Review Procedure For Non-Shared Accounting Parishes - FY23

In August and September, Parish Support completes an Annual Balance Review on all Non-shared Accounting QuickBooks files. The QB file will be closed after the balance verification is completed.

Parishes should be using the 'Monthly Administrative and Financial Checklist for Parishes' to prepare for this review.

Balance (Fiscal Yearend) Review Process

1. **Submissions:** **There is NO NEED to notify Parish Support that your QB file is ready for review.**
 - a. Reviews begin on Tuesday, August 1, 2023.
 - b. If you would like us to start your review before August 1st, please send your request to parishsupport@archstl.org.
2. **Review Findings:**
 - a. Early submissions: Review Findings emailed 7 business days after request.
 - b. All reviews will be completed and emailed by September 18th.
 - c. Emails will be sent to the bookkeeper, business manager, and Pastor
3. **Parish Responses:**
 - a. After receipt of the findings, we ask that within the following 7 business days you:
 - i. Make the suggested changes in QB
 - ii. Complete the Review spreadsheet
 - iii. Return the completed spreadsheet – noting items you would like to discuss
 - iv. If we do not hear from you within 7 business days, we assume that you agree with the proposed changes and we will enter them for you.
4. **Verification:**
 - a. Changes will be verified within 7 business days
 - b. QB closing will be set to 6/30/23
 - c. Final email will be sent notify you that the file is closed

Please plan accordingly with your Pastor and Finance Committee so all changes are completed and submitted by September 30th.