

Catholic Organization Financial Reporting Checklist

A reporting checklist for Catholic organizations, ministries, charities, foundations, apostolates, and nonprofits with grants, restricted gifts, payroll, accounting, and board reporting needs.

Revenue, gifts, and grants

- Contribution, grant, fundraising, and program service revenue are reconciled to the general ledger
- Restricted gifts and donor intent are tracked by purpose and release status
- Capital campaign, second collection, and ministry-specific activity is separated from operating revenue
- Online giving and payment processor reports are reconciled to bank deposits
- Large or unusual receipts have retained support and approval documentation

Accounting, restricted funds, and expenses

- Bank reconciliations are current for all accounts
- Restricted fund schedules agree to accounting records and donor/grant documentation
- Accounts payable, credit card, ACH, and vendor approval support is retained
- Debt, lease, insurance, and major contract documents are organized
- Functional expense categories are mapped for reporting and Form 990 alignment

Payroll, governance, and reporting

- Payroll registers agree to the general ledger and tax filings
- Employee benefits, retirement, clergy, and religious community support are documented
- Board, finance council, or committee receives monthly budget-to-actual reports
- Diocesan, lender, grantor, and governance reporting deadlines are tracked
- Prior-year audit or review comments are followed up before year-end

General information only. This document does not constitute legal, tax, or accounting advice for any specific organization. Final requirements should be confirmed with the CPA, diocese, lender, grantor, or governing body requesting the report.