

# Catholic Finance Council Monthly Reporting Packet

A suggested monthly package for pastors, business managers, finance councils, boards, and ministry leadership.

Report	Purpose	Review prompt
Balance sheet	Shows cash, receivables, payables, debt, and restricted fund balances.	Are cash and restricted funds reasonable compared to obligations?
Income statement	Shows actual activity for the month and year-to-date.	What changed from budget and prior year?
Budget comparison	Shows actual results against the approved budget.	Which variances need explanation or action?
Restricted fund schedule	Shows gifts, releases, and ending balances by purpose.	Were donor restrictions honored and documented?
Bank reconciliation status	Shows whether each account has been reconciled.	Are any accounts late, unreconciled, or unusual?
Action log	Tracks open items from prior meetings.	Who owns each issue and by what date?

## Suggested monthly agenda

- Opening review of mission, major deadlines, and prior action items.
- Review cash, budget variances, restricted funds, and debt obligations.
- Discuss unusual transactions, control issues, upcoming capital needs, and donor/grant restrictions.
- Document decisions, approvals, and follow-up owners in minutes.

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.