Diocese of Winona
Instructions for Annual Parish Financial Report
Users of Other Software and Paper Ledgers

1. All forms necessary to complete the Annual Parish Financial Report are available online via dow.org (click on *Departments, Finance, Annual Report*). You may also obtain these reports directly from the Diocese of Winona Office of Finance.
2. When completing the report, please be aware there are four 'tabs' to complete in the report.
   a. Statement of Revenue & Expense
   b. Balance Sheet
   c. Statement of Parish Inventory and Historical Data
   d. Trial Balance
      i. All parishes not reporting through Logos Management Software must submit their trial balance in electronic format using the Microsoft Excel format provided. All account balances, including assets, liabilities, net assets, income and expense, must be included. This report must agree with the Statement of Revenue & Expense and Balance Sheet.
3. An electronic copy of the file must be submitted to the Diocese of Winona:
   a. E-mail the file to reports@dow.org, or
   b. Save a copy of the file to a CD and mail it to the Diocese. Include the CD with the submission of your signed reports. *(3.5" floppy disks are no longer accepted)*
4. The Internal Control Questionnaire must also be completed, signed and submitted to the Diocese of Winona. The Questionnaire is available online via http://tinyurl.com/d4z6xg5 or by contacting the Diocese of Winona.
5. When the reporting process is complete, the following items must be submitted to the Diocese of Winona Pastoral Center by **August 31, 2012:**

Paper – *(Signed and Dated)*	**Electronic** – *(Via e-mail or CD)*
Statement of Revenue over Expense	Electronic of Reports(Excel Worksheet)
Balance Sheet	(e-mail copies can be sent to reports@dow.org)
Statement of Parish Inventory & Historical Data	
Trial Balance	
Internal Control Questionnaire	

6. For questions, contact the Office of Finance at the Diocese of Winona Finance Office by telephone at (507) 858-1247 or email at ddalzell@dow.org.