



DIOCESE OF VENICE IN FLORIDA

Diocesan Quarterly Financial Reports

Effective June 1, 2005

1. All Financial reports are due to Internal Financial Services before the first day of the month following the close of the quarter (i.e. May 1st, August 1st, November 1st, and February 1st)
2. No handwritten reports will be accepted.
3. All reports must comply with the current Diocesan Chart of Accounts. If the Chart of Accounts is not current, the reports will be returned for correction.
4. All quarterly reports should include a complete submission form, signed by the preparer and the Priest of the parish/mission.
5. All bank accounts should be included on the printed version of the financial reports. Any discrepancies to this should be explained in writing along with the report.
6. For the year ended June 30th a backup of your QuickBooks or Quicken data should be submitted by email or mail to the Diocese.