



DIOCESE OF OGDENSBURG

Department of Education

Catholic Schools

100 ELIZABETH STREET • P.O. BOX 369 • OGDENSBURG, NEW YORK 13669
TELEPHONE: 315-393-2920 • FAX: 1-866-314-7296 • email: ecoughlin@rcdony.org

July 1, 2025

INSTRUCTIONS FOR CATHOLIC SCHOOL FINANCIAL REPORTS QUICKBOOKS FILING

GENERAL INSTRUCTIONS

Please be sure that all who will work on the preparation of your school financial report are well acquainted with these instructions before you begin work on your report.

The QuickBooks Filing involves the filing of financial data from QuickBooks and the one-page financial report. Your report on the basic financial transactions of the school in its two areas of responsibility (Pre-K, K-12) is generated within QuickBooks and transmitted to the diocese. The remainder of the information is transmitted via the one-page Catholic School Financial Report. Instructions for filing each of these follows. The reports generated from QuickBooks are to be completed first.

Please be sure to keep a printed copy of your signed report with your permanent records.

The Chart of Accounts incorporated into the report has been carefully developed. If necessary, the parish/school can add sub-accounts to the main accounts that appear on the Catholic School Financial Report, but must never add new main accounts. In almost all situations, the numbered accounts given in the report will be sufficient for the recording of all school receipts and expenditures. If a change is needed, please consult with the Diocesan Coordinator of Parish Audits and Fiscal Support Services before making any modification.

As a first step please complete your bank reconciliation(s) so that you know bank records are reconciled with your school financial records as of June 30, 2025.

A. Steps to Send the Financial Data through QuickBooks

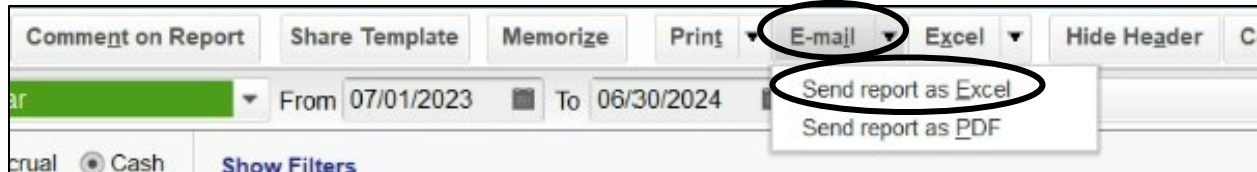
You will send us the following QuickBooks reports:

1. School Profit & Loss (or School Profit & Loss by Class if your school has a Pre-K program) dated July 1, 2024 to June 30, 2025
2. Previous Year Comparison Balance Sheet dated June 30, 2025
3. Trial Balance dated June 30, 2025.

We will take you step-by-step through this process below.

Report 1

- 1.) Open QuickBooks
- 2.) Select Reports from the main menu
 - a. Click Memorized Reports
 - b. Click School Profit & Loss or School Profit & Loss by Class for Pre-K programs
- 3.) Click Email
 - a. Send report as Excel

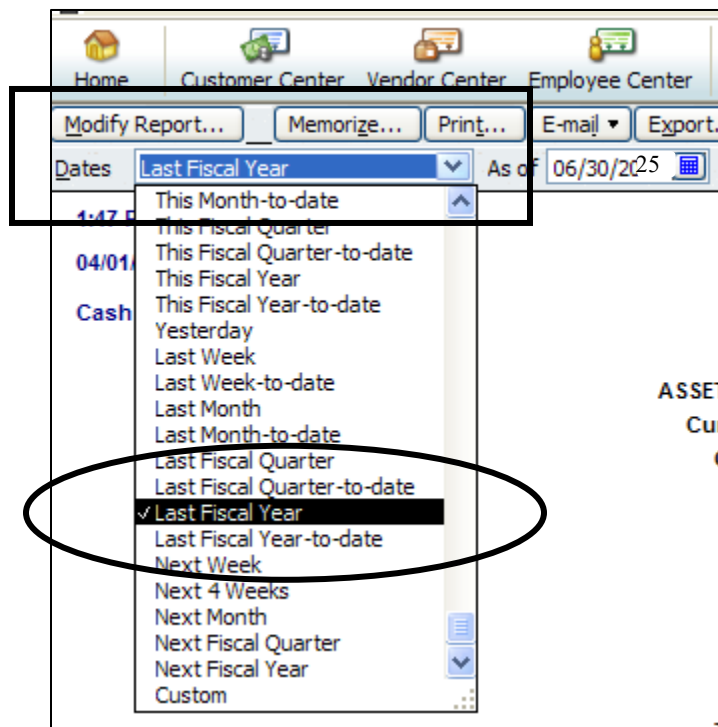


- 4.) You will next see the screen below. You will only have to type in two of the boxes. They are the: "To" box and the "Subject" box.
 - a. Please enter vlalonde@rcdony.org in the To box.
 - b. Please enter your school name and city name in the subject box.
Ex. Trinity Catholic School P & L June 30, 2025
 - c. Click Send Now

A screenshot of the 'Send Report' dialog box. The 'Send by' radio button is selected for 'Email'. The 'To' field is circled in black and contains the email address 'moosforkssec@rcdony.org'. The 'Subject' field is also circled in black and contains the text 'Holy Angels, Altona'. Below the fields, there is a note: 'Note: To edit the default email text, choose Edit menu -> Preferences... -> Send Forms -> Company Preferences'. The 'Email Text' area contains a pre-filled message: 'Please review the attached report. Feel free to contact us if you have any questions. Thank you. Rev. Pedro Edgardo N. de la Rosa, Holy Angels Parish, Altona, NY, 518-236-5632, moosforkssec@rcdony.org'. At the bottom, the 'Send Now' button is circled in black. Other buttons include 'Check Spelling', 'Preview Email', 'Cancel', and 'Help'.

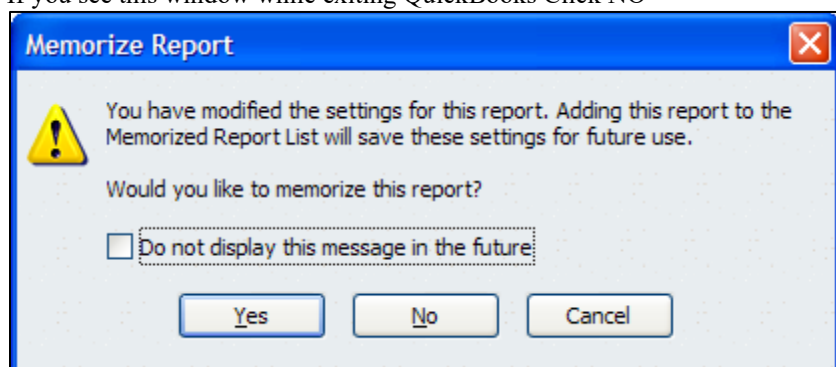
Report 2

- 1.) Click Reports – Company & Financial – Previous Year Comparison Balance Sheet
- 2.) Please click on the Dates drop down arrow (rectangle below) and select Last Fiscal Year. (circled below)
- 3.) Repeat Report 1 Step 3 (Page 2)

**Report 3**

- 1.) Select Reports - Accounting and Taxes - Trial Balance
- 2.) Change the Dates like above to last fiscal year
- 3.) Repeat Report 1 Step 3 (Page 2)

If you see this window while exiting QuickBooks Click NO



B. Steps to file the one-page Catholic School Financial Report

Download the Catholic School Financial Report

1. Go to <https://pastoral.rcdony.org/>
2. Type in your userid (email address) and password.
3. Click Bookkeepers (scroll down if you do not see Bookkeepers in the middle of the page)
4. Scroll down to find School Financial Reports and click the word Link.
5. Click on Excel link for the School Financial Report Signature Page.
6. Click the downloads link at the top right of your screen and click Catholic School Financial Report signature sheet 2024-2025.xlsx.
7. Click Enable Editing at the top if it appears.
8. Click File, Save As and save the document to the “My Documents” folder on your computer using the school name and location as the File Name (example: “St. Mary’s School, Canton School Financial Report for 2024-25”).
9. Fill in the appropriate information for your school.
10. Save the file. Composition of the report can be completed over several sessions. Remember to save all work to this same location each time you add to your draft of the report.

Be sure to answer all questions. If one does not apply to your school, mark *N/A (no answer)* in the space so that we know that you have considered the question.

School Bank Accounts and Cash Statement June 30, 2025

All accounts in the name of the school are to be included here.

Other School Bank Accounts

Under other school bank accounts include the names of banks and type of accounts, numbers, and balances of accounts of clubs, organizations, Bingo Organizations, etc., which are not included on QuickBooks reports. It is important to list on the report ALL accounts which in some way use the name of the School and its tax-exempt status. *The Pastor and Principal are to have signature authority on ALL BANK ACCOUNTS in name of school. The school bookkeeper or an organization’s treasurer is never to have authorization to sign checks on any of these accounts.*

Capital Expense Statement

This is a summary of the year's transactions of monies paid to independent contractors by the school. Include here information for each project which has monies expensed by the school and the total dollar amount for this fiscal year.

Signatures

When the School Financial Form is filed electronically, it is still required by the Department of Education that it be reviewed and accepted by the Pastor or President of the Education Council and the Principal before it is filed. Only when this review has been completed should the applicable signatures be typed in where the form asks for the signatures. The inclusion of the names here will serve as verification to the Department of Education that the Catholic School Financial Report has been approved by the Pastor or Education Council President and the Principal.

Submit Catholic School Financial Report

1. When you are ready to submit your financial report to the diocese open your E-mail client. Compose a message to vlalonde@rcdony.org. Click the “Insert” option from the top-title-menu bar, then Click the “File” option. At the “Look in” location navigate to the “My Documents” folder; Click the folder.

2. Double Click the “(your school) (your location) School Financial Report for 2024-25” file; the Insert File dialogue box should disappear.
3. Finish and send the E-mail message.

When your three QuickBooks Reports and your Catholic School Financial Report have all been filed, please forward the diocese copies of all June bank statements and detailed reconciliations. Copies of all investment statements other than those for accounts at the diocese are to be submitted. These documents can be scanned and e-mailed to vlalonde@rcdony.org.