

2009 APPEAL REPORT FORM

Due date: May 1, 2009. Forms received after this date will not be considered by the Finance Committee.

This form is designed to include all revenues and expenditures of the parish during the respective year, except for those funds received and used by the parish's Philoptochos.. Must include GOYA, Greek School, day school, etc.

This form should not be submitted until the funds for the respective year has been reviewed by the Audit Committee.

The Current Audit Committee must review the completed form and sign it assuring the Metropolis that the information is complete and accurate.

The Priest and Parish Council Treasurer must sign this form thereby assuring the Metropolis that the form has been reviewed by the Audit Committee, immediately proceeding year's Arc allocation for this year is current as of the submission of this form. **Date:** _____

Please print or type all information on this form. . **Please print telephone numbers and e-mail addresses very clearly.**

Name of Parish _____	Telephone _____	E-mail _____
Address _____	City _____	State ___ Zip _____
Person Preparing this Form _____	Telephone _____	E-mail _____
Signature of Person Preparing this Form _____		
Parish Council Treasurer _____	Telephone _____	E-mail _____
Parish Council President _____	Telephone _____	E-mail _____

Include all fiscal funds within the Parish except those funds held by the Philoptochos.

I. FISCAL ASSETS as of (fill in the date) _____ (excludes all real property)

	TOTAL AMOUNT/VALUE
A. Checking Accounts:	
1 Operating Fund --	1. _____
2 Building Fund --	2. _____
3 All Other Checking Accounts Combined--	3. _____
B. Saving Accounts:	
1 Operating Fund --	1. _____
2 Building Fund --	2. _____
3 All Other Checking Accounts Combined--	3. _____
C. Other Fiscal Assets:	
1 Stocks	1. _____
2 Money Funds	2. _____
3 Mutual Funds	3. _____
4 Bonds	4. _____
5 CDs	5. _____
6 Other (list)	
a. _____	a. _____
b. _____	b. _____
c. _____	c. _____
d. _____	d. _____

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ASSETS (CONTINUED)

D. Restricted Funds

Endowments/Trusts (list name, purpose, and total asset)

1 Name _____ Purpose _____ 1 _____

2 Name _____ Purpose _____ 2 _____

3 Name _____ Purpose _____ 3 _____

Restricted Donations/Funds (not included above; list purpose and total amount)

1 Purpose _____ 1 _____

2 Purpose _____ 2 _____

3 Purpose _____ 3 _____

TOTAL ASSETS

II. LIABILITIES as of (fill in the date) _____

TOTAL AMOUNT

A. MORTGAGE(S)

1 Church, Catechism School, Hall, Gym, etc. 1. _____

2 Purchase of Land for above 2. _____

3 Other (list) 3. _____

a. _____ a. _____

b. _____ b. _____

c. _____ c. _____

B. Construction Loan(s)

B. _____

C. Any other Loans (list)

a. _____ a. _____

b. _____ b. _____

c. _____ c. _____

TOTAL Liabilities

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III. GENERAL FUNDS (for the operation of the Parish)

NOTE: Do not include any income to or expenditures from the Building Fund.

A. Income

2008

- | | | |
|--|----|-------|
| 1 Parishioners'/Visitors'/Friends' Donations: | | |
| a Stewardship/Pledges | a | _____ |
| b Cash Donations | b | _____ |
| c Candles | c | _____ |
| d Other | d | _____ |
| 2 Greek School/Hellenic Studies | 2 | _____ |
| 3 Parochial School (if operated by Parish and/or received from it) | 3 | _____ |
| 4 From Parish Ministries/Organizations (excluding Philoptochos) | | |
| a Registration/travel to conferences, retreats, etc. paid by parent/youth | a | _____ |
| b Other revenue raised by parish Ministries/Organizations (GOYA, Choir, etc.) | b | _____ |
| 5 Festival (gross) | 5 | _____ |
| 6 Other Fund-Raisers/Events (gross; and not included elsewhere in this income) | 6 | _____ |
| 7 Rental/Parking | 7 | _____ |
| 8 Interest | 8 | _____ |
| 9 Income from insurance claims | 9 | _____ |
| 10 All other income of the parish during the year | 10 | _____ |

TOTAL GENERAL FUND INCOME of Parish

B. Expenditures

2008

- | | | |
|---|---|-------|
| 1 Salaries/Benefits | | |
| a First Priest (including all benefits, e.g., housing, travel, insurance, FICA) | a | _____ |
| b Other Priests, if applies (including all benefits, e.g., housing, travel, insurance, FICA) | b | _____ |
| c Priests' Travel to Clergy Retreats/Meetings, etc. | c | _____ |
| d All Other Employed Personnel (including benefits) | d | _____ |
| e All other Contracted Personnel Services | e | _____ |
| f Archdiocese Retirement/Benefit Service Payments | f | _____ |
| 2 Facilities (paid from the General Fund) | | |
| a Utilities | a | _____ |
| b Hazard/Liability Insurance | b | _____ |
| c All Other Operational Expenses (cleaning, ground keeping, etc.) | c | _____ |
| d Expenditures for Construction/Icons/Land (if paid from General Fund) | d | _____ |
| (Attach a list of projects -- including name, start and end dates, and estimated total cost for each.) | | |
| e Interest on Construction Loan(s) (if paid from General Fund) | e | _____ |
| f Repairs paid for by insurance claim (if paid from General Fund) | f | _____ |
| g Major renovations of land or facilities (if paid from General Fund) | g | _____ |
| (Attach a list of projects -- including name, start and end dates, and estimated total cost for each.) | | |
| h Repairs paid for by parish funds (if paid from General Fund) | h | _____ |
| i Mortgage Principle and Interest (if paid from General Fund) | i | _____ |
| 3 Office and Communication Expenses (telephone, postage, supplies, etc.) | 3 | _____ |
| 4 Vehicles Operated by Parish | 4 | _____ |
| 5 Registrations/Travel to Clergy-Laity Congresses/Assemblies | 5 | _____ |

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B. General Fund Expenditures continued

2008

- 6 Ministry Expenses
 - a Religious/Liturgical a _____
 - b Parish Life/Fellowship b _____
 - c Religious Education c _____
 - d Greek/Hellenic Education d _____
 - e Youth
 - (1) Registration/travel to conferences, retreats, etc. paid by parent/youths (1) _____
 - (2) other youth expenditures paid by parish funds, including funds from youth ministries fund-raising (2) _____
 - f Stewardship/Outreach f _____
 - g All other Ministries g _____
- 7 Parochial School 7 _____
(School must operate at least three hours daily between the hours of 8:00 AM and 3:30 PM.)
- 8 Festival 8 _____
- 9 Other Fund-Raising Expenses 9 _____
(attach a list of these fund-raisers and amount expended for each)
- 10 Charities
 - a Archdiocese Allocation/Donations a _____
 - b Donations to Metropolis b _____
 - c Donations to Archdiocese National Ministries (e.g., Holy Cross) c _____
(attach a list of these national ministries and amount donated to each)
 - d Donations to IOCC and OCMC (i.e., Charities and Missions) d _____
 - e Donations to all other charities e _____
(attach a list of these charities and amount donated to each)
- 11 All Other Expenses of the Parish during the year 11 _____

TOTAL GENERAL FUND EXPENDITURES

IV. BUILDING FUNDS (includes all Capital Campaigns)

NOTE: Do not include any income to or expenditures from the General Fund.

A. Income

2008

- 1 Parishioners/Visitors/Friends:
 - a Stewardship/pledges a _____
 - b Cash Donations b _____
 - c Other c _____
- 2 Festival (gross) 2 _____
- 3 Other Fund-Raisers/Events (gross) 3 _____
- 4 Rental/Parking 4 _____
- 5 Interest 5 _____
- 6 Income from insurance claims 6 _____
- 7 All other income 7 _____

TOTAL BUILDING FUND INCOME

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B. Expenditures (if paid from the Building Fund rather than the Gen. Fund)

2008

- 1 Facilities
 - a Operation/Cleaning/etc. (if paid from the Building Fund) a _____
 - b Hazard/Liability Insurance (if paid from the Building Fund) b _____
 - c Expenditures for Construction/Icons/Land c _____
 - (Attach a list of projects -- including name, start and end dates, and estimated total cost for each.)**
 - d Interest on Construction Loan(s) d _____
 - e Repairs paid for by insurance claim (if paid from Building Fund) e _____
 - f Major renovations of land or facilities (if paid from Building Fund) f _____
 - (Attach a list of projects -- including name, start and end dates, and estimated total cost for each.)**
 - g Repairs paid for by parish funds(if paid from Building Fund) g _____
 - h Expenditures for Repairs/Renovation (if paid from Building Fund) h _____
 - i Mortgage Principle and Interest (if paid from Building Fund) i _____
- 2 Festival Expenses 2 _____
- 3 Other Fund-Raising Expenses 3 _____
- (attach a list of these fund-raisers and amount expended for each)**
- 4 All Other Expenses 4 _____

TOTAL BUILDING FUND EXPENDITURES

We certify that this information is complete and accurate -- **all must sign:**

Chair of Parish Audit Committee: _____

Members of Parish Audit Committee: _____

Treasurer: _____

Parish Priest: _____ Date: _____

E-mail the completed form to:

walkingstick@mindspring.com

(but mail a signed copy as well)

or FAX the completed form:

[770-205-1521](tel:770-205-1521)

or Mail completed form to:

**G and M International
 380 Dahlonega Highway
 Cumming, Georgia 30040**

ATTN: Jerry Walkingstick