### Part II: Report of Congregation’s Assets, Liabilities and Insurance
For the year ending December 31, 2017

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<tbody>
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<td><strong>Unrestricted Assets</strong></td>
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<td>Operating Accounts</td>
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<td>Congregation’s Organizations</td>
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<td>Other Funds</td>
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<td>Trust/Endowment Funds</td>
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<td>Property (Canon L.6.1)</td>
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**Assets**

18. Petty Cash  
19. Checking Accounts  
20. Savings Accounts  
21. Short Term Investments  
22. Accounts Receivable  
23. Temp Loans from Other  
24. Deferred Expenses  
25. Long Term Inv. at MV  
26. Land  
27. Buildings  
28. Furniture and Equipment  
29. Depreciation  

**I. Total Assets**  
(add 18-28 minus 29)

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<tbody>
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<td><strong>Liabilities</strong></td>
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<td>Accounts Payable</td>
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<td>Payroll Taxes Payable</td>
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<td>Temp Loans to Other</td>
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<td>Deferred Income</td>
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<td>Long Term Debt</td>
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**J. Total Liabilities**  
(add 30-34)

**K. Net Assets**  
(I. minus J.)

35. **Insurance Category**  
   **Name of Primary Ins Carrier** (Canon L.6.1(3))  
   **Coverage**  
a. Buildings(s) |   |   |   | $ ,000  
b. Contents of Building(s) |   |   |   | $ ,000  
c. Bonding |   |   | Yes | $ ,000  
d. Worker’s Compensation |   |   | No |

**Audit: Name of Firm/Auditor/Authorized Audit Committee**  
**Sched Audit Date**
MEMORANDUM

To: Parish Clergy
Parish Vestry/Bishop’s Committee
Parish Internal Financial Review Committee Chair

From: Gibbs Reese
Chair, Diocesan Financial Review (Audit) Committee

Date: February 17, 2018

Re: Parish Financial Review Procedures for FY 2017 Conducted in 2018

First, the good news. The financial review process initiated in April of last year seemed to have been well received while simultaneously saving both physical and monetary resources within your parish. Second, the not-so-good news. While structuring the preparation and submission process to be much easier, more than 50% of the reporting units failed to submit the required materials within the stated September 1st deadline. Our committee is charged with reviewing each of the 35 (+/-) submissions, asking questions or requesting further information and subsequently accepting each submission and we have approximately one month to complete all reviews, obtain aforementioned and accept same during this period.

In summary, there are seven (7) documents that are required of you to complete the Financial Review. Each is listed below with relative footnote(s). Further, examples of each are attached hereto as well as being available on the Diocesan website via Episcopal Diocese of Kentucky (episcopalky.org) – TAB: Church Administration – TAB: Financial Review Guidelines

1. Parochial Report, pages 3 and 6 for the 2017 calendar year.
   • Based on the Canonical requirements these same two documents are to be submitted to the Diocesan offices by March 1st. We are simply asking that you make another copy of same and include this as part of your materials.

2. Balance Sheet
   • This financial data/calculation should have been necessary for you to properly complete page 4 of the Parochial Report.

3. Income and Expense Statement
   • This financial data/calculation should have been necessary for you to properly complete page 4 of the Parochial Report.

4. Property and Liability Insurance – Declaration page(s) only
   • May be available from your insurance carrier(s).

5. Internal Control Questionnaire
   • Complete responses including comments and notations as appropriate.

   • Complete requested responses, identify parish Internal Financial Review Committee members and include respective signatures.

7. Internal Financial Review Committee Certificate
   • Complete requested responses, identify parish Internal Financial Review Committee members and include respective signatures.