

St. Francis of Assisi Catholic Church

Independent Accountant's Report
on Applying Agreed-Upon Procedures
Year Ended June 30, 2018

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

Reverend Rodolfo Garcia
St. Francis of Assisi Catholic Church
Roman Catholic Diocese of Dallas

We have performed the procedures enumerated below, which were agreed to by St. Francis of Assisi Catholic Church (the Church) and the Roman Catholic Diocese of Dallas (the Diocese), solely to assist you in complying with the requirements set forth by the Diocese as of and for the year ended June 30, 2018. Management of St. Francis of Assisi Catholic Church is responsible for the accounting records of the Church. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We obtained a copy of the entity's year-end Right Networks standardized financial report #8: Statement of Financial Position vs. Prior Year, report #9: Statement of Activities vs. Prior Year- Natural and report #11: Statement of Activities vs. Budget - Natural and the approved budgets for the Church as of and for the year ended June 30, 2018. A copy of those financial reports is attached to this report as Exhibit 1. We performed the following procedures with respect to those reports:

- a. For report #11 we agreed the budgeted financial data for the year ended June 30, 2018, to the approved budget by reference to minutes of the Finance Committee.

No exceptions were noted in performing this procedure.

- b. For report #8, we determined that the reported net assets balances in the prior year column agreed with the report used in the prior year's engagement.

No exceptions were noted in performing this procedure.

- c. We determined and documented, which financial reports are presented and reviewed with governing groups (e.g. parish finance council, board of directors) and how often, by actual reference to minutes of the meeting(s).

No exceptions were noted in performing this procedure.

- d. We determined that meetings are held with the Parish Finance Council at least four times a year by reviewing the minutes of said meetings.

No exceptions were noted in performing this procedure.

2. We obtained a list of all accounts at all financial institutions, including account numbers, name, authorized signers, and purpose. The list includes all entities such as trusts, support, and Church-based organizations. We confirmed that all the accounts on the list are included in the financial reports of the Church. A copy of that list is attached to this report as Exhibit 2.

No exceptions were noted in performing this procedure.

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3. We obtained and reviewed the *QuickBooks Reconciliation Detail* for all the bank accounts listed in the attached Exhibit 2, compared the reconciled bank account balance to the *QuickBooks Balance Sheet Summary Report* at June 30, 2018, and examined the date on which each *QuickBooks Reconciliation Detail* was completed to determine whether the respective accounts were reconciled to the general ledger in a timely manner (within 30 days). We also determined if the reconciliation was reviewed by an individual other than the preparer and that such review was documented.

No exceptions were noted in performing this procedure.

4. We inquired if the Church pays individuals in cash and/or gift cards and noted the response was negative.

No exceptions were noted in performing this procedure.

5. We selected seven employees, which represented 20% of all employees, and obtained and reviewed applicable personnel file and salary information to determine the following:

- a. The salary being paid to each employee had been properly approved.
- b. We reviewed and documented the time-tracking mechanism for non-exempt employees, and selected a sample of five timecards and traced the time worked to payroll register to determine proper payment.
- c. We determined through inquiry that clergy employees are paid stipends.
- d. We reviewed and tested a representative sample of three stipends paid to all clergy employees that such payments are being paid through the payroll process and are being included as compensation for tax reporting purposes.
- e. Each employee was enrolled in the diocesan group insurance plan if qualified and the cost of elective coverages was withheld from pay.
- f. I-9 documentation is being properly completed and is being maintained in a file separate from other personnel records.
- g. Employees were properly enrolled (or not) in the 403B plan, and have received the correct matching and mandatory employer contributions for the fiscal year. The status of employees listed as ineligible for the 403(B) plan appeared reasonable.
- h. We determined that employees are not given a 1099 tax form.

No exceptions were noted in performing this procedure.

6. We inquired of the Church staff as to whether the Church has adopted any non-Diocesan benefit plans or is paying "extra" benefits to any employee. We were informed that no non-Diocesan benefit plans have been adopted and that the Church does not pay "extra" benefits to employees.

No exceptions were noted in performing this procedure.

7. We determined by inquiry and observation that no payroll taxes are being paid directly to the IRS by the entity.

No exceptions were noted in performing this procedure.

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8. We determined by inquiry and observation that no unresolved payroll tax issues/correspondence with the IRS exist.

No exceptions were noted in performing these procedures.

9. We conducted a walkthrough of Mass collections counting and security procedures from the time contributions are collected at mass until deposited in the bank – including locked bags, access to safe, count team(s) counting process, count sheets preparation of deposit slip, and the actual depositing of the funds at the bank.

We selected five non-consecutive weeks' count sheets and tied the sheets to the bank deposit and posting to the general ledger, and the reconciliation with the Parish database of individual contribution record.

We reviewed the Mass collection procedures performed by the Church in relations to those specified in the Diocesan *Accounting Standards Handbook*.

No exceptions were noted in performing these procedures with the exception that no reconciliation between individual contribution with the Parish database existed.

10. Step not applicable.

11. We reviewed the contents of the Church's safe to determine that all funds are timely deposited.

No exceptions were noted in performing these procedures.

12. We conducted a walkthrough of procedures for major revenues other than Mass collections.

- a. We tested receipt of 10 transactions to determine timely deposit and proper recording to the general ledger.
- b. We concluded whether actual procedures are in accordance with Diocese *Accounting Standards Handbook*.

No exceptions were noted in performing these procedures.

13. We obtained and reviewed a total of 30 haphazardly selected non-payroll disbursements consisting of 15 employee reimbursements and 15 "other" disbursements from the check registers of the Church, plus supporting documentation such as vendor invoices, utility bills, check requests, receipts, and cancelled checks, as applicable, to determine whether:

- a. The invoice, receipt, or contract is properly approved and attached.
- b. Employee/priest expense reimbursements are adequately and properly supported.
- c. Each purchase is reasonable in the circumstances.
- d. Any amounts paid to employees representing compensation was reported via the PayChoice payroll system for inclusion in the employee's W-2 tax form.
- e. Based on inquiry of Church staff, a person who is in fact an 'employee,' was paid outside of the payroll process.
- f. Review and conclude on the adequacy of procedures for setting up vendors for purposes of 1099 reporting at year-end, including:

Review copies of the 1099 and 1096 tax forms for the prior calendar year.

For the prior calendar year ascertain that a 1099 was prepared for all applicable vendors by reference to the supporting accounts payable report(s). For a sample of five 1099's agree the reported amount to the underlying accounts payable/disbursement records.

Ascertain that 1099 was not given to employees.

No exceptions were noted in performing these procedures.

14. We determined that national and special collections are being remitted timely and in the proper amounts:

- a. We reviewed two special collections remitted to the Diocese. The amounts that make up two special collections are illustrated in the table below:

	Special Collection	Dates of Collection	Remittance Date	Remittance Amount	Timely remittance (within 30 days of last collection date)
1)	Catholic Relief Services	1/1/18 – 1/31/18	2/8/18	7,119.47	Yes
2)	Church in Central & Eastern Europe	2/1/18 – 2/28/18	3/8/18	3,513.98	Yes

- b. We reviewed the fiscal year-end balances in special collections general ledger accounts #2051 through #2066 and noted no general ledger accounts with amounts in excess of 60 days.

No exceptions were noted in performing these procedures.

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15. We determined that the Church published its prior fiscal year's Right Networks standardized reports #5 (Statement of Activities vs Prior Year – Natural) and #8 (Statement of Financial Position vs Prior Year) by October 15, 2017. The FY 2017 report was issued on August 10, 2017 by mail and on the Church's website.

No exceptions were noted in performing these procedures.

16. Meet with the Church's Pastor, Business Manager and Finance Committee and review the results of the annual financial review.

Meeting to be held September 19, 2018.

17. We obtained representation from the Pastor of the Church in the format prescribed by the Diocese.

A copy of the signed representation letter is attached to this report as Exhibit 4.

18. Based on the findings we noted in performing procedures listed above, we noted one area of concern requiring improvements or corrections, and our recommendation is attached to this report as Exhibit 3.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records of the Church. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of St. Francis of Assisi Catholic Church and the Roman Catholic Diocese of Dallas and is not intended to be and should not be used by anyone other than these specified parties.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
September 19, 2018

Statement of Financial Position vs Prior Year

As of 6/30/2018

		6/30/2018	6/30/2017	Variance (\$)	Variance (%)
Assets					
Bank					
1000	CASH & CASH EQUIVALENTS				
1001	Checking Accounts	656,959	292,714	364,245	124%
1002	Money Market Account	184,633	206,540	(21,906)	-11%
1003	Savings Account	5,141	5,138	3	0%
1004	Certificates of Deposit	1,248,054	1,245,257	2,797	0%
1007	Petty Cash	304	304	-	0%
1000	Total CASH & CASH EQUIVALENTS	2,095,091	1,749,952	345,139	20%
	Total Bank	2,095,091	1,749,952	345,139	20%
Accounts Receivable					
1100	RECEIVABLES				
1102	Accounts Receivable	-	-	-	0%
1100	Total RECEIVABLES	-	-	-	0%
	Total Accounts Receivable	-	-	-	0%
Other Asset					
1400	INVESTMENTS				
1404	Other	-	-	-	0%
1400	Total INVESTMENTS	-	-	-	0%
	Total Other Asset	-	-	-	0%
Other Current Asset					
1200	OTHER ASSETS				
1201	Prepaid Expenses	21,080	31,225	(10,145)	-32%
1206	Other	-	-	-	0%
1200	Total OTHER ASSETS	21,080	31,225	(10,145)	-32%
	<i>Unauthorized Other Current Asset</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0%</i>
	Total Other Current Asset	21,080	31,225	(10,145)	-32%
Fixed Asset					
1300	PROPERTY & EQUIPMENT				
1301	Land	965,000	965,000	-	0%
1303	Land Improvements	2,968,994	2,960,309	8,685	0%
1304	Buildings	25,337,365	25,337,365	-	0%
1305	Building Improvements	1,396,984	1,301,301	95,683	7%
1306	Furniture & Fixtures	1,335,789	1,307,109	28,680	2%
1308	Equipment	653,315	613,527	39,788	6%
1310	Vehicles	101,726	101,726	-	0%
1313	Construction In Progress	33,445	-	33,445	0%

Statement of Financial Position vs Prior Year

As of 6/30/2018

1322	Accum Depn - Land Improvements	(1,769,483)	(1,593,555)	(175,928)	-11%
1323	Accum Dep - Building	(5,039,830)	(4,405,992)	(633,838)	-14%
1324	Accum Dep - Building Improvemt	(460,012)	(333,251)	(126,761)	-38%
1325	Accum Dep - Furniture & Fixture	(714,255)	(614,531)	(99,724)	-16%
1328	Accum Dep - Equipment	(435,895)	(382,288)	(53,608)	-14%
1330	Accum Dep - Vehicles	(101,021)	(99,609)	(1,411)	-1%
1300	Total PROPERTY & EQUIPMENT	24,272,123	25,157,111	(884,988)	-4%
Total Fixed Asset		24,272,123	25,157,111	(884,988)	-4%
Total Assets		26,388,294	26,938,289	(549,995)	-2%
Liabilities and Net Assets					
Liabilities					
Accounts Payable					
2000	ACCOUNTS PAYABLE				
2005	Vendors and Suppliers	61,954	56,485	5,470	10%
2010	Payables to Diocesan Entities	140	1,000	(860)	-86%
2000	Total ACCOUNTS PAYABLE	62,094	57,485	4,610	8%
Total Accounts Payable		62,094	57,485	4,610	8%
Credit Card					
2030	CREDIT CARD PAYABLE				
2031	Credit Card Payable	12,903	690	12,213	1769%
2030	Other CREDIT CARD PAYABLE	-	-	-	0%
2030	Total CREDIT CARD PAYABLE	12,903	690	12,213	1769%
Total Credit Card		12,903	690	12,213	1769%
Other Current Liability					
2050	SPECIAL COLLECTIONS				
2051	Catholic University of America	-	2	(2)	-100%
2052	World Mission Sunday	-	-	-	0%
2053	Catholic Campaign for Human Dev	-	15	(15)	-100%
2054	Retirement Fund for Religious	-	50	(50)	-100%
2055	Church in Latin America	20	1	19	1854%
2056	Aid to Church in Eastern Europe	10	2	8	421%
2057	Catholic Relief Services	-	11	(11)	-100%
2058	Holy Land	-	26	(26)	-100%
2059	Catholic Home Missions	71	1	70	6954%
2060	Black and Indian Missions	-	-	-	0%
2061	Catholic Communications	65	124	(59)	-48%
2062	Peter's Pence	20	3,494	(3,474)	-99%
2063	Operation Rice Bowl	-	44	(44)	-100%
2064	Missionary Co-op	103	-	103	0%
2065	Other Special Collections	244,771	139,654	105,118	75%
2066	Annual Diocesan Campaign	-	-	-	0%

Statement of Financial Position vs Prior Year

As of 6/30/2018

2050	Other SPECIAL COLLECTIONS	-	-	-	0%
2050	Total SPECIAL COLLECTIONS	245,059	143,424	101,635	71%
2100	OTHER ACCRUED EXPENSES & LIAB				
2101	Assessment payable to Diocese	108,441	117,555	(9,114)	-8%
2102	Accrued Expenses	(6,014)	-	(6,014)	0%
2103	Security Deposits	1,635	875	760	87%
2100	Total OTHER ACCRUED EXPENSES & LIAB	104,062	118,430	(14,368)	-12%
2200	PAYROLL LIABILITIES				
2201	Federal Income Tax Withholding	-	-	-	0%
2202	Medicare Tax Withholding	-	-	-	0%
2204	FICA Tax Withholding	-	-	-	0%
2206	403(B) Withholding	-	101	(101)	-100%
2207	Accrued Employer 403(B) Liab	-	-	-	0%
2208	Garnishments Payable	-	-	-	0%
2209	Sec 125/Flexible Spending With	141	-	141	117300%
2210	Unpaid Stipends	19,226	15,571	3,655	23%
2211	Other Payroll Liabilities	698	(3)	700	25286%
2200	Total PAYROLL LIABILITIES	20,065	15,670	4,394	28%
2400	DEFERRED REVENUE				
2401	Deferred Religious Ed Fees	146,977	126,777	20,200	16%
2402	Deferred Tuition	-	-	-	0%
2403	Other Deferred Revenue	36,810	67,207	(30,397)	-45%
2400	Total DEFERRED REVENUE	183,787	193,984	(10,197)	-5%
	Total Other Current Liability	552,973	471,508	81,464	17%
	Long Term Liability	5,144,221	5,872,791	(728,570)	-12%
	Total Liabilities	5,772,190	6,402,474	(630,284)	-10%
	Net Assets				
	Total Changes in Net Assets	80,289	76,872	3,417	4%
3000	NET ASSETS				
3010	Begin Unrestricted Net Assets	20,535,815	20,458,943	76,872	0%
3020	Begin Temp Restricted Net Asset	-	-	-	0%
3050	Open Bal Equity Should Be -0-	-	-	-	0%
3000	Total NET ASSETS	20,535,815	20,458,943	76,872	0%
3100	QuickBooks Retained Earnings	-	-	-	0%
	Total Net Assets	20,616,104	20,535,815	80,289	0%
	Total Liabilities and Net Assets	26,388,294	26,938,289	(549,995)	-2%

Statement of Activities vs Prior Year

7/1/2017 - 6/30/2018

		7/1/2017 - 6/30/2018	7/1/2016 - 6/30/2017	Variance (\$)	Variance (%)
Ordinary Income/Expense					
Income					
4000	COLLECTIONS				
4010	REGULAR COLLECTIONS				
4011	Sunday Collections	3,563,627	3,311,964	251,662	8%
4012	Holy Day Collections	44,540	33,066	11,474	35%
4010	Total REGULAR COLLECTIONS	3,608,167	3,345,030	263,136	8%
4000	Total COLLECTIONS	3,608,167	3,345,030	263,136	8%
4100	FUNDRAISERS & INV INCOME				
4110	FUNDRAISERS				
4115	Other Fundraisers	3,192	3,288	(96)	-3%
4110	Total FUNDRAISERS	3,192	3,288	(96)	-3%
4120	INVESTMENT INCOME				
4121	Unreal. Gains(Loss) on Security	-	-	-	0%
4122	Real. Gain(Loss) on Sale of Sec	(128)	209	(337)	-161%
4123	Interest and Dividends	3,267	2,710	557	21%
4120	Total INVESTMENT INCOME	3,138	2,918	220	8%
4100	Total FUNDRAISERS & INV INCOME	6,330	6,207	124	2%
4200	FEES AND OTHER REVENUES				
4210	PRE-SCHOOL AND OTHER CHILD CARE				
4211	Revenues from Child Care Progrm <i>Other PRE-SCHOOL AND OTHER CHILD</i>	7,604	18,067	(10,463)	-58%
4210	<i>CARE</i>	-	-	-	0%
4210	Total PRE-SCHOOL AND OTHER CHILD CARE	7,604	18,067	(10,463)	-58%
4220	FAITH FORMATION FEES & TUITION				
4221	Tuition	202,275	203,648	(1,373)	-1%
4222	Fees	325,972	259,518	66,454	26%
4220	Total FAITH FORMATION FEES & TUITION	528,247	463,166	65,081	14%
4230	SACRAMENTAL/EVANGELIZATION				
4232	Other Revenues	9,005	5,700	3,305	58%
4230	Total SACRAMENTAL/EVANGELIZATION	9,005	5,700	3,305	58%
4240	RENTAL AND LEASE REVENUE				
4241	Rental Revenues	22,900	21,520	1,380	6%
4240	Total RENTAL AND LEASE REVENUE	22,900	21,520	1,380	6%
4250	VOTIVE CANDLES				
4251	Votive Candle Receipts	40,317	35,391	4,926	14%

Statement of Activities vs Prior Year

7/1/2017 - 6/30/2018

4250	Total VOTIVE CANDLES	40,317	35,391	4,926	14%
4290	MISCELLANEOUS SERVICES				
4291	Miscellaneous Revenues	182,093	150,638	31,455	21%
4290	Total MISCELLANEOUS SERVICES	182,093	150,638	31,455	21%
4200	Total FEES AND OTHER REVENUES	790,166	694,482	95,684	14%
4500	ASSETS RELEASD FROM RESTRICTION				
4510	ASSETS RELEASE FROM RESTRICTION				
4511	Assets Rel from Restrictn	784,502	843,341	(58,839)	-7%
4510	Total ASSETS RELEASE FROM RESTRICTION	784,502	843,341	(58,839)	-7%
4500	Total ASSETS RELEASD FROM RESTRICTION	784,502	843,341	(58,839)	-7%
	Total Income	5,189,164	4,889,060	300,104	6%
	Expense				
5000	COMPENSATION AND BENEFITS				
5010	SALARIES AND WAGES				
5011	Lay Employees	1,160,894	1,051,047	109,847	10%
5012	Clergy	86,448	80,036	6,412	8%
5013	Cash Allow for Pastor/Adminstr	19,625	19,328	297	2%
5014	Religious Sisters and Brothers	-	-	-	0%
5015	Extra Priests	15,050	11,975	3,075	26%
5010	Total SALARIES AND WAGES	1,282,018	1,162,386	119,631	10%
5020	PAYROLL TAXES				
5021	FICA	69,926	64,139	5,788	9%
5022	Medicare	16,354	15,000	1,354	9%
5025	Other Payroll Expenses	-	-	-	0%
5020	Total PAYROLL TAXES	86,280	79,139	7,141	9%
5030	EMPLOYEE BENEFITS				
5031	Group Insurance Premiums	261,046	232,891	28,155	12%
5032	Pension-Clergy	45,325	42,875	2,450	6%
5033	403(B) Lay Retirement Plan	52,502	48,441	4,060	8%
5030	Total EMPLOYEE BENEFITS	358,873	324,207	34,666	11%
5040	CONTRACT LABOR				
5041	Contract Labor	37,653	22,962	14,691	64%
5040	Total CONTRACT LABOR	37,653	22,962	14,691	64%
5000	Total COMPENSATION AND BENEFITS	1,764,823	1,588,694	176,129	11%
5100	CONTRIBUTIONS AND ASSESSMENTS				
5110	CONTRIBUTIONS AND ASSESSMENTS				

Statement of Activities vs Prior Year

7/1/2017 - 6/30/2018

5111	Contrib to other Chty&Relig Org	46,698	38,794	7,904	20%
5112	Charitable Gifts for Individual	17,995	20,747	(2,751)	-13%
5113	Diocesan Assessment	445,874	439,359	6,515	1%
5110	Total CONTRIBUTIONS AND ASSESSMENTS	510,567	498,899	11,668	2%
5100	Total CONTRIBUTIONS AND ASSESSMENTS	510,567	498,899	11,668	2%
5200	PROFESSIONAL FEES				
5210	PROFESSIONAL FEES				
5211	Audit and Accounting	11,267	10,438	829	8%
5212	Legal	-	1,834	(1,834)	-100%
5213	Other	44,437	27,524	16,913	61%
5214	Parish Community Education	11,859	9,217	2,642	29%
5215	Staff Continuing Ed & Developmt	6,381	5,596	786	14%
5210	Total PROFESSIONAL FEES	73,944	54,608	19,335	35%
5200	Other PROFESSIONAL FEES	-	-	-	0%
5200	Total PROFESSIONAL FEES	73,944	54,608	19,335	35%
5260	INSURANCE AND RISK MANAGEMENT				
5261	INSURANCE & RISK MANAGEMENT				
5262	Auto-Clergy	3,416	3,253	163	5%
5263	Insurance-Property,Casualty etc	86,384	78,420	7,964	10%
5264	Deductibles & Uninsured Losses	-	1,177	(1,177)	-100%
5265	Safe Environment Program	7,437	7,888	(451)	-6%
5261	Total INSURANCE & RISK MANAGEMENT	97,237	90,737	6,500	7%
5260	Total INSURANCE AND RISK MANAGEMENT	97,237	90,737	6,500	7%
5300	SUPL, REP & MAINT, EQUIP, OTH				
5310	SUPPLIES				
5311	Textbooks	47,734	51,339	(3,605)	-7%
5312	Classroom Supplies	13,136	12,150	986	8%
5313	Food & beverages	105,010	94,631	10,379	11%
5314	Postage and Delivery	3,451	3,041	410	13%
5315	Printing and Reproduciton	12,687	15,165	(2,478)	-16%
5316	Liturgical Supplies	26,828	22,305	4,523	20%
5317	Office supplies	18,678	15,469	3,209	21%
5318	Miscellaneous Supplies	40,571	36,679	3,892	11%
5310	Total SUPPLIES	268,095	250,779	17,316	7%
5320	PURCHASED FURNITURE & EQUIPMENT				
5321	Minor Purchased Furniture & Eqp	19,853	15,928	3,924	25%
5320	Total PURCHASED FURNITURE & EQUIPMENT	19,853	15,928	3,924	25%
5330	REPAIRS AND MAINTENANCE				
5331	Vehicles	11,213	5,250	5,963	114%

Statement of Activities vs Prior Year

7/1/2017 - 6/30/2018

5332	Building Repairs & Maint	10,745	9,366	1,379	15%
5333	Equipment Repairs	86,590	99,654	(13,063)	-13%
5334	Maintenance services	203,716	154,947	48,769	31%
5335	Janitorial Supplies	7,928	7,065	864	12%
5330	Total REPAIRS AND MAINTENANCE	320,193	276,281	43,912	16%
5340	RENTAL EXPENSE				
5341	Leased Equipment	10,987	14,926	(3,939)	-26%
5342	Facilities Leasing and Rentals	-	-	-	0%
5340	Total RENTAL EXPENSE	10,987	14,926	(3,939)	-26%
5350	OTHER SERVICES AND CHARGES				
5351	Texas Catholic Subscriptions	77,166	80,196	(3,030)	-4%
5352	Subscriptions	28,937	22,322	6,615	30%
5353	Offertory Envelopes	13,660	20,458	(6,797)	-33%
5354	Dues and Memberships	575	660	(85)	-13%
5355	Advertising & Promotion	910	1,200	(290)	-24%
5356	Travel & Lodging	215,629	189,900	25,728	14%
5358	Property Taxes	897	1,893	(996)	-53%
5362	Misc Other Services & Charges	140,774	133,154	7,619	6%
5350	Total OTHER SERVICES AND CHARGES	478,548	449,784	28,764	6%
5300	<i>Other SUPL, REP & MAINT, EQUIP, OTH</i>	-	-	-	0%
5300	Total SUPL, REP & MAINT, EQUIP, OTH	1,097,675	1,007,697	89,978	9%
5400	UTILITIES				
5410	UTILITIES				
5415	Electric	118,163	124,695	(6,532)	-5%
5420	Gas	23,005	27,957	(4,952)	-18%
5425	Water and Sewer	19,095	20,308	(1,213)	-6%
5430	Telephone	13,685	16,884	(3,199)	-19%
5435	Internet	-	-	-	0%
5440	Cell Phones	3,250	2,938	312	11%
5450	Alarm Monitoring & security	-	-	-	0%
5460	Cable TV (& Internet if applic)	1,538	1,655	(117)	-7%
5410	Total UTILITIES	178,737	194,437	(15,700)	-8%
5400	Total UTILITIES	178,737	194,437	(15,700)	-8%
5600	INTEREST & FINANCING CHARGES				
5610	INTEREST EXPENSE				
5611	Interest Expense	249,992	255,066	(5,075)	-2%
5610	Total INTEREST EXPENSE	249,992	255,066	(5,075)	-2%
5620	FINANCING COSTS				
5621	Financing Costs	-	-	-	0%
5620	Total FINANCING COSTS	-	-	-	0%

Statement of Activities vs Prior Year

7/1/2017 - 6/30/2018

5630	BANK CHARGES				
5631	Bank Account Fees	756	556	200	36%
5630	Total BANK CHARGES	756	556	200	36%
5640	CREDIT CARD FEES				
5641	Credit Card Fees	37,635	26,393	11,242	43%
5640	Other CREDIT CARD FEES	-	-	-	0%
5640	Total CREDIT CARD FEES	37,635	26,393	11,242	43%
5600	Total INTEREST & FINANCING CHARGES	288,383	282,015	6,368	2%
5700	BAD DEBT EXPENSE				
5710	BAD DEBT EXPENSE				
5711	Bad Debt Expense	-	-	-	0%
5710	Total BAD DEBT EXPENSE	-	-	-	0%
5700	Total BAD DEBT EXPENSE	-	-	-	0%
5800	DEPRECIATION				
5810	DEPRECIATION				
5811	Depreciation Expense	1,097,510	1,095,101	2,409	0%
5810	Total DEPRECIATION	1,097,510	1,095,101	2,409	0%
5800	Total DEPRECIATION	1,097,510	1,095,101	2,409	0%
	Total Expense	5,108,875	4,812,188	296,687	6%
	Total Ordinary Income/Expense	80,289	76,872	3,417	4%
	Other Income/Expense				
	Other Income				
7000	TEMP RESTRICTED NET ASSETS				
7020	OTHER CONTRIBUTIONS				
7021	Contributions Received	784,502	843,341	(58,839)	-7%
7020	Total OTHER CONTRIBUTIONS	784,502	843,341	(58,839)	-7%
7070	ASSETS RELEASED FROM RESTRICT				
7071	Funds Released from Restriction	(784,502)	(843,341)	58,839	7%
7070	Total ASSETS RELEASED FROM RESTRICT	(784,502)	(843,341)	58,839	7%
7000	Total TEMP RESTRICTED NET ASSETS	-	-	-	0%
	Total Other Income	-	-	-	0%
	Total Other Income/Expense	-	-	-	0%
	Total Changes in Net Assets	80,289	76,872	3,417	4%

Statement of Activities vs Budget

7/1/2017 - 6/30/2018

		Actual	Budget	Variance (\$)	Variance (%)
Ordinary Income/Expense					
Income					
4000	COLLECTIONS				
4010	REGULAR COLLECTIONS				
4011	Sunday Collections	3,563,627	3,579,990	(16,363)	0%
4012	Holy Day Collections	44,540	34,000	10,540	31%
4010	Total REGULAR COLLECTIONS	3,608,167	3,613,990	(5,823)	0%
4000	Total COLLECTIONS	3,608,167	3,613,990	(5,823)	0%
4100	FUNDRAISERS & INV INCOME				
4110	FUNDRAISERS				
4115	Other Fundraisers	3,192	3,600	(408)	-11%
4110	Total FUNDRAISERS	3,192	3,600	(408)	-11%
4120	INVESTMENT INCOME				
4121	Unreal. Gains(Loss) on Security	-	-	-	0%
4122	Real. Gain(Loss) on Sale of Sec	(128)	-	(128)	0%
4123	Interest and Dividends	3,267	2,580	687	27%
4120	Total INVESTMENT INCOME	3,138	2,580	558	22%
4100	Total FUNDRAISERS & INV INCOME	6,330	6,180	150	2%
4200	FEEES AND OTHER REVENUES				
4210	PRE-SCHOOL AND OTHER CHILD CARE				
4211	Revenues from Child Care Progrm <i>Other PRE-SCHOOL AND OTHER CHILD</i>	7,604	21,773	(14,169)	-65%
4210	<i>CARE</i>	-	-	-	0%
4210	Total PRE-SCHOOL AND OTHER CHILD CARE	7,604	21,773	(14,169)	-65%
4220	FAITH FORMATION FEES & TUITION				
4221	Tuition	202,275	200,769	1,506	1%
4222	Fees	325,972	319,285	6,687	2%
4220	Total FAITH FORMATION FEES & TUITION	528,247	520,054	8,193	2%
4230	SACRAMENTAL/EVANGELIZATION				
4232	Other Revenues	9,005	16,000	(6,995)	-44%
4230	Total SACRAMENTAL/EVANGELIZATION	9,005	16,000	(6,995)	-44%
4240	RENTAL AND LEASE REVENUE				
4241	Rental Revenues	22,900	21,600	1,300	6%
4240	Total RENTAL AND LEASE REVENUE	22,900	21,600	1,300	6%
4250	VOTIVE CANDLES				
4251	Votive Candle Receipts	40,317	33,800	6,517	19%

Statement of Activities vs Budget

7/1/2017 - 6/30/2018

4250	Total VOTIVE CANDLES	40,317	33,800	6,517	19%
4290	MISCELLANEOUS SERVICES				
4291	Miscellaneous Revenues	182,093	126,110	55,983	44%
4290	Total MISCELLANEOUS SERVICES	182,093	126,110	55,983	44%
4200	Total FEES AND OTHER REVENUES	790,166	739,337	50,829	7%
4500	ASSETS RELEASD FROM RESTRICTION				
4510	ASSETS RELEASE FROM RESTRICTION				
4511	Assets Rel from Restrictn	784,502	705,282	79,219	11%
4510	Total ASSETS RELEASE FROM RESTRICTION	784,502	705,282	79,219	11%
4500	Total ASSETS RELEASD FROM RESTRICTION	784,502	705,282	79,219	11%
	Total Income	5,189,164	5,064,789	124,375	2%
	Expense				
5000	COMPENSATION AND BENEFITS				
5010	SALARIES AND WAGES				
5011	Lay Employees	1,160,894	1,175,536	(14,642)	-1%
5012	Clergy	86,448	86,448	-	0%
5013	Cash Allow for Pastor/Adminstr	19,625	21,500	(1,875)	-9%
5014	Religious Sisters and Brothers	-	-	-	0%
5015	Extra Priests	15,050	15,200	(150)	-1%
5010	Total SALARIES AND WAGES	1,282,018	1,298,684	(16,667)	-1%
5020	PAYROLL TAXES				
5021	FICA	69,926	73,237	(3,310)	-5%
5022	Medicare	16,354	17,128	(774)	-5%
5025	Other Payroll Expenses	-	-	-	0%
5020	Total PAYROLL TAXES	86,280	90,364	(4,084)	-5%
5030	EMPLOYEE BENEFITS				
5031	Group Insurance Premiums	261,046	259,900	1,146	0%
5032	Pension-Clergy	45,325	46,550	(1,225)	-3%
5033	403(B) Lay Retirement Plan	52,502	57,023	(4,521)	-8%
5030	Total EMPLOYEE BENEFITS	358,873	363,473	(4,600)	-1%
5040	CONTRACT LABOR				
5041	Contract Labor	37,653	50,808	(13,156)	-26%
5040	Total CONTRACT LABOR	37,653	50,808	(13,156)	-26%
5000	Total COMPENSATION AND BENEFITS	1,764,823	1,803,330	(38,506)	-2%
5100	CONTRIBUTIONS AND ASSESSMENTS				
5110	CONTRIBUTIONS AND ASSESSMENTS				

Statement of Activities vs Budget

7/1/2017 - 6/30/2018

5111	Contrib to other Chty&Relig Org	46,698	39,860	6,838	17%
5112	Charitable Gifts for Individual	17,995	20,717	(2,722)	-13%
5113	Diocesan Assessment	445,874	474,767	(28,894)	-6%
5110	Total CONTRIBUTIONS AND ASSESSMENTS	510,567	535,344	(24,777)	-5%
5100	Total CONTRIBUTIONS AND ASSESSMENTS	510,567	535,344	(24,777)	-5%
5200	PROFESSIONAL FEES				
5210	PROFESSIONAL FEES				
5211	Audit and Accounting	11,267	11,279	(12)	0%
5212	Legal	-	2,250	(2,250)	-100%
5213	Other	44,437	35,900	8,537	24%
5214	Parish Community Education	11,859	11,960	(102)	-1%
5215	Staff Continuing Ed & Developmt	6,381	12,084	(5,703)	-47%
5210	Total PROFESSIONAL FEES	73,944	73,473	471	1%
5200	Other PROFESSIONAL FEES	-	-	-	0%
5200	Total PROFESSIONAL FEES	73,944	73,473	471	1%
5260	INSURANCE AND RISK MANAGEMENT				
5261	INSURANCE & RISK MANAGEMENT				
5262	Auto-Clergy	3,416	4,530	(1,114)	-25%
5263	Insurance-Property,Casualty etc	86,384	89,760	(3,376)	-4%
5264	Deductibles & Uninsured Losses	-	2,500	(2,500)	-100%
5265	Safe Environment Program	7,437	9,363	(1,926)	-21%
5261	Total INSURANCE & RISK MANAGEMENT	97,237	106,153	(8,916)	-8%
5260	Total INSURANCE AND RISK MANAGEMENT	97,237	106,153	(8,916)	-8%
5300	SUPL, REP & MAINT, EQUIP, OTH				
5310	SUPPLIES				
5311	Textbooks	47,734	49,756	(2,022)	-4%
5312	Classroom Supplies	13,136	19,525	(6,389)	-33%
5313	Food & beverages	105,010	121,637	(16,627)	-14%
5314	Postage and Delivery	3,451	3,210	241	8%
5315	Printing and Reproduciton	12,687	29,912	(17,225)	-58%
5316	Liturgical Supplies	26,828	24,542	2,286	9%
5317	Office supplies	18,678	20,677	(1,999)	-10%
5318	Miscellaneous Supplies	40,571	40,625	(54)	0%
5310	Total SUPPLIES	268,095	309,884	(41,789)	-13%
5320	PURCHASED FURNITURE & EQUIPMENT				
5321	Minor Purchased Furniture & Eqp	19,853	11,950	7,903	66%
5320	Total PURCHASED FURNITURE & EQUIPMENT	19,853	11,950	7,903	66%
5330	REPAIRS AND MAINTENANCE				
5331	Vehicles	11,213	9,150	2,063	23%

Statement of Activities vs Budget

7/1/2017 - 6/30/2018

5332	Building Repairs & Maint	10,745	10,800	(55)	-1%
5333	Equipment Repairs	86,590	98,598	(12,008)	-12%
5334	Maintenance services	203,716	185,936	17,780	10%
5335	Janitorial Supplies	7,928	6,800	1,128	17%
5330	Total REPAIRS AND MAINTENANCE	320,193	311,284	8,909	3%
5340	RENTAL EXPENSE				
5341	Leased Equipment	10,987	9,946	1,041	10%
5342	Facilities Leasing and Rentals	-	-	-	0%
5340	Total RENTAL EXPENSE	10,987	9,946	1,041	10%
5350	OTHER SERVICES AND CHARGES				
5351	Texas Catholic Subscriptions	77,166	83,250	(6,084)	-7%
5352	Subscriptions	28,937	30,089	(1,152)	-4%
5353	Offertory Envelopes	13,660	15,100	(1,440)	-10%
5354	Dues and Memberships	575	845	(270)	-32%
5355	Advertising & Promotion	910	3,855	(2,945)	-76%
5356	Travel & Lodging	215,629	241,900	(26,271)	-11%
5358	Property Taxes	897	1,020	(123)	-12%
5362	Misc Other Services & Charges	140,774	106,863	33,911	32%
5350	Total OTHER SERVICES AND CHARGES	478,548	482,922	(4,375)	-1%
5300	<i>Other SUPL, REP & MAINT, EQUIP, OTH</i>	-	-	-	0%
5300	Total SUPL, REP & MAINT, EQUIP, OTH	1,097,675	1,125,986	(28,312)	-3%
5400	UTILITIES				
5410	UTILITIES				
5415	Electric	118,163	139,650	(21,487)	-15%
5420	Gas	23,005	27,730	(4,725)	-17%
5425	Water and Sewer	19,095	19,600	(505)	-3%
5430	Telephone	13,685	13,800	(115)	-1%
5435	Internet	-	-	-	0%
5440	Cell Phones	3,250	4,164	(914)	-22%
5450	Alarm Monitoring & security	-	-	-	0%
5460	Cable TV (& Internet if applic)	1,538	1,717	(179)	-10%
5410	Total UTILITIES	178,737	206,661	(27,924)	-14%
5400	Total UTILITIES	178,737	206,661	(27,924)	-14%
5600	INTEREST & FINANCING CHARGES				
5610	INTEREST EXPENSE				
5611	Interest Expense	249,992	239,440	10,552	4%
5610	Total INTEREST EXPENSE	249,992	239,440	10,552	4%
5620	FINANCING COSTS				
5621	Financing Costs	-	-	-	0%
5620	Total FINANCING COSTS	-	-	-	0%

Statement of Activities vs Budget

7/1/2017 - 6/30/2018

5630	BANK CHARGES				
5631	Bank Account Fees	756	600	156	26%
5630	Total BANK CHARGES	756	600	156	26%
5640	CREDIT CARD FEES				
5641	Credit Card Fees	37,635	31,029	6,606	21%
5640	Other CREDIT CARD FEES	-	-	-	0%
5640	Total CREDIT CARD FEES	37,635	31,029	6,606	21%
5600	Total INTEREST & FINANCING CHARGES	288,383	271,069	17,314	6%
5700	BAD DEBT EXPENSE				
5710	BAD DEBT EXPENSE				
5711	Bad Debt Expense	-	-	-	0%
5710	Total BAD DEBT EXPENSE	-	-	-	0%
5700	Total BAD DEBT EXPENSE	-	-	-	0%
5800	DEPRECIATION				
5810	DEPRECIATION				
5811	Depreciation Expense	1,097,510	1,109,900	(12,390)	-1%
5810	Total DEPRECIATION	1,097,510	1,109,900	(12,390)	-1%
5800	Total DEPRECIATION	1,097,510	1,109,900	(12,390)	-1%
	Total Expense	5,108,875	5,231,916	(123,041)	-2%
	Total Ordinary Income/Expense	80,289	(167,127)	247,416	148%
	Other Income/Expense				
	Other Income				
7000	TEMP RESTRICTED NET ASSETS				
7020	OTHER CONTRIBUTIONS				
7021	Contributions Received	784,502	705,282	79,219	11%
7020	Total OTHER CONTRIBUTIONS	784,502	705,282	79,219	11%
7070	ASSETS RELEASED FROM RESTRICT				
7071	Funds Released from Restriction	(784,502)	(705,282)	(79,219)	-11%
7070	Total ASSETS RELEASED FROM RESTRICT	(784,502)	(705,282)	(79,219)	-11%
7000	Total TEMP RESTRICTED NET ASSETS	-	-	-	0%
	Total Other Income	-	-	-	0%
	Total Other Income/Expense	-	-	-	0%
	Total Changes in Net Assets	80,289	(167,127)	247,416	148%

**Bank/Investment Account Information
As of June 30, 2018 and
For the Year Then Ended**


Entity Name St. Francis of Assisi Parish

Name of Entity's
Pastor
/Administrator Rodolfo Garcia
(type or print)

	<u>Account Name</u>	<u>Bank Name</u>	<u>Account Number</u>	<u>Purpose</u>	<u>Authorized Signers</u>
1	<u>Inwood Bank Operating Fund (checking)</u>	<u>Inwood Bank</u>	<u>3228289</u>	<u>General Operations</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
2	<u>Inwood Bank Reserve (checking)</u>	<u>Inwood Bank</u>	<u>3228297</u>	<u>Funds for payroll, Diocesan Assessment, Special Collections, etc.</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
3	<u>Inwood Bank Building Fund (money market)</u>	<u>Inwood Bank</u>	<u>6074481</u>	<u>Building Fund</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
4	<u>Inwood Bank Money Market (money market)</u>	<u>Inwood Bank</u>	<u>2042677</u>	<u>Funds for disaster, unexpected maintenance needs, summer slump, etc.</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
5	<u>Inwood Bank CD's (CDs)</u>	<u>Inwood Bank</u>	<u>1020398686</u>	<u>Excess funds from Money Market, Reserve & Operating Fund accts.</u>	<u>Rodolfo Garcia</u>
6	<u>St. Francis (Securities)</u>	<u>Merrill Lynch</u>	<u>311-02122</u>	<u>Building Fund</u>	<u>Rodolfo Garcia, David Utsler, Tracy Brown</u>
7	<u>PBO - AMD/CD (checking)</u>	<u>American Bank of Texas</u>	<u>603332217</u>	<u>AMD/CD (PBO)</u>	<u>Rodolfo Garcia, Don Dyson, Raymond Dimas</u>
8	<u>PBO - Women of St. Francis (checking)</u>	<u>First National Bank</u>	<u>4021836</u>	<u>Women of St. Francis (PBO)</u>	<u>Rodolfo Garcia, Jamie Pouster, Barbara Vizza</u>
9	<u>PBO - Women of St. Francis Savings (savings)</u>	<u>American Bank of Texas</u>	<u>606713068</u>	<u>Women of St. Francis (PBO)</u>	<u>Rodolfo Garcia, Jamie Pouster, Barbara Vizza</u>
10					
11					
12					
13					
14					
15					

Certification:

I confirm that all accounts for the entity and entity-based organizations are listed above and all have been included in the entity's general ledger and related financial reports for the year ended identified in heading.

Signed: 
Pastor/Principal/Administrator

Date: 7/13/18

St. Francis Of Assisi Catholic Church (the Church)

Recommendation Based On Agreed-Upon Procedures

Year Ended June 30, 2018

In the year ended June 30, 2018 there was one area noted during the 2018 procedures that warranted recommended correction for the next fiscal year.

The Diocese currently does not have a policy requiring the reconciliation between the individual contribution database (e.g. Shelby) with the Parish financial database, but is in the inquiry stage to determine what parishes are currently doing and what policy should be made going forward. We recommend the Church adopt procedures that will prepare it for compliance once a Diocese policy is established.



ST. FRANCIS OF ASSISI

CATHOLIC CHURCH

September 19, 2018

Weaver and Tidwell, L.L.P.
12221 Merit Drive, Suite 1400
Dallas, Texas 75251

We are providing this letter in connection with the Agreed Upon Accounting Review Procedures performed on the financial statements and accounting records of St. Francis of Assisi Catholic Church (the Church) as of June 30, 2018 and for the year then ended. We confirm that we are responsible for the accurate and fair presentation of the financial statements of the Church. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief, as of September 19, 2018, the following representations made to you during the time you conducted your procedures.

1. We have made available to you all –
 - a. Financial statements, financial records and related data.
 - b. Information you have requested completely and to the best of our knowledge.
 - c. Minutes of the meetings of the Finance Committee or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. There are no material transactions of the entity that have not been properly recorded in the accounting records underlying the financial statements.
3. The financial statements include:
 - a. All assets and liabilities under the Church's control, including all trusts and support organizations.
 - b. All of the Church's funds, bank accounts and investments in all accounts at financial institutions and/or brokerage firms, including all trusts and entity-based organizations.

4. There have been no communications from regulatory agencies (e.g., Diocese of Dallas, Internal Revenue Service, etc.) concerning noncompliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
5. There are no uncorrected financial statement misstatements.
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge (other than previously disclosed) of any fraud or suspected fraud affecting the Church involving:
 - a. Management,
 - b. Employees who have significant roles in the internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
8. Related party transactions, including revenues, expenses, assessments, and amounts receivable from or payable to related parties have been properly recorded or disclosed in the financial statements.

No events have occurred subsequent to the statement of financial position date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Signed: Reverend Rodolfo Garcia
Reverend Rodolfo Garcia

Signed: Tracy Brown
Tracy Brown, Financial Director

Date: 9-19-18

Date: 9/19/18