



# OUR LADY OF VICTORY CATHOLIC SCHOOL

*A Blue Ribbon School of Excellence*  
**Educating the Whole Child, Mind, Body and Spirit**



## YEAR END SCHOOL CERTIFICATION LETTER

Annual Report of Fiscal Year 2018 - 2019

Date: September 25, 2019

Bishop Konzen,

As principal of Our Lady of Victory Catholic School, it is my responsibility each year to render an account to our parents and supporters concerning the monies and other assets entrusted to the school and to submit this report to you. I am assisted in my duty by my Finance Council and my administrative staff.

In submitting this report, each of the undersigned affirms to the best of our knowledge:

- The financial reports accurately reflect the financial condition of the parish.
- School financial statements were reviewed and approved.
- All federal and state payroll taxes were paid.
- The accounts payable vendors were reviewed to ensure proper classification as to taxability and compliance with IRS regulations, and the issuance and filing of the appropriate 1099 forms.
- All non-exempt real property taxes were paid.
- None of us know of any credible reports which have not been reported to the Archbishop or his staff, of financial fraud, abuse or misappropriation.
- No one of the individuals named and signing below, nor any member of their families, has engaged in any activity with the school from which we could personally benefit and be considered a conflict of interest without fully disclosing the conflict to the principal and Finance Council.

Sincerely Yours in Christ,

**Signature on file**

George Wilkerson  
Principal

9-26-19  
Date

**Signature on file**

Lorraine Leslie  
Business Manager

9/25/19  
Date



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Signatures on file

Donna Brodowski

*Please Print Name*

Robert J. M. [Signature]

*Please Print Name*

David F. Smith

*Please Print Name*

Finance Council Member #4

*Please Print Name*

Finance Council Member #5

*Please Print Name*

Finance Council Member #6

*Please Print Name*

*Add Additional Members as Needed*

Dates of the Finance Council Meetings

Date #1 Sept 2018

Date #7 \_\_\_\_\_

Date #2 Oct 2018

Date #8 \_\_\_\_\_

Date #3 Nov 2018

Date #9 \_\_\_\_\_

Date #4 Jan 2019

Date #10 \_\_\_\_\_

Date #5 March 2019

Date #11 \_\_\_\_\_

Date #6 May 2019

Date #12 \_\_\_\_\_