



**YEAR END PARISH CERTIFICATION LETTER**  
For Fiscal Year 2023-2024

September 3, 2024

Archbishop Hartmayer,

As pastor of Our Lady of Lourdes Catholic Church, it is my responsibility each year to render an account to the faithful concerning the management of the temporal goods of the Church, including the financial support offered by the faithful, 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.
- Parish 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.
- All of our activities are religious, educational, or charitable, except as noted here:  
\_\_\_\_\_
- None of us know of any credible reports of possible fraudulent or dishonest conduct, which has not been reported to the Archbishop or his staff.
- None of the individuals named and signing below, nor any member of their families, has engaged in any activity with the parish from which we could personally benefit and be considered a conflict of interest without fully disclosing the conflict to the pastor and Finance Council.

Sincerely Yours in Christ,

Pastor

Signature on File

Philip Verre (Sep 24, 2024 12:15 EDT)

Chair, Finance Council

Sep 24, 2024

\_\_\_\_\_  
Date

Sep 24, 2024

\_\_\_\_\_  
Date

**OUR LADY OF LOURDES CATHOLIC CHURCH**  
**YEAR END PARISH CERTIFICATION LETTER**  
For of Fiscal Year 2023-2024

Signature On File

Finance Council Member #1

Signature On File

Finance Council Member #2

Signature On File

Finance Council Member #3

Signature On File

Finance Council Member #4

Signature On File

Finance Council Member #5

Signature On File

Finance Council Member #6

Signature On File

Finance Council Member #7

Signature On File

Finance Council Member #8

*Add Additional Members as Needed*

Dates of the Finance Council Meetings

Date #1 **September 18, 2023**

Date #2 **December 7, 2023**

Date #3 **April 8, 2024**

Date #4 **April 22, 2024 (Budget Mgt)**

Date #5 **June 3, 2024**

Date #6

**Jeffery M. Ott, Pastor**

*Please Print Name*

**Philip Verre**

*Please Print Name*

**Dawn Leaner-Hall**

*Please Print Name*

*Please Print Name*

**Carmen Jenkins**

*Please Print Name*

*Please Print Name*

**Deborah Lott-Barnes**

*Please Print Name*

**Thayes Sturgis**

*Please Print Name*

Date #7

Date #8

Date #9

Date #10

Date #11

Date #12










# 23-24 EOY Parish Certification Letter - signed

Final Audit Report

2024-09-24

Created:	2024-09-24
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## "23-24 EOY Parish Certification Letter - signed" History

-  Document created by Cameron Chaney (cchaney@lourdesatlanta.org)  
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-  Document e-signed by Philip Verre (philipverre@gmail.com)  
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