



**YEAR END PARISH CERTIFICATION LETTER**  
Annual Report of Fiscal Year 2018-2019

Date: September 26, 2019

Bishop Konzen,

As pastor of St. Clare of Assisi 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 to our payroll services provider.
- The accounts payable vendors were reviewed to ensure proper classification. Shared Accounting Services, our accounting firm, is responsible for taxability and compliance with IRS regulations, and the issuance and filing of the appropriate 1099 forms.
- All non-exempt real property taxes were paid.
- To the best of our knowledge, all of our activities are religious, educational, or charitable.
- 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 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,

**Signature on file**

Rev. Mark Starr  
Pastor

9/26/2019  
Date

**Signature on file**

Charlotte Kindler  
Parish Business Manager  
or Bookkeeper

9/26/2019  
Date



**STCLARE**  
*of Assisi*  
CATHOLIC CHURCH

## YEAR END PARISH CERTIFICATION LETTER

Annual Report of Fiscal Year 2018-2019

### Signatures on file

Linda Hill \_\_\_\_\_  
*Please Print Name*

Jim Hourigan \_\_\_\_\_  
*Please Print Name*

Jim Brunk \_\_\_\_\_  
*Please Print Name*

Michelle Knowles \_\_\_\_\_  
*Please Print Name*

Deb Green Debbie green  
*Please Print Name*

Vince Belli Vincent BELL  
*Please Print Name*

Norb Missler NORBERT MISSLER  
*Please Print Name*

Karl Von Hagel Karl Von Hagel  
*Please Print Name*

### Dates of the Finance Council Meetings

Date #1 July 9, 2018

Date #7 January 28, 2019 \_\_\_\_\_

Date #2 August 13, 2018

Date #8 March 4, 2019 \_\_\_\_\_

Date #3 September 17, 2018

Date #9 April 8, 2019 \_\_\_\_\_

Date #4 October 8, 2018

Date #10 May 13, 2019 \_\_\_\_\_

Date #5 November 12, 2018

Date #11 June 10, 2019 \_\_\_\_\_

Date #6 December 10, 2018