



**YEAR END PARISH CERTIFICATION LETTER**  
Annual Report of Fiscal Year 2019-2020

Date: 19 August 2020

Archbishop Hartmayer:

As parochial administrator of St. Clare 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**

Timoty Nadolski  
Parochial Administrator

19 August 2020  
Date

**Signature on file**

Charlotte Kindler  
Parish Office Manager

19 August 2020  
Date



**STCLARE**  
*Assisi*  
CATHOLIC CHURCH

**YEAR END PARISH CERTIFICATION LETTER**

Annual Report of Fiscal Year 2019-2020

**Signatures on file**

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

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

\_\_\_\_\_  
Jim Brunk JAMES V BRUNK  
*Please Print Name*

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

\_\_\_\_\_  
Deb Green Deborah A Green  
*Please Print Name*

\_\_\_\_\_  
Vince Bell Vince Bell  
*Please Print Name*

\_\_\_\_\_  
Norb Missler  
*Please Print Name*

\_\_\_\_\_  
Karl Von Hagel  
*Please Print Name*

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Finance Council Member #7

Finance Council Member #8

**Dates of the Finance Council Meetings**

Date #1 July 8, 2019

Date #7 March 16, 2020 \_\_\_\_\_

Date #2 August 12, 2019

Date #8 April 20, 2020 \_\_\_\_\_

Date #3 September 12, 2019

Date #9 June 8, 2020 \_\_\_\_\_

Date #4 October 14, 2019

Date #5 November 11, 2019

Date #6 February 18, 2020