



YEAR END PARISH CERTIFICATION LETTER
Annual Report of Fiscal Year 2017-18

August 22, 2018

Archbishop Gregory,

As administrator of St. Clare of Assisi Catholic Church, it is my responsibility each year to render an account to the faithful concerning the goods offered by the faithful to the Church 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.
- The parish Finance Council reviewed and approved the financial statements.
- 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,

Father Mark Starr
Administrator

8/23/2018
Date

Signature on file
Parish Business Manager

8/23/2018
Date

St. Clare of Assisi

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Signatures on file

LINDA M. HILL

Please Print Name

Michelle Knowles

Please Print Name

James F. Hounigan Jr.

Please Print Name

Deborah L. Green

Please Print Name

Harriet A. Belli

Please Print Name

Please Print Name

NORBERT E. MISSLER

Please Print Name

Finance Council Member #7

JAMES J. BRUNK

Please Print Name

Dates of the Finance Council Meetings

Date #1 __ July 10, 2017 _____

Date #7 __ January 22, 2018 _____

Date #2 __ August 30, 2017 _____

Date #8 __ February 12, 2018 _____

Date #3 __ September 14, 2017 _____

Date #9 __ March 14, 2018 _____

Date #4 __ October 9, 2017 _____

Date #10 __ April 9, 2018 _____

Date #5 __ November 13, 2017 _____

Date #11 __ May 14, 2018 _____

Date #6 __ December 11, 2017 _____

Date #12 __ June 11, 2018 _____