



ST CLARE
of Assisi
CATHOLIC CHURCH

YEAR END PARISH CERTIFICATION LETTER
For Fiscal Year 2024-2025

Date: August 28, 2025

Archbishop Hartmayer,

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.
- 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:
N/A
- 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,

Signature on File

Pastor

8/27/25

Date

Signature on File

Parish Treasurer

8/27/25

Date

Signature on File

Business Manager or Bookkeeper

8/27/25

Date



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of Assisi
CATHOLIC CHURCH

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For of Fiscal Year 2024-2025

Signature on File _____
Finance Council Member #1

George Green
Please Print Name

Signature on File _____
Finance Council Member #2

Stephen Sprague
Please Print Name

Signature on File _____
Finance Council Member #3

Marisa Kline
Please Print Name

Signature on File _____
Finance Council Member #4

Patrick Sandwich
Please Print Name

Signature on File _____
Finance Council Member #5

Kathryn Lawson
Please Print Name

Dates of the Finance Council Meetings

Date #1 August 28, 2024

Date #2 November 20, 2024

Date #3 February 5, 2025

Date #4 May 28, 2025