

SAINT JAMES CATHOLIC CHURCH

562 VINE STREET

MADISON, GEORGIA 30650

706-342-9661 • stjmadison.org

YEAR END PARISH CERTIFICATION LETTER

Annual Report of Fiscal Year 2017-2018

Date: August 22, 2018

Archbishop Gregory,

As pastor of Saint James 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.
- Both the federal and state payroll taxes were paid and the submitted 941 forms were reviewed.
- The accounts payable vendors were reviewed to ensure proper classification for all vendors required, by the IRS, to receive a Form 1099. The completed 1096 and 1099 Forms were reviewed and compared to the list of vendors required to receive a 1099. All form were submitted to the IRS.
- All real property was reviewed to determine its tax status – exempt versus non-exempt. All non-exempt real property taxes were paid.
- 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 Randall Mattox

8/22/18
Date

Signature on file

Parish Business Manager
or Bookkeeper

Date

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Signature on file

LARRY A. CONN
Please Print Name

Steve Dailey
Please Print Name

Paul Courchane
Please Print Name

Finance Council Member #4

Please Print Name

Finance Council Member #5

Please Print Name

Finance Council Member #6

Please Print Name

Add Additional Members as Needed

..!

Dates of the Finance Council Meetings

Date #1 <u>August 25, 2017</u>	Date #7 _____
Date #2 <u>October 20, 2017</u>	Date #8 _____
Date #3 <u>December 11, 2017</u>	Date #9 _____
Date #4 <u>February 26, 2018</u>	Date #10 _____
Date #5 <u>May 29, 2018</u>	Date #11 _____
Date #6 <u>August 22, 2018</u>	Date #12 _____