



St. John the Evangelist Catholic School

240 Arnold Street · Hapeville, Georgia 30354 · phone: 404-767-4312 · fax: 404-767-0359

St. John the Evangelist School

YEAR END SCHOOL CERTIFICATION LETTER

Annual Report of Fiscal Year 2017-2018

Date: August 21, 2018

Archbishop Gregory,

As principal of *St. John the Evangelist*, it is my responsibility each year to render an account to our parents and supporters concerning the monies entrusted to the school 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 school 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 school from which we could personally benefit and be considered a conflict of interest without fully disclosing the conflict to the principal and Finance Council.

Sincerely Yours in Christ,

Karen Vogtner

8/21/18
Date

Signature on file

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Richard Tumley, Finance Council Member

Dates of the Finance Council Meetings: 9/14/17, 10/31/17, 12/13/17, 2/8/18, 4/17/18, 5/8/18