

**St. Joseph Catholic Parish School**

**YEAR END SCHOOL CERTIFICATION LETTER**  
For Fiscal Year 2023-2024

Date: September 25, 2024

Archbishop Hartmayer,

As principal of St. Joseph Catholic Parish School, it is my responsibility each year to render an account to our parents and supporters concerning the monies and other assets 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 school.
- School 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:  

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- 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 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,

Signatures on File

Principal

9.25.24

Date

School Business Manager  
or Bookkeeper

9/25/24

Date

# **St. Joseph Catholic Parish School**

## **YEAR END SCHOOL CERTIFICATION LETTER**

For Fiscal Year 2023-2024

\_\_\_\_\_  
Finance Council Member #1

\_\_\_\_\_  
*Please Print Name*

\_\_\_\_\_  
Finance Council Member #2

\_\_\_\_\_  
*Please Print Name*

\_\_\_\_\_  
Finance Council Member #3

\_\_\_\_\_  
*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 8.16.2023

Date #7 \_\_\_\_\_

Date #2 11.15.2023

Date #8 \_\_\_\_\_

Date #3 2.21.2024

Date #9 \_\_\_\_\_

Date #4 \_\_\_\_\_

Date #10 \_\_\_\_\_

Date #5 \_\_\_\_\_

Date #11 \_\_\_\_\_

Date #6 \_\_\_\_\_

Date #12 \_\_\_\_\_