



ST. JOSEPH  
CATHOLIC  
SCHOOL

## *St. Joseph Catholic School*

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

Date: Oct. 7, 2024

Archbishop Hartmayer,

As principal of **St. Joseph Catholic 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 pastor and Finance Council.

Sincerely Yours in Christ.

Signature on File

Principal

Date

10/7/24

Signature on File

Monsignor /

Date

10/7/24

Signature on File

School Business Manager

Date

10/7/2024



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Signature on File

Finance Council President \_\_\_\_\_

Alex Casajuana \_\_\_\_\_  
Please Print Name

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

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

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

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

#### Dates of the Finance Council Meetings

Date #1 \_8/25/2023\_\_\_\_\_

Date #7 \_\_03/08/2024\_\_\_\_\_

Date #2 \_9/13/2023\_\_\_\_\_

Date #8 \_\_04/19/2024\_\_\_\_\_

Date #3 \_10/27/2023\_\_\_\_\_

Date #9 \_\_05/10/2024\_\_\_\_\_

Date #4 \_11/24/2023\_\_\_\_\_

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

Date #5 \_12/22/2023\_\_\_\_\_

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

Date #6 \_\_01/26/2024\_\_\_\_\_

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