



**YEAR END SCHOOL CERTIFICATION LETTER**  
**St. Peter Claver Regional Catholic School**  
Annual Report of Fiscal Year 2023-2024

Date: August 30, 2024

Archbishop Hartmayer ,

As principal of St. Peter Claver Regional 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.
- 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,

Signature on File

Principal

30 August, 2024

Date

Signature on File

School Business Manager  
or Bookkeeper

8-30-2024

Date

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Signature on File

Finance Council Member #1

Signature on File

Finance Council Member #2

Signature on File

Finance Council Member #3

Signature on File

Finance Council Member #4

Finance Council Member #5

Finance Council Member #6

*Add Additional Members as Needed*

Signature on File

*Please Print Name*

Signature on File

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Signature on File

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Signature on File

*Please Print Name*

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*Please Print Name*

Dates of the Finance Council Meetings

Date #1 Sep1,2023

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

Date #2 Dec 19,2023

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

Date #3 Apr 15,2024

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

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

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

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

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

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

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