



Saint Stephen the Martyr Catholic Church

YEAR END PARISH CERTIFICATION LETTER For Fiscal Year 2023-2024

Date: September 23, 2024

Archbishop Hartmayer,

As pastor of St. Stephen the Martyr Catholic Church, it is my responsibility each year to render an account to the faithful concerning the management of the temporal goods of the Church, including the financial support offered by the faithful, 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.
 - Parish 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:
-
- 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 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,

Signature on File

Pastor _____

Sept 23 2024
Date

Signature on File

Parish Treasurer _____

9-23-2024
Date

Signature on File

Business Manager or Bookkeeper _____

9-23-2024
Date

St. Stephen the Martyr Catholic Church

YEAR END PARISH CERTIFICATION LETTER

For of Fiscal Year 2023-2024

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

Please Print Name

Please Print Name

Dates of the Finance Council Meetings

Date #1 August 28, 2023

Date #7 _____

Date #2 October 30, 2023

Date #8 _____

Date #3 January 29, 2024

Date #9 _____

Date #4 May 6, 2024

Date #10 _____

Date #5 _____

Date #11 _____

Date #6 _____

Date #12 _____