



**Saint Theresa**  
Catholic Church

**YEAR END PARISH CERTIFICATION LETTER**  
Annual Report of Fiscal Year 2021-2022

Date: August 10, 2022

Archbishop Hartmayer,

As pastor of St. Theresa of the Child Jesus 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.
- To the best of our knowledge, all of our activities are religious, educational, or charitable.
- 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 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**  
The Reverend Joseph J. Shaute  
Pastor

Aug 10, 2022  
Date

**Signature on file**  
Sue Kaufman  
Parish Business Manager

8/10/22  
Date



# Saint Theresa Catholic Church

## YEAR END PARISH CERTIFICATION LETTER Annual Report of Fiscal Year 2021-2022

Signatures on file

Robert Dufour - Chair  
*Please Print Name*

Tom Warren \_\_\_\_\_  
*Please Print Name*

Finance Council Member #3

Dave Mills \_\_\_\_\_  
*Please Print Name*

Hector Melara  
*Please Print Name*

John Foran  
*Please Print Name*

Jennifer Kauffman  
*Please Print Name*

\_\_\_\_\_ *Add Additional Members as Needed*

### Dates of the Finance Council Meetings

Date #1 8/11/21

Date #2 9/21/21

Date #3 10/20/21

Date #4 2/23/2022

Date #5 4/19/22

Date #6 5/25/2022