

**YEAR END SCHOOL CERTIFICATION LETTER**  
Annual Report of Fiscal Year 2018-2019

Date: September 3, 2019

Bishop Konzen,

As principal of Saint Thomas More 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 parish.
- 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.
- 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 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

Shaun Bland

Principal

9-3-19  
Date

Signature on file

Sandy Capretta

School Business Manager/Bookkeeper

9/3/19  
Date

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Signature on file

*PAUL WILSON*

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 8/28/2018

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

Date #2 10/23/2018

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

Date #3 2/26/2019

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

Date #4 4/30/2019

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

Date #5 8/27/2019

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

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

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