

Representation Letter

Dear Bishop Sartain,

Enclosed is a copy of the 2008 fiscal year annual report. As Pastor (Administrator) of ST PETROVILLE PARISH, one of my primary functions is to be a good steward of the resources that have been entrusted with me to serve the people. The attached financial statement is an all-inclusive report except for the exceptions noted on the following page(s).

In making this report I personally attest the following:

1. The annual financial report, including the accompanying schedules, to the best of my knowledge and belief, is an accurate and complete accounting of our finances including all revenues, expenses, savings, investments, and loan balances. The Pastor (Administrator) is signatory on all accounts which use the parish tax id number.
2. I am responsible for implementing and maintaining programs and controls consistent with those in the diocesan administrative manuals to prevent and detect fraud. I am not aware of any instances of fraud or theft in the past year, except for those, if any, already reported to the Diocesan Attorney, Business Office or Finance Department. There are no current or potential claims or assessments against the parish.
3. There have been no communications from regulatory agencies (federal, state, or local authorities, e.g. tax penalties or liens) concerning non-compliance or deficiencies that could have a financial impact on the parish. By virtue of its listing in the current edition of the *Official Catholic Directory* and given the USCCB Group Ruling, this parish is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize this parish's tax-exempt status or that of the Diocese of Joliet and all activities subject to tax on unrelated business income or excise or other tax have been disclosed to you. All required filings with tax authorities are up to date.
4. The parish has title in the name of the parish to all parish-owned real estate as well as appropriate ownership documentation regarding all other parish assets.
5. There is no arrangement with any financial institution involving restriction of the parish's cash balances, and the parish has no outstanding debt or loans other than with the Diocese of Joliet Deposit and Loan Fund. Exceptions for other outside financing have been approved by the Bishop.
6. There is no commingling of personal and parish funds.

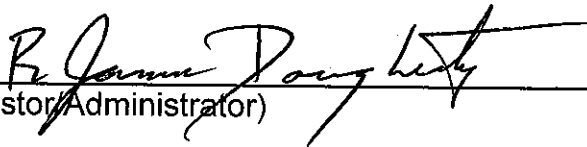
7. There is a parish Finance Council in place, in accordance with the *Code of Canon Law* (canon 537) and the *Policies of the Diocese of Joliet (A-1)*, that meets regularly to discuss and review actual and budgeted financial results and the internal controls of the parish.

8. By December 31 of this calendar year I will make an annual report of the parish financial results to the parish community, via the bulletin, in accordance with the *Code of Canon Law* (canon 1287§2) and the *Policies of the Diocese of Joliet (C-1)*.

9. I attest that, to the best of my knowledge, all financial management of parish temporal goods has been in conformity with the *Policies of the Diocese of Joliet*.

Finally, I acknowledge, as Pastor (Administrator), that I share with the Bishop of the Diocese of Joliet the ultimate responsibility for both the spiritual welfare of the people of God in my care and the temporal welfare of all parish assets. I affirm, with respect to the care and use of parish funds, that any and all material decisions have been and will be made in accordance with applicable universal Church as well as Diocesan laws and policies.

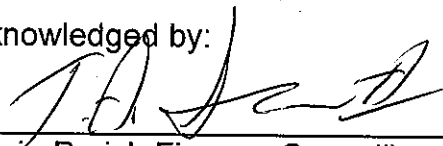
Signed:



(Pastor/Administrator)

Date: 8/26/08

Acknowledged by:



(Chair: Parish Finance Council)

Date: 8/26/08

Any exceptions to the above are noted below.

DIOCESE OF JOLIET
ANNUAL FINANCIAL STATEMENT FOR THE FISCAL YEAR 07/01/07 TO 6/30/08
PARISH BUDGET FOR FISCAL YEAR 2009

Please review the Guidelines and Account Number Guidelines before filling out the forms.
Complete pages 3 and 4, plus the Financial and Budget pages 5 and 6. **Important**, a Representation Letter, pages 1 and 2, **must be signed and returned with the completed pages, 6 in total, to the Chancery Finance office by September 5, 2008.**
If you have any questions contact Mark Janus or Toni Higgenbotham at the Diocesan Finance Office or e-mail them at mjanus@dioceseofjoliet.org or thiggenbotham@dioceseofjoliet.org.

Parish Number: 168 Federal Tax Identification Number: 36-2171112

Parish Name: St. Petronille

Address: 420 Glenwood Avenue
Glen Ellyn, IL 60137

Parish Phone Number: 630-469-0404 x0

Point of Contact for Statement Preparation: Barry R. Smtih

Phone Number (if different than parish) and email contact for the preparer:

Accounting System: (Circle) Manual **Computerized**

Accounting Software Package: Blackbaud - Financial Edge

PLEASE SUPPLY FIGURES FOR THE FOLLOWING CATEGORIES

Registered Parishioners:	9,552	Registered Preschool Students:	No Preschool
Number of Families:	2,649	Registered Elem. Students:	532
Envelopes Distributed:	1,766	Registered Rel. Ed. Students:	889
		Registered High School Students:	699 (150 Registered in Youth Min.)

Number of Employees	Priests	Religious	Lay
Full-Time Church	2		9
Part-Time Church			4
Full-Time School			28
Part-Time School			13
Full-Time Religious Ed			3
Part-Time Religious Ed			10

ANNUAL FINANCIAL STATEMENT

Other Disclosures

Parish Name: St. Petronille
 Parish Number: 168

DEPOSITS AND LOANS: (Include Parish Organizations)

Checking:			
Account Number	Bank	Account Designation	Balance
121173	Community Bank	Church Operating	\$ 108,507.28
121181	Community Bank	Building Fund Operating	\$ 12,991.72
132776	Community Bank	Men's Ministry	\$ 16,933.62
000000007509855	Chase Bank	Parent Organization Operating	\$ 46,970.74
00115000629850	Chase Bank	Parent Organization - Athletic	\$ 4,949.04
000000007510896	Chase Bank	Council of Catholi Women	\$ 9,078.32

Savings:			
Account Number	Bank	Account Designation	Balance
8494-5679	Charles Schwab	Endowment (Life Fund)	\$ 1,235,818.05
637-21466	Merrill Lynch	School Trust	\$ 38,308.99

Diocesan Deposits: (Include Construction)		(Not Loans) Outstanding Amounts	Balance
Account Number	Balance	To Diocese:	
DPU1681 (Church Operating)	\$ 255,225.10	To Other:	
DPU0016882 (Parent Organization)	\$ 409,953.29		
DPU01683 (LT Capital Account)	\$ 345,945.04		
DPR01685 (BFFT Funds)	\$ 61,383.86		
		Notes to Financial Statement	(Include accruals approved by the Diocese)
Diocesan Loans: (Include Construction)			
Account Number	Balance		
LPL01684 (PLC Loan)	\$ 759,198.02		
Capital Fundraiser:	Building Fath For Tomorrow		
Collected this Fiscal Year	\$ 61,391.71		

ANNUAL FINANCIAL REPORT

CASH BASIS

FINANCIAL REPORTING STATEMENT FOR THE YEAR ENDED JUNE 30, 2008

PARISH NUMBER: 168	TOTAL FUNDS	CHURCH 10,81,84,85,87	RELIGIOUS EDUCATION 30,34,35,	SCHOOL 20	BUILDING FUND 50
PARISH NAME: St. Petronille					
PARISH CITY: Glen Ellyn, IL 60137					
Unrestricted Revenue:					
(1) Sunday Collections	\$ 1,901,677.74	\$ 1,901,677.74			
(2) Other Collections	\$ 13,242.73	\$ 13,242.73			
(3) Rental Income	\$ 51,942.50	\$ 51,942.50			
(4) Fundraisers	\$ 296,385.52	\$ 1,390.13			
(5) Tuition and Fees	\$ 1,620,073.24		\$ 116,330.62		
(6) Interest - Nondiocesan	\$ 1,018.44	\$ 1,018.44			
(7) Sales	\$ -				
(8) Organization Transfers	\$ -				
(9) Investment in Education	\$ -	\$ (930,794.90)	\$ 285,956.61		
(10) Other Unrestricted Revenue	\$ 195,987.81	\$ 101,283.11	\$ 11,737.19		
(11) Total Unrestricted Revenue	\$ 4,080,327.98	\$ 1,139,762.75	\$ 413,724.32	\$ 2,526,840.91	\$ -
Operating Expenses:					
(12) Salaries	\$ 1,895,485.76	\$ 387,292.10	\$ 186,771.41	\$ 1,321,422.25	
(13) Fringe Benefits	\$ 755,501.28	\$ 191,007.02	\$ 71,802.15	\$ 492,692.11	
(14) Repairs & Maintenance	\$ 343,102.67	\$ 132,219.42	\$ 35,443.72	\$ 175,439.53	
(15) Services	\$ 356,539.37	\$ 181,912.70	\$ 39,242.57	\$ 135,384.10	
(16) Materials & Supplies	\$ 477,544.74	\$ 122,858.53	\$ 57,596.24	\$ 297,089.97	
(17) Rentals	\$ -	\$ -	\$ -	\$ -	
(18) Insurance	\$ 38,301.00	\$ 12,639.33	\$ 4,596.12	\$ 21,065.55	
(19) Utilities	\$ 137,971.48	\$ 45,530.68	\$ 16,556.51	\$ 75,884.29	
(20) Other Operating Expense	\$ -	\$ -	\$ -	\$ -	
(21) Total Operating Expenses	\$ 4,004,446.30	\$ 1,073,459.78	\$ 412,008.72	\$ 2,518,977.80	\$ -
(22) NET OPERATING	\$ 75,881.68	\$ 66,302.97	\$ 1,715.60	\$ 7,863.11	\$ -
NonOperating Revenues					
(23) Restricted Revenues	\$ 54,512.69				\$ 54,512.69
(24) Endowment Receipts or Transfers In	\$ 6,879.02				\$ 6,879.02
Transfers In:					
(25) Intraparish	\$ -				
(26) Other Transfers In	\$ 34,761.97	\$ 34,761.97			
(27) Subsidies from Other Parishes	\$ -				
(28) Total NonOperating Revenue	\$ 96,153.68	\$ 34,761.97	\$ -	\$ -	\$ 61,391.71
NonOperating Expenses					
(29) Capital Expend from Unrestricted Rev.	\$ 203,437.58	\$ 193,858.87	\$ 1,715.60	\$ 7,863.11	
(30) Capital Expend from Restricted Rev	\$ -				
(31) Principal Pyrmt from Restricted Rev	\$ -				\$ 92,981.15
(32) Expend From Restricted Revenue	\$ -				
(33) Endowment Expend or Transfers Out	\$ -				
Transfers Out:					
(34) Intraparish	\$ -				
(35) Subsidies to Other Parishes	\$ -				
(36) Principal on Diocesan Loan - Unrest	\$ -				
(37) Interest on Diocesan Loan	\$ 40,567.86				\$ 40,567.86
(38) Diocesan Assessment	\$ 90,561.00	\$ 90,561.00			
(39) Other Transfers Out	\$ -				
(40) Total NonOperating Expenses	\$ 334,566.44	\$ 284,419.87	\$ 1,715.60	\$ 7,863.11	\$ 133,549.01
(41) NET NONOPERATING	\$ (238,412.76)	\$ (249,657.90)	\$ (1,715.60)	\$ (7,863.11)	\$ (72,157.30)
(42) TOTAL SURPLUS/(DEFICIT)	\$ (162,531.08)	\$ (183,354.93)	\$ (0.00)	\$ 0.00	\$ (72,157.30)

(note) If you have a preschool and cemetery please add an additional column for the cemetery

ANNUAL BUDGET

FINANCIAL REPORTING STATEMENT FOR THE YEAR ENDED JUNE 30, 2009

PARISH NUMBER:	TOTAL FUNDS	CHURCH	RELIGIOUS EDUCATION	SCHOOL	BUILDING FUND
PARISH NAME:		10,81,84,85,87	30,34,36	20	50
PARISH CITY:					
Unrestricted Revenue:					
(1) Sunday Collections	\$ 2,004,160.00	\$2,004,160.00			
(2) Other Collections	\$ 14,850.00	\$14,850.00			
(3) Rental Income	\$ 45,900.00	\$45,900.00			
(4) Fundraisers	\$ 152,897.00	\$ -		\$122,897.00	
(5) Tuition and Fees	\$ 1,714,874.00	\$ -	\$126,294.00	\$582,100.00	
(6) Interest - Nondiocesan	\$ 1,000.00	\$1,000.00			
(7) Sales	\$ -	\$ -			
(8) Organization Transfers	\$ -	\$ -			
(9) Investment in Education	\$ -	\$ (913,797.03)	\$ 3,113,711.03	\$302,233.00	
(10) Other Unrestricted Revenue	\$ 140,090.00	\$80,893.00	\$12,926.00		
(11) Total Unrestricted Revenue	\$ 4,073,771.00	\$ 1,232,977.97	\$ 449,860.03	\$ 2,390,933.00	\$ -
Operating Expenses:					
(12) Salaries	\$ 1,895,475.00	\$404,150.00	\$202,021.00	\$1,289,304.00	
(13) Fringe Benefits	\$ 838,040.67	\$219,204.64	\$80,683.03	\$538,153.00	
(14) Repairs & Maintenance	\$ 326,892.00	\$121,299.00	\$41,429.00	\$164,164.00	
(15) Services	\$ 337,412.00	\$169,249.00	\$36,463.00	\$131,700.00	
(16) Materials & Supplies	\$ 366,333.00	\$146,713.00	\$62,095.00	\$157,525.00	
(17) Rentals	\$ -	\$ -	\$ -	\$ -	
(18) Insurance	\$ 39,703.00	\$13,272.00	\$4,312.00	\$22,119.00	
(19) Utilities	\$ 173,670.00	\$63,845.00	\$21,857.00	\$87,968.00	
(20) Other Operating Expense	\$ -	\$ -			
(21) Total Operating Expenses	\$ 3,977,525.67	\$ 1,137,732.64	\$ 448,860.03	\$ 2,390,933.00	\$ -
(22) NET OPERATING	\$ 96,245.33	\$ 95,245.33	\$ 1,000.00	\$ -	\$ -
NonOperating Revenues					
(23) Restricted Revenues	\$ 30,000.00				\$ 30,000.00
(24) Endowment Receipts or Transfers In	\$ -				
Transfers In:					
(25) Intraparish	\$ -				
(26) Other Transfers In	\$ 27,800.00	\$27,800.00			
(27) Subsidies from Other Parishes	\$ -				
(28) Total NonOperating Revenue	\$ 57,800.00	\$ 27,800.00	\$ -	\$ -	\$ 30,000.00
NonOperating Expenses					
(29) Capital Expend from Unrestricted Rev.	\$ 41,000.00	\$40,000.00	\$1,000.00		
(30) Capital Expend from Restricted Rev	\$ -				
(31) Principal Pymt from Restricted Rev	\$ -				\$ 96,367.34
(32) Expend From Restricted Revenue	\$ -				
(33) Endowment Expend or Transfers Out	\$ -				
Transfers Out:					
(34) Intraparish	\$ -				
(35) Subsidies to Other Parishes	\$ -				
(36) Principal on Diocesan Loan - Unrest	\$ -				
(37) Interest on Diocesan Loan	\$ 37,181.62				\$ 37,181.62
(38) Diocesan Assessment	\$ 73,044.00	\$73,044.00			
(39) Other Transfers Out	\$ -				
(40) Total NonOperating Expenses	\$ 151,225.62	\$ 113,044.00	\$ 1,000.00	0	\$ 133,548.96
(41) NET NONOPERATING	\$ (93,425.62)	\$ (85,244.00)	\$ (1,000.00)	0	\$ (103,548.96)
(42) TOTAL SURPLUS/(DEFICIT)	\$ 2,819.71	\$ 10,001.33	\$ (0.00)	0	\$ (103,548.96)