

## DIOCESE OF TUTICORIN

### FINANCIAL REPORT FOR THE MONTH .....

Name of Priest : \_\_\_\_\_

Parish/Institution : \_\_\_\_\_

Designation : \_\_\_\_\_

UNIT NO: \_\_\_\_\_

#### I. ABSTRACT (from parish journal)

RECEIPTS	Rs	Ps	PAYMENTS	Rs	Ps.
Opening Balance					
1. Cash in hand					
2. Fixed deposits					
Total Receipts during the month			Total payments during the month		
- from the parish			- from the parish		
- for a specific project			- for a specific project		
			Closing Balance		
			1. Cash in hand		
			2. Fixed deposits		
Total			Total		

**Please Note:**

The Closing Balance for the previous month should be written as the Opening Balance of the current month.

#### II. Amount to be remitted to the Procurator

- 1) Stole Fees Rs.....
- 2) Mass intentions remitted to the Diocese Rs.....(No.....)
- 3) Parish Contribution to the Diocese Rs.....
- 4) Collection to be given to the Diocese Rs.....  
(Mission Sunday, Holy Child hood etc.)

#### III. Amount to be received from the Procurator

- 1) Monthly allowance (*Congrua*) Rs.....
  - 2) Medical allowance (Bills to be attached) Rs.....
  - 3) Mission Conveyance Rs.....
  - 4) Any Other Rs.....
- Rs.....

<b>RECEIPTS</b>	<b>AMOUNT</b>	<b>PAYMENTS</b>	<b>AMOUNT</b>
<b>Opening Balance:</b>		<b>Administrative Expenses:</b>	
Cash at Bank		Bank Charges	
Cash in hand		Book & Periodicals	
Fixed Deposits		Charity & Donations	
Others:		Feast/Other Celebrations	
Collection from Kurusadies		Electricity, Telephone & Taxes	
Contribution from Village		Conveyance to guest priests	
Collection from Substations		Liturgy	
Donation		Meeting Expenses	
Dumb Box Collections		Printing, Postage & Stationery	
Family Subscription		Priest Allowance	
Sunday Collection		Purchase of Materials & Properties	
Feast Collections		<b>Salary:</b>	
Liturgical Services		School	
Other Collections		Parish	
Travel allowance from Substations		Travel Expenses	
Priest Allowance (Diocese or Village)		Vehicle & Generator	
Rent & Properties		Parish expenses	
Interest received		School expenses	
Schools & Others		<b>Repair and Maintenance:</b>	
Sale of Materials		Maintenance of Substations	
Sale of Gifts & Offerings		Church & Kurusadies	
Auction Materials		Presbytery	
<b>Payables:</b>		School Buildings	
Mass Received		Other Maintenance	
Collections Made:		<b>Other Payments:</b>	
		Bination to Diocese	
		Mass paid to Parish Priest	
		Mass paid to guest priests	
Project Income/Diocese		Stole fee	
		Parish Contribution	
		<b>Other Collections</b>	
Any Other Source		Loans & Advances Paid:	
<b>Loans &amp; Advance received:</b>		<b>Project Money spent</b>	
		<b>Any Others</b>	
		<b>Closing Balance:</b>	
			Cash in hand
			Cash in Bank
			Fixed Deposits
<b>Total</b>		<b>Total</b>	

Signature of the Treasurer (P.F.C)

Seal

Signature of the priest