

SAMPLE ANNUAL

20XX Annual Meeting

MEETING LETTER

Church Name

Church Location

The annual meeting for (Church Name) was held on (Date) in the church offices. Those in attendance include (Pastor, Trustee#1, Trustee #2 and person x who served as the recorder)

A review of Fiscal Year 20xx-20xx included the following:

- The year-end financial reports (including a two-year comparison) will be provided to all parishioners in the weekly bulletin the weekend of October xx, 20xx. At that time our Finance Committee Chairperson will speak at all masses and will provide a review of the years financial data.
- Financial Committee meetings were held (Monthly/Quarterly) and (Pastor, Trustee #1, Trustee #2 as well as the entire Finance Committee attended). Finance Committee minutes are maintained in the Church Office.
- The budget for Fiscal Year 20xx-20xx was reviewed and approved at the XXX Finance Committee meeting.
- In addition to the Financial Committee meetings, Trustees attend Parish Council Meetings.
- Trustees receive monthly financial reports from the Parish Business Administrator at the (monthly/Quarterly) Finance Committee meetings. The months data is reviewed and questions that are asked are investigated and responded to in a timely manner. All accounting procedures are following the requirements of the Diocese of Syracuse.

The Pastor and Trustees' signatures below indicate their attendance at and approval of this record of our Annual Meeting. A copy of this annual meeting will be submitted to the Diocese of Syracuse and the original will be maintained in the church office of official records.

Pastor

Date

Trustee # 1

Date

Trustee # 2

Date