

St. Francis of Assisi Catholic Church

Independent Accountant's Report
on Applying Agreed-Upon Procedures
Year Ended June 30, 2017



Independent Accountant's Report on Applying Agreed-Upon Procedures

Reverend Rodolfo Garcia
St. Francis of Assisi Catholic Church
Roman Catholic Diocese of Dallas

We have performed the procedures enumerated below, which were agreed to by St. Francis of Assisi Catholic Church (the Church) and the Roman Catholic Diocese of Dallas (the Diocese), solely to assist you in complying with the requirements set forth by the Diocese as of and for the year ended June 30, 2017. Management of St. Francis of Assisi Catholic Church is responsible for the accounting records of the Church. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We obtained a copy of the entity's year-end Right Networks standardized financial report #8: Statement of Financial Position vs. Prior Year, report #9: Statement of Activities vs. Prior Year- Natural and report #11: Statement of Activities vs. Budget - Natural and the approved budgets for the Church as of and for the year ended June 30, 2017. A copy of those financial reports is attached to this report as Exhibit 1. We performed the following procedures with respect to those reports:

a. For report #11 we agreed the budgeted financial data for the year ended June 30, 2017, to the approved budget by reference to minutes of the Finance Committee.

No exceptions were noted in performing this procedure.

b. For report #8, we determined that the reported net assets balances in the prior year column agreed with the report used in the prior year's engagement.

No exceptions were noted in performing this procedure.

c. We determined and documented, which financial reports are presented and reviewed with governing groups (e.g. parish finance council, board of directors) and how often, by actual reference to minutes of the meeting(s).

No exceptions were noted in performing this procedure.

d. We determined that meetings are held with the Parish Finance Council at least four times a year by reviewing the minutes of said meetings.

No exceptions were noted in performing this procedure.

2. We obtained a list of all accounts at all financial institutions, including account numbers, name, authorized signers, and purpose. The list includes all entities such as trusts, support, and Church-based organizations. We confirmed that all the accounts on the list are included in the financial reports of the Church. A copy of that list is attached to this report as Exhibit 2.

No exceptions were noted in performing this procedure.

3. We obtained and reviewed the *QuickBooks Reconciliation Detail* for all the bank accounts listed in the attached Exhibit 2, compared the reconciled bank account balance to the *QuickBooks Balance Sheet Summary Report* at June 30, 2017, and examined the date on which each *QuickBooks Reconciliation Detail* was completed to determine whether the respective accounts were reconciled to the general ledger in a timely manner (within 30 days). We also determined if the reconciliation was reviewed by an individual other than the preparer and that such review was documented.

No exceptions were noted in performing this procedure.

4. We inquired if the Church pays individuals in cash and/or gift cards and noted the response was negative.

No exceptions were noted in performing this procedure.

5. We selected eight employees, which represented 20% of all employees, and obtained and reviewed applicable personnel file and salary information to determine the following:
 - a. The salary being paid to each employee had been properly approved.
 - b. We reviewed and documented the time-tracking mechanism for non-exempt employees, and selected a sample of five timecards and traced the time worked to payroll register to determine proper payment.
 - c. We determined through inquiry that clergy employees are paid stipends.
 - d. We reviewed and tested a representative sample of three stipends paid to all clergy employees that such payments are being paid through the payroll process and are being included as compensation for tax reporting purposes.
 - e. Each employee was enrolled in the diocesan group insurance plan if qualified and the cost of elective coverages was withheld from pay.
 - f. I-9 documentation is being properly completed and is being maintained in a file separate from other personnel records.
 - g. Employees were properly enrolled (or not) in the 403B plan, and have received the correct matching and mandatory employer contributions for the fiscal year. The status of employees listed as ineligible for the 403B plan appeared reasonable.
 - h. We determined that employees are not given a 1099 tax form.

No exceptions were noted in performing this procedure.

6. We inquired of the Church staff as to whether the Church has adopted any non-Diocesan benefit plans or is paying "extra" benefits to any employee. We were informed that no non-Diocesan benefit plans have been adopted and that the Church does not pay "extra" benefits to employees.

No exceptions were noted in performing this procedure.

7. We determined by inquiry and observation that no payroll taxes are being paid directly to the IRS by the entity.

No exceptions were noted in performing this procedure.

8. We determined by inquiry and observation that no unresolved payroll tax issues/correspondence with the IRS exist.

No exceptions were noted in performing these procedures.

9. We conducted a walkthrough of Mass collections counting and security procedures from the time contributions are collected at mass until deposited in the bank – including locked bags, access to safe, count team(s) counting process, count sheets preparation of deposit slip, and the actual depositing of the funds at the bank.

We selected five non-consecutive weeks' count sheets and tied the sheets to the bank deposit and posting to the general ledger, and the reconciliation with the Parish database of individual contribution record.

We reviewed the Mass collection procedures performed by the Church in relations to those specified in the Diocesan *Accounting Standards Handbook*.

No exceptions were noted in performing these procedures with the exception that no reconciliation between individual contribution with the Parish database existed.

10. Step not applicable.

11. We reviewed the contents of the Church's safe to determine that all funds are timely deposited.

No exceptions were noted in performing these procedures.

12. We conducted a walkthrough of procedures for major revenues other than Mass collections.

- a. We tested receipt of 10 transactions to determine timely deposit and proper recording to the general ledger.
- b. We concluded whether actual procedures are in accordance with Diocese *Accounting Standards Handbook*.

No exceptions were noted in performing these procedures.

13. We obtained and reviewed a total of 30 haphazardly selected non-payroll disbursements consisting of 15 employee reimbursements and 15 "other" disbursements from the check registers of the Church, plus supporting documentation such as vendor invoices, utility bills, check requests, receipts, and cancelled checks, as applicable, to determine whether:

- a. The invoice, receipt, or contract is properly approved and attached.
- b. Employee/priest expense reimbursements are adequately and properly supported.
- c. Each purchase is reasonable in the circumstances.
- d. Any amounts paid to employees representing compensation was reported via the PayChoice payroll system for inclusion in the employee's W-2 tax form.
- e. Based on inquiry of Church staff, a person who is in fact an 'employee,' was paid outside of the payroll process.
- f. Review and conclude on the adequacy of procedures for setting up vendors for purposes of 1099 reporting at year-end, including:

Review copies of the 1099 and 1096 tax forms for the prior calendar year.

For the prior calendar year ascertain that a 1099 was prepared for all applicable vendors by reference to the supporting accounts payable report(s). For a sample of five 1099's agree the reported amount to the underlying accounts payable/disbursement records.

Ascertain that 1099 was not given to employees.

No exceptions were noted in performing these procedures.

14. We determined that national and special collections are being remitted timely and in the proper amounts:

- a. We reviewed two special collections remitted to the Diocese. The amounts that make up two special collections are illustrated in the table below:

	Special Collection	Dates of Collection	Remittance Date	Remittance Amount	Timely remittance (within 30 days of last collection date)
1)	Basilica-National Shrine	5/1/17 – 5/31/17	6/8/17	3,997.72	Yes
2)	World Mission	10/1/16 – 10/31/16	11/10/16	5,714.32	Yes

- b. We reviewed the fiscal year-end balances in special collections general ledger accounts #2051 through #2066 and noted no general ledger accounts with amounts in excess of 60 days.

No exceptions were noted in performing these procedures.

15. We determined that the Church published its prior fiscal year's Right Networks standardized reports #5 (Statement of Activities vs Prior Year – Natural) and #8 (Statement of Financial Position vs Prior Year) by October 16, 2016.

No exceptions were noted in performing these procedures.

16. Meet with the Church's Pastor, Business Manager and Finance Committee and review the results of the annual financial review.

Meeting to be held September 20, 2017.

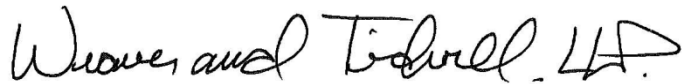
17. We obtained representation from the Pastor of the Church in the format prescribed by the Diocese.

A copy of the signed representation letter is attached to this report as Exhibit 4.

18. Based on the findings we noted in performing procedures listed above, we noted one area of concern requiring improvements or corrections, and our recommendation is attached to this report as Exhibit 3.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records of the Church. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management of St. Francis of Assisi Catholic Church and the Roman Catholic Diocese of Dallas and is not intended to be and should not be used by anyone other than these specified parties.



WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
September 15, 2017

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF FINANCIAL POSITION

Account Number		6/30/2017	6/30/2016
Assets			
Cash & Cash Equivalents			
1001	Operating Checking Account	\$ 292,714	\$ 206,327
1002	Money Market Account	206,540	20,071
1003	Savings Account	5,138	5,136
1004	Certificates of Deposit	1,245,257	1,242,768
1005	Treasury Securities	-	-
1006	Diocesan Funds on Deposit	-	-
1007	Petty Cash	304	304
		1,749,952	1,474,607
Receivables			
1101	Tuition & Fees Receivable	-	-
1102	Accounts Receivable	-	-
1103	Allowance for Uncollectible Receivables	-	-
1104	Pledges Receivable	-	-
1105	Allowance for Uncollectible Pledges	-	-
		-	-
Other Assets			
1201	Prepaid Expenses	31,225	24,270
1202	Inventory of Scrip Vouchers	-	-
1203	Inventory (e.g. bookstore, religious articles, etc.)	-	-
1204	Deferred Charges	-	-
1205	Deposits	-	-
1206	Other	-	225
1208	Undeposited Funds	-	-
		31,225	24,495
Property & Equipment			
1301	Land	965,000	965,000
1302	Land not in use	-	-
1303	Land Improvements	2,960,309	2,930,364
1304	Buildings	25,337,365	25,337,365
1305	Building Improvements	1,301,301	1,160,489
1306	Furniture & Fixtures	1,307,109	1,273,634
1308	Equipment	613,527	565,130
1310	Vehicles	101,726	101,726
1312	Leasehold Improvements	-	-
1313	Construction In Progress	-	85,990
	Total Cost Property & Equipment	32,586,337	32,419,698
1322	Accumulated Depreciation - Land Improv.	(1,593,555)	(1,408,473)
1323	Accumulated Depreciation - Building	(4,405,992)	(3,772,154)
1324	Accumulated Depreciation - Building Improv.	(333,251)	(202,166)
1325	Accumulated Depreciation - Furniture & Fixture	(614,531)	(516,042)
1328	Accumulated Depreciation - Equipment	(382,288)	(332,975)
1330	Accumulated Depreciation - Vehicles	(99,609)	(98,198)

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF FINANCIAL POSITION

Account Number		6/30/2017	6/30/2016
1332	Accumulated Depreciation - Leasehold Improv. Property & Equipment, Net of Depreciation	- 25,157,111	- 26,089,689
Investments			
1401	Catholic Foundation	-	-
1402	Parish Trust	-	-
1404	Other	-	-
Total Assets		\$ 26,938,289	\$ 27,588,792
Liabilities			
Accounts Payable			
2005	Vendors & Suppliers	56,485	78,137
2010	Payables to Diocesan Entities	1,000	-
2015	Other Accounts Payable	-	-
		<u>57,485</u>	<u>78,137</u>
Credit Cards Payable			
2031	Credit Card Payable	690	8,411
		<u>690</u>	<u>8,411</u>
Special Collections			
2051	Catholic University of America	2	-
2052	World Mission Sunday	-	-
2053	Catholic Campaign for Human Dev	15	5
2054	Retirement Fund for Religious	50	55
2055	Church in Latin America	1	-
2056	Aid to Church in Eastern Europe	2	1
2057	Catholic Relief Services	11	273
2058	Holy Land	26	25
2059	Catholic Home Missions	1	5
2060	Black & Indian Missions	-	-
2061	Catholic Communications	124	15
2062	Peter's Pence	3,494	3,307
2063	Operation Rice Bowl	44	-
2064	Missionary Co-op	-	-
2065	Other Special Collections	139,654	64,660
2066	Annual Diocesan Campaign	-	-
		<u>143,424</u>	<u>68,345</u>
Other Accrued Expenses & Liabilities			
2101	Assessment Payable to Diocese	117,555	79,861
2102	Accrued Expenses	-	-
2103	Security Deposits	875	1,500
2104	Accrued Interest on Loan(s)	-	-
		<u>118,430</u>	<u>81,361</u>
Payroll Liabilities			

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF FINANCIAL POSITION

Account Number		<u>6/30/2017</u>	<u>6/30/2016</u>
2201	Federal Income Tax Withholding	-	-
2202	Medicare Tax Withholding	-	-
2203	Medicare Tax - Employer Liability	-	-
2204	FICA Tax Withholding	-	-
2205	FICA Tax Employer Liability	-	-
2206	403(B) Withholding	101	-
2207	Accrued Employer 403(B) Liability	-	-
2208	Garnishments	-	-
2209	Sec. 125/Flexible Spending	-	-
2210	Unpaid Stipends	15,571	19,064
2211	Payroll Liabilities - Other	(3)	-
		<u>15,670</u>	<u>19,064</u>
Loans Payable			
2301	Construction Loans	-	-
2302	Loans from Diocese	-	-
2303	Mortgage Loans	5,872,791	6,699,273
2304	Loans from Parishioners	-	-
2305	Capitalized Lease Obligations	-	-
		<u>5,872,791</u>	<u>6,699,273</u>
Deferred Revenue			
2401	Deferred Religious Ed Fees	126,777	107,402
2402	Deferred Tuition	-	-
2403	Other Deferred Revenue	67,207	67,857
		<u>193,984</u>	<u>175,259</u>
	Total Liabilities	<u>6,402,474</u>	<u>7,129,849</u>
Net Assets			
3010	Beginning Unrestricted Net Assets	20,458,943	20,677,544
3011	Current Year Unrestricted Change	76,872	(218,601)
3020	Beginning Temporarily Restricted Net Assets	-	-
3021	Current Year Temporarily Restricted Change	-	-
3030	Begin Permanently Restricted Net Assets	-	-
3031	Current Year Permanently Restricted Change	-	-
	Total Net Assets	<u>20,535,815</u>	<u>20,458,943</u>
	Total Liabilities & Net Assets	<u>\$ 26,938,289</u>	<u>\$ 27,588,792</u>

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF ACTIVITIES

Account Number		7/1/2016 - 6/30/2017	7/1/2015 - 6/30/2016
	Change in Unrestricted Net Assets		
	Revenues		
4000	Collections		
4010	Regular Collections		
4011	Sunday Collections	\$ 3,311,964	\$ 3,066,190
4012	Holy Day Collections	33,066	31,738
		<u>3,345,030</u>	<u>3,097,928</u>
		3,345,030	3,097,928
4100	Fundraisers & Investment Income		
4110	Fundraisers		
4111	Bingo	-	-
4112	Carnivals/Bazaars/Auctions	-	-
4113	Raffles	-	-
4114	Scrip Program	-	-
4115	Other Fundraisers	3,322	4,009
4116	Bulletin Revenue	-	-
4117	Gift Shop Revenues	-	-
		<u>3,322</u>	<u>4,009</u>
4120	Investment Income		
4121	Unrealized Gains/(Losses) on Securities	-	-
4122	Realized Gains/(Losses) on Sales of Securities	209	(782)
4123	Interest & Dividend Income	2,710	2,635
		<u>2,918</u>	<u>1,853</u>
		6,241	5,862
4200	Fees & Other Revenues		
4210	Pre-School & Other Child Care Services		
4211	Revenue from Child Care Program	18,067	8,241
		<u>18,067</u>	<u>8,241</u>
4220	Faith Formation Fees & Tuition		
4221	Tuition	203,648	199,543
4222	Fees	259,518	254,028
		<u>463,166</u>	<u>453,571</u>
4230	Sacramental/Evangelization		
4231	Fees	5,700	3,950
4232	Other Revenues	-	-
		<u>5,700</u>	<u>3,950</u>
4240	Rental & Lease Revenue		
4241	Rental Revenues	21,520	18,555
		<u>21,520</u>	<u>18,555</u>

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF ACTIVITIES

Account Number		<u>7/1/2016 - 6/30/2017</u>	<u>7/1/2015 - 6/30/2016</u>
4250	Votive Candles		
4251	Votive Candles	35,391	30,760
		<u>35,391</u>	<u>30,760</u>
4260	Cemetery/Columbarium		
4261	Sale of Burial Plots	-	-
4262	Sale of Niches	-	-
4263	Sale of Mausoleum Crypts	-	-
4264	Interments	-	-
4265	Perpetual Care Revenue	-	-
4266	Other Cemetery Revenues	-	-
		<u>-</u>	<u>-</u>
4290	Miscellaneous Revenues		
4291	Miscellaneous Revenues	150,604	122,265
		<u>150,604</u>	<u>122,265</u>
		<u>694,448</u>	<u>637,341</u>
4400	Gifts, Bequests, & Property Sales		
4410	Gifts from Other Parishes		
4411	Gifts from Other Parishes	-	-
		<u>-</u>	<u>-</u>
4420	Gifts & Bequests		
4421	Gifts & Bequests	-	-
		<u>-</u>	<u>-</u>
4430	Gain/(Loss) on Sale of Property		
4431	Gain/(Loss) on Sale of Property	-	-
		<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>
4500	Assets Released from Restriction		
4510	Assets Released from Restriction		
4511	Assets Released from Restriction	843,341	666,165
		<u>843,341</u>	<u>666,165</u>
		<u>843,341</u>	<u>666,165</u>
	Total Revenues	<u>4,889,060</u>	<u>4,407,295</u>
	Expenses		
5000	Compensation & Benefits		
5010	Salaries & Wages		
5011	Lay Employees	1,051,047	956,671
5012	Clergy	80,036	71,052
5013	Cash Allow for Pastor/Administrator	19,328	18,648
5014	Religious Sisters & Brothers	-	-
5015	Extra Priests	11,975	12,100

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF ACTIVITIES

Account Number		<u>7/1/2016 - 6/30/2017</u>	<u>7/1/2015 - 6/30/2016</u>
		1,162,386	1,058,471
5020	Payroll Taxes		
5021	FICA	64,139	58,336
5022	Medicare	15,000	13,699
5025	Payroll Expenses - Other	200	-
		<u>79,339</u>	<u>72,035</u>
5030	Employee Benefits		
5031	Group Insurance Premiums	232,891	207,929
5032	Pension - Clergy	42,875	39,200
5033	403(B) Lay Retirement Plan	48,441	40,860
		<u>324,207</u>	<u>287,989</u>
5040	Contract Labor		
5041	Contract Labor	22,762	16,215
		<u>22,762</u>	<u>16,215</u>
		<u>1,588,694</u>	<u>1,434,710</u>
5100	Contributions & Assessments		
5110	Contributions & Assessments		
5111	Contributions to Other Charitable & Religious Orgs.	38,794	34,429
5112	Charitable Gifts for Individuals	20,747	16,416
5113	Diocesan Assessment	439,359	389,587
5114	School Subsidy	-	-
5115	Shortfall on Annual Campaign	-	-
		<u>498,899</u>	<u>440,432</u>
		<u>498,899</u>	<u>440,432</u>
5200	Professional Fees		
5210	Professional Fees		
5211	Audit & Accounting	10,438	10,102
5212	Legal	1,834	5,228
5213	Other	27,524	15,966
5214	Parish Community Education	9,217	4,105
5215	Staff Continuing Education & Development	5,596	7,018
		<u>54,608</u>	<u>42,420</u>
		<u>54,608</u>	<u>42,420</u>
5260	Insurance & Risk Management		
5261	Insurance & Risk Management		
5262	Auto - Clergy	3,253	3,506
5263	Insurance - Property, Casualty, Etc	78,420	86,890
5264	Deductibles & Uninsured Casualty Losses	1,177	2,500
5265	Safe Environment Program	7,888	6,852

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF ACTIVITIES

Account Number		<u>7/1/2016 - 6/30/2017</u>	<u>7/1/2015 - 6/30/2016</u>
		90,737	99,748
		<u>90,737</u>	<u>99,748</u>
5300	Supplies, Repairs & Maintenance, Equipment, & Other		
5310	Supplies		
5311	Textbooks	51,339	81,609
5312	Classroom Supplies	12,350	11,605
5313	Food & Beverages	94,631	73,075
5314	Postage & Delivery	3,041	2,014
5315	Printing & Reproduction	15,165	11,046
5316	Liturgical Supplies	22,305	24,877
5317	Office Supplies	15,469	16,668
5318	Miscellaneous Supplies	36,679	31,079
		<u>250,979</u>	<u>251,973</u>
5320	Purchased Furniture & Equipment		
5321	Minor Purchased Furniture & Equipment	15,928	22,779
5322	Major Purchased Furniture & Equipment	-	-
		<u>15,928</u>	<u>22,779</u>
5330	Repairs & Maintenance		
5331	Vehicles	5,250	5,612
5332	Building Repairs & Maintenance	9,366	33,341
5333	Equipment Repairs	99,654	102,349
5334	Maintenance Services	154,947	148,636
5335	Janitorial Supplies	7,065	6,213
		<u>276,281</u>	<u>296,151</u>
5340	Rental Expense		
5341	Leased Equipment	14,726	13,368
5342	Facilities Leasing & Rentals	-	-
		<u>14,726</u>	<u>13,368</u>
5350	Other Services & Charges		
5351	Texas Catholic Subscriptions	80,196	68,872
5352	Subscriptions	22,322	9,254
5353	Offertory Envelopes	20,458	26,893
5354	Dues & Memberships	660	625
5355	Advertising & Promotion	1,200	1,400
5356	Travel & Lodging	189,900	192,869
5358	Property Taxes	1,893	406
5360	Scrip Program Purchases	-	-
5361	Gift Shop, Spirit Store, Etc. Purchases	-	-
5362	Miscellaneous Other Services & Charges	133,154	128,012
		<u>449,784</u>	<u>428,331</u>
		<u>1,007,697</u>	<u>1,012,602</u>

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF ACTIVITIES

Account Number		<u>7/1/2016 - 6/30/2017</u>	<u>7/1/2015 - 6/30/2016</u>
5400	Utilities		
5410	Utilities		
5415	Electric	124,695	154,788
5420	Gas	27,957	21,920
5425	Water & Sewer	20,308	24,197
5430	Telephone	16,884	16,198
5435	Internet	-	-
5440	Cell Phones	2,938	3,362
5450	Alarm Monitoring & Security	-	-
5460	Cable TV (& Internet)	1,655	1,592
		<u>194,437</u>	<u>222,057</u>
		<u>194,437</u>	<u>222,057</u>
5600	Interest & Financing Charges		
5610	Interest Expense		
5611	Interest Expense	255,066	286,850
		<u>255,066</u>	<u>286,850</u>
5620	Financing Costs		
5621	Financing Costs	-	40
		<u>-</u>	<u>40</u>
5630	Bank Charges		
5631	Bank Account Fees	556	823
		<u>556</u>	<u>823</u>
5640	Credit Card Fees		
5641	Credit Card Fees	26,393	21,509
		<u>26,393</u>	<u>21,509</u>
		<u>282,015</u>	<u>309,221</u>
5700	Bad Debt Expense		
5710	Bad Debt Expense		
5711	Bad Debt Expense	-	-
		<u>-</u>	<u>-</u>
5720	Uncollectible Pledges		
5721	Uncollectible Pledges	-	-
		<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>
5800	Depreciation & Amortization		
5810	Depreciation & Amortization		
5811	Depreciation Expense	1,095,101	1,064,707
5821	Amortization Expense	-	-
		<u>1,095,101</u>	<u>1,064,707</u>
		<u>1,095,101</u>	<u>1,064,707</u>
	Total Expenses	<u>4,812,188</u>	<u>4,625,897</u>

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENTS OF ACTIVITIES

Account Number		<u>7/1/2016 - 6/30/2017</u>	<u>7/1/2015 - 6/30/2016</u>
	Total Change in Unrestricted Net Assets	76,872	(218,601)
	Change in Temporarily Restricted Net Assets		
7010	Capital Campaign Pledges		
7011	Pledges Received	-	-
		-	-
7020	Other Contributions		
7021	Contributions Received	843,341	666,165
		843,341	666,165
7030	Parish Special Collections		
7031	Parish Special Collections	-	-
		-	-
7040	Investment Income		
7041	Unrealized Gains/(Losses) on Securities	-	-
7042	Realized Gains/(Losses) on Sales of Securities	-	-
7043	Interest & Dividends	-	-
		-	-
7050	Uncollectible Pledges		
7051	Uncollectible Pledges	-	-
		-	-
7060	Other Expenses & Costs		
7061	Other Expenses	-	-
		-	-
7070	Assets Released from Restriction		
7071	Funds Released from Restriction	(843,341)	(666,165)
		(843,341)	(666,165)
	Total Change in Temporarily Restricted Net Assets	-	-
	Change in Permanently Restricted Net Assets		
8010	Pledges		
8011	Pledges Received	-	-
		-	-
8020	Other Contributions		
8021	Contributions Received	-	-
		-	-
8050	Uncollectible Pledges		
8051	Uncollectible Pledges	-	-

ST FRANCIS OF ASSISI PARISH, FRISCO
 STATEMENTS OF ACTIVITIES

Account Number	<u>7/1/2016 - 6/30/2017</u>	<u>7/1/2015 - 6/30/2016</u>
	-	-
Total Change in Permanently Restricted Net Assets	-	-
Combined Change in Net Assets	<u><u>\$ 76,872</u></u>	<u><u>(\$ 218,601)</u></u>

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
Change in Unrestricted Net Assets				
Revenues				
4000	Collections			
4010	Regular Collections			
4011	Sunday Collections	\$ 3,311,964	\$ 3,423,439	(\$ 111,475)
4012	Holy Day Collections	33,066	18,000	15,066
		<u>3,345,030</u>	<u>3,441,439</u>	<u>(96,409)</u>
		3,345,030	3,441,439	(96,409)
4100	Fundraisers & Investment Income			
4110	Fundraisers			
4111	Bingo	-	-	-
4112	Carnivals/Bazaars/Auctions	-	-	-
4113	Raffles	-	-	-
4114	Scrip Program	-	-	-
4115	Other Fundraisers	3,322	2,185	1,137
4116	Bulletin Revenue	-	-	-
4117	Gift Shop Revenues	-	-	-
		<u>3,322</u>	<u>2,185</u>	<u>1,137</u>
4120	Investment Income			
4121	Unrealized Gains/(Losses) on Securities	-	-	-
4122	Realized Gains/(Losses) on Sales of Securities	209	-	209
4123	Interest & Dividend Income	2,710	2,400	310
		<u>2,918</u>	<u>2,400</u>	<u>518</u>
		6,241	4,585	1,656
4200	Fees & Other Revenues			
4210	Pre-School & Other Child Care Services			
4211	Revenue from Child Care Program	18,067	19,532	(1,465)
		<u>18,067</u>	<u>19,532</u>	<u>(1,465)</u>
4220	Faith Formation Fees & Tuition			
4221	Tuition	203,648	196,276	7,372
4222	Fees	259,518	312,568	(53,050)
		<u>463,166</u>	<u>508,844</u>	<u>(45,678)</u>
4230	Sacramental/Evangelization			
4231	Fees	5,700	6,000	(300)
4232	Other Revenues	-	-	-
		<u>5,700</u>	<u>6,000</u>	<u>(300)</u>
4240	Rental & Lease Revenue			
4241	Rental Revenues	21,520	18,600	2,920

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
		21,520	18,600	2,920
4250	Votive Candles			
4251	Votive Candles	35,391	31,200	4,191
		35,391	31,200	4,191
4260	Cemetery/Columbarium			
4261	Sale of Burial Plots	-	-	-
4262	Sale of Niches	-	-	-
4263	Sale of Mausoleum Crypts	-	-	-
4264	Interments	-	-	-
4265	Perpetual Care Revenue	-	-	-
4266	Other Cemetery Revenues	-	-	-
		-	-	-
4290	Miscellaneous Revenues			
4291	Miscellaneous Revenues	150,604	195,479	(44,875)
		150,604	195,479	(44,875)
		694,448	779,655	(85,207)
4400	Gifts, Bequests, & Property Sales			
4410	Gifts from Other Parishes			
4411	Gifts from Other Parishes	-	-	-
		-	-	-
4420	Gifts & Bequests			
4421	Gifts & Bequests	-	-	-
		-	-	-
4430	Gain/(Loss) on Sale of Property			
4431	Gain/(Loss) on Sale of Property	-	-	-
		-	-	-
		-	-	-
4500	Assets Released from Restriction			
4510	Assets Released from Restriction			
4511	Assets Released from Restriction	843,341	673,801	169,540
		843,341	673,801	169,540
		843,341	673,801	169,540
	Total Revenues	4,889,060	4,899,481	(10,420)
	Expenses			
5000	Compensation & Benefits			
5010	Salaries & Wages			
5011	Lay Employees	1,051,047	1,075,388	24,341
5012	Clergy	80,036	81,564	1,528

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
5013	Cash Allow for Pastor/Administrator	19,328	24,180	4,852
5014	Religious Sisters & Brothers	-	-	-
5015	Extra Priests	11,975	12,300	325
		<u>1,162,386</u>	<u>1,193,432</u>	<u>31,046</u>
5020	Payroll Taxes			
5021	FICA	64,139	67,015	2,877
5022	Medicare	15,000	15,673	673
5025	Payroll Expenses - Other	200	-	(200)
		<u>79,339</u>	<u>82,688</u>	<u>3,350</u>
5030	Employee Benefits			
5031	Group Insurance Premiums	232,891	235,846	2,955
5032	Pension - Clergy	42,875	44,100	1,225
5033	403(B) Lay Retirement Plan	48,441	51,052	2,610
		<u>324,207</u>	<u>330,998</u>	<u>6,791</u>
5040	Contract Labor			
5041	Contract Labor	22,762	33,415	10,653
		<u>22,762</u>	<u>33,415</u>	<u>10,653</u>
		<u>1,588,694</u>	<u>1,640,533</u>	<u>51,839</u>
5100	Contributions & Assessments			
5110	Contributions & Assessments			
5111	Contributions to Other Charitable & Religious Orgs.	38,794	66,296	27,502
5112	Charitable Gifts for Individuals	20,747	22,980	2,233
5113	Diocesan Assessment	439,359	368,222	(71,136)
5114	School Subsidy	-	-	-
5115	Shortfall on Annual Campaign	-	-	-
		<u>498,899</u>	<u>457,498</u>	<u>(41,401)</u>
		<u>498,899</u>	<u>457,498</u>	<u>(41,401)</u>
5200	Professional Fees			
5210	Professional Fees			
5211	Audit & Accounting	10,438	12,153	1,715
5212	Legal	1,834	6,000	4,166
5213	Other	27,524	14,650	(12,874)
5214	Parish Community Education	9,217	3,992	(5,225)
5215	Staff Continuing Education & Development	5,596	9,411	3,815
		<u>54,608</u>	<u>46,206</u>	<u>(8,402)</u>
		<u>54,608</u>	<u>46,206</u>	<u>(8,402)</u>
5260	Insurance & Risk Management			
5261	Insurance & Risk Management			

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
5262	Auto - Clergy	3,253	4,830	1,577
5263	Insurance - Property, Casualty, Etc	78,420	83,421	5,001
5264	Deductibles & Uninsured Casualty Losses	1,177	5,000	3,823
5265	Safe Environment Program	7,888	8,091	203
		<u>90,737</u>	<u>101,342</u>	<u>10,605</u>
		90,737	101,342	10,605
5300	Supplies, Repairs & Maintenance, Equipment, & Other			
5310	Supplies			
5311	Textbooks	51,339	72,054	20,715
5312	Classroom Supplies	12,350	19,807	7,457
5313	Food & Beverages	94,631	138,182	43,551
5314	Postage & Delivery	3,041	3,820	779
5315	Printing & Reproduction	15,165	16,574	1,409
5316	Liturgical Supplies	22,305	24,939	2,634
5317	Office Supplies	15,469	22,465	6,996
5318	Miscellaneous Supplies	36,679	39,259	2,580
		<u>250,979</u>	<u>337,100</u>	<u>86,121</u>
5320	Purchased Furniture & Equipment			
5321	Minor Purchased Furniture & Equipment	15,928	24,878	8,950
5322	Major Purchased Furniture & Equipment	-	-	-
		<u>15,928</u>	<u>24,878</u>	<u>8,950</u>
5330	Repairs & Maintenance			
5331	Vehicles	5,250	10,410	5,160
5332	Building Repairs & Maintenance	9,366	12,300	2,934
5333	Equipment Repairs	99,654	97,333	(2,321)
5334	Maintenance Services	154,947	145,416	(9,531)
5335	Janitorial Supplies	7,065	6,240	(825)
		<u>276,281</u>	<u>271,699</u>	<u>(4,582)</u>
5340	Rental Expense			
5341	Leased Equipment	14,726	13,280	(1,446)
5342	Facilities Leasing & Rentals	-	-	-
		<u>14,726</u>	<u>13,280</u>	<u>(1,446)</u>
5350	Other Services & Charges			
5351	Texas Catholic Subscriptions	80,196	77,376	(2,820)
5352	Subscriptions	22,322	24,164	1,842
5353	Offertory Envelopes	20,458	28,556	8,098
5354	Dues & Memberships	660	725	65
5355	Advertising & Promotion	1,200	1,200	-
5356	Travel & Lodging	189,900	227,455	37,555

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
5358	Property Taxes	1,893	1,070	(823)
5360	Scrip Program Purchases	-	-	-
5361	Gift Shop, Spirit Store, Etc. Purchases	-	-	-
5362	Miscellaneous Other Services & Charges	133,154	128,219	(4,935)
		<u>449,784</u>	<u>488,765</u>	<u>38,981</u>
		<u>1,007,697</u>	<u>1,135,722</u>	<u>128,025</u>
5400	Utilities			
5410	Utilities			
5415	Electric	124,695	163,050	38,355
5420	Gas	27,957	21,175	(6,782)
5425	Water & Sewer	20,308	26,125	5,817
5430	Telephone	16,884	14,800	(2,084)
5435	Internet	-	-	-
5440	Cell Phones	2,938	4,380	1,442
5450	Alarm Monitoring & Security	-	-	-
5460	Cable TV (& Internet)	1,655	1,632	(23)
		<u>194,437</u>	<u>231,162</u>	<u>36,725</u>
		<u>194,437</u>	<u>231,162</u>	<u>36,725</u>
5600	Interest & Financing Charges			
5610	Interest Expense			
5611	Interest Expense	255,066	265,389	10,323
		<u>255,066</u>	<u>265,389</u>	<u>10,323</u>
5620	Financing Costs			
5621	Financing Costs	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
5630	Bank Charges			
5631	Bank Account Fees	556	600	44
		<u>556</u>	<u>600</u>	<u>44</u>
5640	Credit Card Fees			
5641	Credit Card Fees	26,393	23,549	(2,844)
		<u>26,393</u>	<u>23,549</u>	<u>(2,844)</u>
		<u>282,015</u>	<u>289,538</u>	<u>7,523</u>
5700	Bad Debt Expense			
5710	Bad Debt Expense			
5711	Bad Debt Expense	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
5720	Uncollectible Pledges			
5721	Uncollectible Pledges	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
		-	-	-
5800	Depreciation & Amortization			
5810	Depreciation & Amortization			
5811	Depreciation Expense	1,095,101	1,106,335	11,234
5821	Amortization Expense	-	-	-
		<u>1,095,101</u>	<u>1,106,335</u>	<u>11,234</u>
		<u>1,095,101</u>	<u>1,106,335</u>	<u>11,234</u>
	Total Expenses	<u>4,812,188</u>	<u>5,008,337</u>	<u>196,148</u>
	Total Change in Unrestricted Net Assets	<u>76,872</u>	<u>(108,856)</u>	<u>185,728</u>
	Change in Temporarily Restricted Net Assets			
7010	Capital Campaign Pledges			
7011	Pledges Received	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
7020	Other Contributions			
7021	Contributions Received	843,341	673,801	169,540
		<u>843,341</u>	<u>673,801</u>	<u>169,540</u>
7030	Parish Special Collections			
7031	Parish Special Collections	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
7040	Investment Income			
7041	Unrealized Gains/(Losses) on Securities	-	-	-
7042	Realized Gains/(Losses) on Sales of Securities	-	-	-
7043	Interest & Dividends	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
7050	Uncollectible Pledges			
7051	Uncollectible Pledges	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
7060	Other Expenses & Costs			
7061	Other Expenses	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
7070	Assets Released from Restriction			
7071	Funds Released from Restriction	(843,341)	(673,801)	(169,540)
		<u>(843,341)</u>	<u>(673,801)</u>	<u>(169,540)</u>
	Total Change in Temporarily Restricted Net Assets	<u>-</u>	<u>-</u>	<u>-</u>
	Change in Permanently Restricted			

ST FRANCIS OF ASSISI PARISH, FRISCO

STATEMENT OF ACTIVITIES

July 1, 2016 to June 30, 2017

Account Number		Actual	Budget	Variance
	Net Assets			
8010	Pledges			
8011	Pledges Received	-	-	-
		-	-	-
8020	Other Contributions			
8021	Contributions Received	-	-	-
		-	-	-
8050	Uncollectible Pledges			
8051	Uncollectible Pledges	-	-	-
		-	-	-
	Total Change in Permanently Restricted Net Assets	-	-	-
	Combined Change in Net Assets	\$ 76,872	(\$ 108,856)	\$ 185,728

**Bank/Investment Account Information
As of June 30, 2017 and
For the Year Then Ended**


Entity Name St. Francis of Assisi Parish

Name of Entity's
Pastor
/Administrator Clifford Pichard
(type or print)

	<u>Account Name</u>	<u>Bank Name</u>	<u>Account Number</u>	<u>Purpose</u>	<u>Authorized Signers</u>
1	<u>Inwood Bank Operating Fund (checking)</u>	<u>Inwood Bank</u>	<u>3228289</u>	<u>General Operations</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
2	<u>Inwood Bank Reserve (checking)</u>	<u>Inwood Bank</u>	<u>3228297</u>	<u>Funds for payroll, Diocesan Assessment, Special Collections, etc.</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
3	<u>Inwood Bank Building Fund (money market)</u>	<u>Inwood Bank</u>	<u>6074481</u>	<u>Building Fund</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
4	<u>Inwood Bank Money Market (money market)</u>	<u>Inwood Bank</u>	<u>2042677</u>	<u>Funds for disaster, unexpected maintenance needs, summer slump, etc.</u>	<u>Rodolfo Garcia, Paul Iverson, David Utsler</u>
5	<u>Inwood Bank CD's (CDs)</u>	<u>Inwood Bank</u>	<u>1020398686</u>	<u>Excess funds from Money Market, Reserve & Operating Fund accts.</u>	<u>Rodolfo Garcia</u>
6	<u>St. Francis (Securities)</u>	<u>Merrill Lynch</u>	<u>311-02122</u>	<u>Building Fund</u>	<u>Rodolfo Garcia, David Utsler, Tracy Brown</u>
7	<u>PBO - AMD/CD (checking)</u>	<u>American Bank of Texas</u>	<u>603332217</u>	<u>AMD/CD (PBO)</u>	<u>Rodolfo Garcia, Don Dyson, Raymond Dimas</u>
8	<u>PBO - Women of St. Francis (checking)</u>	<u>First National Bank</u>	<u>4021836</u>	<u>Women of St. Francis (PBO)</u>	<u>Rodolfo Garcia, Jamie Pouster, Barbara Vizza</u>
9	<u>PBO - Women of St. Francis Savings (savings)</u>	<u>American Bank of Texas</u>	<u>606713068</u>	<u>Women of St. Francis (PBO)</u>	<u>Rodolfo Garcia, Jamie Pouster, Barbara Vizza</u>
10					
11					
12					
13					
14					
15					

Certification:

I confirm that all accounts for the entity and entity-based organizations are listed above and all have been included in the entity's general ledger and related financial reports for the year ended identified in heading.

Signed: 
Pastor/Principal/Administrator

Date: August 2, 2017

St. Francis Of Assisi Catholic Church (the Church)

Recommendation Based On Agreed-Upon Procedures

Year Ended June 30, 2017

In the year ended June 30, 2017 there was one area noted during the 2017 procedures that warranted recommended correction for the next fiscal year.

The Diocese currently does not have a policy requiring the reconciliation between the individual contribution database (e.g. Shelby) with the Parish financial database, but is in the inquiry stage to determine what parishes are currently doing and what policy should be made going forward. We recommend the Church adopt procedures that will prepare it for compliance once a Diocese policy is established.



ST. FRANCIS OF ASSISI

CATHOLIC CHURCH

Exhibit 4

September 15, 2017

Weaver and Tidwell, L.L.P.
12221 Merit Drive, Suite 1400
Dallas, Texas 75251

We are providing this letter in connection with the Agreed Upon Accounting Review Procedures performed on the financial statements and accounting records of St. Francis of Assisi Catholic Church (the Church) as of June 30, 2017 and for the year then ended. We confirm that we are responsible for the accurate and fair presentation of the financial statements of the Church. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

We confirm, to the best of our knowledge and belief, as of September 15, 2017, the following representations made to you during the time you conducted your procedures.

1. We have made available to you all –
 - a. Financial statements, financial records and related data.
 - b. Information you have requested completely and to the best of our knowledge.
 - c. Minutes of the meetings of the Finance Committee or summaries of actions of recent meetings for which minutes have not yet been prepared.
2. There are no material transactions of the entity that have not been properly recorded in the accounting records underlying the financial statements.
3. The financial statements include:
 - a. All assets and liabilities under the Church's control, including all trusts and support organizations.
 - b. All of the Church's funds, bank accounts and investments in all accounts at financial institutions and/or brokerage firms, including all trusts and entity-based organizations.
4. There have been no communications from regulatory agencies (e.g., Diocese of Dallas, Internal Revenue Service, etc.) concerning noncompliance with, or deficiencies in,

5. financial reporting practices that could have a material effect on the financial statements.
6. There are no uncorrected financial statement misstatements.
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge (other than previously disclosed) of any fraud or suspected fraud affecting the Church involving:
 - a. Management,
 - b. Employees who have significant roles in the internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
8. Related party transactions, including revenues, expenses, assessments, and amounts receivable from or payable to related parties have been properly recorded or disclosed in the financial statements.

No events have occurred subsequent to the statement of financial position date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Signed: Reverend Rodolfo Garcia
Reverend Rodolfo Garcia

Signed: Tracy Brown
Tracy Brown, Financial Director

Date: September 20, 2017

Date: 9/20/17