

**Chancery Finance Office - quick reference guide**

|         |  |  |  |  |  |  |                     |
|---------|--|--|--|--|--|--|---------------------|
| Contact | Kevin Kiley  | Joe Harrington   | Lindsey Valton   | Leslie Moujabber   | Shannon Gaudet   | Lisa Montouri  | Open Position       |
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| Phone   | 508-675-1311   | 508-985-6503   | 508-985-6506   | TBD  | TBD  | TBD  | TBD                 |

**Financial and Tax Reporting**

|  |   |   |   |  |  |   |  |
|--|---|---|---|--|--|---|--|
| Chancery Office audited financial statements         | x | x |   |  |  | x |  |
| Diocese of Fall River financial transparency reports | x | x |   |  |  |   |  |
| Diocesan investment accounts                         | x | x | x |  |  |   |  |
| 1099s issued by Chancery                             |   |   | x |  |  | x |  |

**Deposit and Loan Program**

|  |   |   |   |   |  |  |  |
|--|---|---|---|---|--|--|--|
| Depository withdrawal requests                   | x | x |   |   |  |  |  |
| New loan requests                                | x | x |   | x |  |  |  |
| Current rates                                    |   | x | x | x |  |  |  |
| Online account access                            |   |   | x |   |  |  |  |
| Account history, statements and current balances |   |   | x |   |  |  |  |

**Chancery invoices**

|  |  |  |   |  |  |  |   |
|--|--|--|---|--|--|--|---|
| Monthly invoices (medical, dental, property, assessment, lay/clergy pension, etc...) |  |  | x |  |  |  | x |
| Miscellaneous invoices (403B, etc...)  |  |  | x |  |  |  |   |

**Parish and School Support**

|   |  |   |  |   |   |   |  |
|---|--|---|--|---|---|---|--|
| Parish and school budgets                                       |  |   |  | x | x |   |  |
| Parish annual report template                                   |  |   |  | x |   |   |  |
| Parish assessment   |  | x |  | x |   |   |  |
| Parish/school financial reviews and audits                      |  |   |  |   | x |   |  |
| Accounting questions  |  |   |  | x | x | x |  |
| Escheated property searches                                     |  |   |  | x |   |   |  |
| Diocesan schools scholarship endowment                          |  |   |  | x |   | x |  |
| Group purchasing opportunities (energy supply, phone, internet) |  |   |  | x |   |   |  |

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| SOLAR opportunities                                    |  | x  |  | x  |  |  |                     |
| Proof of 510(c)3 status                                |  | x  |  | x  |  |  |                     |
| Quickbooks questions                                   |  |  |  | x  | x  | x  |                     |
| 1099/tax reporting procedures for parishes and schools |  |  |  | x  | x  |  |                     |
| <b>Central staff support</b>                           |  |  |  |  |  |  |                     |
| Expense reports (central staff only)                   |  |  | x  |  |  |  | x                   |
| Check requests (central staff only)                    |  |  |  |  |  |  | x                   |
| Catholic Schools Office - banking/wires                |  |  |  |  |  | x  |                     |
| W-9s for vendors                                       |  |  | x  |  |  |  | x                   |
| <b>Committee Support</b>                               |  |  |  |  |  |  |                     |
| Diocesan Finance Council                               | x  | x  |  |  |  |  |                     |
| Diocesan Audit Committee                               | x  | x  |  |  |  |  |                     |
| Diocesan Investment Committee                          | x  | x  |  |  |  |  |                     |
| Diocesan Real Estate Committee                         | x  | x  |  |  |  |  |                     |
| <b>Other</b>   |  |  |  |  |  |  |                     |
| Second collections                                     |  |  | x  |  |  |  | x                   |
| Gifts of stock   | Please call contact Christine Duggan at the Catholic Foundation Cduggan@catholicfoundationsema.org |  |  |  |  |  |                     |
| Sale or lease of properties                            | Please call contact Paul Brooks (Director of Facilities and Real Estate) at Pbrooks@dioc-fr.org    |  |  |  |  |  |                     |
| Construction or renovation projects                    | Please call contact Paul Brooks (Director of Facilities and Real Estate) at Pbrooks@dioc-fr.org    |  |  |  |  |  |                     |