The Chancery

Archdiocese of New York

**Memorandum**

**To:** Pastors/Administrators

**From:** Father LaMorte

**Date**: September 30, 2022

**Subject**: Year-End Financial Statements

As fiscal year 2022 has concluded, the annual process of finalizing the parish’s financial records will be undertaken by all of our parishes.

Please work with your accountant, bookkeeper, and associate director, as applicable, to finalize and submit all required financial statements. Consistent with prior years, submissions are due by October 31, 2022, including a balance sheet and income statement for each parish entity (church, school, and cemetery).

For instructions on how to prepare these documents for submission, please visit the following website: <http://cna.archny.org>

When prompted, use the following login criteria:

 User name: archny.org\cna

 Password: 1011Ny1011

In addition to the financial statements, please ensure to complete the trustee sign-off sheet and return to the director of parish finance, Mr. Marcus Ryan, as well as complete the Board of Trustees Annual Meeting Minutes and file in the parish files.

If you have any questions or are in need of assistance in completing this task, please contact Mr. Ryan at 646-357-0164.

Thank you.