

Diocese of Antigonish
Parish Financial Reporting
Instructions for excel spreadsheet

- 1) When you or your financial person opens the spreadsheet please click Enable Editing (at top of document) and then save it and rename it as your parish name. Go to File/Save As/ and then save it on your local machine.**
- 2) When you are ready to enter information, the spreadsheet is designed to total for you. Go to your saved document and open it. Complete information on Page 1 in Text box under "Name and Address of Parish" If you click next to Parish Name, you will be able to enter data required. Use your arrow keys to move around in text box. If you hit enter it will insert a line and maybe increase the size of the page- the arrows will allow you to move around in the text box without changing the size of the page.**
- 3) In the revenue, expenditure and other sections, enter a number wherever there is a \$ sign unless the category is not applicable to your Parish. Do not enter any numbers in the cells that are colored in yellow. These have formulas in them to add certain columns to provide totals for you. For instance on page 2 which is the revenue section the last item in revenue is Other Revenue and it is a yellow box. If you list your "other" sources of revenue on Page 4 the total will automatically be entered on this line. So wherever there is a yellow cell DO NOT ENTER information in that cell.**
- 4) The only other instruction for using the spreadsheet is to ensure you save periodically and certainly when you close the document.**
- 5) When it is finished and ready to be sent, you will need to print the last page (Page 7) and have the appropriate people sign it (Pastor, Finance Council and Parish Council Executive) This page can be scanned and emailed, faxed (902-539-7195) or mailed to us, but please clearly mark which parish it is for.**
- 6) When statement is complete please attach to an email and forward to Imelda Terry at the Business Office: imelda@dioceseofantigonish.ca**
- 7) Thank you if you have any questions or concerns please contact me at 902-539-6188 ext 230 or 902-578-0430 or email cathy@dioceseofantigonish.ca**