



**CATHOLIC DIOCESE OF RALEIGH
2024 PARISH REPORTING CHECK LIST
FOR USE BY PASTORS AND PASTORAL ADMINISTRATORS**

Annual Parish Visitation Form

Completed and signed Annual Parish Visitation Form – may take place anytime during the period **January 1 to June 30. Completed forms are mailed by the Dean to the Office of the Bishop **by June 30.****

The Visitation Form now includes all necessary data for the annual *Status Animarum* Report.

Separate Annual Parish Visitation forms for each Mission or Station is included Yes No

A copy of the current annual Parish Pastoral Plan is included with the completed Visitation Form Yes No

Inventories included with the completed Visitation Form Yes No

DVDs depicting and describing the inventory items are acceptable for these reports.

All Inventories may be sent using the electronic form directly to the Office of the Vicar General.

The forms for these inventories may be found on our Diocesan website, under the "Administration" section. Look for "Forms & Guides for Parishes & Priests," and then "Inventory Forms."

Parish Yes No

School (if applicable) Yes No

Rectory Yes No

Convent (if applicable) Yes No

Priest(s) Personal Property Yes No

Pastoral Administrator Yes No

The October Count

Planned for a weekend in October Yes No

(Ministers of Hospitality or Ushers are to count the number of people who attend each Mass that weekend. When tabulating, simply differentiate in the total, the number of males and females).

October Count Data, together with your Parish Name and City, sent by October 31 to Mrs. Paola Tavernier via e-mail at paola.tavernier@raldioc.org.

Financial Reports

Parish Budget for current fiscal year sent (**due June 30**) Yes No

School Budget for current fiscal year sent (**due June 30**) Yes No

Parish Year End Financial Report for current fiscal year sent (**due July 31**) Yes No

School Year End Financial Report for current fiscal year sent (**due July 31**) Yes No

Budget Reports sent to the Diocesan Department of Business Services Yes No

Year End Reports sent to the Diocesan Department of Business Services Yes No