



## ***Archiepiscopal Corporation of Regina***

Archdiocese of Regina  
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# **Memo**

To: Pastors, Administrators, Financial Council Chairpersons

From: Chelsey Kress,  
Financial Officer

Date: January 06, 2025

Subject: 2025 Annual Financial Report – DUE February 28, 2026

The Annual Financial Report template for 2025 is attached. For reference, it is also located on the Archdiocesan website at <https://archregina.sk.ca/grouppage/parish-report-forms/>.

As in previous years, the first tab of the report contains an overview guide for the report, including descriptions of the various line items. In addition to the guide tab, there are five separate tabs that require completion. Any cells for data entry are indicated by a light shading.

A reminder that the Annual Financial Report is ***meant to be completed electronically***. The spreadsheet includes many embedded formulas and fields that assist our office in reviewing it far more efficiently when completed directly within the template. For the same reason, we ask the report also be ***submitted electronically***. Physical submissions require all data to be re-entered (effectively doubling the great work you've already done) and take significantly longer to process and review. Delays in review ultimately result in delayed accuracy to your parishes quarterly invoices. We understand this may be a shift for some parishes, but I ask that, as much as is possible, you work towards completing and sending them electronically.

Please note that submitting your year end Financial Statements is not to be a substitution for submitting the completed Annual Financial Report template. Again, we can appreciate this also may be a shift for some parishes, but ask you make your best efforts to complete the report itself.

If you need any assistance with completing or submitting your report, please email us at [afr@archregina.sk.ca](mailto:afr@archregina.sk.ca) and we'll be happy to help.

**Once completed and signed, submit the Annual Financial Report to [afr@archregina.sk.ca](mailto:afr@archregina.sk.ca). Reports are to be submitted by February 28<sup>th</sup>.**

*Please ensure this report is forwarded to the appropriate person in your parish for completion.*