Deanery Accounting Standards and Guidelines

Legally, the Deanery is an arm of the Diocese and therefore, has some financial accountability to the Diocese on an annual basis and the Treasurer of the Deanery is the officer responsible for the annual report. The report should be submitted to the Diocese by January 31 of the following year and should include a Statement of Assets, Liabilities and Equity as of December 31 and a Statement of Cash Receipts and disbursements for the year ended December 31.

All bank accounts established by the Deanery should have the Dean, Lay President, and the Treasurer of the Deanery as signers on the account although the checks may require only one signature. The Diocesan Federal Employer Identification Number shall be used on all bank accounts. If it is necessary to give someone a sales tax exemption number, the Diocesan number should also be used. These numbers are as follows:

- Federal Employer Identification Number: 59-6168979
- Sales Tax Exemption Number: 58-12-105009-55C

Any salaries paid by the Deanery must be reported by the Diocese on its payroll tax returns, and this should be coordinated with the Diocesan Office.