

# CATHOLIC DIOCESE OF RALEIGH

Business Services, 7200 Stonehenge Dr., Raleigh, NC 27613-1620 Tel. (984)900-3200

Below, please find the fiscal year 2025-26 key dates for parish and school reporting requirements as well as for the State of North Carolina sales tax refund requests and IRS 1096/1099 filings.

**The deadline for each report for all parishes and schools are outlined below.**

## **Annual Reports**

**August 15, 2025 - FY 2024-25 Annual Parish & School Financial Reports and Attestation Letters are due:**

*For parishes transitioning to ParishSOFT Accounting on July 01, 2024:*

- Please submit the Attestation Letter with the Statement of Financial Position and Statement of Activities reports to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org). Prior to submitting these reports, the book should be closed for the reporting period.

*For other parishes:*

- The annual financial report and attestation letter are to be submitted using the Parish/School Annual Report for Fiscal Year template (Excel) on the diocesan website at: <https://dioceseofraleigh.org/business-services/forms>
- General ledger detail reports from the parish and/or school accounting systems are to accompany the diocesan report template.
- Reports may be e-mailed directly to: [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org) or may be submitted by fax to 1-984-900-3148 – Attention: Vi Dang.

## **Quarterly Reports**

**October 31, 2025 - Quarterly Parish & School Financial Reports for Quarter 1 (July – September 2025) are due:**

*For parishes transitioning to ParishSOFT Accounting on or before July 01, 2025:*

- Please submit the Statement of Financial Position and Statement of Activities reports to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org). Prior to submitting these reports, the book should be closed for the reporting period.

*For other parishes:*

- General ledger detail reports and balance sheets from the parish and/or school accounting systems reflecting financial results for the first fiscal quarter should be submitted to the Diocese. Reports may be e-mailed directly to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org) or may be submitted by fax to 1-984-900-3148 – Attention: Vi Dang.

**February 2, 2026 - Quarterly Parish & School Financial Reports for Quarter 2 (October – December 2025) are due:**

*For parishes transitioning to ParishSOFT Accounting on or before July 01, 2025:*

- Please submit the Statement of Financial Position and Statement of Activities reports to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org). Prior to submitting these reports, the book should be closed for the reporting period.

For other parishes:

- General ledger detail reports and balance sheets from the parish and/or school accounting systems reflecting financial results for the first fiscal quarter should be submitted to the Diocese. Reports may be e-mailed directly to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org) or may be submitted by fax to 1-984-900-3148 – Attention: Vi Dang.

**April 30, 2026 - Quarterly Parish & School Financial Reports for Quarter 3 (January – March 2026) are due:**

For parishes transitioning to ParishSOFT Accounting on or before July 01, 2025:

- Please submit the Statement of Financial Position and Statement of Activities reports to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org). Prior to submitting these reports, the book should be closed for the reporting period.

For other parishes:

- General ledger detail reports and balance sheets from the parish and/or school accounting systems reflecting financial results for the first fiscal quarter should be submitted to the Diocese. Reports may be e-mailed directly to [quarterly.reports@raldioc.org](mailto:quarterly.reports@raldioc.org) or may be submitted by fax to 1-984-900-3148 – Attention: Vi Dang.

**Parish Monthly Offertory Reports**

**Monthly offertory report is due on the 8<sup>th</sup> business date of the month following the month for which the parishes are reporting offertory.**

For parishes transitioning to ParishSOFT Accounting on or before July 01, 2025:

- Please record offertory before the 8th business date of the month following the month for which the parishes are reporting offertory.

For other parishes:

- The parish monthly offertory report is to be submitted using the FY2025-26 Monthly Offertory Report template (Excel) on the diocesan website at: <https://dioceseofraleigh.org/business-services/forms>. Reports may be e-mailed directly to [Vi.Dang@raldioc.org](mailto:Vi.Dang@raldioc.org) or may be submitted by fax to 1-984-900-3148 – Attention: Vi Dang.

**Sales Tax Refund Filing**

**October 15, 2025 - Filing deadline for semi-annual NC sales tax refund requests for the period of January 1 – June 30, 2025:**

- Parishes and schools should complete and submit North Carolina Department of Revenue Form E-585 and E-536 (as necessary) directly to the Department of Revenue in a timely manner to maximize their sales tax refunds.
- Forms are available on the following NCDOR website: <https://www.ncdor.gov/taxes-forms/sales-and-use-tax/sales-and-use-tax-forms-and-certificates/claim-refund-forms-supporting-schedules>

**April 15, 2026 - Filing deadline for semi-annual NC sales tax refund requests for the period of July 1 – December 31, 2025:**

- Parishes and schools should complete and submit North Carolina Department of Revenue Form E-585 and E-536 (as necessary) directly to the Department of Revenue in a timely manner to maximize their sales tax refunds.
- Forms are available on the following NCDOR website: <https://www.ncdor.gov/taxes-forms/sales-and-use-tax/sales-and-use-tax-forms-and-certificates/claim-refund-forms-supporting-schedules>

**IRS Forms 1096 and 1099-NEC/MISC Filing**

**February 02, 2026 - Filing deadline for IRS Forms 1096 and 1099-NEC/MISC for the period of January 1 – December 31, 2025:**

- Parishes and schools are required to issue a Form 1099-NEC/MISC for nonemployee compensation or miscellaneous income paid to certain vendors/individuals who are paid \$600 or more during a calendar/tax year. Forms 1096 and 1099-NEC/MISC should be sent directly to the IRS and/or the vendor, as appropriate, by the due date to avoid late fees.
- A completed Form W-9 should be obtained from a vendor prior to the first payment to the vendor being made. A blank Form W-9 is available on the following IRS website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Instructions and 1096/1099 forms are available on the following IRS website: <https://www.irs.gov/instructions/i1099mec>