

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Memo

Date: August 25, 2025

To: Business managers and bookkeepers

From: Patrick Warner, parish systems manager, Office of Finance

Re: Request for end-of-year certification letter and annual report

Dear business managers and bookkeepers,

The archbishop is requesting submission of your end-of-year certification and annual report. Deadlines are as follows:

- Certification Letters- September 30
- Annual Reports- October 31

To streamline the process and ensure consistency, we kindly ask that you use the online submission form provided at the link below:

[Submission Dashboard](#)

If you have any questions regarding this process or need additional support, please contact me by phone at 404-920-7410 or email at PWarner@archatl.com.

Thank you for your time and cooperation in helping us complete this important annual process. Your timely response is greatly appreciated.