



# GREEK ORTHODOX METROPOLIS OF BOSTON

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## ΙΕΡΑ ΜΗΤΡΟΠΟΛΙΣ ΒΟΣΤΩΝΗΣ

October 27, 2014

Rev. Father Nicholas Kastanas  
Mr. Paul Tsitsopoulos, *President*  
And the Members of the Parish Council  
**ST. ATHANASIUS THE GREAT GREEK ORTHODOX CHURCH**  
4 Appleton Street  
Arlington, MA 02476

Dear Father Nicholas and Fellow Workers in Christ:

*Greetings in the Lord.*

The Metropolis Finance Committee, in accordance with the Archdiocese Finance Committee rules, must select parishes at random for a financial review. Your parish has been selected for such a review.

A designated representative of the Metropolis Finance Committee will be contacting your parish through our Metropolis Finance Committee to establish a mutually convenient appointment. In the meantime, and to expedite this process, it is requested that you forward copies of the following material for calendar years 2012 and 2013 to the Metropolis not later than November 21, 2014. Please note that any accounts that were not included in your parish audit should include copies of all deposits, checks and bank statements and sent directly to the Metropolis from the bank starting with inception.

- All Check Books & Cash Disbursement Journals / Ledgers & Cash Receipts Journals / Ledgers
- All Church Bank Statements and Passbooks for unrestricted and restricted accounts
- Daily or Weekly Journal of Cash and Credit Card Receipts
- Profit and Loss Statements
- Balance Sheet of ALL assets and investment accounts of the parish
- Statements from either Brokers and/or Banks detailing all Securities Held
- List of Securities Holdings, if held without a broker/bank
- List and Statements of CDs Held with Maturities Dates
- Restricted and Non-Restricted assets and the current terms of both current and long-term liabilities
- Completed IRS Form 4506-T (Enclosed)
- All active/inactive Savings Accounts with activity statements
- Copies of the audited financial reports for 2012 and 2013

With this advanced information in hand, we are hoping to complete most of the financial review before the actual visit. Our goal is to have a minimal impact upon your parish.

With love in the Lord,

**Angelo A. Stamoulis**  
*Metropolis Finance Committee Chairman*