

PARISH BUDGET PROCEDURES

1. Each parish is required to prepare a budget each fiscal year (July 1 - June 30).
2. The budget should be approved by the pastor and parish finance council by June 15 of each year.
3. Budget forms will be provided in April to all the parishes by the Diocesan Finance Office and should be returned back to the Diocesan Finance Office by July 1.

NOTE: An example of a budget calendar with step by step instructions for budget preparation is available at the Diocesan Finance Office.