

## Budget Submission Form

Parish/School Name:
Parish/School Code:
Pastor/Parish Director/Administrator:
Budget Fiscal Year: 2024-2025
Date of meeting with Pastoral Council:
How will the 2024-25 budget be communicated to parishioners/school leaders? (i.e. bulletin, newsletter, mailing):
Date of communication to parishioners/school leaders:

To assist the review of the parish or school budget, please provide answers to the below questions.

<b><u>Parish Section</u></b>	
How did the parish determine envelope and offertory in the budget? (Ex., Envelope revenue was decreased 5% compared to current year actuals)	
What was the percentage increase budgeted for staff?	
Indicate the total change in FTE? Include an explanation.	
How has the parish budgeted for any impact of inflation and the resulting increase in prices and expenses? (Ex., Utilities, supplies, contract labor, capital projects.)	
<b><u>School Section</u></b>	
How many students are budgeted? Split Choice from Private)	
Was tuition increased? If so, by how much? (Show previous year vs current year amounts)	
What was the percentage increase budgeted for teachers?	
Indicate the total change in FTE? Include an explanation.	

As required by Archdiocesan Policy, a copy of the parish/school budget is attached. We assert that the parish Finance Council members have met and developed the budget for the parish, that this budget has been presented to the Pastoral Council and that the summary of the approved budget has been or will be communicated to parishioners/school leaders as described above.

**SIGNATURES:**

\_\_\_\_\_  
 Pastor/Parish Director  
 Name:

\_\_\_\_\_  
 Chairperson, Finance Council  
 Name:

\_\_\_\_\_  
 Trustee – Secretary  
 Name:

\_\_\_\_\_  
 Trustee – Treasurer  
 Name:

*Included in this submission are:*

<b>Budgeted Income Statement for 2024-2025</b>	<input type="checkbox"/>
<b>Current fiscal year-to-date Income Statement compared to the budget through 2/28/2024 (or later)</b>	<input type="checkbox"/>
<b>Completed Budget Submission Form</b>	<input type="checkbox"/>

*Deficit budgets require the below items in addition to the above requirements:*

<b>Written plan with details on deficit, funding and future plan</b>	<input type="checkbox"/>
<b>Balance Sheet as of 2/28/2024 (or later)</b>	<input type="checkbox"/>