**Budget Submission Form**

Parish/School Name:

Parish/School Code:

Pastor/Parish Director/Administrator:

Budget Fiscal Year: 2023-2024

Date of meeting with Pastoral Council:

This budget was (or will be) communicated to parishioners/school leaders by (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.

How did the parish determine envelope and offertory in the budget? (Ex., Envelope revenue was decreased 5% compared to current year actuals. Offertory was decreased 15% due to decreased mass attendance.)

For schools, how was enrollment budgeted? Was tuition increased? Are the assumptions still reasonable?

What was the percentage increase budgeted for staff and teacher salary increases? Were there any changes in FTE count?

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.)

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| --- | --- |
| 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 Chairperson, Finance Council    Trustee - Secretary Trustee - Treasurer |  |
|  |  |
|  |  |

***Included in this submission are:***

|  |  |
| --- | --- |
| **Budgeted Income Statement for 2023-2024** |  |
| **Current fiscal year-to-date Income Statement compared to the budget through 2/28/2023 (or later)** |  |
| **Completed Budget Submission Form** |  |
| ***Deficit budgets require the below items in addition to the above requirements:*** |  |
| **Written plan with details on deficit, funding and future plan** |  |
| **Balance Sheet as of 2/28/2023 (or later)** |  |