

*Budget Calendar – For Your 2018/2019 Fiscal Year*

<b>Process</b>	<b>Date</b>
Prepare six-month current year financials, with variances to current year's budget and actual	March/April 2018
Prepare historical three-year comparative financials	Parish Business Office should have this information available
Business Office prepares draft budget	April/May 2018
Pastor reviews with ministry heads, principal, finance council, etc. – modifies as needed	Early May 2018
Budget is agreed-upon and submitted electronically by parish business office (via DRVC portal)	May 31, 2018
Your Parish Support Manager will review the budget and may request additional information	June/July 2018
If all information has been provided, and agreed to, your Parish Support Manager will approve the electronic/portal version of your budget and notify you that it has been approved	June/July 2018
<b>Upon approval, Pastor obtains trustees' signatures – signed page is mailed to Office of Parish Support, 379 Linden Street, Massapequa Park, NY 11762; Attn: [Parish Support Manager]</b>	June/July, 2018
Your Business Office enters the approved budget in your Parish/School General Ledger	Summer of 2018
The Parish performs regular consistent, quarterly reviews of 2018/2019 financial performance	December 2018 (for QE Nov) March 2019 (for QE Feb) June 2019 (for QE May) Sept 2019 (for FYE August)