

Budget Calendar – For Your 2025/2026 Fiscal Year

Process	Date
Parish and School Business Office prepares draft budget in coordination with Pastor, principal, trustees, ministry heads, and finance council. Ongoing review and revisions as needed.	April through August 2025
For all schools (parish and regional): Draft budget to be submitted to the Department of Education with support for tuition calculation and staffing costs	No later than June 27, 2025
For all schools (parish and regional): Ongoing review of draft budget with Pastor, principal and Diocesan Department of Education, with revisions as needed	July/August 2025
Budgets, both parish and school submitted electronically to the Diocese (via DRVC portal). NOTE: School Budgets are considered <u>unapproved</u> at this point.	No Later than August 22, 2025
The Office of Parish Support will perform final budget submission of all parish budgets in the DRVC portal.	August/September 2025
For all schools (parish and regional): Department of Education provides final review and approval of budget. The Office of Parish Support will perform final budget submission of all School budgets in the DRVC portal.	August/September 2025
Upon Parish Support final submission and Department of Education approval, Pastor obtains required signatures. Signed copy of full budget along with deficit acknowledgement, if required, is mailed to The Office of Parish Support, 379 Linden Street, Massapequa Park, NY 11762; Attn: [Parish Support Manager for your Deanery]	No Later than October 3, 2025