

***Budget Calendar – For Your 2020/2021 Fiscal Year***

<b>Process</b>	<b>Date</b>
Business Office prepares draft budget	June/July 2020
Pastor reviews with ministry heads, principal, finance council, etc. – modifies as needed	July 2020
<b>Budget is agreed-upon and submitted electronically to the Diocese (via DRVC portal).</b>  <b>NOTE: Budget is considered <u>un-approved</u> at this point</b>	<b>No Later than August 15, 2020</b>
Your Parish Support Manager will review the budget and may request additional information	August/September 2020
If all information has been provided, and agreed to, your <u>Parish Support Manager will approve</u> the electronic/portal version of your budget and notify you that it has been approved	August/September 2020
<b>Upon approval, Pastor obtains trustees' signatures – signed copy of full budget is mailed to Office of Parish Support, 379 Linden Street, Massapequa Park, NY 11762; Attn: <i>[Parish Support Manager for your Deanery]</i></b>	<b>No Later than November 15, 2020</b>