

Budget Calendar – For Your 2021/2022 Fiscal Year

Process	Date
Business Office prepares draft budget	May/June 2021
Pastor reviews with ministry heads, principal, finance council, etc. – modifies as needed	June/July 2021
Budget is agreed-upon and submitted electronically to the Diocese (via DRVC portal). NOTE: Budget is considered <u>un-approved</u> at this point	No Later than July 16, 2021
Your Parish Support Manager will review the budget and may request additional information	July/August 2021
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 2021
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>	No Later than November 12, 2021