

Budget Calendar – For Your 2024/2025 Fiscal Year

Process	Date
Business Office prepares draft budget	May/June 2024
For schools: Draft budget to be submitted to the Department of Education with support for tuition calculation and staffing costs	June 2024
Pastor reviews with ministry heads, principal, finance council, etc. – modifies as needed	June/July 2024
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 19, 2024
For schools: Budget review and revision conversation with Department of Education	July 2024
Your Parish Support Manager will review the budget and may request additional information	July/August 2024
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 2024
For schools: Department of Education provides final review and approval of budget	August/September 2024
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: [Parish Support Manager for your Deanery]	No Later than December 2, 2024