

Budget Calendar – For Your 2026/2027 Fiscal Year

Process	Date
Business Office prepares draft budget	Apr/May/June 2026
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 30, 2026
Ongoing internal review of parish draft budget with Pastor, ministry heads, trustees and finance council, with revisions as needed.	July/August 2026
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 2026
Budgets, both parish and school submitted electronically to the Diocese (via DRVC portal). NOTE: School Budgets are considered <u>un-approved</u> at this point	No Later than August 26, 2026
The Office of Parish Support will perform final budget submission of all parish budgets.	August/September 2026
For all schools (parish and regional): Department of Education provides final review and approval of budget	August/September 2026
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] NOTE: Parishes submitting budgets with operating deficits are required to submit the secondary trustee acknowledgement of deficit budget form in addition to the official budget document.	No Later than October 16, 2026