



## **BUDGET PLANNING**

All parishes and parish organizations are required to prepare an annual budget. The Finance Council and the Parish Council must approve the budget. This budget should forecast receipts and expenditures for the fiscal year beginning July 1<sup>st</sup>. The PDS Ledgers and Quick Books Programs should have a good budget preparation schedule. These forms should be used to assist the budget preparation process.

Deficit budgets should be avoided. However, if the parish approves a deficit budget, a letter of explanation as to how the deficit will be funded must be sent to the Diocese's Chief Financial Officer.