

**BUDGET GUIDELINES** to be used by all St. Clare Ministries for the period July 1, 2016 to June 30, 2017. Each Ministry must submit a Budget Request Form, even if no expenditures are anticipated. Budget approval is given after review by the Parish Director, the Parish Finance Council and the Pastor.

### **PROCEDURE**

- The attached Budget Request Form must be submitted and completed.
- Budgets are zero based (what you asked for or spent last year does not become the base).
- Requests should be based on anticipated need with justification.
- Timing (calendarization) is important.
- Donations or sponsorships are encouraged and must be shown and explained.
- Funds are not available until budgets are reviewed by the Parish Director and approved by the Finance Council and the Pastor.
- Board Chairs and Ministry Chairs may be asked to meet with the Finance Council and the Parish Director for a more detailed budget review prior to approval.
- Budgets will be reviewed and adjusted monthly as needed.
- Budget updates will be given to Ministries quarterly.
- Unplanned (*unbudgeted*) expenditures are discouraged, but will be considered as time and assets permit.

**The following due dates must be adhered to without exception:**

**February 29<sup>th</sup> –**

**Facilities Maintenance, Liturgy, RCIA and Faith Formation**

**March 31st - All other ministries**