

**BUDGET GUIDELINES to be used by all St. Clare Ministries for the period July 1, 2019 to June 30, 2020. 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**

- **We ask that the attached Budget Request Form must be submitted, completed and turned in by March 29<sup>th</sup>.**
- **Budgets are zero based, which means you start with zero balance each year (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 as needed.**
- **Budgets will be reviewed and adjusted monthly as needed.**
- **Budget updates can be given to Ministries quarterly or as needed.**
- **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 28<sup>th</sup> – Facilities, Liturgy and Faith Formation**

**March 29<sup>h</sup> - All other ministries**

**Attachment: Budget Request Form**

**~~~~~ Updated 01/29/19**