Parish Budget Sign-Off, Fiscal Year 2021-2022

Parish Name: ________________________________ Location #: __________

Instructions

Annually, parish approved budgets must be input to ParishSoft Accounting by May 15. The Finance Council and Pastor should review the budget before the parish notifies the Diocese to review and lock the budget.

To notify diocese that the budget is ready for review, please email the completed Budget Sign Off form to the Finance Office (finance@richmonddiocese.org) by May 15, 2021.

Please copy the Pastor/Administrator on the email and retain the original form at the parish.

Risks: If the budget is not reviewed and locked timely, unauthorized activity could go undetected. Failure to budget Cathedraticum accurately could result in a large true-up billing next fiscal year.

Controls: Monthly, the Finance Council should receive a copy of the balance sheet and income statement of the parish. Minutes from the Finance Council meetings should note explanations for actual versus budget variances greater than 10%. It is recommended that parishes maintain a running log of variance explanations for each fiscal year.

Reference: Parish Budget Preparation Financial Data Fiscal Year 2021-2022 (Budget Memo), Parish COA Manual, prior year budgets and annual reports.

Budget Approvals

I have completed the budget in accordance with the FY 2020-2021 Parish Budget Assumptions.

Signature of Preparer: ________________________________ Date __________

Print Name: ________________________________________________

I have reviewed the budget for material errors and irregularities.

Signature of Pastor: __________________________________________ Date __________

Print Name: ________________________________________________

I have reviewed the budget for material errors and irregularities.

Signature of Finance Council Member: __________________________ Date __________

Print Name: ________________________________________________