DIOCESE OF JOLIET
PARISH BUDGET FOR FISCAL YEAR 2019 – 2020

1. Finalize the budget in ParishSOFT.
2. Complete this form.
3. Obtain signatures of the Pastor and the Chairperson of the Finance Council.
4. **DO NOT** SEND A PRINTED COPY OF THE BUDGET WITH THIS FORM. THE DIOCESAN FINANCE OFFICE WILL ACCESS THE BUDGET FROM PARISHSOFT.
5. Submit the signed form by June 3, 2019 to:

Mail: Mr. Michael Bava, CFO
Diocese of Joliet - Finance Office
16555 Weber Road
Crest Hill, IL 60403

OR E-mail: DOJreports@dioceseofjoliet.org

If you have any questions, contact the Office of Parish Finance (815-221-6100).

Parish Name _____ **Parish Number** _____

Parish Town/City _____

Name of Preparer _____

Phone # / Email of Preparer _____

Key Budget Amounts:	Amount
Sunday Offertory	
Overall Parish Surplus/Deficit	
Investment in Education:	
Religious Education	
School	

If showing a deficit:
Please attach an explanation of how it will be funded.

If showing a surplus, list the amounts for:

Principal Loan Payments _____

Prior Year Diocesan Obligations _____

Maintenance Reserve _____

Enrollment Used to Prepare the Budget:

Religious Education
Elementary _____

Elementary School
Preschool _____

K-8 _____

Included in the budget:

Capital Project Revenue _____

Capital Project Expense _____

I HAVE EXAMINED THE 2019 - 2020 PARISH BUDGET AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS A TRUE AND COMPLETE PROJECTION OF PARISH FINANCES. I UNDERSTAND THAT THE DIOCESE WILL ACCESS THE COMPLETE BUDGET FROM THE PARISHSOFT DATABASE.

Signed:

_____ _____

Pastor/Administrator - NAME **Pastor/Administrator - SIGNATURE**

Date _____

Acknowledged by:

_____ _____

Chair: Parish Finance Council - NAME **Chair: Parish Finance Council – SIGNATURE**

Date _____