

Diocese of San Diego Guidelines for Parish Budget Process

The budget is an annual financial plan and tool for the Parish. All Parishes are required to prepare an annual budget.

The Diocese will provide a Budget Template in Excel format by January 31st of each year. Budget workshops will be offered in the month of February each year.

The Parish budget will be reviewed and modified, as necessary, by the Pastor and Parish Finance Council.

Written approval of the budget by the Pastor and Parish Finance Council is required to be submitted to the Diocese together with the Budget Template. The due date for submission is May 31st of each year.

If a deficit budget is submitted, the Parish will be asked to explain how it intends to fund the deficit.

Once the budget is approved and submitted to the Diocese, it will need to be entered into QuickBooks so that the Parish can monitor their revenues and expenses against the Budget each month.

Please contact the Parish Accounting Manager at 858-490-8309 for assistance or if you have any questions.