

# Parish Budget Guidelines 09 – 10

## INTRODUCTION

Please read and follow directions.

Every parish/mission MUST complete the attached report.

These budget guidelines are to help you in the preparation of the Word document Budget Form 2009.

Continuing with the Budget Year 2009-2010, the budget will be submitted using the revised Chart of Account Numbers, which parishes were to begin using as of July 1, 2001.

Make copies of Budget Form 2009 for use as worksheets.

Please type or print this report.

Report amounts only in those accounts that are applicable to your parish or mission.

Amounts should be reported in whole dollars.

## KEEP A COPY FOR YOUR RECORDS

**DUE DATE 6/30/2009**

Definitions:

Parish also means Mission when the mission parish is completing its own report.

KEEP A COPY OF YOUR BUDGET FOR YOUR RECORDS.

MAIL THE ORIGINAL TO THE DIOCESE OF PUEBLO FINANCE DEPARTMENT  
TO ARRIVE NO LATER THAN JUNE 30, 2009.

THANK YOU.

# Parish Budget Guidelines 09 - 10

## SUMMARY

### Budget Form 2009, SUMMARY.

1. Top of page.  
Type or print name of parish or mission and the city in which the parish or mission is located.
2. Total Income, Line 1.  
This line will be the **TOTAL INCOME** line at the bottom of page 2 of the **PROJECTED INCOME** page.
3. Total Expenses, Line 2.  
This line will be the **TOTAL EXPENSES** line at the bottom of page 4 of **PROJECTED EXPENSES**.
4. Net Income (Deficit), Line 3.  
Enter the net income. If the expenditures are greater than the income, use (parenthesis). If the net expenses are greater than income (Deficit), enter the amount in savings. If there are no savings, there should not be a deficit.
5. Capital Improvement, Line 4.  
If the parish is planning any capital improvements exceeding \$10,000, place a check mark on the "Request Capital Improvement" line and fill in the dollar amount. Follow the same procedure if the parish is going to be undertaking projects for which the sum will exceed \$10,000. This amount is taken from Budget Form 2009 "Capital Improvement" on page 5.
6. Parish Council and Parish Finance Committee, Line 5.  
Indicate whether the budget has been approved by both the Parish Council and Parish Finance Committee. The Bishop has requested that both the Parish Council and Parish Finance Committee approve the budget process.
7. Pastor.  
The pastor must sign and date Budget Form 2009.
8. Contact Person.  
Fill in the name of the person preparing the budget and able to answer any questions the Diocesan Finance Office may have. Provide the telephone number(s) where the individual may be reached.

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## INCOME

### Budget Form 2009, PROJECTED INCOME.

1. Parishes will have at least two checking accounts: the Operating Account and the Stipend Account.
2. Stipends for Masses are to be deposited in their own checking or savings account. Stipends received for Mass are payable to the priest for the first mass; any additional stipends received for the same day are payable to the Diocese of Pueblo Seminary Burse for the education of seminarians. These stipends should be remitted to the Diocesan Business Office on a monthly basis. The Mass stipend account shall be used for no other purpose.
3. If the parish has bingo or conducts raffles, by Colorado State Law it must have a separate Bingo checking account. Colorado State Law maintains that the bingo fund should not give money directly to the parish. For your budgeting purpose only, estimate how much bingo income will be used for the parish.
4. Report amounts only in those accounts that are applicable to the parish or mission.

## EXPENSES

### Budget Form 2009, PROJECTED EXPENSES.

1. Priest Salaries.  
From July 1, 2009 to June 30, 2010, priest salaries will be made up of the monthly base salary of \$1706.61 plus \$275.00 for automobile allowance plus \$10.00 times the priest's ordination anniversary.
2. Mass Stipends.  
Stipends received for Mass are payable to the priest for the FIRST MASS; any additional stipends received for the same day are payable to the Diocese of Pueblo Seminary Burse for the education of seminarians.

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### Budget Form 2009, PROJECTED EXPENSES, continued

3. Social Security.  
The Social Security percentage for the years 2009 and 2010 is 7.65 %.
4. School Subsidy for parishes that support parochial schools.  
This pertains to cash subsidies to diocesan parochial schools, which would be charged to Account 7110, Subsidies & Grants. The Diocesan policy is that a parish may not subsidize more than 40% of its offertory collection. The total for the subsidy is arrived by taking the Total Offertory Accounts amount on the PROJECTED INCOME page, and multiplying that amount by 40%.
5. Property Insurance Premium.  
It is anticipated that this insurance premium will increase by 3 %.
6. Workers' Compensation.  
The anticipated rates this year are \$5.94 per \$100 high risk and \$0.70 per \$100 for low risk.
7. Health, Dental and Life Insurance 2009-2010. (Current rate sheet included.)
8. Clergy Benefit Society Assessments.  
All parishes are assessed 3.5% of the total offertory collections. Quarterly reporting to the Diocesan Finance Office determines the sick and death benefits and retirement for priests serving the Diocese of Pueblo as of June 30 each year. This amount is calculated by multiplying 3.5% times the amount of the **TOTAL OFFERTORY ACCOUNTS** under PROJECTED INCOME.

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