

BUDGET**Parish Elementary School and Elementary Inter-parochial Programs**

The Pastor, in consultation with the local elementary Board of Education and Finance Council, or the local interparochial Board of Education is ultimately responsible for preparing a realistic school budget. The Principal, as the educational administrator, must be actively involved in preparing the budget. When a school facility is being used for other purposes, the operational expenses incurred may be pro-rated according to the usage of each group. The Pastor/Executive Pastor will determine and charge the percent of usage to each group (e.g., parish activities, parish religious education program, CYO, private rentals, etc.). Such charges may include, but are not limited to, utilities, maintenance, janitorial supplies, copiers, and maintenance services.

Secondary Schools

Board of Directors in a secondary school will determine what funds are needed for a quality Catholic educational program and for the safe maintenance of school facilities. In addition, they will identify the various sources from which revenue will be obtained to ensure sufficient income to balance the budget. The budget must be approved by the Pastoral Members of the Corporation of the secondary school before it is submitted to the diocese.

General Notes

For all schools, after the budget has been adopted, the Principal/School President must follow the budget plan as closely as possible and has the responsibility to collect income and pay bills. If circumstances occur that may make it necessary to deviate significantly from the approved budget, the Principal/School President is to promptly notify the Pastor/Executive Pastor of the elementary school or the President of the Board of Directors of the secondary school.

The budget is to be submitted annually to the diocese in a timely manner.

At each local Board of Education/Board of Directors meeting, the current status of income and expenditures, savings accounts and/or loans must be made a matter of the record in order that the Pastor/Executive Pastor, the Principal/School President and all Board members are aware of the financial status of the school. If a deficit is anticipated, discussion must take place to determine how to correct the situation.

Policy

Revised: July 1, 2015

RWG/Bishop of Harrisburg