

FINANCE COUNCIL

GOAL: *Oversee the parish finances - keeping harmony with the needs and goals of the parish.*

RESPONSIBILITIES:

- a) Meet at least quarterly to review the parish finances and oversee the implementation of the budget.
- b) Provide financial reports to the Parish Pastoral Council and the parish at least quarterly.
- c) Provide budget reports to each committee and ministries at least quarterly.
- d) Request budget proposals from the parish committees and ministries.
- e) Formulate the parish budget and submit it to the Parish Pastoral Council for recommendations.
- f) Provide education on the theology of stewardship to foster a generous spirit within the parish.
- g) Plan and execute a systematic program to provide for the short-term and long-term needs of the Church.
- h) Maintain a complete record of the Committee's proceedings.
- i) Review insurance coverage

Possible Sub-Committees

Fundraising/Education Committee

- Develop resources necessary to accomplish the long term and short term needs of the church.
- Foster and teach the principals of Stewardship

Publicity Committee

- Cooperate with the parish business office to prepare the parish letters and reports to go to each parishioner.
- Provide publicity for fundraising events

Budget Committee

- Request budget proposals from the parish committees and ministries in March.
- Compile the proposals to form a master budget proposal in April.
- Submit the Master Budget Proposal to the Parish Pastoral Council for recommendation in May.
- Present the budget for the pastor's approval by July 1
- Provide budget reports to each committee and ministry at least quarterly.

SUGGESTED TIMELINE

July

- Review 4th quarter financial reports
- Review prior fiscal year financial reports
- Distribute the committee budget reports
- Formulate a parish letter to accompany reports
- Submit all reports and parish letter to the Parish Pastoral Council for review.
- Distribute the financial information to parishioners.

August

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners

September

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners

October

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners

November

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Facilitate the parish Stewardship Campaign and Diocesan Fundraising.

December

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Distribute offering envelopes if applicable

January

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners

February

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Prepare and distribute budget sheets for committees input

March

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Assist committees to formulate their proposed budget
- Review insurance coverage

April

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Compile proposed budget requests and formulate budget

May

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Submit proposed budget to the Parish Pastoral Council for recommendations

June

- Distribute financial reports to committees and ministries
- Provide a financial update to the Parish Pastoral Council and the parishioners
- Submit proposed budget to the Pastor for final approval.