Sample Parish Finance Council Proposed Calendar

Jan./July	Feb./Aug.	Mar./Sept.	Apr./Oct.	May/Nov.	June/Dec.	July/Jan.	Aug./Feb.	Sept./Mar.	Oct./Apr.	Nov./May	Dec./June
Yearly Review – Financial Performance vs. Budget			Quarter Review – Financial Performance vs. Budget			Quarter Review – Financial Performance vs. Budget			Quarter Review – Financial Performance vs. Budget		
Annual Reports – Financial Due Jan. 31/ July 31	Implementation Schedule for Items Identified in Parish Review Developed		Council Review of Parish Financial Review		Internal Control Issues Reviewed & Recommendations						
	Draft Letter Prepared on Parish Finances	Council Review & Approval of Letter on Parish Finances	Parish Finance Letter Sent Out								
										Develop Calendar of Meetings & Action Items for Next Year	Annual Review of Finance Council Charter & Appointment of New Members
						Parish Budget Meeting with Pastor to Determine Goals for Budget		Review Parish Staffing Requirements & Program Needs with Staff	Submit Draft 1 of Parish Budget to Finance Council	Submit Final Draft of Budget to Finance Council	Pastor Presents Budget to Staff
						School Budget Meeting with Principal to Determine Goals for Budget		Review School Staffing Requirements & Program Needs with Staff	Submit Draft 1 of School Budget to Finance Council	Submit Final Draft of Budget to Finance Council	
						Cemetery & Other Organizations - Budget Meeting with Pastor to Determine Goals for Budget			Assist Cemetery with Pricing	Submit Final Draft of Budget to Finance Council	
	Physical Inventory of Assets		Present Information on Physical Inventory to Finance Council	Audit of Hot Lunch Program		Facility Needs Reviewed		Audit of Daycare	Assist Principal with Setting Tuition for Following School Year		Audit of SCRIP Program

Sample Parish Finance Council Proposed Calendar