

# Sample Budget



## BUDGETING:

The director of religious education develops an annual income and expense budget for religious education programming including curriculum, vacation bible school, retreats, service events, sacramental preparation and sacramental celebrations, and youth ministry programs.

- Parents share in the responsibility of parish catechetical programs through payment of tuition and fees.
- No one is denied the opportunity to receive catechesis because of inability to pay.
- Tuition and fees are reviewed annually with the Pastor and/or Councils based on needs.
- The parish provides funding to support comprehensive, quality programs of catechesis for the parish community.

## DRE Responsibility:

1. Work with Pastor and/or Councils on the financial responsibility of parish catechesis.
2. Submit an annual budget request to finance all catechetical programs and activities.
3. Develop and manage the annual budget, allocate funds as appropriate and ensure that the programs meet their financial goal.
4. Track all expenditures and income.
5. Annually review and reconcile budget.

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Religious Education Budget	Budget Year	Actual Costs	Balance	Projected Costs
<b>Income</b>				
Program Tuition/Fees				
Other				
Total Income				
<b>Expenses</b>				
Office Supplies				
Classroom Supplies				
Programs / Textbooks				
Technology				
Sacramental Prep / Celebrations				
Youth Ministry				
Vacation Bible School				
Retreats/ Speakers				
Service Projects / Mission Trips				
Hospitality/ Food				
Gifts				
Memberships / Conferences				
Subscriptions				
Continuing Education				
Mileage / Travel				
Printing / Postage				
Catechist Formation				
Parent Resources				
Totals				