



**Diocese of Grand Rapids
Annual Parish Budget
FY 2008/2009**

**Excel Spreadsheet Instructions for
Completing the Parish Budget Report**

General

These instructions outline the steps a parish takes in completing the Annual Parish Budget using the format required for submission to the Diocesan Offices. The format is standardized in an Excel spreadsheet that must be downloaded from the Diocese's website. This spreadsheet includes three worksheet "tabs" at the bottom of the page:

- Cover page
- 2-page summary
- Cash flow

Specific instructions:

COVER PAGE

Purpose

This cover page must be submitted with the annual parish budget and is documentation that the budget has been approved by the Pastor and the Finance Council Chair.

Instructions

In order to print the form properly for submission, make sure the following printing parameters are used:

- Margins should be set as follows: top .50; bottom .50; left .75; right .50.

After following the **PRINTING INSTRUCTIONS** described later in this document, please complete and sign as requested.

2-PAGE SUMMARY

Purpose

This two page summary contains the 2008/2009 parish budget and other required financial information used in evaluating the reasonableness of the new budget. The other required information includes the actual financial results for the 2006/2007 fiscal year, the actual results for the ten months ending April 30, 2008 and the Diocesan approved 2007/2008 budget. The annualized ten-month column will be calculated automatically as you enter the information for the 2007/2008 budget to give you a projected final figure for the 2007/2008 budget: These automatically calculated cells can be changed as necessary.

Instructions

Enter the parish name and city.

Enter figures in the appropriate cells in the first three and the fifth columns of the worksheet. Totals and the fourth column will calculate automatically; the 2008/2009 budget figures will then transfer automatically to the “cash flow” worksheet tab. The information required in each of the four columns to be completed is outlined below:

- Actual Amount – year ended 6/30/07 (Column D): Enter the actual results for the 2006/2007 fiscal year. Make sure that the activity agrees with the final Annual Financial Report submitted to the Diocese in September 2007.
- Budget amount – year ending 6/30/08 (Column E): Enter the budget amounts for the current fiscal year. These amounts are to be taken directly from the final version of your parish’s 2007/2008 budget submitted to the Diocese.
- Actual Amount – ten months ended 4/30/08 (Column F): Enter the actual results for the 1st ten months of the current fiscal year.
- Proposed budget amount – year ending 6/30/09 (Column H): Enter the proposed budget amounts being submitted for approval.

In order to print the form properly for submission, make sure the following printing parameters are used:

- Margins should be set as follows: top .50; bottom .40; left .50; right .50.

CASH FLOW

Purpose

The cash flow worksheet calculates how the parish’s cash flow will be generated for operations in the new fiscal year by linking the proposed budget to other parish cash transactions. This worksheet automatically recaps the overall budget prepared in the **2 page summary** on the top of the worksheet and then the parish is required to enter other cash transactions in order to project what the checking account balance will be at June 30, 2008.

Instructions

Enter the parish name and city.

The figures in rows 9-25 will transfer automatically from the “2-page summary” worksheet.

Enter figures regarding other parish cash flow activity in rows 30-35. Note - deductions shown in rows 32-35 should be entered as *positive* numbers. Specifically, the following amounts (if applicable) need to be entered into the worksheet:

- The amount of cash expected to be transferred into the checking account from the Deposit and Loan Program during the fiscal year (cells B30, C30 and D305)
- The amount of loan principal payments to be paid during the fiscal year (cell B33)
- The amount of capital expenditures to be paid during the fiscal year (cells B34, C34 and D34)
- The amount of funds to be transferred into the Deposit and Loan program (cell B35)

Totals in column E will calculate automatically.

Enter the projected beginning cash balance as of July 1, 2008 in cell E41.

In order to print the form properly for submission, make sure the following printing parameters are used:

- Margins should be set as follows: top .50; bottom .50; left .50; right .50.

PRINTING INSTRUCTIONS

To print the entire document, go to “File”; select “Print”; under “Print What” Menu, select “Entire Workbook.”

REPORT SUBMISSION OPTIONS (DUE MAY 15, 2008)

By mail, send to:

Diocese of Grand Rapids
Finance Office
660 Burton Street SE
Grand Rapids, MI 49507

By e-mail, send to:

mgarcia@dioceseofgrandrapids.org

PLEASE NOTE:

REGARDLESS OF THE SUBMISSION OPTION SELECTED, THE COMPLETED, SIGNED COVER PAGE MUST BE MAILED OR FAXED TO THE DIOCESAN BUSINESS OFFICE, ATTN: SISTER MARIA SERRA GARCIA.