

ARCHDIOCESE OF CHICAGO



# Fiscal Year 2020 Budget Workbook Preparation & Submission Process

February 14, 2019

# Agenda

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- Key Budget Submission Facts
- Review of Deployment of Budget Workbooks & Data Sheets
- Updates & Changes to Budget Documents
- Budget Reminders
- Evaluation & Team Support Ticketing
- Demonstration of Budget Documents & Submission Process
- Break/Q&A
- Demonstration of Workbook
  - Review of Header Tab & Action Planning Tab
  - Review of ALL Church Tabs & ALL School Tabs
  - Evaluation Tab

# Key Budget Submission Facts

- Budget due date is Friday, April 5<sup>th</sup>.
- Minor changes to the FY20 Budget Workbook and other documents from last year.
- Parishes will complete the workbook, enter the budget into QuickBooks, and submit a Budget Report through Right Networks reporting platform.
- Click the “Submit the Budget 2019-2020” button and the system will generate and submit the budget report and budget workbook.
- FY20 Budget to be on modified accrual basis.
- MS365 Credentials must be activated on the desktop to be able to edit the budget workbook. If you need a password reset or don't know your credentials contact the AOC IT Service Center at 312-534-5227.



# Deployment of Budget Workbooks & Data Sheets

- All documents were deployed to Right Networks desktops on February 4<sup>th</sup>.
- Data Sheets have been deployed to AOC Communications/FY 2020 folder
- Includes 2020 Budget Data Sheet, 2020 Property & Casualty Details, 2019 Property Values and General Budget Assumptions.
- Budget Workbooks can be accessed on the I drive/ FY2020/FY2020 Budget – Approved & Submitted Folder
- Energy Budget Estimates will be deployed to your AOC Communications/FY2020 folder next week.
- Please contact [parishoperations@archchicago.org](mailto:parishoperations@archchicago.org) if you are missing any of these items in the folders specified above Right Networks



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FY18 BUDGET WORKBOOK  
WORKSHEETS**

<b>Number</b>	<b>Worksheet #</b>	<b>Worksheet Name</b>	<b>Applicable Entity</b>
<i>Overall</i>			
1	N/A	Header Page	ALL
2	N/A	Action Planning Worksheet	ALL
<i>Church</i>			
3	C-1	5 Year Comparison	Church
4	C-2	Current Year Forecast	Church
5	CR-3	Tuition & Fees - Rel. Education	Church
6	CR-4	Fund Raising	Church
7	CE-1	Payroll Expense Church	Church
<i>School</i>			
8	S-1	5 Year Summary	School
9	SR-2	Current Year School Forecast	School
10	SR-3	Fundraising & Outside Funding	School
11	SR-4	Enrollment	School
12	SR-5	Elementary Tuition	School
13	SR-6	PK-8 Tuition Spreadsheet	School
14	SR-7	Pre-School Tuition	School
15	SR-8	Extended Care Tuition	School
16	SR-9	Summer Programs	School
17	SR-10	Fee Schedule	School
18	SE-1	Payroll Expense School	School
19	N/A	Budget Evaluation	ALL



# Updates & Changes to the Budget Process

- Unfunded aid line removed from the SR-5 Elementary Tuition and SR-6 Pre-School Tuition tabs
  - Discounted tuition should be listed under the tuition rates section
  - Average discounted tuition rates and number of families
  - Request additional lines if necessary
- Health Insurance Rate – TBD
  - AOC will have final number to parishes in next couple weeks to
  - Parishes will overwrite the current estimate in workbooks which will change formula in all cells



# Updates & Changes to the Budget Process

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- Energy Data Sheets – managed by AOC this year
  - Deployed to AOC Communications folder next week
  - Contact David Singler in Real Estate department with any updates
  - Email: [dsingler@archchicago.org](mailto:dsingler@archchicago.org) or 312-534-8791
- Property & Casualty
  - Revisions submitted in the fall have not all been reviewed and completed
  - The budget data sheets don't reflect the updates requested.
  - Contact Richard Rabs at [rrabs@archchicago.org](mailto:rrabs@archchicago.org) with any questions.



# Budget Reminders

- Make sure all required tabs and applicable church/school tabs are completed, including header page & action planning.
- Yellow cells on the workbook are input cells, grey cells are NOT input cells (formulas or linked to other tabs), red tab is optional.
- Explain variances over 10% (+ or -) on the C-1 & S-1 tabs.
- Evaluation tab – feeds from other tabs to provide summary report for DVO/DTO to evaluate the parish budgets.
- Make sure only ONE copy of the final budget workbook is saved and labeled properly into the I drive/FY2020/FY2020 Budget Workbook – Approved & Submitted folder before submitting through Right Networks.
- Budget needs to be entered by class & month in QuickBooks.
- Click the “Save” button throughout the budget entry in QuickBooks, especially when moving to a different class.





# Budget Reminders – cont.

- **Run the “Refresh Report Data” before submitting the budget report.**
- If the you click the Submit button and the budget report does not populate at the bottom DO NOT submit - Either refresh issue or incorrect FY entered into QB.
- Enter all contact info completely – we need to respond back to questions and provide the evaluation.
- General Budget Assumptions have been deployed to the AOC Communications/FY2020 folder vs. posted on the website
- Make sure MS365 credentials are activated in Right Networks.



# Evaluation & Team Support Ticketing

- You will be notified in the coming weeks if your parish will be required to have a review meeting with your DVO/DTO. They will reach out to you directly to schedule the meeting.
- Team Support tracking will be used again to provide parishes with a confirmation ticket notifying them that their budget has been received.
- A ticket will be issued confirming receipt of your budget through Team Support and a copy of your budget workbook & budget report will be provided to the DVO/DTO and VIC team for review/evaluation online.
- All parishes will receive an evaluation from the DVO/DTO that will be attached to the confirmation ticket once completed.
- If you need to re-submit a revised budget please email [parishoperations@archchicago.org](mailto:parishoperations@archchicago.org) or respond to your original



# Demonstration Agenda

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- Review of Location of Budget Workbook & Materials
  - Parish I drive
- Budget Entry into QuickBooks Overview
- Budget Submission Process



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We will now enter the virtual world...for the demonstration of the workbook and submission process...

Our presentation is now directed to the virtual desktop that is located at: [www.rightnetworks.com](http://www.rightnetworks.com)

# Resources Available

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- Email: [parishoperations@archchicago.org](mailto:parishoperations@archchicago.org)
- Additional materials/procedures available for review or download on the Parish Operations webpage at <http://parishops.archchicago.org> under Procedures, Forms and Materials
- FY20 Budget Process:
  - FY20 Budget Checklist
  - Procedure for Entering Budget into QB
  - VIC Meeting memo
- Right Networks Support
  - email: [support@rightnetworks.com](mailto:support@rightnetworks.com)
  - phone: 1-888-417-4448 option 2



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Questions???

# Demonstration Agenda

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- Review of Workbook Tabs
  - Header Page
  - Required Action Planning Page
  - Overview of ALL Church Tabs
  - Overview of ALL School Tabs

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Questions???

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Thank you for joining us today!