

ARCHDIOCESE OF CHICAGO



Fiscal Year 2019 Budget Workbook Preparation & Submission Process

February 8, 2018

Agenda

- Key Budget Submission Facts
- Review of Deployment of Budget Workbooks & Data Sheets
- Evaluation & Team Support Ticketing
- Demonstration of Workbook
 - Review of Church Tabs
 - Review of School Tabs
 - QuickBooks Budget Entry Overview
 - Budget Submission Process
- Review of Resources to Assist in Budget Process



Key Budget Submission Facts

- Budget due date for all parishes is Friday, April 6th.
- No major changes to the FY19 Budget Workbook from last year.
- Process change: reverting back to entering the budget into QuickBooks by Month & Class before submission.
- Parishes will complete the workbook, enter the budget into QuickBooks, and submit a Budget Report through Right Networks new reporting platform.
- New submitted budget report will replace the QuickBooks export tabs of the past in the workbook.
- Click the “Submit the Budget Report” button and the system will generate and submit the budget report and budget workbook.
- FY19 Budget to be on modified accrual basis.



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.
- The DVO/DTO will reach out directly to schedule these meetings with the necessary parish personnel.
- 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.



Deployment of Budget Workbooks & Data Sheets

- All documents were deployed to Right Networks desktops on January 12th
- Data Sheets have been deployed to AOC Communications/FY 2019 folder
- Includes 2019 Budget Data Sheet, 2019 Property & Casualty Details, 2019 Property Values.
- Budget Workbooks can be accessed on the I drive/ FY2019/FY2019 Budget – Approved & Submitted Folder
- Energy Budget Estimates are currently being worked on by the Coleman Group and will be available in the coming weeks.
- Please contact parishoperations@archchicago.org if you are missing any of these items in the folders specified above in CathoNet/Right Networks



**ARCHDIOCESE OF CHICAGO
FY18 BUDGET WORKBOOK
WORKSHEETS**

Number	Worksheet #	Worksheet Name	Applicable Entity
<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



Demonstration Agenda

- Review of Location of Budget Workbook & Materials
 - Parish I drive
- Review of Workbook Tabs
 - Header Page
 - Required Action Planning Page
 - Overview of Church Tabs
 - Overview of School Tabs
- 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

Resources Available

- Email: 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
- FY19 Budget Process:
 - FY19 Budget Checklist
 - General Budget Assumptions
 - Procedure for Entering Budget into QB
 - VIC Financial Planning Meeting Presentation
- Right Networks/CathoNet Support
 - email: support@rightnetworks.com
 - phone: 1-888-417-4448 option 2



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Thank you for joining us today!