



CATHOLIC DIOCESE
— OF YOUNGSTOWN —

Office of Faith Formation and Lay Ecclesial Ministry
Directory for Catechesis

PARISH FINANCIAL REPORTING OF RELIGIOUS EDUCATION BUDGET

The Diocese of Youngstown Parish Budgeting guidelines allow an exemption from diocesan assessments for monies collected or dispersed in the faith formation programs for Elementary, Adolescent, and Adult Faith Formation. Allowable expenses **DO NOT** include salaries and benefits of personnel. Record these expenses on the appropriate salary or benefit lines

Following these suggestions to prepare the parish financial report will prove beneficial to the parish in regard to the determination of diocesan assessments.

1. Keep separate records of income and expenses for Elementary, Youth, and/or Adult Faith Formation, or other Faith Formation programs.
2. Record income on line 11, other designated collections. It is appropriate to include fundraising income, textbook and program fees collected, gifts, and donations.
3. Record expenses on line 43 of the Manual Disbursement Journal.

SAMPLE FINANCIAL RECORD

Parish catechetical administrators are accountable for parish monies allocated to religious education and faith formation opportunities for adults, youth, and children.

Parish records will reflect the percentage of the total operating budget that is designated for ongoing faith formation. This sample should be adjusted to reflect the particular circumstances of each parish.

Name of Program _____

(Adult Formation, Elementary CCD, Junior High Ministry, Youth Ministry, Young Adult Ministry, Intergenerational Catechesis, Family Program, OCIA, SBCC, VBS, Sacramental Program, other program).

Year _____ Quarter _____

	Date/Amt	Date/Amt	Date/Amt	Date/Amt	Total
Income					
Registration Fees					
Individual					
Family					
Materials fee					
Activity Fees					
Books, pamphlet, material resale fee					
Retreat fees					
Donations and gifts					
Interest:					
Other:					
Other					
Fundraising income					
Total					

Report income on line 11 of the Diocesan Budget Journal.

	<u>Date/Amt</u>	<u>Date/Amt</u>	<u>Date/Amt</u>	<u>Date/Amt</u>	<u>Total</u>
Expenses					
Office					
Background check fees					
Envelopes/paper					
Equipment contracts					
New Equipment					
General office supplies					
Phone, internet, other					
Postage					
Resources					
Catechist resources					
Catechist manuals					
Student textbooks/workbooks					
Family workbooks					
Participant workbooks, journals					
Media purchases					
Media circulation fees					
Retreat Facilities					
Promotional materials					
Seasonal pamphlets					
Transportation costs					
Ongoing Formation					
Activity fees					
Workshop fees					
Registration fees					
Certification application fees					
Retreat Fees					
Subscriptions					
Speaker stipends					
Hospitality					
Food and Beverages					
Paper products					
Gifts, awards					
Other					
Total					

Report expenses on line 43 of the Diocesan Budget Journal. Please send a copy of fiscal year summary to Diocesan Director of Faith Formation and Lay Ecclesial Ministry, 225 Elm Street, Youngstown, OH 44503