

# From The Finance Department

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## Understanding the Budget Process

The budgeting process for the Diocese of Maine starts every June 1<sup>st</sup>. The Finance department sends out the Central Diocesan Fund Guidelines to all commission and program group chairs on behalf of the Diocesan Council. Comparative information for prior years for all Diocesan Operations budget line items and current budget request forms are included.

The budget process is divided into 3 categories;

1. Category I – activities and programs that are at the core of your ministry;
2. Category II – activities and programs which, while important, are not vital to the success of your ministry;
3. Category III – activities and programs that represent your dreams. Perhaps these are an expansion of the current programs and activities or perhaps they represent an entirely different approach. Please tell us your dreams.

## The Budget timeline

**July 3, 2008** - Budget Request Forms (**incorporating a three-year forecast**) and a narrative explanation are due at the diocesan office where they will be sorted and sent to the appropriate Commission.

**July 11, 2008** - Deadline for the Finance Department to send the budget requests to the appropriate Commission. The Commissions will review the requests and consult with program group chairs as the Commissions find appropriate. The Commissions are charged to evaluate the need and performance of the program groups and will determine the budget request amounts to be recommended to Finance Committee.

**August 8, 2008** - The Commissions will furnish their budget recommendations to the Finance Department where they will be aggregated into a draft CDF Budget.

**August 26, 2008** - The Commission Chairs, Finance Committee, Bishops, Treasurer, Canon to the Ordinary and Finance Officer will meet from 3 to 7 PM at St. Mark's, Waterville to review the draft CDF Budget. This meeting is open to all. If time allows, a budget recommendation to Diocesan Council will be formulated at this meeting.

**September 2, 2008** - The Finance Committee will meet only if a budget recommendation is not achieved on August 25, 2008. It will meet, if necessary, from 4:00 PM until it agrees upon the budget recommendation to Diocesan Council at a location to be determined. This meeting is open to all.

**September 6, 2008** - The Finance Committee will present its recommendation to Diocesan Council at 11:00 AM at St. Mark's, Augusta. The Diocesan Council will then decide upon the proposed budget that will be circulated to the Diocese with the Convention materials. The Diocesan Council meeting is open to all.

**October 24 and 25, 2008** - Diocesan Convention, which meets in Bangor, shall determine the 2009 CDF Budget after discussion and debate. Diocesan Convention is open to all. Generally speech and debate are limited to delegates.

*We invite you to participate in the budget building process fully. It is an open process with the best results when all collaborate, discuss and consider.*