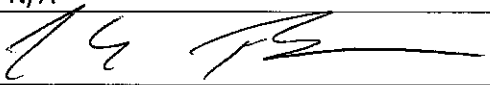


<b>Catholic Charities Disabilities Services</b>	
<b>Agency Standard and Procedure</b>	
<b>Standard Category</b>	Fiscal
<b>Standard Title</b>	Budgeting
<b>Regulations</b>	N/A
<b>Original Issue Date</b>	06/30/2009
<b>Latest Revision Date</b>	04/04/2016 4/13/2023
<b>Number of Pages</b>	1
<b>Attachments</b>	N/A
<b>Approved by:</b> Thomas Buchanan, Director of Finance	

**Procedure:**

- 1) The Fiscal Director coordinates in conjunction with the Executive Director with input from other department directors to formulate a financial plan for the applicable fiscal year.
- 2) The Fiscal Director prepares projection for the current fiscal year based on annualized costs adjusted for one-time items and any other known adjustments.
- 3) Each revenue and expense line is reviewed and a projection is made based on prior history and any other items that are known that should be included into the budgeted financial plan.
- 4) The Executive Director prepares their written plan in conjunction with the fiscal budget plan to be submitted to the Catholic Charities Executive Office.
- 5) The financial plan is plugged into the budgeting software package and any other required reports by Catholic Charities Executive Office.
- 6) The completed budget is reviewed and presented to the Agency Finance Committee and a recommendation is made to the Agency Board of Directors.
- 7) The budget is reviewed and approved by the CCDS Agency Board of Directors for submission to CC Executive Office.
- 8) The final written narrative and required financial reports are then forwarded to Catholic Charities Executive Office.
- 9) Once the budget is approved by the CC Board of Trustees, the budget information is uploaded into the Agency's g/l software package.