

## ***St. Luke Budget Accounting Guidelines (June 2025)***

Dear Commission and Ministry Leads and St. Luke Staff,

Managing budget dollars effectively is crucial for the success of our commissions and ministries. To ensure transparency and accountability, please adhere to the following procedures:

1. **\*\*Budget Allocation Review\*\***: All budget allocations should be reviewed at the start of each fiscal year (FY) to ensure they align with the objectives and goals of your respective Commission or Ministry.

**St. Luke FY starts July 1, 2025. St. Luke FY ends June 30, 2026.**

2. **\*\*Expense Documentation\*\***: **Each Commission or Ministry lead or Budget designee will maintain detailed monthly records of all expenditures.** This includes receipts, invoices, and a description of each expense.

3. **\*\*Approval of Major Expenses\*\***: For any expense not pre-approved or included in your Budget, approval must be obtained from the Pastor, Father Paul Gary.

4. **\*\*Quarterly Reporting\*\***: Each Ministry or Commission Lead will provide a financial report at the end of each quarter. This report should include a quarterly summary of expenditure, the remaining budget, and any anticipated financial needs for the coming months. Forms will be provided. **Quarterly reporting will be submitted to the Parish Council, collated and then forwarded to the St. Luke Business Manager for review. Quarterly Reporting will be submitted by the Commission or Ministry Leads or Budget designee on the 15<sup>th</sup> of the month following the end of each Quarter.. (2025 SEP 30 & DEC 31; 2026 MAR 31 & JUN 30)\***

5. **\*\*Adherence to Deadlines\*\***: **Submit all reimbursement requests and financial documentation within 30 days of item purchase to ensure timely processing and accurate budget tracking.**

6. **\*\*Collaboration\*\***: Work closely with other ministry leaders and staff to avoid overlapping expenses and to identify opportunities for cost-sharing.

Following these procedures will help us maximize the impact of our resources and maintain trust within our community. If you have questions or need further clarification, please do not hesitate to reach out.

Please have Ministry/Commission Budget designee complete the following:

Commission/Ministry Name: \_\_\_\_\_

Budget Designee: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Commission and Ministry Leads and St. Luke Staff,

The new Fiscal Year will begin July 1, 2025. **All 2024-25 FY expenses and receipts must be submitted to Regina Nivens no later than Thursday, July 10<sup>th</sup> so the Fiscal Year expenses can be submitted to the Diocese.**

Establishing Budget Guidelines is a new process and no doubt there will be room for adjustments and improvements as this process is refined during the next twelve months.

The Parish Council is asking Ministry and Commission Leads to attend Budget Leadership Workshops to teach leaders and staff how to follow the Budget Accounting Guidelines. These workshops will be held July 7-10<sup>th</sup>. Please bring your laptop if you have one. Paper Ledgers will be provided as well. **Your FY25-26 Ministry or Commission Budget will be awarded at that time.** If you are unable to attend any of these meetings, additional zoom meetings can be scheduled. The topics will cover:

- Your Ministries 25-26 FY Budget Allocation
- How to keep a monthly/YTD paper ledger
- How to use Excel to keep track of your budget and YTD expenses
- How to submit Quarterly Budgeting to the Parish Council → Business Manager
- Future Leadership Workshops will address:
  - Effective Communications within your Ministry/Commission/Parish Council
  - Identify and host leadership topics that enhance leadership skills
  - Where to find important links within the St. Luke Website
  - How to download and use the Planning Center App for scheduling group meetings and posting resources
  - How to set up a group in Church Center to manage your group

***Please sign up for one of these workshops by texting Pat Backe 703-922-4298 or emailing [pkfit4u@gmail.com](mailto:pkfit4u@gmail.com). If you need to schedule alternate times please let Pat know that as well.***

Monday, July 7, 2025	6:30-8:00pm Conference Room Lawyers Road
Wednesday, July 9, 2025	1:00-2:00 pm Conference Room Lawyers Road *
Thursday, July 10, 2025	6:30-8:00pm Conference Room Lawyers Road *

*\*Available in person and via Zoom. Zoom link sent once registered.*

*Thank you for your cooperation with this request.*