

The 2007 Budget and Parish Bank Books
Circular 2006-32

To: All Parish Priests, Diocesan and Religious

1) This is a follow-up of my Circular 2006-27 dated September 29, 2006 and an instruction on Parish Bank Books. As previously announced, Budget Hearings will be in January 2007. Hopefully, this will be the last year that Budget Hearing for the current Fiscal Year is done within the same year. In the future, Budget Hearings will be done before the beginning of the next Fiscal Year so the Budget is approved before the start of the Fiscal Year.

Enclosed now is the schedule of the Budget Hearings. Please take note of the schedule of your parish. It is important not only that your Accountant will be present but that the Parish Priest accompanies his Parish Accountant.

In the preparation of the Budget for 2007, please base your Budget from the average of 2005 and 2006. Add *in toto* and item by item the budget of 2005 and 2006 divided by two (2) so as to make Budget for 2007 more real as compared with last year's. Last year the variances between Budget and actual was very big. It is to avoid this scenario that we will be doing this way in the preparation of the Budget 2007.

2) In submitting your monthly Reports along with your Remittances, please attach the Bank Reconciliation of the last month or at least a Photocopy of the current page of the Parish Bank Book. Note that I said your Parish Bank Book to distinguish it from your own Personal Bank Book. The Parish Bank Book should be in the name of RCBN-Name of your Parish c/o the Parish Priest. This will make both routine audits and turn-over during Re-shuffles easier.

Given in the Chancery in Fairview, Quezon City, this 25th day of October, in the Year of Our Lord, 2006.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested by:

Rev. Fr. Jaime Z. Lara
Chancellor