



Diocese of Springfield in Illinois

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TO: Pastors, Parochial Administrators, and Parish Life Coordinators
FROM: Rev. Msgr. David J. Hoefler, V.G., Vicar General/Moderator of the Curia
DATE: May 2021
SUBJECT: FY21-22 Parish Budgets

It is once again time to prepare your parish's fiscal year budget. The completed budget form is due in our Office for Finances no later than July 15, 2021, *approved and signed by the Pastor and at least two members of the Finance Council*. You must retain copies of the budget for your parish archives.

The Annual Parish Budget template is available in QuickBooks on Right Networks. Directions on how to complete a budget in QuickBooks are enclosed.

Please check the Office for Insurance and Benefits website, www.insurance.dio.org, for complete rate information.

Please note that per the Commission for Priest Benefits (formerly called CCIRP), the annual premium for Diocesan priests' health insurance, pension, and long-term care is \$19,677.00. This is billed quarterly in July, October, January and April in the amount of \$4,919.25 per quarter. .

The following materials are enclosed to assist you and members of the parish finance council as you formulate the budget.

- **Parish Reporting and Budgeting Manual**
- **Decrees and Wage Scales**
- **Fringe Benefits Summary** (*will be sent separately by the Insurance Office*)

If you have questions, please contact Chris Sommer, Director of Office for Finances, Thank you.

Enclosures (11)