

# APPENDIX J

## Finance Council Agenda

Finance Council Meeting of \_\_\_\_\_ Held on \_\_\_\_\_

1. Opening prayer
2. Members and guests present
3. Read, correct and approve minutes of previous meeting
4. Review and discuss progress and disposition of Old Business
  - A. Special committee reports
  - B. \_\_\_\_\_
5. Review and discuss Financial Reports of
  - A. Parish – Investigate variances from budget and review outstanding obligations
  - B. Building Committee
  - C. School and related organizations – compare to budgets
6. New Business and other items
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
7. Closing prayer

### Finance Council Calendar

(Note: Financial reports should be reviewed on at least a quarterly basis.)

March: Begin work on budget.

April: Continue work on budget.

May: Complete budget and attain the pastor's approval.

July: Send the Parish Consolidated Financial Report to the Diocese by July 20<sup>th</sup>