**(Full Legal Parish Corporate Name)**

**(Parish Physical Address)**

**Budget Meeting Notification Letter**

(Date of Letter)

Most Reverend Edward J. Weisenburger Rev. (Pastor)

Reverend John P. Arnold, Moderator of the Curia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diocese of Tucson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P. O. Box 31

Tucson, Arizona 85702-0031 \_\_\_\_\_\_\_\_\_\_\_, Treasurer

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Director,

Our (Full Legal Parish Corporate Name) Board of Directors will convene for the Budget Meeting on (Date), at (Time) at (Address). The purpose of the meeting is to: approve the parish budget and authorize spending of corporate funds; to review and acknowledge any extraordinary transactions in course of business which have been undertaken by the corporation during the past year or which are proposed for the for the coming year; and any other business as needed.

At this meeting the following proposed resolutions and actions will be considered and decided:

It is Hereby Resolved that the attached proposed Parish operating and capital budgets for the fiscal year 2022-2023 are hereby approved as submitted by (Full Legal Parish Corporate Name)’s Financial Council.

***(This resolution is only for parishes with schools, remove entire resolution if your parish does not have a school affiliated with it.)*** It is Hereby Resolved that the attached School operating and capital budgets for the fiscal year 2022-2023 are hereby approved as submitted by (Full Legal Parish Corporate Name)’s Financial Council.

***(This resolution is only for parishes with schools, remove entire resolution if your parish does not have a school affiliated with it.)*** It is Further Resolved that (Full Legal Parish Corporate Name), a non-profit corporation, hereby authorizes (pastor’s name), President/Pastor of the Corporation, to sign the new Teacher contracts. **(If President/Pastor already signed contracts please revise as follows).** It is Further Resolved that (Full Legal Parish Corporate Name), a non-profit corporation, hereby ratifies the action taken by (pastor’s name), President/Pastor of the Corporation, to sign 2022-2023 Teacher contracts.

It is Further Resolved that (Full Legal Parish Corporate Name), a non-profit corporation, hereby authorizes (pastor’s name), President/Pastor, to spend corporate funds for all approved budgeted items in accordance with the requirements set by the Bishop and the Diocesan Building Policy.

It is Further Resolved that the policy regarding emergency expenditures for non-budgeted items adopted at the budget meeting of the Board last year is hereby reaffirmed in the amount of $XX,XXX.00.

***(This resolution is for new lay board members (from election).*** It was Further noted that (name) was elected in accordance with the corporate bylaws to fill the position of (board title) for a term of three years. The selection will be approved by the Bishop and is consequently ratified by this Board.

Attached to this letter is the proposed Agenda for the meeting, minutes from the previous meeting for review/approval, copies of the parish/school Budget Comparison Report, a Capital Budget, a year-to-date through March month-end Balance Sheet and Income Statement from our accounting program, plus other supporting financial documentation (if any). Outstanding documents will be distributed to all members no later than seven (7) days prior to the meeting. This notification is mailed/emailed this date to all members of the Board of Directors.

Dated (Date),

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title)