



# Diocese of Virginia Committee & Commission Budget Process

**Step 1:** Each committee submits a Committee Budget Request Form to its Commission Staff Liaison.

Helpful Hint: Committee Budget Request Forms are due by October 17.



**Step 2:** After receiving all forms, each Commission meets to consider requests and compile them together into a Commission Budget Request Form. The staff liaison will serve this role in the absence of Commission membership.

Helpful Hint: Commissions will review submitted budgets both to be aware of the needs and activities of their committees and to ensure that the diocesan mission and ministry priorities are accurately reflected in each committee's budgeting plans.



**Step 3:** The Commission (or staff liaison) submits the Commission Budget Request Form to the diocesan Finance Office by November 1.

Helpful Hint: Need help or have questions during the process? Contact your Executive Board Commission Liaisons, who can represent your commission's needs or concerns during the budgeting process.



**Step 4:** At their December meeting, the Executive Board Budget Committee will review all requests and make suggested adjustments. The Board will approve a budget with a total dollar amount for each Commission.



**Step 5:** Each Commission meets to determine the proposed budget for each Committee and organization, based on the Executive Board approved budget. Each Commission (or staff liaison) delivers a balanced budget, with each Committee as a line item, by January 1.



**Step 6:** Members of Council and members of Committees and Commissions may speak to any budget concerns at a Budget Open Hearing either preceding or during the Annual Council meeting in January.



**Step 7:** Members of Council vote to determine a final line-item budget, not on a lump sum for each commission.

Visit [thediocese.net/CommitteesCommissions/](http://thediocese.net/CommitteesCommissions/) for the necessary budget forms.