

PARISH FINANCE & ADMINISTRATION CALENDAR – APPENDIX P

Use this template to add any additional dates relevant to your Parish.

Weekly		
- Publicise in bulletin the totals of each collection - Complete bulletin – including promoting any special collections occurring the following weekend. - Grapevine - newsworthy items to Emma for consideration		
Deadlines by month		
January		Done
7 th	WWC Register – report to Diocese	
12 th	Reconcile bank statements	
31 st	Remit Parish Statistics to Bishop’s Secretary	
February		Done
	Immigration Appeal held during February	
12 th	Reconcile bank statements	
21 th	Complete BAS for previous quarter & Remit BAS	
	Promote Project Compassion during Lent	
	Review parish insurances – consult with CCI	
28 th	Provide half-yearly statement of income to PFC for reporting to parishioners	
	Review Parish Policies and update if necessary	
March		Done
7 th	Review Baptism register for Children turning 3 to enrol at Catholic school	
12 th	Reconcile bank statements	
31 st	Remit Immigration appeal to Diocese	
Palm Sunday	Announce Easter offerings in support of our Priest. (Bulletin and commentator notes)	
Easter Sunday	Distribute envelopes for Easter offering. Notice in bulletin	
April		Done
1 st	Start preparation for annual budget	
7 th	WWC Register – report to Diocese	
12 th	Reconcile bank statements	
24 th	Complete BAS for previous quarter	
	Complete Annual Maintenance Schedule	
May		Done
12 th	Reconcile bank statements	
14 th	Remit Good Friday Collection (Holy Places) to Diocese	
20 th	Remit Project Compassion (Caritas)	
31 st	Finalise Parish Budget	
	Annual Sacrificial Giving Pledge/Renewal	
June		Done
	Peter’s Pence collection held Sunday closest to Feast of Saint Peter & Paul	
12 th	Reconcile bank statements	
30 th	Update Parish inventory for all properties	
July		Done
	2 nd Sunday is Seafarers Sunday for the benefit of the Apostleship of the Sea	
7 th	WWC Register – report to Diocese	
12 th	Reconcile bank statements	
24 th	Complete BAS for previous quarter	
24 th	Send MYOB information to Diocese for Financial year	
31 st	Remit Peters Pence Collection to Diocese	

August		Done
12 th	Reconcile bank statements	
	Promote the Priests Welfare Foundation in bulletin and commentator notes	
	Remind Finance committee that applications for co-responsibility are due next month	
	Remit Apostleship of the Sea collection to Diocese	
September		Done
1 st Sunday	Priests Welfare Foundation brochures onto pews. Also promote in bulletin and commentator notes	
10 th	Update direct deposits for Planned giving	
12 th	Reconcile bank statements	
30 th	Send applications for co-responsibility to Diocese – if applicable	
October		Done
3 rd Sunday	World Mission Sunday Appeal	
7 th	WWC Register – report to Diocese	
10 th	Check with Pastoral Council Chairman any events where Bishop needs to be invited for the following year. Email request to Bishop's secretary	
12 th	Reconcile bank statements	
24 th	Complete BAS for previous quarter	
November		Done
12 th	Reconcile bank statements	
3 rd Wk/end	Announce Bishops Christmas CatholicCare appeal in Bulletin	
4 th Wk/end	Place CatholicCare Appeal envelopes on pews	
	World Mission Sunday appeal monies due to Diocese by 30 th November	
30 th	Update volunteers register	
30 th	Conduct head count and complete diocesan statistical return	
December		Done
10 th	Request stats from the school for annual diocese statistics	
	Remit – CatholicCare Appeal to Diocese	
12 th	Reconcile bank statements	
	Promote any Parish Christmas events in bulletin	
4 th Sunday	Announce Christmas offerings in support of Priest in bulletin and commentator notes	
24 th	Distribute envelopes for Christmas offerings	
Other Tasks		Done
	Propagation of the Faith (Catholic Missions) is run on a nominated Sunday each year. The Missions Office coordinates this. See page 22 of Handbook. This Appeal is forwarded directly to Catholic Missions.	