

August 2005

TO: _____

From: Diocesan Budget Committee

RE: 2006 Budget Requests

Preparations are underway for the Diocesan Administrative and Program Fund Budget for 2006. In order for the budget to accurately reflect the planning process, careful consideration is being given to program grants, mission investment and parish ministry investments.

Your budget request will be used by the Budget Committee in concert with Diocesan Council to evaluate the needs and focus of next year's budget. It is important that your request support your ministry and/or Strategic Plan. If you need assistance in developing your strategic plan, please contact Canon Jenny Vervynk. If you need assistance developing a budget, call Barbara Britain.

You will be contacted by a member of the Budget Committee who will be your liaison if there are any questions. If you need additional information, please call Howard Smith at 619-291-5947.

Please include with your request:

1. A copy of your Strategic Plan or goals for 2006.
2. A narrative form to explain how your request supports your budget.
3. 2004 actual, 2005 budget, and year to date actuals.
4. 2006 Budget Preparation Request Form

Requests that do not include the above criteria can not be considered.

Thank you for your assistance in preparing the 2006 budget for the diocese. Please note that **the deadline for your submission is October 15, 2005.** Submit your budget request to:

Diocesan Budget Committee
2728 Sixth Avenue
San Diego, CA 92103

Thank you,

The Rev. Steve Wendfeldt
Budget Committee Chair