

School: \_\_\_\_\_ Academic Year \_\_\_\_\_

Address: \_\_\_\_\_

Parish Subsidy:

- Parish provides fixed amount of \_\_\_\_\_ per year
- Parish covers deficit each year
- Other: \_\_\_\_\_

**Budget for present school year:**

**Project for next school year:**

\_\_\_\_\_ Divided by \_\_\_\_\_ = \_\_\_\_\_      \_\_\_\_\_ Divided by \_\_\_\_\_ = \_\_\_\_\_

Amt. Budgeted (divided by) # of students (equals) Per Pupil Cost      Amt. Budgeted (divided by) # of students (equals) Per Pupil Cost

Signatures: \_\_\_\_\_

Principal: \_\_\_\_\_

Pastor: \_\_\_\_\_

Please return a copy of this report by June 15th to:

Department of Catholic Schools  
Diocese of Tucson  
PO Box 31  
Tucson, AZ 85702-0031

Retain a copy for your records.

School: \_\_\_\_\_ Academic year: \_\_\_\_\_

Income Budget

Tuition

Regular \_\_\_\_\_  
Summer School \_\_\_\_\_  
CTSO \_\_\_\_\_  
Adopt-a-student \_\_\_\_\_  
Other \_\_\_\_\_

Total Tuition

\_\_\_\_\_

Registration

\_\_\_\_\_

Fees

Book \_\_\_\_\_  
Before/after school programs \_\_\_\_\_  
Donation of service hours \_\_\_\_\_  
Sports \_\_\_\_\_  
Other \_\_\_\_\_

Total Fees

\_\_\_\_\_

Contributions

Donations  
    Restricted \_\_\_\_\_  
    Unrestricted \_\_\_\_\_  
Contributed serves \_\_\_\_\_  
Parish subsidy \_\_\_\_\_  
Other \_\_\_\_\_

Total Contributions

\_\_\_\_\_

Fundraising

Bingo \_\_\_\_\_  
Fiesta \_\_\_\_\_  
Parent/teacher group \_\_\_\_\_  
Script \_\_\_\_\_  
Other \_\_\_\_\_

Total Fundraising

\_\_\_\_\_

Sales

Bookstore \_\_\_\_\_  
Cafeteria \_\_\_\_\_  
Concession stand \_\_\_\_\_  
Picture commissions \_\_\_\_\_  
Uniforms \_\_\_\_\_  
Other \_\_\_\_\_

Total Sales

\_\_\_\_\_

Investment Earnings

Endowment \_\_\_\_\_  
Interest \_\_\_\_\_  
Other \_\_\_\_\_

Total Investment Earnings

\_\_\_\_\_

Misc.

Insurance \_\_\_\_\_  
Other \_\_\_\_\_

Total Misc.

\_\_\_\_\_

**Total Income**

\_\_\_\_\_

School: \_\_\_\_\_ Academic Year \_\_\_\_\_

Expense Budget

Salaries & Wages

- Athletic staff \_\_\_\_\_
- Cafeteria staff \_\_\_\_\_
- Lay professionals \_\_\_\_\_
- Contributed services \_\_\_\_\_
- Maintenance staff \_\_\_\_\_
- Religious professionals \_\_\_\_\_
- Contributed services \_\_\_\_\_
- Substitute \_\_\_\_\_
- Other staff \_\_\_\_\_

Total Salaries & Wages \_\_\_\_\_

Benefits

- Employee relations \_\_\_\_\_
- Health & life insurance \_\_\_\_\_
- Housing allotment \_\_\_\_\_
- Industrial Insurance \_\_\_\_\_
- Long term disability \_\_\_\_\_
- Pension \_\_\_\_\_
- Professional preparation \_\_\_\_\_
- Social security/Medicare \_\_\_\_\_

Total Benefits \_\_\_\_\_

Operational

- Conventions & workshops \_\_\_\_\_
- Dues & subscriptions \_\_\_\_\_
- Insurance – auto \_\_\_\_\_
- Insurance – building \_\_\_\_\_
- Insurance – students \_\_\_\_\_
- Lease of equipment \_\_\_\_\_
- Licenses & fees \_\_\_\_\_
- Medical supplies \_\_\_\_\_
- Office supplies \_\_\_\_\_
- Payroll charges \_\_\_\_\_
- Postage \_\_\_\_\_
- Printing \_\_\_\_\_
- Professional fees \_\_\_\_\_
- Promotions \_\_\_\_\_
- Public relations \_\_\_\_\_
- Telephone \_\_\_\_\_
- Other \_\_\_\_\_

Total Operational \_\_\_\_\_

Instructional

Athletic supplies \_\_\_\_\_  
Audio visual \_\_\_\_\_  
Guidance testing \_\_\_\_\_  
Instructional materials \_\_\_\_\_  
Library \_\_\_\_\_  
Student activities \_\_\_\_\_  
Student textbooks \_\_\_\_\_  
Student uniforms \_\_\_\_\_  
Other \_\_\_\_\_

Total Instructional \_\_\_\_\_

Travel

Food & lodging \_\_\_\_\_  
Gas \_\_\_\_\_  
Public travel \_\_\_\_\_  
Other \_\_\_\_\_

Total Travel \_\_\_\_\_

Maintenance

Building maintenance & repairs \_\_\_\_\_  
Equipment maintenance \_\_\_\_\_  
Grounds maintenance \_\_\_\_\_  
Janitorial supplies \_\_\_\_\_  
Security-property/alarm \_\_\_\_\_  
Utilities: electric, gas & water/sewer \_\_\_\_\_  
Vehicle maintenance \_\_\_\_\_  
Other \_\_\_\_\_

Total Maintenance \_\_\_\_\_

Cafeteria

Food & supplies \_\_\_\_\_  
Other \_\_\_\_\_

Total Cafeteria \_\_\_\_\_

Other Expenses

Before/after school program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Other Expenses \_\_\_\_\_

**Total Expenses** \_\_\_\_\_

Net Income or (Loss) \_\_\_\_\_