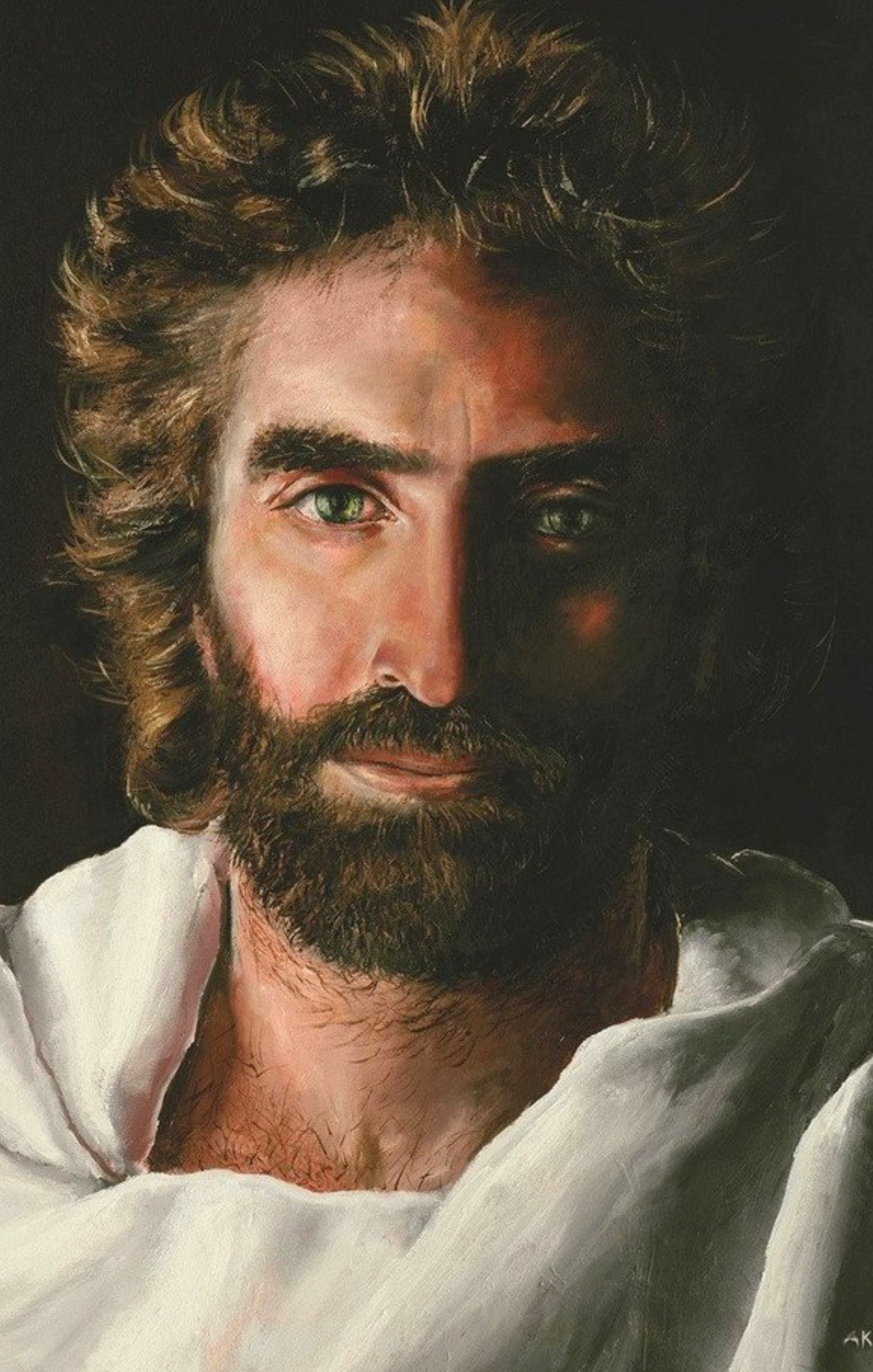


NCS 2021: PARI PROJECT

WORKSHOP ON BUDGET GUIDELINES

MAY 29, 2019



Heavenly Father,

We are humbly asking for your divine presence O' Lord. We praise you and glorify you. Thank you for your intervention for clearing our doubts. Grant us the patience and tolerance to calm our spirits knowing that You have everything under control. Lead us by Your wisdom.

On this special day, please shed light on us to grasp understanding on our Financial Workshop.

All these we ask and offer to Jesus Christ,
Amen

Presentation Overview

8:30 - 9:00	Introduction & Activity
9:00 - 9:30	Basics
9:30 - 10:00	Budget Guidelines
10:00 - 10:30	Evaluation



Purpose

We aim to give a clear direction on how to identify necessary and relevant costs needed in the project. To effectively follow procedures and implementation.



money

noun /'mənē/

- medium of exchange, cash, asset, wealth, coins or notes, anything of value that is acceptable as payment for goods or services
- function as a medium of exchange. It must be declared by government as legal tender.





Working for Money

BASIC NEEDS

EMERGENCY

HAPPINESS

FUTURE





budget

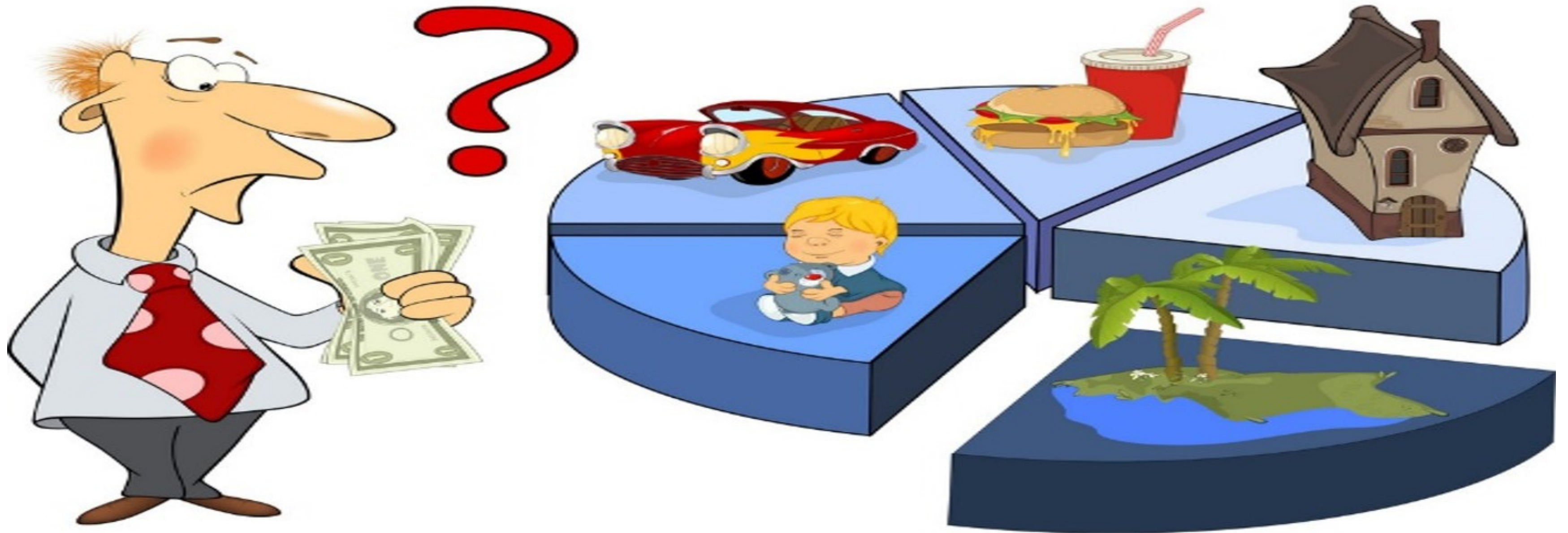
noun /'bəʒət/

-plan, future goal, estimate, available fund, itemized summary of written plan.

- financial plan that lists expected expenses /income during a particular period in time.

Balanced Budget

EXPENSES = INCOME



Create your Budget

Road to success



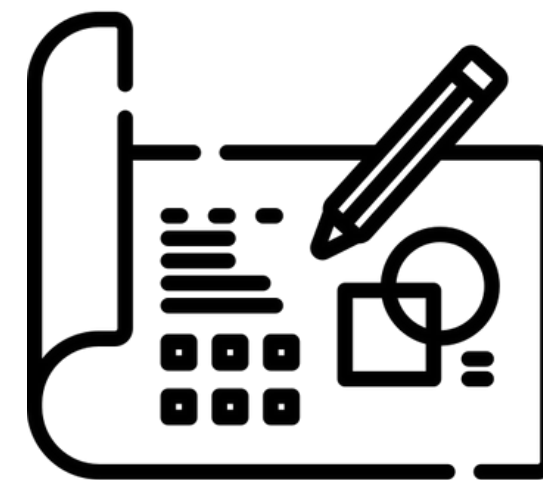
INCOME

SPENDING

GOAL

PLAN

MONITOR



MY MONTHLY BUDGET

MONTHLY EXPENSE	AMOUNT	DUE DATE
HOME		
Mortgage/Rent		
Repairs		
UTILITIES		
Electric		
Gas		
Water, Sewer & Garbage		
Phone (Cell)		
Phone/Cable/Satellite		
Internet		
Other		
TRANSPORTATION		
Car Payment		
Gas		
Repairs/Maintenance		
INSURANCE		
Car Insurance		
Health Insurance		
Other		
DEBT PAYMENTS		
Credit Card		
Other		
MISC.		
Groceries		
Personal Care (clothing, shampoo, etc.)		
Household Items (cleaning supplies, toilet paper)		
TOTAL DUE		
TOTAL WAGES		
TOTAL LEFTOVER		



UST SCHOOL FEES



NCSS2021 PARI Project

€181,300

Grant from Porticus





Preparation of Accounting Process


1. Bank Account/Petty Cash
2. Budget Preparation
3. Budget Guidelines
4. Templates/Forms
 - a. Activity Request Form
 - b. RCSSED Request Form
 - c. Purchase Requisition Form
 - d. Petty Cash Form
 - e. Liquidation/Reimbursement Form
5. Liquidation Report/Reimbursement

Support to the mission




Line Item Budget

- Activity 1.1 Program Conceptualization & Research
Tools Development
- Activity 1.2 Data Gathering & Fieldwork
- Activity 1.3 Data Analysis & Interpretation
- Activity 1.4 Research Presentations & Validation
- Activity 1.5 Publications
- Activity 2.1 Intervention Activities for Catechists
- Activity 2.2 Intervention Activities for Catechetical
Leader
- Activity 2.3 Intervention Activities for Catechetical
Centers



Operating Expenses

- Salaries/Honorarium
 - Equipment
 - Food
 - Transportation
 - Office Supplies
 - Accommodation
 - Communication Expense
 - Printing/Binding
 - Contractual Services
- 



**A BUDGET IS TELLING
YOUR MONEY WHERE TO
GO INSTEAD OF
WONDERING WHERE IT
WENT.**

Dave Ramsey

