

November 18th, 2019

Ladies and Gentlemen
Priest, Administrators,
Wardens and Accountants

Subject: 2020's Budget Estimates

Hello,

We are in the period of preparing the estimates for the year 2020. I am sure that you have already reflected on the priorities and objectives for the coming year. Budget preparation is an essential exercise in the proper management of a Fabrique.

You will find attached the diocesan *Budget 2020* form. I would like to draw your attention to some new elements for this year:

- New tab « Items to be respected ».
- New tab « 6-Dedicated Donations Summary ».
- Additional section « Comments on the financial situation of the Fabrique » in the « 5-Summary » tab.

The diocesan contribution remains at 9% for the year 2020. Your budget should reflect this rate and not a reduced rate, nor any other amount. If you believe that you do not have the capacity to pay the 9% rate in 2020, please include with your budget a letter of request for a rate reduction, explaining why you are not able to pay the diocesan rate. You must indicate the special rate that you are requesting and provide a detailed explanation on how you plan to improve your financial situation. We will notify you if your request is approved and your budget will be revised accordingly.

We apologize for the delay in sending you the diocesan *Budget 2020* form. Given that Section 31 of the Act Respecting Fabriques requires fabriques to submit their budget by November 1st, we are extending the deadline for this year to **December 16th, 2019**.

Please send the duly completed and signed diocesan *Budget 2020* form, along with a copy of your resolution, no later than December 16th, 2019, to the following email address: servicesfabriques@docesemontreal.org.

Please send a copy of your budget to your Episcopal Vicar, Fr. Raymond Lafontaine (rlafontaine@diocesemontreal.org). Parishes and missions belonging to cultural communities are requested to send a copy of their budget estimates to the vicar of cultural communities, Fr. Pierangelo Paternieri (ppaternieri@diocesemontreal.org).

For further information, do not hesitate to contact us at the following email address: [**servicesfabriques@diocesemontreal.org**](mailto:servicesfabriques@diocesemontreal.org).

Thank you for your collaboration.

A handwritten signature in blue ink, appearing to read "Laura Rochford".

Laura Rochford, CPA, CA
CFO and Diocesan Financial Administrator

cc : Fr. Raymond Lafontaine
Fr. Pierangelo Paternieri