



MDB 03/2023

MYSORE DIOCESAN BULLETIN MAY & JUNE 2023

SHEPHERD'S VOICE

Dear & Rev. Fathers/Brothers/Sisters/Laity,

Greetings from Archbishop Emeritus Bernard Moras, The Apostolic Administrator, Diocese of Mysore.

As we are in the season of Easter, it is time for us to celebrate the joy of the Resurrection. May the peace of the risen Lord reign supreme in the hearts of all who believe in Him. This is also the season to prepare ourselves for the great feast of Pentecost, the arrival of the Holy Spirit – the Paraclete who came upon the Apostles, filled them with various gifts to accomplish the mission that was entrusted to them by Christ.

'May Day' as known worldwide, is a special occasion for all of us to recall to our minds that we are all workers in the world that is created by God. We are not the owners; rather we are the stewards, who are expected to faithfully carry on the responsibility handed on to us. Rerum Novarum of Pope Paul VI, reminds us of the duties and responsibilities of all those who make use of human power to render and proper working condition and wages for the labourers. We all live in an interdependent world. May we imitate St. Joseph in our daily works?

Month of May is also known as the Marian Month, a month that is dedicated to the praying of the Holy Rosary. Coming

together in the families to pray together is recommended on a daily basis, however, in this Marian month, it is all the more important that the families pray the Holy Rosary in the families every day. Remember the saying “Family that prays together stays together”

May we all work together to build together the Church of Christ; and not our own smaller churches, which may mislead us into division. May Christ the head of the Church unite us all to become one body of Christ, the Church, which took its birth on the Pentecost?

St. Joseph the Worker, the Patron of our Diocese and of the cathedral of the diocese of Mysore

St. Joseph the Worker is the patron of our diocese. As a carpenter, he upheld the dignity of labour and has been a great role model for all the workers, for he was a JUST man as the Holy Bible says. Work is part of the plan of God's love; we are called to cultivate and safeguard all the goods of creation. In this way, we participate in the work of creation. As the patron of our diocese, St. Joseph has been supporting our diocese from the day of its inception. May St. Joseph, the worker, intercede for all of us!

The Novena for the feast is being held on 28th, 29th and 30th of April with special prayers, and preaching, On the feast day Pontifical mass will be offered at 6 pm. Faithful are requested to participate in Large numbers. St Joseph is the foster father of Jesus and Patron of the Universal Church.



IMPORTANT EVENTS

CHRISM MASS

The clergy conference was held on 29th March 2023 and the Chrism mass was celebrated on 30th March 2023. Both the events were well attended by the majority of the priests of the diocese and religious, a perfect expression of '*unum presbyterium*', the one priesthood in which all the priests working in the diocese share. I appreciate this good gesture from the part of the priests and wish that this communion continues in our diocese.

CLERGY RETREAT

The priests of the diocese of Mysore had a retreat for three days from 18th to 20th April 2023, as per the recommendation of the Holy See. The retreat was animated by Most Rev. Dr. A. Stephen, the bishop of Tuticorin, Tamil Nadu. The retreat was attended by most of the priests of the diocese of Mysore. It was a wonderful occasion for all the priests of the diocese to come together and meditate together on the gift of priesthood.

EMMAUS, THE ANNUAL BIBLE CONVENTION

EMMAUS-2023, annual catholic charismatic Bible convention was organized by Mysore Diocesan Service of Communion (MDSC) from 24 - 26 February, 2023 at St. Matthias School ground, Mysuru. The resource team from Divine Retreat Centre, Kerala led by Rev. Fr. Augustine Vallooran, Bro. Sajith Joseph, and Bro. Mohan Sr. Maria Sangeetha conducted the sessions. The music led by Bro. Vincent. About 5000

participants from across the diocese and outside participated in the convention.

The convention was inaugurated by The Apostolic Administrator with Inaugural Mass. Most Rev. Dr. Thomas Antony Vazhapilly, Bishop Emeritus, Diocese of Mysore also celebrated the mass on one of the days. Many priests joined for the convention. The convention witnessed anointing praise and worship, powerful sharing of the word of God, life changing testimonies, healing and deliverance, confessions and reconciliation and Eucharistic celebrations. Many participants experienced physical and spiritual healing.

The convention was extended for 3 more days from 27 - 29 February at the request of many Participants, It was held in St. Philomena's Chapel, Mysuru. and was led by the lay charismatic leaders of the diocese. This program witnessed a gathering of more than 300 participants.

VOCATION & CAREER GUIDANCE CAMP

The Vocation and Career Guidance Camp for all the Catholic Children who have just completed their SSLC exams this year, was organised in three different places in our diocese; namely at Our Lady of Good Health Parish, Hanur; Catholic Centre, Mysuru; and at St. Anne's Parish, Virajpet. More than 200 children attended this camp. The children were given 8 input sessions and lot of activities were conducted to help them realise their vocation - either to religious life or to different career as per their aptitude.

The parish Priests are asked to encourage the boys from good Catholic families who are interested to join St. Mary's Minor Seminary and serve as priests in the diocese of Mysore, to contact the rector of the Minor seminary and submit their

application by 20th of May. Interviews will be to held in the last week of May 2023.

ASCENSION OF OUR LORD

We celebrate the feast of the Ascension of our Lord, forty days after the solemn celebration of the Easter. The risen Lord continued to be with the chosen ones for forty days after his resurrection, to strengthen them and prepare them to carry on his mission in the world. Christ's bodily Ascension foreshadows our own entrance into Heaven not simply as souls, after our death, but as glorified bodies, after the resurrection of the dead at the Final Judgment. May we live a life worthy of meeting the ascended Lord.

PENTECOST

On the 50th day after Easter, we celebrate the feast of the descending of the Holy Spirit. It is the birthday of the Church; the Church whose members we are. The Pentecost is not an event that took place just once; it continues to take place in the lives of Christians through the sacraments, very specially the sacraments of Baptism, Confirmation and Holy Orders. Through the Holy Spirit we find out what the will of God, for our lives is; and through the Holy Spirit we see how to accomplish that will. May the same Holy Spirit inspire and keep us all united in one Church.

MOST HOLY TRINITY

The solemnity of the Most Holy Trinity is celebrated on the following Sunday of Pentecost. The Mystery of the Most Holy Trinity is the central mystery of the Christian faith and life...the source of all the other mysteries of faith, the light

that enlightens them” (CCC 234). We believe in the God who lives in communion. The Most Holy Trinity is the perfect communion that remains as a mystery beyond all conception. May the solemnity of the perfect communion help us all to live in that communion to which all Christians are called.

CORPUS CHRISTI

The feast of the Body and Blood of Christ reminds us of the eternal and unfathomable love of God towards humanity. “No one has greater love than this, to lay down one’s life for one’s friends” (John 15:13). We continue to celebrate the sacred sacrifice of Christ every day, as per his own loving command “do this in memory of me” (Luke 22:19). The pious practice of the Eucharistic procession and benediction on three altars on Corpus Christi is a wonderful gesture of the expression of our faith in the Holy Eucharist. It is recommended that we continue this sacred tradition. Let us not forget to have at least an hour of Adoration of the Blessed Sacrament.

PREPARATION OF ANNUAL BUDGET FOR THE YEAR 2023-24

The Diocese had organized so far two meetings with the auditors Mr. Yedunath, Mr. Binu George and Mr. Mark D’souza together with the heads of institutions and all the priests working in the parishes and in educational institutions. After consulting the heads of institution and the priests, auditors have prepared annual budget formats and Central office of the society budget formats for parishes and educational institutions and central office of the societies, as to, how to go about in preparing the budget. See **Annexure I-II**.

May I request all concerned persons, to send the budget by 10th of May, and as specified in the circulars.

Next meeting with the auditors is scheduled on Saturday 20th of May 2023 at Catholic Centre. This meeting will be addressed by the auditors. All heads of institutions, secretaries and treasurers and accountants of all educational institutions and parishes are expected to attend the meeting without fail.



INFORMATION

SACERDOTAL JUBILEE

Rev. Frs. Bernard Prakash Barnis, Christopher Claret Sesu, and James Dominic are entering into the Sacerdotal Silver Jubilee year. They were ordained in 1999. Rev. Frs. Angelo Pais, Henry Monteiro, Ignatius Mascarenhas, and Joseph Rodrigues are entering into the Sacerdotal golden Jubilee. They were ordained in the year 1974. Most. Rev. Dr. Thomas Antony Vazhapilly, the bishop Emeritus of the diocese of Mysore and Rev. Fr. Louis Noronha are entering into the Sacerdotal Diamond Jubilee year; they were ordained in the year 1964. Let us thank God for the gift of vocation given to them and their service through the priestly ministry. We congratulate them, and wish and pray that the Almighty may bless them with good health of mind and body to continue to work faithfully in the vineyard of the Lord. *Ad multos annos!* Dear fathers and the Bishop.

ANNUAL FEAST OF ST. ANTONY OF PADUA AT DORNAHALLI

On 13th June, we celebrate the feast of wonder worker St. Antony of Padua. We are privileged to have the Minor

Basilica of St. Antony in our diocese at Dornahalli. Thousands of devotees flock to the Basilica very specially during the Novena days and on the feast day. We will begin the Novena on 4th June 2023 with flag hoisting and the feast will be celebrated on the 13th of June 2023.

This year on Novena days Masses will be held 7 am, 11 am and 5.30 pm with the special preaching and on the Feast day Masses will be held from 5am onwards with the special preaching. The Pontifical festal holy mass is at 10am by the Apostolic Administrator Most Rev Dr. Bernard Moras.

St Anthony's Shrine Dornahalli is also planning to have this year special exhibition of life of St Anthony and the exhibits of miracles of St Anthony Worked at Dornahalli, **All are welcome to participate in the celebrations of Novena and the feast in large numbers and experience the protection and blessing of St. Anthony of Padua at Basilica Shrine, Dornahalli.**

ADMISSION TO CATHOLIC SCHOOLS

As we are about to begin a new academic year, the parents start approaching the Catholic schools, be it of the MDES or of the Religious Congregations of Men and women within the diocese of Mysore, with a look out for better or quality education. It is our bounden duty to empower our children. I recommend that all the Catholic schools are open to admit the Catholic children in our schools. No catholic child should be denied of the admission in the Catholic schools for any reason, especially of Poverty, The Parish priests; Heads of institutions should be able to find ways and means to support the Catholic children towards their fees and other expenses.

There are many schemes in the State and Central Governments helping minority and other children towards the education

and other expenses. I request heads of institutions to help the parents of the children how to obtain the same.

I expect all the Catholic institutions to present the statistics of admissions of Catholics children once all admissions are over.

KARNATAKA STATE ELECTION

Elections for the Legislative Assembly in the state of Karnataka will be held on 10th May, 2023. Let us not be carried away with the monetary benefits that are offered just at the time of election and be deceived. Let us be diligent in electing the right candidate to represent us in the legislative assembly for the next 5 years. Voting is a right and Duty of every citizen who has attained the age of 18, which we exercise when elections are announced to various bodies. Let us elect right and proper candidate who will safeguard the rights of the people and serve the people. It is the Bounden duty of all the citizens who are eligible to cast their vote on the Election Day; even a single vote can make a difference. All the parish priests are requested to bring this awareness of the people.

EARMARKED COLLECTIONS

We thank all the priests for sending the collections to the diocesan office in time for specific purposes. I request those who have not sent still, to send it without delay. While appealing the faithful for their generous contribution, I request the parish priests and assistants to explain to the faithful, the purpose of collection and where it is sent through the diocese, and not simply say the collection will be sent to the diocese. Most of the collections sent to the diocese are forwarded to various church agencies as specified in the ORDO. If proper explanation is given, I am sure the faithful will understand and the collections will be increased.

Please find enclosed the details of the earmarked collections received for the period from March - April 2023 in **Annexure III.**

MONTHLY RECOLLECTIONS FOR THE PRIESTS

“Through recollection and silent prayer, hope is given to us as interior light, illuminating the challenges and choices we face in our mission. Hence the need to pray and, in secret, to encounter the Father of tender love” Pope Francis- Feb 27, 2023

It is so important that we priests need to be close to the Lord and close to our people while we are close to each other. This is possible only through our regular union with the Lord. Monthly recollection is one of the means used for our Spiritual Growth. I suggest that both diocesan and religious Priests, who are working in the diocese, attend the Monthly Recollection that are going to be organized from the Month of July, Dates of recollections will be announced later.

I also suggest that we have regular deanery recollections and meetings to improve of Bond among the Priests and Improve the Pastoral services.

Archbishop Emeritus
Most Rev. Dr. Bernard Moras
 The Apostolic Administrator,
 Diocese of Mysore.

ANNEXURE – 1

BUDGET SUMMARY FOR THE FINANCIAL YEAR 2023-24

Name of the Parish :
Parish Priest :

	Particulars	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
A.	Receipts			
1.	Church Collections	-	-	-
2.	Donation & Contributions Receipt	-	-	-
3.	Agricultural Income	-	-	-
4.	Bank Interest	-	-	-
5.	Rental Income	-	-	-
6.	Other Collections	-	-	-
	Sub Total (1)	-	-	-
7.	Procure Collections	-	-	-
8.	Earmarked Funds	-	-	-
9.	Current Liabilities	-	-	-
10.	Current Assets	-	-	-
	Sub Total (2)	-	-	-
	TOTAL RECEIPTS (A)	-	-	-
B.	Payments			
1.	Pesonnel Expenses	-	-	-
2.	Church Expenses	-	-	-
3.	Administration Expenses	-	-	-
4.	Donation & Contributions Paid	-	-	-
5.	Other Expenses	-	-	-
6.	Agricultural Expenses	-	-	-
	Sub Total (1)	-	-	-
7.	Remittance to Procure	-	-	-
8.	Fixed Assets	-	-	-
9.	Current Assets	-	-	-
10.	Earmarked Funds	-	-	-
11.	Current Liabilities	-	-	-
12.	Current Assets	-	-	-
	Sub Total (2)	-	-	-
	TOTAL PAYMENTS (B)	-	-	-
	SURPLUS/(DEFICT) (A-B)	-	-	-

Prepared By

Date:

Received By

Date:

Approved By

Date:

BUDGET WORKINGS - RECEIPTS FOR THE FINANCIAL YEAR 2023-24

Name of the Parish :

Parish Priest :

	Particulars	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
	OPENING BALANCES			
	Cash			
	Bank -			
	Bank -			
	Bank -			
	Fixed Deposits			
	Sub Total			
1	CHURCH COLLECTIONS			
	Sunday Collection			
	Dumb Box Collections			
	Marriage Banns			
	Feast Day Collection			
	Annual Subscription			
	Sub Total (1)	-	-	-
2	DONATION & CONTRIBUTIONS RECEIPT			
	Donation Received			
	Contribution from Diocese			
	Sub Total (2)	-	-	-
3	AGRICULTURAL INCOME			
	Estate Income			
	Sub Total (3)	-	-	-
4	BANK INTEREST			
	Interest on SB			
	Interest on FD			
	Sub Total (4)	-	-	-
5	RENTAL INCOME			
	Rent received			
	Sub Total (5)	-	-	-
6	OTHER COLLECTIONS			
	Miscellaneous Income			
	Sub Total (6)	-	-	-

7	PROCURE COLLECTIONS Christmas Collections Communio Sunday Holy Childhood Holy Land Collections Hunger & Disease Mission Sunday Maundy Thursday St. Peter's Pence St. Peter the Apostle Second Sunday Collection Cancer Patients Support Fund Other Procure Collections			
	Sub Total (7)	-	-	-
8	EARMARKED FUNDS Mass Intentions			
	Sub Total (8)	-	-	-
9	CURRENT LIABILITIES Complex Advance Goods & Service Tax - Payable Tax Deducted at Source - Payable			
	Sub Total (7)	-	-	-
10	CURRENT ASSETS Loans to staff TDS receivables			
	Sub Total (7)	-	-	-
	TOTAL RECEIPTS	-	-	-
	GRAND TOTAL			

BUDGET WORKINGS - PAYMENTS FOR THE FINANCIAL YEAR 2023-24

Name of the Parish :

Parish Priest :

	Particulars	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
1	PERSONNEL EXPENSES Allowances to Parish Priest Allowances to Asst. P. P. Allowances to Regent / Deacons Travel Allowance Catechist's Allowance Cooks Allowance Other Church Employees Allowances Salary for the Staff Contribution to Worker's welfare fund Staff Gratuity Staff Welfare			
	Sub Total (1)	-	-	-
2	CHURCH EXPENSES Liturgical / Church Articles Host, Mass Wine & Candles Flower & Candle Mass Stipend Celebrations/ Festival Expenses Annual Feast Expenses			
	Sub Total (2)	-	-	-
3	ADMINISTRATION EXPENSES Electricity & Water Audit fees Bank Charges House Rent Legal & Professional Charges Newspaper & Periodicals Postage & Telephone Internet Charges			

	Printing & Stationery Rates & Taxes Travel & Conveyance Advertisements Society Renewal charges Guest & Meeting Expenses			
	Sub Total (3)	-	-	-
4	DONATION & CONTRIBUTIONS PAID Alms & Charity Charity - Education Contribution to Diocese			
	Sub Total (4)	-	-	-
5	OTHER EXPENSES Repairs & Maintenance – Church Repairs & Maintenance – Presbytery Kitchen Utensils Vehicle Maintenance Vehicle Insurance Generator Maintenance Educational Activities Expenses Mess Expenses Miscellaneous Expenses Offertory & Religious Articles Expenses			
	Sub Total (5)	-	-	-
6	AGRICULTURAL EXPENSES Estate Expenses			
7	REMITTANCE TO PROCURE Garden Expenses Christmas Collections Communion Sunday Holy Childhood Holy Land Collections Hunger & Disease Mission Sunday Maundy Thursday St. Peter's Pence St. Peter the Apostle Second Sunday Collection	-	-	-

	Cancer Patients Support Fund Other Procure Collections			
	Sub Total (7)	-	-	-
8	FIXED ASSETS Land Building Constructions Computers Equipments Furniture & Fixtures Vehicle Borewell			
	Sub Total (8)	-	-	-
9	CURRENT ASSETS Loans to staff TDS receivables			
	Sub Total (9)			
10	EARMARKED FUNDS Mass Intentions			
	Sub Total (10)			
11	CURRENT LIABILITIES Complex Advance Refund Goods & Service Tax - Payable Tax Deducted at Source - Payable			
	Sub Total (11)			
12	INTER UNIT TRANSFERS Transfer to Education Fund Transfer to Welfare Fund			
	Sub Total (12)			
	CLOSING BALANCES Cash Bank - Bank - Bank - Fixed Deposits			
	Sub Total			
	TOTAL PAYMENTS			
	GRAND TOTAL			

EXPLANATIONS OF ITEMS

Name of the Parish :

Parish Priest :

A. RECEIPTS

Sl.No	Head of Account	Explanation

B. PAYMENTS

Sl.No	Head of Account	Explanation

MASTER SHEET PARISH BUDGET

PARISH NAME	
PLACE	
PARISH PRIEST NAME	
CURRENT BUDGET YEAR	2023-24
PREVIOUS BUDGET YEAR	2022-23
PREPARED BY	
PREPARED ON	
REVIEWED BY	
REVIEWED ON	
APPROVED BY	
APPROVED ON	

Instructions to prepare the Parish budget

Sl. No.	Particulars
1	Master sheet should be updated first by entering the name of the Parish, current budget year, immediate previous budget year and all the other details to ensure the data is auto filled in the respective sheets.
2	Budget working sheets are protected and the data can be entered only in column C to E. The totals gets auto filled up
3	Budget working sheets shows the “actuals for the previous budget year” which should be entered as per the books of accounts.
4	Grand total of receipts should be equal to the payments, if not the message will appear in the summary sheet as “Grand total of Receipts and Payments of budget workings not tallied”, which should be rectified before sending the budget for approval.
5	Closing balance of current year budget may be given as balancing figure.
6	Budget summary sheet is auto generated based on the data entered in the budget working sheets and it cannot be edited.
7	Notes sheet should be entered wherever explanations required by giving the breakup of amounts, basis of working, reasons for abnormal increase/decrease and any other details which explains the budgeted figures.
8	Any additional Account Heads if required, please contact the Diocesan Finance office.
9	Soft copy of the budget should be sent to Diocesan Finance office on or before the scheduled due date.

ANNEXURE - 2

BUDGET SUMMARY FOR THE FINANCIAL YEAR 2023-24

Name of the School :

Correspondent :

	PARTICULARS	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
A.	RECEIPTS			
1	Fee Collections	-	-	-
2	Contributions and Donations	-	-	-
3	Bank Interest	-	-	-
4	Certificate Collections	-	-	-
5	Rent / User Fee	-	-	-
6	Other receipts	-	-	-
	SUB TOTAL (1)			
7	Secured Loans	-	-	-
8	Restricted Funds	-	-	-
9	Current Liabilities	-	-	-
10	Current Assets	-	-	-
11	Inter Unit Transfers	-	-	-
	SUB TOTAL (2)			
	TOTAL RECEIPTS (A)	-	-	-
B.	PAYMENTS			
1	Academic Expenses	-	-	-
2	Student Activities	-	-	-
3	Personnel Expenses			
4	Administrative Expenses			
5	Student Assistance			
6	Repairs & Maintenance			
7	Other expenses			
	SUB TOTAL (1)			
8	Fixed Assets	-	-	-
9	Current Assets			
10	Secured Loans			
11	Restricted Funds			
12	Current Liabilities			
13	Inter Unit Transfers			
	SUB TOTAL (2)	-	-	-
	TOTAL PAYMENTS (B)			
	SURPLUS/ (DEFICIT) (A-B)			

Approved By

Date :

Prepared By

Date :

Reviewed By

Date :

BUDGET WORKINGS - RECEIPTS FOR THE FINANCIAL YEAR 2023-24

Name of the School :

Correspondent :

	RECEIPTS	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
1.	Opening Balances			
	Cash	-	-	-
	Bank	-	-	-
	Bank	-	-	-
	Bank	-	-	-
	Fixed Deposits	-	-	-
	Sub Total (1)	-	-	-
2.	Fee Collections			
	Applications, Registration Fee	-	-	-
	Tution Fee	-	-	-
	Admissions Fees	-	-	-
	Developments Fees	-	-	-
	Activity Fees	-	-	-
	SPRR Fees	-	-	-
	University Fee	-	-	-
	Other Fees	-	-	-
	Fee Arrears	-	-	-
	Sub Total (2)	-	-	-
3.	Contributions & Donations			
	General Contributions	-	-	-
	Contributions - Midday Meals	-	-	-
	Sub Total (3)	-	-	-
4.	Bank Interest			
	Interest on SB	-	-	-
	Interest on FD	-	-	-
	Sub Total (4)	-	-	-
5.	Certificate Collections			
	TC	-	-	-
	Study Certificate Fee	-	-	-
	Others	-	-	-
	Sub Total (5)	-	-	-

	RECEIPTS	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
6.	Rent / User Fee Classroom/Grounds Rents Hall / Auditorium	- -	- -	- -
	Sub Total (6)	-	-	-
7.	Other Receipts Van Fee Government Text Book	- -	- -	- -
	Sub Total (7)	-	-	-
8.	Secured Loans Vehicle Loan	- -	- -	- -
	Sub Total (8)	-	-	-
9.	Restricted Funds Govt. Grant - UGC Grant Scholarship Received	- -	- -	- -
	Sub Total (9)	-	-	-
10.	Current Liabilities Goods & Service Tax - Payable Tax Debucted at Source - Payable	- -	- -	- -
	Sub Total (10)	-	-	-
11.	Current Assets Staff Loan TDS Receivables	- -	- -	- -
	Sub Total (11)	-	-	-
12.	Inter Unit Transfers Sub Total (12) Total Receipts	- -	- -	- -
	GRAND TOTAL			

BUDGET WORKINGS - PAYMENTS FOR THE FINANCIAL YEAR 2023-24

Name of the School :

Correspondent :

B.	PAYMENTS	Budget 2022-23 Rs.	Actual 2022-23 Rs.	Budget 2023-24 Rs.
1	ACADEMIC EXPENSES University/ICSE/ISC/ PU Board Fee Honorarium Department expenses Seminar / Workshops Examination expenses SPRR expenses Library & Reading room Graduation Day / Annual School Day Publication expenses Internet Charges Fee Refund Teacher's Day			
	Sub Total (1)	-	-	-
2	STUDENT ACTIVITIES Sports & Games Competitions / Fests / NCC School Magazine Bulletins / Newsletters Co-Curricular / extra curricular Retreat/Seminars/Talks Children's Day			
	Sub Total (2)	-	-	-
3	PERSONNEL EXPENSES Salaries (Regular/Part-time) Staff Welfare expenses Gratuity Staff Training programs ESI/PF (Management Contribution) Remuneration			
	Sub Total (3)	-	-	-

4	ADMINISTRATIVE EXPENSES Audit fee Legal & Professional Charges Water & Electricity Interest on Vehicle Loan Bank charges Membership / Subscriptions Computer consumables Telephone Postage Printing & Stationary Rates & Taxes Refreshments Security charges Travel and Conveyance Advertisement / Publicity Recognition/Renewals			
	Sub Total (4)	-	-	-
5	STUDENT ASSISTANCE Concessions Midday Meals Other contributions/ charity paid			
	Sub Total (5)	-	-	-
6	REPAIRS & MAINTENANCE Repairs & Maintenance - Building Repairs & Maintenance - Computers Repairs & Maintenance - Electrical Repairs & Maintenance - General Repairs & Maintenance - Vehicle Vehicle – Insurance Sub Total (6)			
		-	-	-
7	OTHER EXPENSES Celebration & festivals PTA expenses OBA expenses Fire & Stability Installation			

	Expenses			
	Miscellaneous expenses			
	Govt Grant Expenses			
	Govt Text Books			
	Sub Total (7)	-	-	-
8	FIXED ASSETS			
	CCTV			
	Projectors			
	Equipments			
	Laboratory Equipment			
	Computer			
	Furniture & Fixture			
	Library Books			
	Building Construction			
	Sub Total (8)	-	-	-
9	CURRENT ASSETS			
	Staff loan			
	TDS receivables			
	Sub Total (9)	-	-	-
10	SECURED LOANS			
	Vehicle Loan			
	Sub Total (10)	-	-	-
11	RESTRICTED FUNDS			
	Govt Grant-UGC Grant			
	Scholarship disbursed			
	Sub Total (11)	-	-	-
12	CURRENT LIABILITIES			
	Goods & Service Tax - Payable			
	Tax Deducted at Source - Payable			
	Sub Total (12)	-	-	-
13	INTER UNIT TRANSFERS			
	Transfer HO (MDES)			
	Sub Total (13)	-	-	-
14	CLOSING BALANCES			
	Cash			
	Bank -			
	Bank -			
	Bank -			
	Fixed Deposits			
	Sub Total (14)	-	-	-
	TOTAL PAYMENTS			
	GRAND TOTAL			

EXPLANATIONS OF ITEMS

Name of the School :

Correspondent :

A. RECEIPTS

Sl.No	Head of Account	Explanation

B. PAYMENTS

Sl.No	Head of Account	Explanation

MASTER SHEET SCHOOL BUDGET

SCHOOL NAME	
PLACE	
CORRESPONDENT NAME	
CURRENT BUDGET YEAR	2023-24
PREVIOUS BUDGET YEAR	2022-23
PREPARED BY	
PREPARED ON	
REVIEWED BY	
REVIEWED ON	
APPROVED BY	
APPROVED ON	

Instructions to prepare the Parish budget

Sl. No.	Particulars
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2	Budget working sheets are protected and the data can be entered only in column C to E. The totals gets auto filled up
3	Budget working sheets shows the “actuals for the previous budget year” which should be entered as per the books of accounts.
4	Grand total of receipts should be equal to the payments, if not the message will appear in the summary sheet as “Grand total of Receipts and Payments of budget workings not tallied”, which should be rectified before sending the budget for approval.
5	Closing balance of current year budget may be given as balancing figure.
6	Budget summary sheet is auto generated based on the data entered in the budget working sheets and it cannot be edited.
7	Notes sheet should be entered wherever explanations required by giving the breakup of amounts, basis of working, reasons for abnormal increase/decrease and any other details which explains the budgeted figures.
8	Any additional Account Heads if required, please contact the MDES office.
9	Soft copy of the budget should be sent to MDES office on or before the scheduled due date.

Annexure - 3

EARMARKED CONTRIBUTIONS RECEIVED FROM 01.01.2023 TO 28.02.2023

PARISHES	Holy Thursday Collection	Second Sunday Collection	St. Peter's Pence	Communio Sunday	St. Peter the Apostle Collection	Hunger & Disease	Xmas Collection	Holy Child Hood	Cancer Patients Support	Holy Land Maint	Holy See Maint	Girl Child Day	Prison Ministry
St. Lawrence Church, Aboorkatte		2,900.00						3,030.00	1,100.00	1,000.00	1,000.00	1,000.00	1,000.00
Nirmala Mathe Church, Kutta		1,742.00							450.00				
Annai Velankanni Church, Annainagar		1,500.00						1,050.00					
St. Joseph's Church, Otterthotti		11,130.00						10,030.00	4,850.00				
Our Lady of Perpetual Succour Church, Srirampura		28,680.00						8,356.00	70,600.00				
St. Anne's Church, Sandanapalayam	4,000.00	12,000.00						5,000.00					
St. John the Evangelist Church, Maddur		1,900.00	220.00		180.00			480.00	310.00				
St. Anthony's Church, Aarji	1,800.00	3,000.00	750.00		800.00	3,600.00		1,400.00					
St. Anthony's Shrine, Dornahalli	16,080.00	96,460.00	12,470.00	8,630.00	5,370.00	18,550.00	26,220.00	900.00					
St. Joseph's Cathedral, Mysore	27,652.00	2,10,058.00	32,685.00	39,462.00	29,151.00	61,770.00	24,132.00	32,780.00	12,700.00				
Infant Jesus Church, T. Narasipura	1,200.00	8,800.00	700.00	700.00	700.00	1,800.00	1,400.00	700.00	20,100.00				
Church of Our Lady of Health, Ratnapuri	1,080.00	3,600.00	460.00	720.00	450.00	1,590.00	840.00	520.00	620.00				
Sacred Heart Church, Yadavagiri	6,400.00	25,610.00	6,180.00	6,310.00	5,220.00	9,300.00	4,320.00	2,850.00	9,980.00				
Holy Cross Church, Maradyur	2,000.00	12,665.00	1,050.00	3,000.00	1,200.00	4,000.00	1,500.00	1,500.00	3,085.00				
Christ the Redeemer Church, Shanthinagar	1,000.00	850.00		1,000.00		1,000.00		1,590.00					
St. Anthony's Church, Annmathi	4,282.00	16,143.00	1,424.00	3,625.00	1,584.00	3,921.00	3,245.00	1,196.00					
St. Anthony's Church, Gayathipuram	6,500.00	30,000.00	2,000.00		2,500.00	7,000.00	6,000.00						
Sacred Heart Church, Odakapalam	800.00	3,900.00	600.00	1,100.00	600.00	800.00	900.00	2,600.00	2,000.00				
Our Lady of Victories Church, Somwarpet	6,010.00	45,540.00	3,000.00	12,250.00	3,000.00	8,490.00	5,800.00	4,570.00					
Our Lady of Lourdes Church, Gundlupet	1,500.00	4,000.00	1,000.00			1,500.00		1,000.00					
St. Mary's Church, Napoklu	1,000.00	2,700.00	800.00	700.00	1,100.00	1,000.00	1,250.00	900.00					
Immaculate Conception Church, Ganjam	2,360.00	6,600.00					1,500.00						
Good Shepherd Church, Anagalladoddi	884.00	2,434.00	384.00	373.00	367.00	1,028.00	1,134.00	436.00					
Infant Jesus Mission Station, Yathagadanahalli	6,375.00	22,505.00	1,000.00	1,000.00	1,500.00	7,440.00	5,370.00	2,390.00	5,370.00				
St. Anthony's Church, Jageri	680.00	5,797.00	500.00			1,854.00	1,342.00	1,000.00	1,263.00				
Infant Jesus Church, Balanagar		2,580.00	500.00	820.00	550.00		1,750.00	1,000.00					
St. Mathias Church, Malavalli		9,956.00					7,032.00	1,124.00					
Our Lady of Assumption Church, Pandavapura		44,902.00	2,000.00	2,000.00	2,000.00		7,570.00	2,580.00					

Our Lady of Presentation Church, Mariamangalam	4,450.00	1,250.00	1,000.00	1,200.00	2,250.00		1,300.00			
Sacred Heart Church, Nagavalli	3,540.00			17,460.00	26,250.00	25,480.00	52,000.00			
St. Theresa's Church, Mysore South	48,520.00						6,960.00			
St. Sebastian's Church, Kushalnagar	13,200.00		13,800.00	3,000.00		3,548.00	3,500.00	61,900.00		
St. Francis Xavier's Church, Kamagere	20,532.00	3,000.00					2,170.00			
St. Mary's Church, Peniyapatna	2,610.00						5,592.00			
St. Francis of Assisi Church, Kollegal	16,511.00		13,600.00		33,760.00		800.00	2,100.00		
Sacred Heart Church, Besagarahalli	6,000.00	500.00	500.00		800.00		1,000.00	18,300.00		
St. Francis Xavier's Church, Jellipalayam	2,400.00						1,800.00			
Holy Spirit Church, Siluvaipuram	9,500.00	890.00					2,950.00	21,050.00		
St. Anthony's Church, Ponnampet	31,200.00	1,000.00	4,700.00	1,200.00	6,000.00		1,250.00			
Rajendra Swamy Mission Station, Chikkarasinakere	13,082.00	1,000.00			1,160.00		1,000.00			
Catholic Centre, Mysore		1,000.00	1,000.00	1,000.00	1,000.00		1,000.00		1,000.00	
St. Joseph's Church, P. G. Palva	2,816.00	535.00		273.00		938.00	490.00			
Mother of Humanity Mission Station, Mandya West	4,900.00									
Our Lady of Velankanni Church, J. P. Nagar	10,570.00			5,000.00		5,760.00	4,180.00	63,500.00		
St. John Paul II Church, Old Kesare	1,194.00					2,275.00	4,660.00			
Holy Cross Church, Belawadi	13,230.00	5,000.00					4,450.00			
Sacred Heart Church, Naganahalli	12,850.00				3,000.00	4,200.00	3,000.00			
St. Anthony the Hermit Church, Karatukovil	15,807.00	780.00	890.00	2,029.00		3,935.00		23,300.00		
St. Francis Xavier's Church, Hunsur	20,000.00	2,500.00	2,500.00			3,000.00		4,000.00		
St. Jude Thaddeus Church, B. M. Shri Nagar	18,303.00					12,621.00		45,500.00		
St. Anthony's Church, Sunthikoppa	16,816.00	2,000.00		2,000.00			4,200.00			
Holy Family Church, Hinkal	25,914.00									
Infant Jesus Church, Pushpagiri	13,332.00	1,850.00		1,630.00		8,180.00	5,680.00	53,770.00		
St. Thomas Church, Prakasipalayam	13,050.00	1,000.00	2,000.00	1,000.00	3,500.00	3,027.00	1,500.00			
St. Thomas Church, Thomayarapalayam					4,275.00	4,000.00				
St. Anthony's Church, Cowdalli	5,008.00					1,004.00				
Infant Jesus Church, Udayanagar	5,697.00	879.00					843.00			
Infant Jesus Church, Nanjangud	20,000.00				14,893.00		3,230.00			
St. Joseph's Church, Siddapura	18,456.00	3,100.00	8,525.00	2,980.00	6,765.00					
Arogya Mathe Church, Huilkere	4,145.00		4,752.00				450.00			
Divine Mercy Church, K. R. Nagar	1,080.00									
Our Lady of Lourdes Church, Martalli	12,980.00	2,380.00		2,400.00		5,680.00	3,710.00	10,160.00		
Virgin of the Poor Church, Mysore	49,570.00	2,130.00	2,080.00	4,100.00	18,150.00	13,010.00	6,200.00	3,000.00		

St. Anne's Church, Virajpet	25,215.00	5,480.00	5,610.00	12,528.00	11,570.00	4,640.00	10,100.00	900.00	600.00
Divine Mercy Church, Sathagalli	14,062.00					3,221.00	30,200.00		
St. Joseph's Church, Jayalakshimpuram	16,005.00				7,200.00	3,677.00	17,200.00		
St. Theresa's Church, Doddarayapete	2,200.00				700.00	670.00	11,500.00		
Infant Jesus Church, K. R. Pet	5,700.00	900.00	900.00			1,100.00			
St. Paul's Church, Chamarajanagar	9,850.00	4,000.00			5,200.00	3,100.00			
St. Mary's Church, H.D. Kote	14,367.00	1,558.00	1,900.00	12,528.00	6,803.00	1,410.00	2,534.00		
St. Michael's Church, Madikeri	15,400.00					9,830.00			
Blessed Theresa of Calcutta Church, Rajivnagar	48,780.00	4,200.00	4,073.00		10,925.00	2,000.00	26,000.00		
Holy Family Church, Kudige	11,120.00				4,100.00	6,100.00	1,800.00		
St. Mary's Church, Mariapura						600.00			
Our Lady of Fatima Church, Suluvaadi	1,120.00	1,160.00		3,280.00					
Nerugalale Parish Society	4,110.00	7,770.00		6,560.00					
St. Paul the Hermit Church, Jampnahalli	3,000.00			7,000.00		3,000.00			
Sacred Heart Church, Kodugane	1,890.00	620.00							
St. Peter's Church, Bogadi	9,491.00	10,526.00		14,991.00		4,950.00			

EDUCATIONAL INSTITUTIONS:		
PARISHES		Cancer Patients Support
St. Theresa's Hr. Pr. School, Mysore South		15,560.00

DIOCESAN PRIESTS	
NAME OF THE DONOR	Cancer Patients Support
Rev. Fr. Joy Chirackal	3,000.00
Rev. Fr. John Paul	1,000.00
Rev. Fr. J. Anthony Raj	1,000.00
Rev. Fr. Vijay Kumar	1,000.00
Rev. Fr. Avinash H. N.	1,000.00
Rev. Fr. Arogya	1,000.00

RELIGIOUS				
NAME OF THE DONOR	Cancer Patients Support	Communio Sunday	Holy Childhood Collection	Hunger & Disease
O. L. C. Convent, Pandavapura		2,000.00		2,500.00
Holy Spirit Convent, Kushalnagar			3,000.00	3,000.00
St. Mary's Convent, H. Maligere	2,000.00			
Little Sisters of the Poor, Mysore	10,000.00			
Nirmala Ilim, Otterthotti				2,000.00

N.B.: There are a few bank remittances without details. We are not able to trace and issue necessary receipts. We request them to contact the diocesan office with the details of transfer and obtain necessary receipts for the remittances made.