

DOY PARISH PERMISSION TO SPEND FORM
FOR CAPITAL EXPENDITURES OF \$10,000 AND GREATER

Parish name: _____ Parish code number: _____

Parish address: _____

We, the undersigned Pastor and Finance Council of the parish stated above, request permission to spend \$_____ for the following purpose:

We intend to fund this project in the following manner:

From current parish bank and brokerage accounts: \$_____.

From current year collections or special collections: \$_____.

Conduct a capital campaign in the amount of: \$_____.

Borrow from a lending institution: \$_____.

Total project cost (attach three (3) quotes): \$_____.

Please note that any cost overruns or addition expenses of more than 10% must be reported to the DOY Finance Services Office.

PARISH FINANCIAL STATUS

(Taken from the most recent certified annual financial report)

Total annual receipts \$_____

Total annual disbursements \$_____

Parish assets (including any endowments) \$_____

Parish indebtedness \$_____

Unpaid assessments to diocese \$_____

We request permission to conduct a capital campaign in the amount of \$_____. (If a capital campaign is to be conducted in excess of \$50,000, a written request from the Pastor/Administrator should accompany this form addressed to the Bishop and copied to the CFO) to apply toward the amount of the above expenditure and request that these funds be exempt from the diocesan assessment.

We have reviewed and will be in compliance with the additional information listed on the second page of this form.

Pastor: _____

Finance Council: _____

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REMINDER OF KEY DIOCESAN POLICIES

- Union labor** If the project cost is \$100,000 or more, you must be in compliance with the Diocesan Union Labor Contract Policy for Renovations and New Construction or request an exemption before the project begins.
- Legal documents** All contracts must be reviewed by the Financial Services Office, diocesan legal counsel, and possibly be signed by the Bishop or his designee.
- Financing** All financing arrangements (with the plan for repayment) must be reviewed by the Financial Services Office and appropriate documents must be signed by the Bishop or his designee.
- Available cash** Cash equaling one half of the total project cost must be available before the project can begin.
- Insurance and Hold Harmless Agreements for contractors** All contracts must contain insurance and Hold Harmless clauses, or a separate agreement must be signed

EXPENDITURE

	Expenditure	Exemption from diocesan assessment
Amount requested	\$ _____	\$ _____
Amount approved	\$ _____	\$ _____
Amount disapproved	\$ _____	\$ _____
Amount more information is needed for:	\$ _____	\$ _____

Rationale: _____

Chief Financial Officer Date

Vicar General Date

Vicar General Date