

Parish/School Finance Form Instructions/Procedures

When do you need to use the Form

-Any project over \$15,000 requires the completion of a finance form sent to Buildings & properties for approval by the Diocese. The form should be accompanied by quotes and finance council meeting minutes showing approval of the project.

-Any project (including those under \$15,000) in which the school or parish is asking for financial assistance from the Diocese must have a finance form completed and submitted to Buildings & properties.

Projects Involving Liturgical Changes

Any project involving changes with liturgical appointments and furnishings such as the altar, ambo, crucifixes, choir locations, pew arrangements, murals, statues, confessionals, stained glass windows, altar rails, etc... need to undergo a review by the Diocesan Liturgical Committee and be submitted to Bernadette Kime.

In the end, every parish or school should reach out to the Buildings & properties group at the very beginning of any property related issue to ask for guidance. Any property related issue which involves buying or selling of land or buildings, oil/gas lease inquiries, changes or renovations to property, maintenance and capital improvement projects, and anything else related to the property should be communicated to Buildings & Properties so we can guide you accordingly.