

**INTERPAROCHIAL SCHOOL FORM B**

**DIOCESE OF HARRISBURG**

**PETITION TO EXPEND \$10,000 OR MORE AND/OR TO BORROW FUNDS**

---

Form B must be completed to request permission to borrow any amount and for all expenditures in excess of \$10,000. Expenditures include those for new construction, repairs, capital improvements, major alterations, equipment, materials, furnishings, goods, and services and purchase or lease of property (land and/or buildings) and equipment. Form B requires the signatures of the Inter-Parochial High School Principal/Inter-Parochial Elementary School Executive Pastor, Executive Committee of the School Board of Education, and the Chairperson, Finance Committee. (See policies and procedures on page 4 and instructions on page 5 for the proper completion of this form.)

**DATE:** \_\_\_\_\_

**TO:** The Most Reverend Bishop of Harrisburg

**FROM:** \_\_\_\_\_ School, \_\_\_\_\_ Pennsylvania

**RE:** \_\_\_ School \_\_\_ Convent \_\_\_ Cafeteria \_\_\_ Gymnasium \_\_\_ Athletic Field \_\_\_ Other

We, the undersigned, Inter-Parochial High School Principal/Inter-Parochial Elementary School Executive Pastor, Executive Committee of the School Board of Education, and Chairperson, Finance Committee of \_\_\_\_\_ School, \_\_\_\_\_ Pennsylvania,

hereby request approval to expend the sum of: \$ \_\_\_\_\_

Of this sum we wish to borrow from the Diocese: \$ \_\_\_\_\_  
(for a period of \_\_\_ years). (See Policy Statements on page 4, #1)

The amount to be funded from other sources, e.g., private donation, development, etc., (please specify \_\_\_\_\_) \$ \_\_\_\_\_

The remaining amount to be funded from school savings: \$ \_\_\_\_\_

The purpose(s) of this expenditure is (are): \_\_\_\_\_

---

We certify that this sum will fully cover the total cost of work or purchase of this property/equipment and that every anticipated expenditure is contained in our estimate including the cost of all interior decoration; furnishings; heating and plumbing fixtures; all exterior improvements, including paving and landscaping; architect's, engineer's, and consultant's fees; and all other attendant items, according to the itemized summary herewith attached.

**INTERPAROCHIAL SCHOOL FORM B**

Signature of Inter-Parochial High School Principal/  
Inter-Parochial Elementary School Executive Pastor \_\_\_\_\_

Signatures of Executive Committee  
Of the Board of Education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Chairperson, Finance Committee: \_\_\_\_\_

**PLEASE READ PAGE 5 BEFORE RETURNING COMPLETED FORM B TO:**

**VICAR GENERAL  
DIOCESE OF HARRISBURG  
PO Box 2153  
HARRISBURG, PA 17105-2153**

\*\*\*\*\*

**FOR VICAR GENERAL USE ONLY**

**Department of Financial Administration Report**

**CURRENT FINANCIAL INFORMATION**

Balance in Checking Accts:	\$ _____	Operating Income:	\$ _____
	\$ _____	Operating Expenses	\$ _____
	\$ _____	Non-operating Income	\$ _____
		Non-operating Expenses	\$ _____
Other Savings and Investments	\$ _____		
	\$ _____		
	\$ _____		
Debt	\$ _____		

# INTERPAROCHIAL SCHOOL FORM B

## DIOCESE OF HARRISBURG

### ADDITIONAL INFORMATION REQUIRED

**ALL LEGAL DOCUMENTS FOR THIS TRANSACTION MUST BE APPROVED BY DIOCESAN LEGAL COUNSEL BEFORE THEY ARE SIGNED. PLEASE CHECK WHICH IS APPLICABLE.**

\_\_\_\_\_ The proposed legal documents for this transaction are attached.

\_\_\_\_\_ Diocesan Legal Counsel is required to prepare the legal documents for this transaction.  
The necessary information accompanies this form.

**PLEASE CHECK WHICH OF THE FOLLOWING TYPES OF TRANSACTIONS ARE INVOLVED, ON A SEPARATE SHEET, SUPPLY THE INFORMATION REQUESTED, USING THE NUMBERS INDICATED AND ATTACH THE ITEMIZED SUMMARY OF ALL COSTS.**

#### PURCHASE OF PROPERTY/EQUIPMENT:

1. Describe the property or equipment to be purchased. (If property, give street address, Lot and Block Number, and the Deed Book Volume and Page number of this property.)
2. Give the name, address and telephone number of the Seller.
3. (If property,) give the expected closing date.
4. Describe any conditions or contingencies on this purchase.

#### CONSTRUCTION, REMODELING OR REPAIRS:

1. Give the name, address and telephone number of the Architect.
2. Give the name, address and telephone number of the Builder.
3. Give the expected time for construction.
4. Describe where on the school property the construction will take place, using street address and building identification.
5. Attach specifications for this job, as prepared by the school, the architect, or the Department of Buildings and Properties and Office of Worship.

#### LEASE OF PROPERTY OR EQUIPMENT BY THE SCHOOL:

1. Describe what is being leased and the purpose for which it will be used.
2. Give the name, address and telephone number of the Owner.
3. If real estate, give the location (i.e. street address).
4. Give the length of the lease.
5. Describe the schedule of lease payments

# INTERPAROCHIAL SCHOOL FORM B

## DIOCESE OF HARRISBURG

### **POLICIES AND PROCEDURES FOR EXPENDITURES OVER \$10,000 AND ALL REQUESTS TO BORROW FUNDS IN ANY AMOUNT**

#### POLICY STATEMENTS

1. It is to be noted that interparochial schools, including high schools, are not permitted to borrow without the agreement of all the cooperating pastors and the permission of the Bishop. Such schools must also demonstrate where the funds will come from in order to amortize the loan. Interparochial schools, including high schools, may not undertake a capital campaign **without the unanimous consent of all the cooperating pastors** as well as the permission of the Bishop. It should be noted that since supporting parishes of interparochial schools and high schools have their own capital needs, it would be rare indeed for a school to be granted permission to operate a capital campaign in the supporting parishes. Therefore, high school and interparochial school capital campaigns would mainly target alumni and vendors that service the schools.
2. All Inter-Parochial High School Principals/Inter-Parochial Elementary School Executive Pastors, after receiving the approval of the Board of Education, must use Form B to obtain the approval of the Vicar General for all expenditures of \$10,000 to \$100,000 for the purpose of new construction, repairs, capital improvements, major alterations, equipment, materials, furnishings, goods and services and the purchase or lease of property (land and/or buildings) and equipment.
3. When the proposed expenditure is for \$100,000 or more, the Form B petition must be reviewed by the College of Consultors and approved by the Bishop, and if in excess of \$500,000, the approval of the Diocesan Finance Council is required.
4. Interparochial schools may be permitted to borrow funds from the diocese only to meet emergency needs. All other capital repairs or renovations must be funded from the school savings or operating budget unless the school meets the regulations noted in #1 above. (NOTE: This does not restrict any school from a lease style loan with the diocese funded through operating revenues, such as for vehicles or other equipment.)
5. When the proposed expenditure is under \$100,000, it remains at the discretion of the Vicar General whether the College of Consultors needs to review the Form B.
6. For any worship space construction or for any alterations or renovations to existing worship space, including new furniture, carpeting, painting, etc., all plans and proposals must be submitted in writing to the Vicar General who will forward them to the Office of Worship for consultation and review.

#### PROCEDURES

1. For repair, maintenance and other renovation projects that will cost between \$10,000 and \$100,000 refer to Parish/Inter-Parochial School Required Procedures revised in June 2003.
2. For projects between \$100,000 - \$250,000 refer to Parish/Inter-Parochial School Required Procedures for Construction, Renovation, Repair and Maintenance \$100,000 - \$250,000 revised in June 2003.
3. For projects exceeding \$250,000 refer to Phased Procedures for Parish/Inter-Parochial School Projects revised in June 2003.

# INTERPAROCHIAL SCHOOL FORM B

## DIOCESE OF HARRISBURG

### **INSTRUCTIONS FOR COMPLETING FORM B**

- A. In the appropriate sections, check which property (land and/or building) is being considered and insert name, city, township, etc., where located.
  
- B. Complete the amount to be spent and a description of the project for which the expenditure is intended.
  - 1) Enter the amount being requested as a loan from the Diocese and for the total project. Indicate on an attached schedule how the school intends to repay the loan.
  - 2) Enter the amount to be funded from other sources; e.g., private donation, development, etc.
  - 3) Enter the amount to be funded from school savings currently on hand.
  
- C. Provide Additional Information Required as listed on page 3.
  
- D. The Inter-Parochial High School Principal/Inter-Parochial Elementary School Executive Pastor, Executive Committee of the School Board of Education, and Chairperson, Finance Committee sign the Form B, thus acknowledging the information to be correct. It is understood, of course, that the proposed action has the approval of the school's Board of Education.