

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 the purchase or lease of property (land and/or buildings) and equipment. Form B requires the signatures of the Pastor/Administrator and all members of the Parish Finance Council. **(See policies and procedures on pages 4 and 5 and instructions on page 6 for the proper completion of this form.)**

DATE: _____

TO: The Most Reverend Bishop of Harrisburg

FROM: _____ Church, _____, Pennsylvania:

RE: ___ Church ___ Rectory ___ School ___ Convent ___ Cemetery ___ Hall ___ Other

We, the undersigned Pastor/Administrator and Parish Finance Council of _____
_____ Church, _____, Pennsylvania

hereby request permission to expend the sum of: \$ _____

Of this sum we wish to borrow from the Diocese: \$ _____
(for a period of _____ years)

The remaining amount to be funded from parish 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 (such as pews, altars, etc.); 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.

Signature of Pastor/Administrator: _____

All Members of the Parish Finance Council/Committee Must Sign Below:

**PLEASE READ PAGE 6 BEFORE
RETURNING COMPLETED
FORM B TO:**

**VICAR GENERAL
DIOCESE OF HARRISBURG
P.O. BOX 2153
HARRISBURG, PA 17105-2153**

June 2003

FOR VICAR GENERAL USE ONLY

Department of Financial Administration Report

CURRENT FINANCIAL AND DEMOGRAPHIC INFORMATION

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

COMMENTS:

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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 requested 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 parish property the construction will take place, using street address and building identification.
5. Attach specifications for this job, as prepared by the parish, the architect, or the Department of Buildings and Properties and Office of Worship.

_____ **LEASE OF PROPERTY OR EQUIPMENT BY THE PARISH:**

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.

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

POLICY STATEMENTS

1. All Pastors/Administrators must use Form B and 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.** All Pastors/Administrators must also obtain similar approval to borrow funds in any amount.
2. When the proposed expenditure or request to borrow 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 also required.
3. As a general rule **fifty percent (50%)** of the required expenditure must be freely available and on deposit with the Diocese before approval will be considered. A legitimate emergency or extraordinary circumstances must be apparent and established if exception to the “50%-cash on deposit” policy is requested.
4. When the proposed expenditure or request to borrow is **under \$100,000**, it remains at the discretion of the **Vicar General** whether the College of Consultors need to review the Form B.
5. For any new church construction or for any alterations or renovations to existing church structures, 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.

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**POLICY AND PROCEDURES FOR ALL REQUESTS
TO ENGAGE A LITURGICAL CONSULTANT**

(Letter of Intent)

POLICY STATEMENT

All Pastors/Administrators must obtain the approval of the Vicar General to engage a liturgical consultant for any reason.

PROCEDURES

1. Pastor/Administrator submits to the Vicar General a letter of intent requesting approval to engage a liturgical consultant. The letter must outline the nature and extent of the church renovation or construction project being considered.
2. The Vicar General requests review by diocesan staff, as appropriate, given the nature of the project under consideration, to determine:
 - a) The need for the proposed project.
 - b) The potential scope of the proposed project.
 - c) The parish's financial ability to carry out the proposed project.
 - d) The need for a liturgical consultant.
3. If staff reports support the parish's request, the Vicar General grants approval and asks the Office of Worship to assist the parish in engaging an approved liturgical consultant for consultation on preliminary options for the project.

NOTE: Any contract with a liturgical consultant is sent to the Vicar General for review and execution. If the contract is for **\$10,000 or more**, it is necessary for the Pastor/Administrator to submit a **separate Form B** with the contract.

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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, if money must be borrowed to cover the cost of the project. Indicate on an attached schedule how the parish intends to repay the loan.
 - 2. Enter the amount to be funded from parish savings currently on hand.
- C. Provide **Additional Information Required** as listed on page 3.
- D. The Pastor/Administrator and all the members of the Parish Finance Council/Committee sign the Form B, thus acknowledging the information to be correct.