

**CAPITAL NEEDS**

Parishes and schools must provide for the regular maintenance and upkeep of their facilities. They must also make provision for the replacement of major systems in the school, renovations, and additions as dictated by the needs of the community and programs.

Ordinary and regular maintenance needs should be covered in the annual operating budget of the school program. Capital needs should be handled according to the following descriptions:

For school program needs- the items should be funded through the school budget and special school fund raising programs.

For physical plant needs-

- a. Single Parish Elementary School- Costs of capital physical plant repairs/renovations to be financed by the parish as with any other aspect of parish property. (Pastors follow diocesan parish procedures.)
- b. Interparochial Elementary School- Costs to be funded in part from the school budget (2/3) and part from the parishes (1/3).  
(Note- most interparochial elementary schools have specific language in their foundational documents that refer to provisions for the capital needs of the buildings.)
- c. Interparochial High School- Costs to be funded through the school operating budget and development programs.

All schools should establish savings accounts with Harrisburg Catholic Administrative Services Corporation, dedicated to capital and other school needs. It is strongly recommended that interparochial schools set aside funds annually for these accounts. The Board of Education for the interparochial school will determine when the funds are to be used for capital needs.

Interparochial schools may be permitted to borrow funds from the diocese only to meet an emergency need. All other capital repairs or renovations must be funded from the school savings or operating budget. (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.) Interparochial schools may not undertake a capital campaign without the agreement of all the cooperating Pastors, and the permission of the Bishop.

Policy revised:  
July 1, 2000

NCD  
Bishop of Harrisburg

