

PARISH FINANCE COUNCIL CHARTER

ARTICLE I

In accordance with the code of Canon Law (Canon #537), and the Guidelines of the Diocese of Springfield, St. Catherine of Siena Parish, Springfield, hereby establishes this Charter for its Parish Finance Council.

ARTICLE II: Purpose

The purpose of St. Catherine of Siena's Finance Council is to provide the Pastor with information and advice that enable him to make proper decisions for the administration of parish property and finances.

ARTICLE III: Authority

The Finance Council is a consultative body to the Pastor of the parish; it considers all matters of major financial concern. Policy is carefully discerned by the Finance Council together with the Pastor in accordance with the regulations of Canon Law, the Guidelines of the Diocese of Springfield and St. Catherine of Siena Parish mission statement.

ARTICLE IV: Implementation of Policy

Policy is implemented by the Pastor, the Pastoral Staff and all other members of the parish community who assist them. It is not the function of the Finance Council, as such, to implement parish policies.

ARTICLE V: Responsibilities

Members of the Council are to aid and advise the Pastor in the administration of the parish's financial resources. These include, in part:

- a. Assisting the pastor and the parish bookkeeper in the preparation of the annual operating and capital budget. Assist the bookkeeper in "seasonalization" of the budget so that it may be loaded into QuickBooks and a computer generated monthly budget to actual variance report can then be obtained.
- b. Reviewing carefully the income/expenditures to determine whether or not the parish is operating within its budget.
- c. Providing the parishioners with an annual detailed report on the parish's financial condition.
- d. Making recommendations for increasing revenues through the practice of principles of Christian stewardship.

- e. Coordinating all parish fundraising projects in accordance with said principles of stewardship, time, talent and treasure.

- f. Assisting in promoting the Annual Catholic Appeal.

- g. Reviewing all banking arrangements as well as the reports and recommendation of the buildings and maintenance commission of the Parish Pastoral Council.

- h. Preparing consultation/participation in the “acts of extraordinary administration” in the sale and/or purchase or parish property in accordance with diocesan policies.

- i. Establishing an internal review function that assesses the overall internal controls related to cash receipts, cash disbursements, bank account reconciliation and financial statement preparation. Specific duties include but are not limited to:
 - 1. Monthly detailed review and signoff on all bank account reconciliations

 - 2. Monthly or at least quarterly review of the Detail Balance Sheet and Detail Profit and Loss reports as produced by QuickBooks

 - 3. Ensuring that all checking, savings, investment and similar accounts are properly recorded with current balances maintained on the parish accounting records

 - 4. Review the payroll to determine that only authorized employees are being paid and that the rate of pay is duly authorized. Assure that all applicable federal and state payroll tax returns have been filed on a timely basis and that all taxes have been timely deposited or paid (Modifications to this may be made for those parishes using an outside payroll service)

 - 5. Periodic review of the controls over the cash collection, counting and deposit process with the intent of ensuring “point of collection to pain of deposit security,” meaning that all monies

collected or mailed to the parish are duly counted, deposited intact and accurately recorded in the parish accounting records

6. Periodic review of purchasing practices
7. Review of computer security and back-up procedures
8. Overseeing the periodic updating of the parish physical inventory of assets and the safekeeping of the inventory records
9. Ensuring that an accurate Annual Report is submitted to the diocese by the last working day of July each year

ARTICLE VI: Membership

Members of the Finance Council are practicing Catholics of St. Catherine of Siena Parish who, in the spirit of Vatican II, have a willingness and interest in serving the parish, experience and/or expertise in financial management, administration or law, and who practice personally the principles of Catholic stewardship.

Membership on the council should consist of at least five (5) lay persons. The members are to be appointed by the Pastor. The term of office shall be three (3) years. No member may serve more than two successive terms. (A member may be re-appointed after one year out of office). Initially, the terms shall be staggered to insure continuity. Vacancies and ex-officio members shall be filled by pastoral appointment.

ARTICLE VII: Commissions

The Finance Council may establish various commissions, either standing or ad hoc, which may include persons other than Finance Council members, to assist in carrying out its duties. Their number will be in keeping with the size of the parish and its varied programs.

ARTICLE VIII: Formation of Members

Orientation will include a review of the charter, policies and procedures, faith sharing and parish finances. Members are encouraged to participate in diocesan council workshops including faith sharing, communication, reaching consensus and financial management.

ARTICLE XI: Meetings

The Finance Council shall have a minimum of four (4) regular meetings annually to:

- Set the calendar
- Establish the annual budget
- Provide for special needs
- Review with the Pastor needed construction or renovations and seek prior approval from the Diocesan Office of the Building Consultant
- Review the budget and compare it to actual performance at least quarterly
- Review the annual financial results, compare them to the planned budget and make recommendations to the Pastor to achieve/or maintain a balanced financial operation
- Provide funds for the effective implementation of the parish mission statement

The presence of the Pastor and a majority of the members constitute a quorum for consultation. The agenda and study material are to be communicated to the members three (3) days prior to the regular meeting.

ARTICLE X: Charter

Once this Charter is promulgated, it is to be reviewed annually. Amendments or deletions may be made only by a consensus of the members and approval of the Diocesan Office of Fiscal Affairs.

Finance Council Chairperson

Pastor

Approved by the Finance Council _____