

Procedures for Expense Requests of \$1,000 and above

The Financial Council of the Church of the Holy Family has approved and will be implementing the following procedure effective December 15, 2009. These procedures formalize the process to be followed by any committee or person seeking approval of an expense or capital improvement in excess of \$1,000. The following procedures should be followed before committing the Church to any expense or capital improvement above \$1,000.

For expenses of \$ 5,000 or more:

- 1) A written proposal outlining the recommended expense or capital improvement and the reason for the expense or capital improvement is to be submitted to Father Michael. The proposal must include at least the following:
 - (a.) a brief summary of the expense or capital improvement for which approval is sought;
 - (b.) the reason(s) why it is recommended that the Church incur such expenses; and
 - (c.) a reasonable estimate of the full amount of expenses to be incurred by the Church if the proposal is approved.
- 2) If Father Michael approves the written proposal, the person or committee submitting the proposal will then be required to obtain a minimum of three (3) written bids for the recommended expense or capital improvement. The three written bids must then be submitted with the written proposal presented to and approved by Father Michael to a three-person parish expense committee that will consist of the following: (1) one member from parish council; (2) one member from the planning committee; (3) one member from finance committee.
- 3) The three written bids will be reviewed by the three-person committee who will approve or disapprove of the proposal and bids. A bid can be approved by a vote of 2/3 of the members of the expense committee. If approved, the expense committee will provide written approval of the bid to the person or committee who submitted the proposal.
- 4) Once a bid is approved, the committee or person responsible for submitting the proposal and bids will then be authorized to approve the expenditure of funds approved by the expense committee in accordance with the approved bid. All funds will be disbursed by the Church's central office bookkeeping.

- 5) In addition to the above requirements, the Diocese of Norwich has certain procedures that must be followed and standards that must be met before any expense or capital improvement of **\$10,000** or more is incurred by the parish. Therefore, no expense or capital improvement that is likely to exceed \$10,000 in cost may be undertaken without approval of Father Michael, the expense committee and the Diocese of Norwich.

For expenses between \$ 1,000 and \$ 4,999:

Additionally, any expense or capital improvement that is expected to exceed \$1,000 but be less than \$5,000 must be approved by Father Michael. For any expense or capital improvement between \$1,000 and \$5,000, the written proposal outlined in paragraph 1 must be submitted to Father Michael with a copy of the written proposal sent to the finance committee.

The Financial Council believes that the procedure outlined herein will allow us, as a community, to work together in continuing to improve the parish for the overall parish community while recognizing the need to manage the parish finances in a fiscally prudent manner.