

Catholic Diocese of Bunbury

Parish Finance Committee (PFC) Statutes

1. **Name:** The name of the body shall be the [Insert name of parish] Parish Finance Committee (PFC).
2. **Purpose:** The PFC is required by Canon Law to fulfil the requirements of Canons 537 and the functions entrusted to it in Book V of the Code of Canon Law, The Temporal Goods of the Church. The Committee will give advice always within the requirements of Commonwealth, State and Canon Laws.
3. **Governance** These statutes are issued by the Roman Catholic Bishop of Bunbury to govern the financial management and administration of each parish within the diocese. It is important for the good governance of the diocese that they are complied with.
4. **Membership:** The PFC shall be composed of not fewer than three members. They shall include the Parish Administrator, but not including any Parish employees. In addition to the minimum number of members, the Associate Priest (if applicable) should also be a member. Members shall be appointed by the Parish Administrator in writing. Parish staff involved in the management and administration of the parish finances should be encouraged to attend each PFC Meeting. No more than one representative from the Parish Pastoral Council should be appointed to the committee.
5. **Term of Office:** The regular term of office shall be two years. Members may be re-appointed for a further term(s) by the Parish Administrator in writing.
6. **Vacancies:** Vacancies shall be filled by nomination of the Parish Administrator in writing.
7. **Officers:** The Officers of the PFC shall be a Chairperson and Treasurer. The Chairperson and Treasurer shall be appointed by the Parish Administrator from among the members for a one year term.
8. **Meetings:** Meetings of the PFC shall normally be held at least quarterly although more regular meeting would be recommended for larger parishes. They may also be held at the call of either the Parish Administrator or the Chairperson or by the majority of the full membership of the PFC. The Chairperson shall cause minutes of the meeting to be kept. The Parish Administrator must be present for the meeting to be valid.
9. **Quorum:** A majority of the full membership, except the Associate Priest, shall be necessary and sufficient to constitute a quorum.

10. **Agenda:** The agenda should be forwarded to committee members one week prior to each meeting. It is recommended the following documents accompanying the agenda;
- All reports and other papers to be discussed.
 - Parish financial statements.
11. **Reporting** Income and expenditure is to be accounted for using Diocesan approved accounting software. Committee members are to receive each month an income and expenditure statement showing the financial position of the Parish.
12. **Indemnity:** The Bishop shall indemnify Members of the PFC.
13. **Expertise:** Members of the PFC should be financially literate. If possible at least one member should be expert in financial affairs such as an accountant. All members should be of outstanding integrity.
14. **Faith:** Members of the PFC will ideally be baptised Catholics and supportive of the mission and ethos of The Catholic Church.
15. **Subcommittees:** Subcommittees of the PFC can be established for specific purposes e.g. planned giving, fund raising etc. The chairperson of the subcommittee must be a member of the PFC.
16. **Amendments:** Amendments to these Statutes shall be effective upon the approval by the Bishop.
17. **Acts of ordinary administration:**
1. Acts for the day to day life of the Parish and for the regular maintenance of its property.
 2. Routine receipt of income and payment of expenditure.
 3. Routine property maintenance, including cleaning, gardening, minor repairs, annual white ant treatment etc.
18. **Acts of extraordinary administration:**
1. Expenditure over \$10,000 including the purchase or sale of land, construction of a new building, extensive repair of buildings and purchase or replacement of major equipment.
 2. Refusal of major bequests.
 3. Investment of surplus funds.
19. **Role of Committee Members:**
1. Prepare each financial year, according to the direction of the Parish Administrator, a budget of income and expenditure in accordance with the diocesan approved reporting format.
 2. Prepare half yearly a written account of revenue and expenditure against budget to be presented to the Bishop and parishioners in accordance with the diocesan approved reporting format (Canon 1287).
 3. Develop and maintain an ongoing seven year capital and maintenance program.
 4. Ensure the parish expenditure does not exceed the annual budget.

5. Ensure that adequate and proper insurance of all property and areas of risk is insured with Catholic Church Insurances.
6. Ensure all banking, including surplus funds and borrowings, are transacted with the Catholic Development Fund.
7. Seek approval from the Diocesan Resources Committee (DRC) for expenditure over \$10,000 (Canon 1281).
8. Advise the Parish Administrator on more important acts of ordinary administration.
9. Advise the Parish Administrator on significant changes to financial administration.
- 10 Advise the Parish Administrator on the highest and best use of parish land assets.
11. Advise the Parish Administrator on appropriate investment strategies for goods and monies received from an endowment or deceased estate.
12. Advise the Parish Administrator on the completion of any transaction, which could worsen the financial condition of the parish.
13. Advise the Parish Administrator on all areas of parish finance policy.
- 14 Advise the Parish Administrator on the financial elements of parish strategic planning.
15. Advise the Parish Administrator on parish fund raising initiatives and ensure accurate reporting of all fund raising activities.
16. Consult with the Parish Pastoral Council as required.
17. Comply with the following Diocesan policies as amended from time to time.
 - Guidelines and procedures for the purchase and sale of land.
 - Guidelines and procedures for buildings.
 - Guidelines and procedures for the acquisition and disposal of new parish and school sites.
 - Guidelines and procedures for leasing of parish goods.
 - Guidelines and procedures for the rental or hire of parish goods.
18. Ensure the parish complies with the requirements of the Parish Administration Handbook.

20. **Role of Parish Administrator:**

1. Cause each financial year the preparation of a budget of annual income and expenditure.
2. Cause the preparation of an account of revenue and expenditure against budget to be presented to the parishioners and the Bishop.
3. Consult with and seek advice of the Parish Finance Committee on the management and administration of parish finances.
4. Consult on any act of extraordinary administration.
5. Consult on more important acts of ordinary administration.
6. Consult on significant changes to financial administration.
7. Consult on the completion of any transaction, which could worsen the financial condition of the parish.
8. Consult on all areas of parish finance policy.
9. Consult on parish strategic planning.
10. Give permission in writing for fund raising activities and ensure funds raised are applied to the purpose for which they were raised.