

CONSTITUTION OF PARISH FINANCE COMMITTEE

PARISH OF

1. PREAMBLE

The Parish Finance Committee is set up by the Diocesan Bishop to help the parish priest in the administration of the goods of the parish. The administration is ruled by the universal law (Can. 1281 to 1288) and by the norms laid down by the Bishop. It comprises members of the faithful (Can. 537). The parish priest is to ensure that the parish goods are administered in accordance with these universal and diocesan norms.

2. NAME

The Committee shall be called (name of parish) Parish Finance Committee (PFC).

3. AUTHORITY

- 3.1 The parish priest shall have immediate competent authority over the PFC.
- 3.2 He or his delegate shall preside over the meetings.

4. OBJECT

The objects of the PFC are:

- 4.1 To maintain and administer the funds of the parish.
- 4.2 To ensure that the funds are judiciously used for:
 - (a) the regulation of divine worship
 - (b) the maintenance and welfare of the clergy
 - (c) the maintenance and welfare of the church workers
 - (d) the formation of the faithful
 - (e) evangelization
 - (f) the maintenance and various other needs of the parish
 - (g) the poor and needy of the parish.
- 4.3 To review annual accounts from various parish organisations.
- 4.4 To see to the maintenance and development of the temporal goods of the parish.

5. MEMBERSHIP

- 5.1 The PFC shall comprise members of the faithful who are active and practising Catholic.

- 5.2 They shall be persons of integrity and competence with an interest in promoting the financial position of the Church.
- 5.3 The number of members of the Committee shall be not less than five and not more than ten.
- 5.4 All members are appointed by the parish priest. Persons related to the parish priest up to the fourth degree of consanguinity or affinity are excluded from the PFC. (Can.492)
- 5.5 All members will be required to take the oath of office.
- 5.6 All members shall serve for a period of three (3) years and may be reappointed for further terms.
- 5.7 The parish priest will notify the Diocesan Bishop of the names of members of the PFC and any subsequent changes in the membership.
- 5.8 The parish priest may fill in any casual vacancy for the remainder of the term.
- 5.9 Membership shall terminate:-
- a) On the expiry of the term of 3 years
 - b) On a member submitting his letter of resignation to and being accepted by the parish priest
 - c) If the parish priest decides that for a grave reason his membership should be terminated
 - d) If a member fails to attend 3 consecutive meetings without giving notice in writing.
- 5.10 In the event of any change of parish priest the members shall continue to serve until the expiry of their term of office.

6. PRESIDENT OF THE PFC

The parish priest or his delegate shall be ex-officio the President.

7. OFFICE BEARERS OF THE PFC

7.1 The officers of the PFC shall be

- (a) the Chairman
- (b) the Secretary
- (c) the Treasurer

7.2 CHAIRMAN

7.2.1 He shall be elected by a simple majority vote.

7.2.2 He shall conduct all meetings.

7.2.3 In the absence of the Chairman, any one of the members present shall be elected by the members present to chair the meeting.

7.3 SECRETARY

- 7.3.1 He shall be elected by a simple majority vote.
- 7.3.2 He shall attend to all the correspondences of the PFC.
- 7.3.3 He shall record and keep all minutes of meetings.
- 7.3.4 He shall prepare the agenda and fix the date of meetings after consultation with the Chairman and the President.
- 7.3.5 He shall issue notice of meetings, the agenda and minutes not less than seven days before the intended meeting.
- 7.3.6 In the absence of the Secretary, any one of the members present shall be elected by the members present to record the minutes of the meeting.

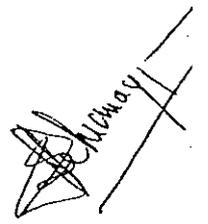
7.4 TREASURER

- 7.4.1 Where necessary, the Treasurer may be employed by the parish priest in consultation with the Parish Pastoral Council and the PFC.
- 7.4.2 The Treasurer shall keep accounts of all financial transactions of the parish and shall be responsible for their correctness.
- 7.4.3 The Treasurer shall prepare monthly accounts of the parish and lay them before the Committee for approval at the next meeting of the Committee.
- 7.4.4 The Treasurer shall prepare annual accounts of the parish and lay them before the Committee for approval not later than February 15 of the year following the year for which the Annual Accounts have been prepared.

8. FUNCTIONS OF THE PFC

The functions of the PFC are:

- 8.1 To establish accounting procedures and to provide a continuous and accurate recording of all income and expenditure of the parish.
- 8.2 To establish budgets for the operations of the parish.
- 8.3 Raising of funds through various sub-committees in order to finance parish projects.
- 8.4 To consider and approve emergency expenditure not budgeted for, in excess of \$2,000/-.
- 8.5 To get the approval of the Diocesan Finance Committee for any single expenditure in excess of \$10,000/-.
- 8.6 To approve the income and expenditure statements of the parish.
- 8.7 To submit the monthly and yearly accounts to the Diocese.
- 8.8 To submit the various contributions and collections due to the Diocese (Solidarity Fund, Holy Land, Good Shepherd Sunday, Social Communication Sunday, Peters Pence, Mission Sunday, Binated Masses, Unsaid Masses, Lenten Campaign, etc).

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- 8.9 To review and analyse the current financial operation of the parish for better efficiency.
- 8.10 To review yearly the function and scope of PFC. To recommend amendment/s if any to the Diocesan Bishop for approval.

9. MEETINGS

- 9.1 Meetings shall be held at least 4 times per year and as and when deemed necessary.
- 9.2 Any two members jointly may request for a meeting with the approval of the parish priest if there is a need.
- 9.3 Fifty percent of the members shall constitute a quorum. If no quorum is available within 30 minutes the meeting is dissolved, and shall be called at a later date.
- 9.4 All resolutions shall be by majority vote. In case of a tie, the Chairman will have a casting vote.
- a) Each decision must be promptly ratified or otherwise by the President or his delegate.
- b) If the President or his delegate does not ratify the decision of the PFC, and the reasons are not accepted by members, then the PFC shall appeal to the Diocesan Bishop for a review. The decision of the Bishop shall be final and binding.

10. REPRESENTATION AT PARISH PASTORAL COUNCIL MEETINGS

A member of the PFC will be nominated to represent the PFC at Parish Pastoral Council Meetings.

11. ACCOUNTS AND AUDIT

- 11.1 All accounting periods of the parish shall commence on January 1st and end on December 31st of each year.
- 11.2 All monies received and payments made by the parish shall be duly recorded and accounted for.
- 11.3 The Diocesan Bishop may appoint Auditor/s to audit the Annual Accounts of the parish or authorize the Committee to do so.
- 11.4 The Auditor so appointed shall be a Public Accountant pursuant to the Accountants Act, 1967, unless otherwise approved by the Bishop.

12. AUTHORITY TO OPERATE BANK ACCOUNT

- 12.1 The competent authority to open and operate current, savings and other accounts with a bank or licenced financial institution for a parish belongs to the Diocesan Bishop.

12.2 All monies received by the parish shall be paid into bank account/s of the parish and all withdrawals therefrom shall be signed by the parish priest and any one of the three members duly appointed.

12.3 The word "Fund" shall not be included when naming the bank account in the name of the parish.

13. AMENDMENTS

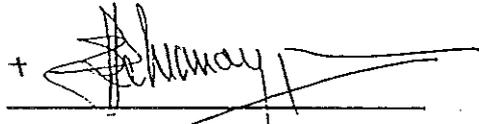
No amendments shall be made to the Constitution without prior approval in writing of the Diocesan Bishop.

14. DISPUTES AND INTERPRETATION

Disputes and interpretations concerning the Constitution shall be referred to the Diocesan Bishop whose decision shall be final.

I hereby approve this Constitution to be used in all the parishes of the Diocese of Penang with effect from the 1st of January 1993.



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Bishop A. Selvanayagam

1st September 1992