

## **SECTION 17: FINANCE**

The following policies shall be followed in regard to finances.

### **17.1 PARISH FINANCE COUNCILS**

The Code of Canon Law requires each parish to have a Finance Council. This council, governed by the norms of the Code, allows the Christian faithful to be of assistance to the pastor in the administration of parish goods. The policy of the Archdiocese of New Orleans is as follows:

#### **17.1.1 THE PARISH FINANCE COUNCIL:**

- Shall include a minimum of three members and a suggested maximum of five;
- Shall require that a quorum consist of three members;
- Its members shall be appointed by the pastor and serve a term of three years; members may be reappointed for one additional consecutive term;
- all members are to be lay and preferably parishioners;
- Initial appointments shall be staggered to provide continuity of membership;
- Minutes shall be kept of each meeting; and
- There shall be at least two meetings each year.

#### **17.1.2 MEMBERS OF THE PARISH FINANCE COUNCIL SHOULD:**

- Be Catholics in good standing and, preferably, members of the parish;
- Be skilled in the areas of finance, law or administration; and
- Not be related to employees of the parish nor have extensive business relationships with the parish.

**17.1.3** The role of the Parish Finance Council shall be consultative, therefore, the pastor is not a member of the Finance Council. The meetings of the Finance Council are called by the pastor or administrator who approves the agenda. While it is expected that the pastor give due consideration to the advice of the council, the pastor alone, in concert with the pertinent regulations of the archdiocese, has the ultimate responsibility for all decisions affecting the finances of the parish.

#### **17.1.4** Among the duties of the Parish Finance Council are assistance to the pastor in:

- The preparation of annual parish budgets;
- The review of periodic financial reports;
- Consultation on major capital expenditures;
- Advice on fund-raising efforts;
- The review and certification of movable inventories; and
- Providing aid and advice in other areas as requested by the pastor.

## **17.2 PARISHES/SCHOOLS RETIREMENT PROGRAM FOR EMPLOYEES**

**17.2.1** Parishes/schools must offer regular employees working 20 hours or more per week the opportunity to participate in the Archdiocesan retirement program. Failure to do so is against the law and subjects both the pastor or principal as well as the Archdiocese to severe civil penalties as well as even graver general liability suits, none of which are covered by our insurance program.

**17.2.2** If an employee has made an honest election not to participate in the retirement program, you need to have them sign an *annual* waiver form indicating that they have been given the opportunity to participate but have declined to do so. No pressure, either direct or indirect, may be exerted to influence the employee's election to participate, or not to participate, in the retirement program.

**17.2.3** In view of the very severe penalties involved, the Finance Office has requested the pension plan administrator to advise it of any location with below normal enrollment in the pension plan.

## **17.3 REQUIRED EMPLOYER CONTRIBUTION FOR HEALTH CARE**

**17.3.1** Employees working more than 20 hours per week but less than full time should have a "pro-rata" contribution made toward the cost of health coverage.

**17.3.2** Employees working less than 20 hours, or workers hired on a temporary basis (anticipated to be for less than 6 months), cannot participate in the benefit programs.

## **17.4 EMPLOYEE CONTRACTS**

No pastor, administrator or director of any archdiocesan parish, program or office may enter into an employment contract with any employee of the Archdiocese of New Orleans. Pastors with parish schools, and principals of archdiocesan high schools, may enter into contracts with administrators and teachers in Catholic schools, using the contract form approved by the Office for Catholic Schools. Contracts with religious orders for the services of individual members of the order are also allowed in order to document that the compensation is being paid to the order and not to the individual. Such contracts must always be cancelable "at will" by either the order or the archdiocese. Any other exception to this policy must obtain prior approval from the Archbishop or the Vicar General of the Archdiocese.

## **17.5 POLICY FOR THE COMPENSATION OF RELIGIOUS IN**

## **ARCHDIOCESAN/PARISH MINISTRIES**

**17.5.1** The religious congregation is the contractual party, with the individual religious applying for the position she or he is qualified for. For tax reasons, the contract may not be made with the individual religious.

**17.5.2** Religious congregations will make congregational or individual commitments to a school, a parish, or an agency, for a set or indefinite period of time, as has been the procedure in the past.

**17.5.3** If the religious congregation chooses to contribute part of this compensation back to the school, parish or agency, or not accept the full compensation, they may do so. The actual amount to be waived or returned should be established prior to the start of the new contractual year. Volunteers from among religious constitute another possibility of contributing ministry back to a school, a parish, or agency.

**17.5.4** Cars and convents will no longer be provided to religious serving in parishes and schools. With lay parity, transportation and housing become the responsibility of the religious congregation. If mutually agreeable to both parties, the school or parish may lease the convent and sell or lease any cars to the religious congregation. Formal lease documents should be used and are to be signed by both parties.

**17.5.5** Payments for health insurance and pensions will be the same as for lay employees.

## **17.6 FINANCE POLICY FOR SEMINARIANS**

As good stewards of God's gifts, the whole Church shares responsibility for calling and preparing those who will serve the community as priests. In the area of financial concerns, the Church should bear the cost of funding seminary education. Specific responsibility falls upon the following:

### **17.6.1 THE SEMINARIAN**

A seminarian benefits personally from his educational experience and should as part of the Church share in funding his seminary education. Seminarians should monitor their spending and lifestyles. Necessities should be carefully considered.

### **17.6.2 THE FAMILY**

Parents remain the primary educators of their children and, as such, share in the responsibility for the expenses of their seminary education, in so far as this is possible.

### **17.6.3 THE PARISH**

A seminarian's home parish plays a special role in his vocational development. Wherever possible, this role includes helping with his educational and personal expenses.

### **17.6.4 THE DIOCESE**

A seminarian leaves a local community to serve the larger community, the diocese. Therefore, his diocese will pay a portion of his educational cost.

The ability to pay will never determine whether someone is accepted or rejected for seminary study.

The *personal* responsibility for funding seminary education is greater at the college level. The *diocesan* responsibility for funding seminary education is greater at the theology level.

## **17.6.5 FINANCIAL RESPONSIBILITIES**

### **17.6.5.1 COLLEGE**

The student is responsible for 55% of the cost of tuition, room and board. This percentage may be paid directly to the diocese by anyone of the following forms:

- Personal/family resources, either in one sum or in monthly payments;
- Federal and/or state grants (all students are requested to complete the "Financial Aid Form");
- Bank or Federal loans;
- Student's Church parish (may include various parish organizations).

In the event that a student is unable to complete the 55% by any or all of the above options, he may apply for a diocesan loan. An application for the diocesan loan must be completed and submitted to the Diocesan Vocation Office for consideration. If a student should leave the seminary at some point prior to ordination, it is understood that he will repay all diocesan loans within ten years of departure. A promissory note of agreement will be completed upon leave from the seminary.

The diocese is responsible for 45% of the cost of tuition, room and board.

Students are to pay for:

- Personal expenses
- Books
- Hospitalization fees
- Refundable fees
- Registration fees
- Required seminary fees

Collegians will be assigned to work in a parish during the summer. A stipend will be given.

### **17.6.5.2 PRE-THEOLOGY AND THEOLOGY**

- The diocese will pay for all room, board, tuition, and fees.
- The diocese will pay for all *required* books up to the limit designated by that

diocese.

- All students must carry personal health insurance. The diocese will pay 100% of hospitalization insurance if student is not covered by his parents' insurance.
- The diocese will pay for the required psychological testing of seminarians.
- The diocese will pay for the C.P.E. program (registration, room and board). A negotiated stipend will also be offered if one is not provided by the C.P.E. Center.
- Ordinarily, students are to provide their own transportation. For those studying outside the U.S.A., the diocese will pay for one round-trip for every two years of study (e.g., two round-trips for a four-year period of theology). Students are responsible for shipping all personal possessions to and from school.
- The diocese will pay for two summers of foreign language courses for those studying in Europe.

#### **17.6.6 SEMINARIANS TRANSFERRING DIOCESE**

Reference here is made to a policy adopted by the LCC Board of Directors in regard to students transferring diocese within the State of Louisiana. The diocese of Louisiana accepting a transfer student will consider reimbursing the student's former diocese up to the amount of \$5,000 per student for each year of theological study. This policy is dated 12 September 1983.

## **17.7 ARCHDIOCESAN POLICY FOR SEMINARIANS REGARDING TUITION AND HEALTH NEEDS**

The Archdiocese of New Orleans fully concurs with the provisions of the Louisiana Catholic Conference Policy (consensus of all dioceses in the state). This policy statement simply clarifies those articles which may vary slightly in their implementation in each diocese.

This clarification is also an adjustment to some shifts in the background of candidates accepted in recent years. The average age of persons entering the seminary inches higher and has implications for the relative portion of dependence on parents for monetary assistance. Likewise, the incidence of candidates from either third world backgrounds and/or lower economic brackets is more regular than in the past.

### **17.7.1 TUITION/LOANS**

- Archdiocesan payment of tuition/room/board (45% on college level, 100% on pre-theology and above) is to be considered an outright grant.
- In the event that an educational loan is granted to a student who is subsequently ordained for archdiocesan service, this debt will be forgiven after five (5) years of priestly ministry.
- When a priest, who is ordained for the Archdiocese of New Orleans, has incurred college tuition expenses for which he has secured loans prior to his acceptance as a seminarian for the Archdiocese of New Orleans, the Archdiocese of New Orleans will pay fifty per cent (50%) of his educational loans up to and not exceeding \$5,000.00. The Archdiocese of New Orleans will make this payment following his ordination to the priesthood.
- All avenues of income (grants, work study, parish, federal and personal loans) must be

exhausted before a request for assistance from the diocese is considered.

### **17.7.2 HEALTH NEEDS**

- The archdiocese pays the cost for the HIV screening required for admission.
- The Archdiocese will pay 100% of hospitalization insurance for theology students if not covered by parents insurance.
- Psychological counseling deemed necessary or advisable to augment the formation program will be covered by the archdiocese for reasonable time segments. This is to be reviewed at least on a yearly basis.

## **17.8 ARCHDIOCESAN POLICY ON PAYROLL ADVANCES FOR EMPLOYEES**

The practice of granting payroll advances to employees of Archdiocesan entities (administrative offices, parishes, schools, agencies, etc.) is strongly discouraged. However, if it is determined that it is pastorally necessary to grant a payroll advance, it is required that the entity set up an automatic payroll deduction in an amount that would repay the advance in a reasonable number of pay periods. The amount and duration of the payroll deduction must be communicated to the employee and a signed document must be included in the employee's personnel file.

## **17.9 DEPOSITS, LOANS AND SURPLUS FUNDS**

All surplus funds of Archdiocesan offices, agencies, parishes and schools are to be deposited with the Archdiocesan Finance Office, either as payment on loans, as funds on deposit with the Archdiocese, or invested in the Archdiocesan Investment Pool. Deposits may be withdrawn according to Archdiocesan norms. Loans from the Archdiocese are to be charged interest. Funds on deposit will receive interest. Funds invested in the Archdiocesan Investment Pool should be endowments or surplus funds that can be committed to long-term investment strategies.

## **17.10 LEASES, SALES, PURCHASES, DONATIONS AND RENTAL AGREEMENTS REGARDING PARISH OR ARCHDIOCESAN PROPERTY**

The Archdiocesan Office of Property and Building Management must be consulted for all leases, sales, purchases, donations and rental agreements of parish or archdiocesan property. All such leases, sales, purchases, donations and rental agreements must be approved by the Archbishop, Vicar General, or the Chief Financial Officer before such agreements are finalized.

Agreements for the use of archdiocesan property for a one-time event or for a part time use of archdiocesan property (such as the use of a school gym, the meeting of a non-church club, a weekly class, etc.) may not need to be approved by the Archbishop, Vicar General or the Chief Financial Officer. However, these must nonetheless have the appropriate insurance coverage

required by the Archdiocesan Insurance Office. The Archdiocesan Insurance Office must be contacted before such an agreement is made.

## **17.11 PROPERTY AND BUILDING MANAGEMENT**

This office is responsible for administration of archdiocesan and parish property management, acquisitions, leases, maintenance, sales of buildings and land.

Archdiocesan and Parish property requests, and/or other property related issues shall be submitted to the Property and Building Management Office in order to provide the necessary steps to help process and review before such agreements are finalized.

All leases, sales, purchases, donations, rentals and other parish or archdiocesan property agreements must be approved by the Archbishop, Vicar General or Chief Financial Officer.

## **17.12 MULTI-YEAR CONTRACTS**

The prior approval of the Chief Financial Officer is necessary before a parish or other archdiocesan entity may enter into a multi-year contract or equipment lease when the total value exceeds \$10,000 or the duration is more than three years (including options or extensions).

## **17.13 SPECIAL COLLECTIONS**

Special collections approved by the Archbishop must be taken up in all Churches and missions each year; the remittance of these collections to the archdiocese should be completed in a timely manner; and the faithful are to be advised in advance of these collections.

The Archbishop will publish an annual report in the *Clarion Herald* detailing the financial condition of the archdiocese.

## **17.14 CHECK SIGNING AUTHORITY**

Archdiocesan policy states that only pastors are allowed to be primary signatures on church accounts. In order to accommodate vacation, sickness or other instances of unavailability, it is required that a back-up signatory be named. This back-up must be the parochial vicar in any parish in which one is assigned. If the parish does not have a parochial vicar, a permanent deacon may be added as the second authorized signer. If the parish is without a parochial vicar or permanent deacon, the pastor may choose between the president of the finance council or the president of the pastoral council. All other scenarios contrary to the above are unacceptable.

## **17.15 ACCOUNTING FOR FUNDRAISING EVENTS**

Pastors and chairpersons of parish organizations that do fundraising are called to stewardship of the cash receipts that are generated by these events. It is imperative that a procedure or protocol be developed especially for major events (\$50,000.00 of gross income or more). The procedures

should be formally written and reviewed by your local finance council and approved by the dean in consultation with the Archdiocesan Finance Office. This document would then be reviewed as part of the parish audit.

If no cash handling policy is presented, or if it is deemed inadequate, the ticket policy described below must be implemented.

Below is a sample guideline of things that should be included and avoided when preparing your procedures.

### **17.15.1 SUGGESTED CONSIDERATIONS FOR FAIR AND FUNDRAISER POLICIES**

It is recommended that all archdiocesan parishes, schools and agencies that hold fairs and/or fundraisers use pre-numbered tickets for all food purchases, drink purchases, merchandise purchases and games offered at the event. A central location (a booth at a parish fair) where tickets can be purchased to be used as cash at all offerings at the fair or festival would be helpful. This will create a situation whereby only one booth will be handling cash, thereby eliminating this burden from all other booth workers volunteering at the event. Also, the use of tickets at food and drink booths will create a more sanitary environment than having volunteers handling both cash and food and drink. By reconciling the cash collected at the ticket booth with the pre-numbered tickets sold at the ticket booth, the parish, school or agency will be able to validate that the appropriate amount of cash was submitted for deposit. In those instances that a parish, school or agency allows for the advance purchase of tickets at a discount, a separate set of pre-numbered tickets should be utilized and the number of tickets sold reconciled to the cash collected.

In addition to the ticket policy, all archdiocesan parishes, schools and agencies that hold fairs and/or fundraisers must:

- Provide a complete report on the event's receipts and disbursements to the parish finance council within forty-five days of the event.
- Utilize a separate bank account for the event. If a state gaming license is required because of activities involved with the event, the state gaming license number must be printed on the checks.
- Transfer all funds from the event account to the parish operating account leaving only seed money for next year in the event account.
- Have supporting documentation for all disbursements from the event account. This documentation should include vendor invoices, receipts, check request forms, etc. and must be retained as support.
- All checks must be made out to a particular company or individual. Checks can never be made out to "cash."
- The parish, school or agency must determine if a state gaming license is required for any activities associated with the event. If it is determined that a license is required, the parish, school or agency must obtain one and make sure that the state gaming license number is printed on the checks.



## 17.16 REGULATIONS REGARDING DONATED PROPERTY

The "Deficit Reduction Act of 1984" requires that if a person wants to take a deduction for donations of property, they have to obtain a *formal appraisal*. In addition, the Act requires that the donee report to the IRS any disposition of the donated property made in the first two years after the property was received.

While the part of the Act which affects church institutions the most is the requirement that dispositions of donated property must be reported, it is important that all requirements of the Act are observed.

### 17.16.1 COVERED PROPERTY

Any property for which a taxpayer has taken an individual, or aggregate, deduction of \$5000 or more, with the following exceptions:

- Cash or marketable securities.
- "Non-similar" property with an individual value of less than \$5000. Property will be considered "similar" if it is of the same generic category or type, such as stamps, coins, land, buildings, etc.
- In the case of non-publicly traded stock, if the claimed value is greater than \$5000 but does not exceed \$10,000, the donor need not obtain a qualified appraisal. The donor must, however, attach a partially completed appraisal summary to the tax return on which the deduction is first claimed.

In determining whether the dollar limitation has been met, it does not matter whether similar property has been given to one or more donees. If, for instance, someone gave one painting valued at \$3000 to a Catholic church, and another also valued at \$3000 to a Baptist church, they would be required to follow the appraisal regulations.

### 17.16.2 REQUIREMENTS FOR DONOR

If an individual, closely held corporation, personal service corporation, partnership or subchapter "S" corporation claims a donation of covered property, as defined above, a "qualified appraisal" must be obtained on the property. A "qualified appraisal" means an appraisal document that (a) relates to an appraisal made 60 days prior to the date of contribution; (b) is prepared, signed and dated by a qualified appraiser; (c) does not involve an appraisal fee that is based in whole or in part on a percentage of the appraised value of the property; and (d) includes the following information:

- the description of the property providing sufficient detail for identification;
- physical condition of the property (for tangible property);
- date or expected date of contribution;
- terms of any agreement or understanding entered into by (or on behalf of) the donor relating to the use, sale or other disposition of the contributed property;
- the name, address and taxpayer identification number of the qualified appraiser;

- the qualification of the qualified appraiser, also including background, experience, education and membership in any professional associations;
- the statement that the appraisal was prepared for income tax purposes;
- date of evaluation;
- appraised fair market value on the date of contribution;
- method of valuation;
- specific basis for the valuation, if any;
- description of the fee arrangement between the donor and the appraiser.

A separate qualified appraisal is required for each item of property which is not included in a group of similar items of property. Only one qualified appraisal is required for a group of similar items of property contributed in the same taxable year, provided the single appraisal includes all the required information for each item. The taxpayer must receive the qualified appraisal prior to the due date of their tax return on which the deduction is first claimed. The taxpayer merely needs to retain this qualified appraisal in their file as they would any other document supporting their tax return. The taxpayer must include with their tax return, however, an Appraisal Summary Form (IRS Form 8283).

This Appraisal Summary Form is of particular interest to our member organizations since it must include the name, address and taxpayer identification number of the donee, the date the donee received the property, and it must be signed and dated by an authorized representative of the charitable donee. In signing the Appraisal Summary Form, the representative of the donee is acknowledging the following:

- The donee did receive the property described in the appraisal summary on the date specified. For this reason it is important that the person signing make a thorough check of the descriptions in the Appraisal Summary Form.
- The donee is acknowledging that they understand the information reporting requirements if they sell or otherwise dispose of the donated property within the two years.

Although the person signing the Appraisal Summary Form for the donee is not indicating concurrence with regard to the appraised value of the contributed property, they are acknowledging some significant liabilities with regard to the fact that the property was actually received and that they will report any disposition of the property. Accordingly, the only person who should sign the Appraisal Summary Form on behalf of the donee is the pastor, principal or administrator.

The donee is to receive a copy of the Appraisal Summary Form which will be filed by the donor, and must keep it in their own files. In setting up your files with regard to the donated property, a "tickler" type system should be used so that if the property is disposed of within the first two years after it is received, you will remember to file the necessary information returns with the government.

## **17.17 INFORMATION RETURN BY DONEES ON DISPOSITIONS OF DONATED PROPERTY**

If a donee of property covered by the foregoing rules sells, exchanges, or otherwise disposes of such property (or any portion thereof) within two years of the date of contribution, such donee must submit an Information Return to the IRS on Form 8282 and furnish a copy to the donor. This return requires the following information:

- Name, address and employer identification number of the donee;
- Name, address and taxpayer identification number of the donor (This is obtained from the Appraisal Summary Form which is retained in the files);
- The description of the property (or portion disposed of) in sufficient detail for identification;
- Date of contribution;
- Date of disposition; and
- Amount received on disposition.

If the property received was raffled, then the amount received on disposition will be the gross proceeds of the raffle. If a number of items were raffled at the same time, it may be necessary to allocate the gross raffle proceeds among the various items based upon the appraised value of the items.

Form 8282 must be filed with the IRS within 90 days after the property has been disposed of. Mail a copy of the form to the Internal Revenue Service Center in Cincinnati, Ohio, 45944; mail another copy to the donor of the property; and retain at least one copy for the files.

These regulations are effective for all property received after December 31, 1984. The penalty for failure to file required Information Return and to furnish a copy to the donor is \$50 for each such failure.

### **17.17.1 SUMMARY AND CONCLUSION**

The IRS has tightened up considerably with regard to allowing charitable deductions for donations of property. While most of the regulations affect the donor, the church also will be assuming some additional responsibilities of which it needs to be aware. In particular, the requirement that the Appraisal Summary Form is signed by a representative of the church and that the church report dispositions of the property, expose the church to legal liabilities which it previously has not had to face.

## **17.18 AUTOMOBILE TITLES FOR CHURCH OWNED VEHICLES**

Any vehicle purchased by the Archdiocese of New Orleans, its parishes or offices, is to be registered as follows: "The Roman Catholic Church of the Archdiocese of New Orleans for the use and benefit of (add name of parish or office)."

## **17.19 ROLE OF ARCHDIOCESAN FINANCE COUNCIL AND COLLEGE OF CONSULTORS**

There are four categories of administration by the archbishop:

**17.19.1 ORDINARY ADMINISTRATION:** Requires no consultation or approval from other sources.

**17.19.2 MORE IMPORTANT ACTS OF ADMINISTRATION IN LIGHT OF THE ECONOMIC SITUATION OF THE DIOCESE (Canon 1277):** Requires prior advice of both the Finance Council and the College of Consultors. These are acts of administration which involve expenditure of between \$100,000 and \$500,000.

**17.19.3 EXTRAORDINARY ADMINISTRATION (Canon 1277):** Requires prior consent of the Finance Council and the College of Consultors. These are acts of administration which are in excess of \$500,000.

**17.19.4 ACTS OF ADMINISTRATION WHICH EXCEED THE HIGHEST AMOUNT DEFINED BY THE HOLY SEE (Canon 1277):** Requires the prior consent of the Finance Council and the College of Consultors and the Holy See. These are acts of administration which are in excess of \$3,000,000.

## **17.20 COORDINATION OF GRANT APPLICATIONS REQUIRING THE ARCHBISHOP'S SIGNATURE**

In an effort to assist parishes, schools, and institutions in the archdiocese, it is necessary to coordinate resources in the area of grant applications made to foundations and other sources. It is anticipated that an informed central office reviewing such requests will ensure optimum results in the grant process. The Department of Development, which has numerous grant writing directories and materials available, is charged to serve as a resource in this matter. All parishes, schools, and institutions in the archdiocese are asked to notify the Department of Development in the future for all grant applications that require the archbishop's signature. The department will provide any necessary resources and advice, and will submit the applications to the archbishop for his approval.

## **17.21 STATEMENT OF PRINCIPLES ON CONFLICTS OF INTEREST**

This policy was developed to enable those in a position of leadership with, or employed by the Archdiocese of New Orleans, its agencies or its affiliates to understand clearly what conduct is expected of them with regard to real or perceived conflicts of interest. The signatory below hereby acknowledges that he or she has read the Statement of Principles on Conflicts of Interest and will comply with its provisions.

Each employee of the Archdiocese of New Orleans, its agencies or its affiliates shall recognize that he or she is in a position of trust and is expected to act in good faith at all times. Individuals shall subordinate their personal interests to those of the Archdiocese of New Orleans where the two conflict or appear to conflict. Such individuals shall make a full disclosure of any relationship or situation that may give rise to a potential conflict or the appearance of conflict at the time such relationship or situation arises, if not stated in the previous year's report. Disclosure forms shall be sent to the head of the affected entity, agency and/or parish with copies forwarded to the Chief Financial Officer, who shall transmit them to the Vicar General

**17.21.1** No individual covered by this statement shall participate in the selection, award, or administration of a procurement transaction involving the Archdiocese of New Orleans where, to his/her knowledge, any of the following has a financial interest in that transaction: the individual; any member of his/her immediate family; his/her partner; an entity in which any of the above is an officer, director, or employee; or a person or entity with whom any of the above is negotiating or has any arrangement concerning prospective employment. Immediate family can differ from individual to individual but will always include: spouses; brothers or sisters; spouses of brothers or sisters; ancestors; children, grandchildren and great grandchildren; and spouses of children, grandchildren and great grandchildren. If the individual is concerned about a relationship, then disclosure is required. A procurement transaction is defined as any transaction involving the purchase of any form of goods or services.

**17.21.2** Individuals who have a personal relationship or ownership interest as described in paragraph (2) agree to excuse themselves from the decision-making process regarding the person or firm with which the Archdiocese of New Orleans does business or contemplates doing business unless specifically requested to participate, after disclosure, by the Vicar General.

**17.21.3** To avoid an actual or perceived conflict of interest, any Archdiocese of New Orleans supervisor related by blood, marriage, or adoption to a job applicant, or having close relationship with emotional ties to an applicant (i.e. dating), must not participate either formally or informally in the decision to hire, retain, promote or determine the salary of that other person. This exclusion includes, but is not limited to, those individuals defined as immediate family in paragraph (2). Abovementioned individuals are permitted employment with the Archdiocese of New Orleans provided no direct reporting or supervisory-management relationship exists. That is, no employee is permitted to work within the "chain of command" of an individual if his/her work responsibilities, salary, or career progress could be influenced because of any of the above mentioned relationships.

**17.21.4** The individuals covered by this statement further agree to disclose promptly any situation involving a business relationship, ownership interest or personal relationship as described in the aforementioned paragraphs, that may arise after they document their annual written disclosure.

I wish to disclose the following item(s) pursuant to the Statement of Principles:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **17.22 OTHER FINANCE POLICIES**

The Archdiocese of New Orleans also has two manuals of policies concerning finances:

*Temporalities Manual for Archdiocesan Elementary Schools*  
*Accounting Policies and Procedures Manual for Secondary Schools*  
*Temporalities Manual for Parishes*

These manuals are available from the Office for Financial Services.

## **17.23 OTHER INSURANCE POLICIES**

The *Archdiocesan Insurance Manual* is available from the Insurance Office.

## **17.24 CAPITAL CAMPAIGN PROTOCOL**

**17.24.1** When a parish or other diocesan entity identifies a need for a capital campaign the appropriate leadership should prepare a letter to the Vicar General explaining the rationale and the need for the project. The Vicar General will review the project plans with other pertinent diocesan offices and make an initial decision for continuing with the plans.

**17.24.2** If the project involves construction, the parish or other diocesan entity shall obtain approval from the Vicar General to select an architect and commission a schematic design and cost estimate.

**17.24.3** As part of this initial review, the pastor or other leadership may be asked to meet with the Executive Director of the Office of Stewardship and Development to discuss the project and develop a plan to implement. These discussions would include the cost estimate, and potential funding sources. A decision is made at this time if a feasibility study is necessary to determine the likelihood of raising the necessary funds. The discussion will also include whether a consultant needs to be retained in order to assist with the campaign.

**17.24.4** The pastor or other leadership will then discuss the project with the Vicar General and formally request to conduct a feasibility study or proceed directly to the capital campaign. The Vicar General will present the proposal to the Administrative Council for review and a final decision granting permission for the campaign to move forward.

**17.24.5** Once permission is granted by the Vicar General, the feasibility study will be executed in consultation with the Office of Stewardship and Development or if the study is not needed, the campaign can begin its initial stages.

If a feasibility study is deemed necessary, the results of the study will be shared with the Vicar General who will then consult with the Administrative Council for final approval.

**17.24.6** Once the approvals have been granted, the parish or other diocesan entity will work closely with the Building Office and Finance Office of the archdiocese as the project progresses.

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