

Policy #	CC18-P01	Page 1 of 1
Name of the policy	Works under \$15,000	
Effective date	2018-04-01, Archdiocese of Ottawa	
Category	College of Consultors—Application for Approval	

Definition

It is stable and routine work that comes back regularly and is inserted into the budgets.

Clarifications

These projects can be done without authorization from the Archbishop.

All listed amounts are before tax, calculated on **the value** of the works (labour and materials). Donations and volunteer work that reduce the actual costs of the expense may not be included.

Exceptions

For the following projects, approval must always be obtained from the Archbishop beforehand:

- **Project that modifies the interior of the church**, follow policy CC18-P06
- **Project that modifies the places of worship of the church**, follow policy CC18-P06
- **Project that requires a loan**, follow policy CC18-P07

Please consult the applicable policy.

Before you begin

- Follow the “General Rules” that are applicable to your case (see resource CC18-R01);
- Make sure you have the necessary funds. Otherwise, communicate as soon as possible with the Director of Finance and Administration (DFA) of the diocese.
- **When you need to obtain a loan** or raise funds to cover part or all of the expenses, before you do the work you must:
 1. Obtain the recommendation of your Temporal Affairs Committee (TAC); and
 2. Obtain approval from the Archbishop

Project procedure to follow

1. When the costs are less than \$15,000 and the activities are stable and routine, the parish priest/administrator can proceed, provided the funds are available in advance. The priest must necessarily have the recommendation of the TAC when the expenditure is not budgeted.
2. Practical advice:
 - a. Obtain more than one cost submission to the extent possible
 - b. Perform the work while complying with applicable laws in effect