

DIocese of Altoona-Johnstown

PETITION BY A PARISH OR CEMETERY

for

1. EXPENDITURES OVER \$25,000
2. REQUESTS TO BORROW FUNDS (IN ANY AMOUNT), OR
3. SIGNING A LEASE

POLICY STATEMENTS

1. Parishes and cemeteries must obtain the permission of the Bishop for all extraordinary expenditures in excess of \$25,000, or to borrow funds in any amount, or execute a long term lease for property or equipment.
2. Expenditures between \$10,000 and \$25,000 require the approval of the Finance Council, but not the Bishop.
3. This Petition Form, on pages 2, 3, and 4, with requested information, is to be used to obtain permission.
4. Approval will depend on the ability to afford the expenditure, or to repay a loan.
5. If construction or renovation is involved, review may also be needed by the Diocesan Building Commission.
6. If liturgy space is involved, review is also needed by the Diocesan Director of Liturgy.

PROCEDURES FOR USE OF PETITION

1. **Please plan for enough time!** Begin early! A simple expenditure may require 2 months or more. A complex project or construction may take over a year to complete all the proper steps.
2. Concept is discussed with **all appropriate parish committees or advisors** for endorsement.
3. **Diocesan Building Commission** is notified of any major construction or renovation, for early advice.
4. Financial Planning is approved by **parish finance council**.
5. After concept and cost are approved, the **pastor and finance council** sign this Petition.
6. Petition is submitted to the **Diocesan Director of Finance**, who receives staff reviews as needed.
7. At the discretion of the **Bishop**, the Petition may receive consultation from the College of Consultors and/or the Diocesan Finance Council. Petition is then either approved or not.
8. FURTHER REVIEW may be required with the **Diocesan Building Commission** for building construction or renovations. Complicated projects may require a review of preliminary drawings, followed by a later review of detailed construction drawings.
9. Project is out for **bid** (if applicable).
10. Any contracts will require a **legal review by the Finance Office**, and then **signature** at the Diocese.
11. **Project begins**.

HELPFUL NOTES FOR COMPLETING FORM

1. Please be thorough.
2. For leases, only part (C) of page (4) is required.
3. For all others, please complete pages (3) and (4).
4. This form does not fit all situations well. Please strive to use it, along with supplemental information, to inform readers of the project scope, cost, and affordability. A cover letter or addenda can be used to provide important information:
 - Explain why this expenditure is needed;
 - If architect renditions exist, provide them;
 - If feasibility studies were done, provide them;
 - If a fundraiser is needed, explain why it will succeed.
 - If the parish has a Long Range Plan, provide it.

Signature of Pastor/Administrator _____ Date _____

Signature of Finance Council Chair _____ Date _____

Voting Record of Finance Council for the approval of this Petition: (Yes/No/Abstain/Absent)

Names: _____	Vote: _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PETITION TO EXPEND \$25,000 OR MORE AND/OR TO BORROW FUNDS

(Check ONE)

_____ Parish Request
 _____ Cemetery Request

(Check ALL THAT APPLY)

_____ New Construction
 _____ Improvement/Alteration
 _____ Purchase
 _____ Request to Borrow

To the Most Reverend Bishop of the Altoona-Johnstown Diocese,
 Trustee for _____ Church
 Located in _____, Pennsylvania

Your approval is hereby requested to expend the sum of: \$ _____
 Including this amount for Parish funds..... \$ _____
 (and/or) a loan from the Mutual Aid Plan of..... \$ _____

The purpose(s) of this expenditure and/or loan is (are): _____

We believe that this sum will fully cover the total cost of the work or purchase of this property/equipment and that every anticipated expenditure is contained in our estimate, including the cost of all interior decoration; furnishings (such as pews, altar, etc.); heating and plumbing fixtures; all exterior improvements, including paving and landscaping; architect's fees; and other attendant items, according to the *itemized summary herewith attached*.

CURRENT INFORMATION

Balance in Checking Accounts \$ _____
 Mutual Aid Plan Savings \$ _____
 Other Savings and Investments \$ _____

TOTAL ASSETS \$ _____

Mutual Aid Plan Debt \$ _____
 Accounts Payable \$ _____
 Other Debt/Loans \$ _____

TOTAL LIABILITIES \$ _____

ANNUAL REPORT AS OF JUNE 30, _____

(year)

Regular Income \$ _____
 Auxiliary Income \$ _____
 Extraordinary Income \$ _____

TOTAL RECEIPTS \$ _____

Operating Expenses \$ _____
 Extraordinary Expenditures \$ _____

TOTAL EXPENSES \$ _____

Number of Households _____

ADDITIONAL INFORMATION REQUIRED

1. PLEASE CHECK ALL THE FOLLOWING TYPES OF TRANSACTIONS INVOLVED;
2. PLEASE REMEMBER TO ATTACH THE ITEMIZED SUMMARY OF ALL COSTS;
3. IF THE BELOW INFORMATION IS NOT PROVIDED ELSEWHERE, PLEASE GIVE IT ON A SEPARATE PAGE OR LETTER.

_____ **(A) Purchase of Property/Equipment**

1. Describe the property or equipment to be purchased. (If property, give street address.)
2. (If real estate) Give the name, address and telephone number of the Seller.
3. (If real estate) Give the expected closing date.
4. Describe any conditions or contingencies on this purchase.

_____ **(B) Construction, Remodeling or Repairs:**

1. Give the name, address and telephone number of the Architect or Engineer, if any.
2. Give the name, address and telephone number of the Builder/Contractor(s), if now known.
3. Give the expected time for construction, remodeling or repairs.
4. Describe where on the parish plant this work will be done, using street address and building identification.
5. Attach preliminary design drawings and/or specifications for this job if any, as prepared by the parish, the architect, engineer or contractor.
6. All contractors must provide certificates of liability insurance of at least \$1 million, naming the parish and the Diocese as **additional insured**, and Workers Compensation coverage.

_____ **(C) Lease of Property or Equipment (as Lessor or Lessee):**

1. Describe what is being leased and the purpose for which it will be used.
2. Give the name, address and telephone number of the other party (Lessor or Lessee).
3. If real estate, give the address or location description.
4. Give the length of the lease, and any special aspects of the lease agreement.
5. Describe the schedule of lease payments.
6. Enclose the lease for signature, if prepared.

_____ **(D) Loan from the Mutual Aid Plan:**

Please submit this Petition at least thirty (30) days prior to the date a loan is required.
A Promissory Note will be required to be signed if the loan is approved.
For complete explanations about loans from the Mutual Aid Plan, please refer to the MAP Charter Book, Article V, Loans on pages 8 & 9.