



PRINCE OF PEACE  
CATHOLIC CHURCH

Facilities  
Policy & Procedures

Approved: **Fr. Michael Forge**  
Pastor

Signature: *Fr. Michael Forge*  
Date : 2/3/26

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# 1. Purpose

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This document is intended to assist and guide ministries in planning and scheduling their event(s) at Prince of Peace Catholic Church. Should you or your organization have any questions or need further clarification, please contact the Prince of Peace Pastoral Office at 5100 W Plano Pkwy, Plano, TX 75093, or (972) 380-2100.

## 2. Parish Mission & Vision Statements

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### a. Mission Statement

Our **mission** is to engage our community by celebrating, renewing, and sharing our Catholic faith through liturgy, sacraments, education, and service to others.

### b. Vision Statement

Our **vision** is to live and grow as a Catholic community so that we might walk more closely with Jesus.

## 3. Staff Liaisons

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Our Parish Is Vibrant! To best coordinate and allocate resources and space, each:

- Parish-Based Organization (PBO) /Ministry or Small Group, as well as
- NPBO with significant reach and volume of events

is assigned to a staff liaison. Staff liaisons exist to be your staff support system. This individual will help you plan your annual calendar, create forms, answer questions about fees and processing, navigate the confusing world of non-profit finances, and more. We ask that all our staff liaisons be in regular communication with their ministries. All ministries should meet with their liaison at least twice a year.

Staff Liaison per PBO / Ministry & NPBO (revised 02.03.2026)

Staff Liaisons	Ministries	Ministry Leader
<p><b>Lauren Scheller</b>  <b>Adult Ministry</b>  <a href="mailto:lscheller@popplano.org">lscheller@popplano.org</a></p>	Alpha	
	Bible Study	
	Bible Study - Tuesday PM	Donna Wolf <a href="mailto:wolfd9496@yahoo.com">wolfd9496@yahoo.com</a>
	Blessed is She Brunches and Small Groups	
	Catholic Book Club	Linda Ali <a href="mailto:linda.ali@att.net">linda.ali@att.net</a>
	Catholic Poet Society	Preston Jacoby <a href="mailto:Prestonjacoby2@gmail.com">Prestonjacoby2@gmail.com</a> or Morgan Jacoby <a href="mailto:morganjacoby00@gmail.com">morganjacoby00@gmail.com</a>
	Eucharistic Adorerers	Bendedicata Obasuyi <a href="mailto:mobasuyi@msn.com">mobasuyi@msn.com</a>
	Financial Freedom Ministry	Lucas Floriani <a href="mailto:Lucas.Floriani@yahoo.com">Lucas.Floriani@yahoo.com</a> or Jim Stapleton <a href="mailto:jstaple10@att.net">jstaple10@att.net</a>
	Marian Group (Bible Study with a definitive focus on The Blessed Virgin Mary)	Debbie LaMarca <a href="mailto:deblamarca@yahoo.com">deblamarca@yahoo.com</a> or Susan Brosnahan <a href="mailto:susanbrosnahan@icloud.com">susanbrosnahan@icloud.com</a>
	Mass n Munch – 30s & 40s Ministry	
	Prayer Ministry / Healing Mass	<i>Benedicta Obasuyi</i> <a href="mailto:mobasuyi@msn.com">mobasuyi@msn.com</a>
	Prayer Shawl Ministry	Rosemary Fair <a href="mailto:Rfair46@hotmail.com">Rfair46@hotmail.com</a>
	Primetimers	Janet Thoele <a href="mailto:janet.thoele@yahoo.com">janet.thoele@yahoo.com</a>
	Sister Parish	Jen Danna <a href="mailto:jendanna@tx.rr.com">jendanna@tx.rr.com</a> or Linda Waggoner <a href="mailto:LindaWaggoner@msn.com">LindaWaggoner@msn.com</a> or Julie Messner <a href="mailto:julie_messner@yahoo.com">julie_messner@yahoo.com</a>
	Small Groups	
	That Man is You	Camilo Silva <a href="mailto:camiloesilva@yahoo.com">camiloesilva@yahoo.com</a> C (972) 697-6945

Staff Liaisons	Ministries	Ministry Leader
<p style="text-align: center;"><b>Michael Muldowney</b>  <b>Adult Ministry</b>  <a href="mailto:mmuldowney@popplano.org">mmuldowney@popplano.org</a></p>	Knights of Columbus (NPBO)	Grand Knight Larry Hahn kcinfo11716@gmail.com larrymhahn@hotmail.com  Deputy Grand Knight -SK Mr Dale E Hoelting d.hoelti@verizon.net
	Pop Moms	Becca Doran bdoran@popplano.org
	Foster Care and Adoption Ministry	Verónica Sandoval <a href="mailto:vsandoval85@gmail.com">vsandoval85@gmail.com</a>
	Coffee and Donuts	Cathy Metry cmetry@workingsol.com
	Welcome Ministry	Linda Ali linda.ali@att.net
	Saviors Embrace	Christa Lyle Christa Lyle@outlook.com <a href="mailto:SaviorsEmbrace@popplano.org">SaviorsEmbrace@popplano.org</a>
	Mary Widows Ministry	Beth Callaway <a href="mailto:bethcallaway@hotmail.com">bethcallaway@hotmail.com</a>  Joyce Boese - <a href="mailto:Jlb3342@gmail.com">Jlb3342@gmail.com</a>
	Marriage Ministry umbrella term for all of our initiatives for married couples	
	Sponsor Couples	
	It's Not About Me Men's Group Thursday Morning Men's Bible Study	Rick Bartel <a href="mailto:rickbartel@outlook.com">rickbartel@outlook.com</a>
	Men's Fellowship (Saturday Mornings)	Jack Lyon <a href="mailto:jacklyoncpa@gmail.com">jacklyoncpa@gmail.com</a>
	Family Connections	Angela Gwinn, LPC <a href="mailto:familyconnections@popplano.org">familyconnections@popplano.org</a>
	Discipleship Committee	Linda Kelly mimilindakelly@gmail.com
	Honor our Heroes	Rick Martinez <a href="mailto:rick@r2now.com">rick@r2now.com</a> , or Carrie Martinez <a href="mailto:cmartinez@r2now.com">cmartinez@r2now.com</a>
	Parish Nurse Blood Drive Volunteer - Assist with logistics and coordination during blood drives held twice a year.	Kim Forcum (Parish Nurse) <a href="mailto:kimfrn@sbcglobal.net">kimfrn@sbcglobal.net</a>
	Respect Life	Kerry Monahan <a href="mailto:respectlife@popplano.org">respectlife@popplano.org</a> or James Widman <a href="mailto:jwidman66@hotmail.com">jwidman66@hotmail.com</a>
	Outreach	Susan Chamberlain <a href="mailto:skc129@gmail.com">skc129@gmail.com</a>
	Pathfinders (Variety of Outreach and Community Service Work)	Annette Nevins <a href="mailto:annetenevins@gmail.com">annetenevins@gmail.com</a>

Staff Liaisons	Ministries	Ministry Leader
<b>Samantha Ayers</b> Director of Youth and Young Adult Evangelization <a href="mailto:sayers@popplano.org">sayers@popplano.org</a>	Exalt	
	Men's Forge and Women's Refine Small Groups	
	PoP Young Adults Ministry	
	PoP Young Church	
	PoP YA Sports	Jake Sellett <a href="mailto:sellettjake@gmail.com">sellettjake@gmail.com</a>
<b>Erin Ford</b> Coordinator of Youth Sacraments <a href="mailto:eford@popplano.org">eford@popplano.org</a>	Confirmation	
<b>Christopher Gasper</b> Associate Director <a href="mailto:cgasper@popplano.org">cgasper@popplano.org</a>	Youth Ministry Core Team	
	Confirmation Prep Sponsor/Mentor	
<b>Sue Mann</b> Director of Children's Ministry <a href="mailto:s.mann3@popplano.org">s.mann3@popplano.org</a>	<b>Children's Ministry Age 3-5 grade</b> - Includes Catechesis of the Good Sheppard (CGS) & Nursery - OCIA for Children - Special Needs	
	Catholic Homeschool Ministry	Julie Champlin <a href="mailto:juliebchamplin@gmail.com">juliebchamplin@gmail.com</a>
	Kids Helping Kids	Linda Kelly <a href="mailto:mimilindakelly@gmail.com">mimilindakelly@gmail.com</a>
<b>Dr. Darnell St. Romain</b> Director of Music <a href="mailto:d.stromain@popplano.org">d.stromain@popplano.org</a>	The Liturgical Choir	
	Bellissimo! Handbell Choir	
	Cantor's Guild	
	Instrumentalists	
	Pop Star Choir (Grades 6-8 in POP School)	
	Contemporary Service	Tori Harris <a href="mailto:torifharris@gmail.com">torifharris@gmail.com</a>

Staff Liaisons	Ministries	Ministry Leader
<b>Father Ikenna Udemba</b> Director of Liturgy <b>Eugene Udemba</b> <a href="mailto:fr.ikennau@popplano.org">fr.ikennau@popplano.org</a>	Parish Vocation Council	Kevin Anderson Chair <a href="mailto:kevinfanderson@yahoo.com">kevinfanderson@yahoo.com</a>
	Liturgy of the Hours	
<b>Father Ikenna Udemba</b> Director of Liturgy <a href="mailto:fr.ikennau@popplano.org">fr.ikennau@popplano.org</a>  <b>Maritta Zwartynski</b> Associate Director of Liturgy <a href="mailto:marittaz@popplano.org">marittaz@popplano.org</a>	Liturgical Committee	Jim Spisak <a href="mailto:jpspisak@gmail.com">jpspisak@gmail.com</a>
	<b>Maritta Zwartynski</b> Liturgy <a href="mailto:marittaz@popplano.org">marittaz@popplano.org</a>	Altar Linen Committee
Baptism Coordinators		
Environment Committee		Lenore Berg <a href="mailto:thechief54@msn.com">thechief54@msn.com</a>
Extraordinary Ministers		
Funeral Receptions		
Hospital Ministry		Barbara Emma <a href="mailto:rbemma@verizon.net">rbemma@verizon.net</a>
Acolytes		Wayne Chen <a href="mailto:wtfchen@gmail.com">wtfchen@gmail.com</a>
Lector Ministry		Jim Spisak <a href="mailto:jpspisak@gmail.com">jpspisak@gmail.com</a>
Ministry to the Homebound		
Sacristans		
Senior Living		
Usher Ministry		Jackie Crawford <a href="mailto:auntjackie21@gmail.com">auntjackie21@gmail.com</a>
Our Lady of Silence (Deaf Ministry)		Liz Ellis <a href="mailto:EMSellis@aol.com">EMSellis@aol.com</a>
Zimbabwe/Shona Ministry		Anna Tshekeche <a href="mailto:atshekeche@yahoo.com">atshekeche@yahoo.com</a>

Staff Liaisons	Ministries	Ministry Leader
<b>Dr. Zulma Hernandez</b> <b>Business Manager</b> <a href="mailto:zhernandez@popplano.org">zhernandez@popplano.org</a>	Parish Finance Council (PFCs)	Matt Lemme <a href="mailto:Matt@TVPIInvestmentsLLC.com">Matt@TVPIInvestmentsLLC.com</a>
	Pastoral Advisory Council (PAC)	Michael Massiatti <a href="mailto:michael.massiatte@us.dlapiper.com">michael.massiatte@us.dlapiper.com</a>
	Archivist/Historian	
	Prince of Peace Catholic School	Meghan Jones, MS Principal <a href="mailto:mjones@popschool.net">mjones@popschool.net</a>
	Collections	Kay Bratcher <a href="mailto:kvb5@verizon.net">kvb5@verizon.net</a>
	St. Vincent de Paul (NPBO)	Pat (Patrick) Brosnahan <a href="mailto:pat@westparkfund.com">pat@westparkfund.com</a>  Susan Brosnahan <a href="mailto:susanbrosnahan@me.com">susanbrosnahan@me.com</a>
<b>Fr. Michael Forge, Pastor</b> <a href="mailto:fr.michaelf@popplano.org">fr.michaelf@popplano.org</a>	Guardian Angels	Dr. Zulma Hernandez Business Manager <a href="mailto:zhernandez@popplano.org">zhernandez@popplano.org</a>
	Boy Scouts	Matt Lemme <a href="mailto:Matt@TVPIInvestmentsLLC.com">Matt@TVPIInvestmentsLLC.com</a>
<b>Marienny Bermudez</b> <b>Bookkeeper</b> <a href="mailto:mbermudez@popplano.org">mbermudez@popplano.org</a>	Niches	
<b>Katie Brashear</b> <a href="mailto:kbrashear@popplano.org">kbrashear@popplano.org</a>	Office Support	
<b>Jim Morrison</b> <a href="mailto:jmorrison@popplano.org">jmorrison@popplano.org</a>	Facilities & Grounds Maintenance	
<b>Becca Doran</b> <a href="mailto:bdoran@popplano.org">bdoran@popplano.org</a>	IT/Technology Support	
	Photography/Videography	

## 4. Safe Environment

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All ministry leads and volunteers who work with minors or vulnerable adults, and all liturgical volunteers must be cleared through the [Diocesan Safe Environment Program](#).

If minors or vulnerable adults will be present and not directly supervised by their own parent or guardian at the event, the person responsible for the event must coordinate with our Parish Safe Environment Director - **Kay Elliott** at 972-768-5158 or via email at [kelliott@popplano.org](mailto:kelliott@popplano.org) , to ensure that all Safe Environment procedures are followed, including ensuring that all volunteers are currently Safe Environment cleared see the [Parish website - Safe Environment page](#).

## 5. Operational Hours

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### a. Parish Location - 5100 W Plano Pkwy, Plano, TX 75093

- **Pastoral Office:**

Monday - Thursday: 9AM-5PM

Fridays: 9AM-12PM

*Church offices are closed from 12:00PM-1:30PM for lunch*

- **Church Sanctuary:**

Monday – Friday 9:00 am – 5:00 pm

Saturday & Sunday 7:00 am – 9:00 pm

- **Day Chapel:**

Monday – Friday 9:00 am – 5:00 pm

Adoration:

9:30AM-3:00PM and

6:00PM-9:00PM

Saturday & Sunday 7:00 am – 9:00 pm

- **School Office:**

Monday – Friday 9:00 am – 5:00 pm

(when school is in session)

## b. Facility Operations

Monday – Friday      9:00 am – 5:00 pm  
Outsourced Cleaning Crew  
Saturday & Sunday    **limited schedule after masses**

## c. Holidays

For all Federal holidays in which there is only a single Mass scheduled, facility operations will open and unlock the church one hour before the Mass of the day and close/lock the church one hour after the last Mass of the day.

When both the Parish and School offices are closed, **there will be NO event or activity scheduled on campus other than Mass.** Exceptions, although rare, are handled on a case-by-case basis. (Please refer to Appendix A for Holidays observed for the given year.)

## d. Communicating with Facilities Operations

A facilities staff member is always on-site during normal operational hours, Monday through Friday. Should a need arise after hours, please contact your staff liaison for them to address (see page 4).

# 6. Annual Scheduling Priorities and Considerations

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To minimize potential scheduling conflicts, Prince of Peace Church and School staff meet in April and review calendar events for the coming fiscal year that starts on July 1. Event requests will be considered according to the priorities listed below.

After this calendaring meeting, a Flocknote is sent out to all ministry leaders and Parish-based organizations, requesting that they submit their meeting request(s).

Note: Requests submitted in May will be for the upcoming fiscal year that begins July 1 and runs through June 30<sup>th</sup>.

## a. Priorities

All requests for the current year will be confirmed in the order they are received, with consideration given to the defined list of priorities.

## b. Considerations/Exceptions

- No events or meetings will be scheduled on Federal holidays, Holy Days, or when both the Parish & School are closed. The exception to this are those directly related to Holy Days, i.e., Mass or at the discretion of the Pastor.
- **For after-school activities, the pastor has the final say on any school-approved after-school activities in parish common area spaces. At all times, the Parish will honor/reinforce school policy (see Appendix O - Prince of Peace After School Building Usage Policy)**
- Various buildings and areas may be closed at different times of the year, such as before Easter and Christmas, and during any renovation or maintenance work.
- The number of participants will factor into which building/room is scheduled for an event since larger rooms are needed for larger groups.
- If your event is approved to be scheduled outside normal operational hours, an additional fee may be charged to cover staffing (see Appendix B – Prince of Peace Campus Fees & Honoraria).

## 7. Prince of Peace Facility Use Guidelines

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### a. Groups, Individuals, and Events that can use Prince of Peace Facilities.

- Prince of Peace liturgical/sacramental service (Mass, funeral, mission, etc.).
- PBO - Prince of Peace Church or School events (reception, gathering, dinner, social).
- A parish-based organization event (meeting, program, activity, social, etc.).
- A registered parishioner event (meeting, party, etc.).
- A Diocese of Dallas-sponsored event.
- A public awareness or educational event (Red Cross, health programs, etc.).
- Non-parishioner or non-parish-based (NPBO) group rental (receptions, sports, training, or cultural events) that do not fall under **the non-eligible categories listed below**. Exceptions of any kind will be at the discretion of the Pastor.
  - Political groups (Incumbent public officials reporting to constituents, groups advocating election of specific public officials or propositions, etc.).
  - Groups/individuals/events with goals unsympathetic to the Catholic Church.
  - Groups/individuals/events violating principles or morality of the Catholic Church.

- Groups/individuals/events advocating revolution or overthrow of the government of the United States.
- Fundraising groups (except if fundraising is for a preapproved Christian ministry).

## **b. Definition of Parish-Based Organizations**

The Pastor/Pastoral Administrator has exclusive authority to start, direct, manage, expand, or eliminate the organization and its activities. The organization claims its tax- exempt status through Prince of Peace Church and is authorized and qualified to do so. To become a parish-based organization, the entity must be approved by the Prince of Peace Pastor.

## **c. Definition of Non-Parish Based Organizations (NPBO)**

NPBO's are an important part of our parish community and are key in the evangelization of our Catholic faith. However, it is also important to remember that NPBO's are separate, autonomous, and independent organizations with their own leadership, finances, and responsibilities. These entities must register annually and show proof that insurance coverage is in place at all times (see Appendix C - Diocesan NPBO Policy - Facilities utilized by an Outside Organization & current Diocesan complaint).

# **8. Considerations When Submitting a Facility Request**

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## **a. Event Requests and Room Reservations**

Although limited, Prince of Peace has a variety of event venues and meeting rooms, and we make every effort to accommodate requests that are made.

In order to have your event run smoothly, the following policies are in place.

## **b. Scheduling**

For a new facility requisition, it is required that the organization submit a facility request at least 3-weeks in advance of the event via the Parish Staff Liaison (see page 4). Please reach out to your staff liaison via email to coordinate a date and time to discuss your event and please have available your event details (Appendix D). While every situation is different, generally requestors will receive confirmation of reservation approval or denial within a week of having received the request.

### c. Visiting Speakers and Entertainers

Submit a visiting speaker form that is included in the Guideline for Speakers and Programs at least one to two months before any event which includes a speaker or entertainer, including musicians. The speaker or entertainer and content of the presentation will need to be approved by the Prince of Peace Pastor before confirming your event (see Appendix E – Prince of Peace Visiting Speaker/Entertainer Form).

### d. Liability Insurance

Prior to signing any contracts, caterers **must provide proof of licensing and insurance**. This will show what the caterer is going to do or not do. All outside vendors (i.e., caterers) are required to provide the parish with a Certificate of Liability Insurance documenting general liability coverage as specified in Appendix G.

Menu and kitchen needs must be communicated by the ministry/organization with a request for the use of the kitchen. The Parish kitchen cooking facilities are limited and so it is advised that the caterer make a visit to the Parish to ensure there is no misunderstanding as to what is available.

### e. Fundraising and Donation Collections

"Fundraising" is defined as the process of soliciting money or other gifts "in kind" by requesting donations from individual parishioners to support ongoing liturgical, community, capital, or outreach efforts at Prince of Peace Church. Any activity on campus or off campus that raises money or collects donations, by or for a Prince of Peace organization, must seek approval prior to the event. This includes raffles, toy/clothing/food drives, restaurant fundraisers, bingo, sales of any items, any requests for monetary donations or gift cards, etc. (The State of Texas established a set limit on the number of raffles and bingo events our Parish may host each year). For additional details visit [Diocese of Dallas Accounting & Finance Policies and Procedures Handbook\\_Jan. 2025](#) (Appendix N).

### f. Room Configurations and Setup Needs

If you desire a specific setup for your space, **submit a diagram of your setup needs with your event request**. Some rooms have an existing room configuration (tables/chairs) and should be used as-is. Any changes made in those rooms by the attendees need to return the room to its original configuration. It is important that thought be given to what is needed and time to accomplish so that last-minute needs can be minimized. Event details (Coordination Sheet – Appendix D).

## g. Material and Labor

Ministries/Organizations are responsible for finding volunteers to promote, decorate, serve, and in some cases, assist with clean up after the event. Ministries/Organizations are responsible for all food and beverages as well as supplies (place settings, table coverings, utensils, paper products, etc.)

## h. Parish Kitchen

Ministries and organizations if using the Parish kitchen should follow the guidelines about use of equipment and limited utensils that are available. These must be cleaned after being used and returned to their proper location.

To use the parish kitchen, each group must identify at least one person, who shall serve as the lead person of the kitchen team for that event and ensure that the Kitchen Use Checklist is followed. Ministries/organizations are asked not to use anything stored/marked as belonging to another group. (see Appendixes H & I).

## i. Food and Beverage Storage

Food or beverages may be temporarily stored onsite with the approval by the Facility Event Coordinator. If food stored, per the City health code, items must be clearly marked with the date when stored.

Note: Items left in storage longer than the approved timeframe will be thrown out.

## j. Decorations

- Decoration plans are to be submitted to the Parish Administration prior to the event.
- Information should include a brief description of the plan and materials to be used.
- All decorations, banners, signs, flags, lights, etc. must be pre-approved by the Facility Event Coordinator.
- All materials used must be non-combustible or have been treated to have been made fire retardant.
- No oil-based paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table and votive stands) may be used on the property without the approval of the Facility Event Coordinator.
- Do not put any thumbtacks, screws, stage hooks or nails in walls.
- Do not use duct tape inside the building due to the damage it may cause; use only blue painter's tape or the like.
- Live plants are allowed.

- Only electric candles are allowed.
- Balloons are to be secured to prevent them from rising to the ceiling.
- Fire Exit doors and handicapped doors are to be unobstructed at all times.
- Glitter may not be used.
- No materials of any kind (such as, but not limited to rice, confetti, or birdseed) may be thrown on church property.
- Bubbles may only be used outside, providing that bottles are not left on church property.
- Decorations should be free-standing and removed from the Parish Hall immediately following the event and discarded.

## k. Electrical Needs

Verify and communicate the electrical demands of equipment to be used during your event and submit information 1-week prior to the event. The need for an additional power supply, lighting or other utilities must be coordinated in advance with the Facility Event Coordinator.

## l. Temperature Controls

Preset by Prince of Peace Facility Staff.

## m. Audio-visual Needs

If audio-visual equipment is to be used for non-parish sponsored events, a parish staff member is required to run the equipment. The fee is \$200, depending on the services required.

To connect to the Parish Hall projector for a presentation, you must bring in the device that you will be using. The external device must have a VGA or HDMI output. It is recommended that you bring your equipment and presentation media in for a test run before your event. At parish-sponsored events, arrangements must be made through the Facility Coordinator for a trained staff member to operate the equipment.

## n. Use of Facility & Equipment

- Groups are allowed to use preapproved rooms and equipment only.
- It is not permitted to move tables and chairs between rooms without the approval of facility staff. Anything moved must be returned at the end of the event.
- No storage space will be provided for groups without prior written approval by the Facility Setup Coordinator.
- Resources used must be left clean, in good working order and stored in their designated location(s).

## o. Deliveries of Any Kind

Deliveries of food, plants, supplies, equipment, etc. should be coordinated in advance with the Facility Event Coordinator, otherwise, we cannot ensure that your items will be received.

## p. Children

Children under the age of 18 are to be supervised at all times by an adult. For safety reasons, no child under 12 years of age may be in the kitchen. Childcare facilities are not available for private functions.

## q. Animals

No animals are allowed in parish facilities at any time except for service dogs or the Annual Blessing of The Pets in honor of the Feast Day of St Francis.

## r. Bands/Musicians/DJs

Bands bring all their own equipment. Please check with the band to find out what power is needed and discuss with the Facilities Coordinator to be sure there is adequate power. In order to ensure a successful event, a representative of the band/musician or DJ must contact the office to coordinate requirements.

## s. Internet Wi-Fi is available

A password will be obtained as part of the room setup.

## t. Cleanup

For non-parish sponsored events for which the Parish Hall is rented, the renter is responsible for cleanup. All items brought in for the event must be removed by the renter. For outside vendors (e.g. linen rentals), drop-off and pick-up times must be coordinated with the Parish Administration. For parish-sponsored events, a clean-up committee needs to be appointed to handle clean-up responsibilities.

Clean-up includes:

- take away all items brought in and all rentals
- throw out trash, and
- turn off all lights before leaving.

## u. Restrictions

- No smoking is permitted in any of the Prince of Peace Church buildings or grounds.
- No alcoholic beverages are permitted on Prince of Peace property, except in preapproved, designated areas and in accordance with the regulations stipulated in the Diocese Alcohol Policy (see Appendix J - Diocesan Alcohol Service Policy).
- No forms of gambling are permitted in or on Prince of Peace property. Any raffles, card games, or bingo events must be preapproved as there is a state-imposed limit on the number of such events.

## v. Noise Considerations

The Plano City Council unanimously approved a new noise ordinance on September 26, 2023, that alters how loud businesses are allowed to be after 10 p.m.

The new ordinance requires commercial businesses such as music venues to keep noise to 70 decibels from 7 a.m. to 10 p.m. and further reduces the maximum noise level to 60 decibels from 10:01 p.m. to 6:59 a.m. If a noise complaint is filed, the decibel measurement will be taken from the offended party's premises.

(Appendix K - The new ordinance is codified as Section 18-32 of Article V, Noise, of Chapter 14, Offenses – Miscellaneous, of the City of Plano Code of Ordinances.)

## w. Prince of Peace On-Campus School Traffic

When considering your event day/time, be aware that when Prince of Peace school is in session (Mon- Fri), there is increased traffic during the morning school carpool drop-off and the afternoon carpool pickup.

## x. Gymnasium and/or Athletic Field Use

Inquiries should be directed to the School President.

## 9. On the Day of Your Event

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### a. Parking

Park in designated parking spaces only. Do not park along driveways that have clearly painted curbs - FIRE LANE NO PARKING. In case of emergency, emergency vehicles must be able to clearly travel through this driveway and park if needed. Therefore, vehicles parked in the driveway will be towed.

### b. Being a Good Steward of Our Parish – Event Setup – End Time – Clean Up

**Event Setup.** Depending upon your setup needs it is asked that the ministry/organization lead contact the Facility Event Coordinator prior to the event so the logistics of the event can be clearly understood and to test any needed equipment to ensure a successful event.

**Event End Time.** Events must end promptly on time for:

- room cleanup,
- Parish staff member work hours, and
- the potential follow-on setup needed in that same space.

We ask that ministries/organizations to be cognizant of such.

**Clean Up.** It is asked that the ministries/organizations assist with clean up after their event, especially the removal of personal items brought for that event. Items, including food or beverages, brought for that event cannot be stored at the Parish due to limited space. Contact the Facility Event Coordinator should you have any questions.

- Restrooms - Make sure restrooms are presentable. Check to make sure no water is running. Report problems to the on-site person or on-call person.
- Trash - Please make sure your coordinator takes appropriate action to dispose of trash in the designated area before leaving the facility.
- Lights - before you leave make sure they are turned off.

### c. Kitchen Use

When you arrive to use the kitchen, note any issues or discrepancies that need attention and during normal business hours contact the Parish Administration at (972) 380-2100 or if on the weekend contact your assigned Parish point of contact. All property in the kitchen, including silverware, dishes, pots, pans, coffee maker, carafes, etc. must remain in the building. (we do not allow individuals, groups, organizations, or ministries “to borrow”

church equipment for off-site events), and be returned to the kitchen clean at the end of the event. Protect the drains by putting all food scraps and coffee grounds in the garbage, and not in the disposal.

#### d. Event Advertisement

Should you wish to advertise your approved event, you must reach out to your staff liaison for assistance.

#### e. Weather Cancellations

Events held at the church: If it should be necessary to cancel events at the church because of weather conditions, an announcement may be posted on the church website and the Facility Event Coordinator will contact the ministry/organization lead to inform them of such. The church follows the Plano Independent School District (PISD) weather closing schedule. Masses, generally, will not be canceled.

Events held at the school: If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations. Look for the Plano Independent School District ("PISD") and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Parent Alert system. The After School Program will also be closed if school closes due to inclement weather.

#### f. No Show

It is the responsibility of the ministry/organization lead to contact the Facility Event Coordinator and/or Staff Liaison for Ministry Leaders should there be a need to cancel their event. Not informing the Parish of such wastes valuable resources and is discourteous. Repeated offenses may be grounds to charge the ministry/organization a labor setup fee or potentially refuse future facility request(s).

## 10. Safety, Emergency, and Evacuation Procedures

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**Parish Safety:** The Parish employs police officers for school safety as well as for church services on weekends. Police officers are also used for special events or on holidays when the amount of traffic is expected to be greater than normal. Should your event be such that either traffic control or event security may be needed, contact the Director of Facility Jim Morrison at [jmorrison@popplano.org](mailto:jmorrison@popplano.org) for additional information or guidance.

**Severe Weather:** In the event of a weather emergency while school is in session, staff, teachers, volunteers, and ministry attendees will follow established safety procedures.

**During Mass:** Should there be a need to evacuate the sanctuary, attendees should exit through the designated exit doors.

**Evacuation Procedures:** Familiarize yourself with the evacuation diagrams that are posted at the doorway in each room/classroom, in case of fire, gas leak, bomb threat, or other reason to evacuate the building. If the building needs to be evacuated:

- Proceed away from the building and onto the athletic field if able. (If the threat is an active shooter, you should seek cover and not congregate in the open or together.)
- Ministry/Organization leaders have the responsibility to ensure everyone in their group exits the building and is accounted for once outside and in a safe location.
- Assist those who need assistance.  
(See Appendix L)

## 11. Social Media

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Prince of Peace follows the policy as directed by the [Diocese of Dallas](#). (See Appendix M)

## 12. Contracts

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All vendor, service, sales, or other contracts must be approved by the Business Office and signed by the Pastor. Please provide all contracts to the Business Office at least 3 weeks prior to the date the contract needs to be signed, to be reviewed and to get approval from the diocese. Only the Pastor and School President are authorized to sign contracts.

## 13. Formation Of a New Ministry

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Prince of Peace Church welcomes all who have a call to serve our Parish community. We thank you for your interest and desire to serve others and look forward to the opportunity to advance the mission of your proposed new ministry that you have chosen to create or establish at Prince of Peace. However, a meeting will need to be scheduled with the Pastor who will, at his discretion, determine the suitability of the proposed ministry. Please contact the Parish church receptionist to schedule a meeting at (972) 380-2100.

Appendices Follow

## Appendix A - Parish Office Holiday Schedule

2026

Thursday,	January 1	New Year's Day /Solemnity of Mary, Mother of God
Friday,	January 2	New Year's Week
Monday,	January 19	Martin Luther King, Jr. Day
Monday,	February 16	President's Day
Thursday,	April 2	Holy Thursday
Friday,	April 3	Good Friday
Monday,	April 6	Easter Monday
Monday,	May 25	Memorial Day
Monday,	September 7	Labor Day
Monday,	October 12	Columbus Day
Wednesday,	November 11	Veterans Day
Wednesday,	November 25	Thanksgiving Day
Thursday,	November 26	Thanksgiving Day
Friday,	November 27	Thanksgiving Day
Tuesday,	December 8	Feast of the Immaculate Conception
Wednesday,	December 23	Christmas Holiday
Thursday,	December 24	Christmas Eve
Friday,	December 25	Christmas Day
Thursday,	December 31	New Year's Eve

## Appendix B- Prince of Peace Campus Fees & Honoraria

<b>Description</b>	<b>Fee</b>	<b>Notes</b>
Church and/or Eucharist Chapel	TBD	Needs Pastor approval <b>Parish Hall Costs</b>  No Cost: Parishioner events connect to Sacraments <ul style="list-style-type: none"> <li>• Minor parishioner receptions connect with a Sacrament or funeral – Baptism receptions, etc.</li> </ul>
Parish Hall - Rehearsal Dinner Receptions	\$200	For parishioners Will need Facilities Use Agreement, standard event insurance if alcohol is served
Parish Hall – Wedding Receptions	\$100 per hour per hall (max. 5 hrs.) @ \$1,500 for all Three Halls or \$500.00 ea. Includes Kitchen Use - Please leave in a clean & organized condition. \$200 Setup fee for Parish Coordinator	
<b>Live Stream</b>		
Standard Live Stream	\$200	Includes private link creation, equipment setup, event live streaming, and saving recording on digital platform (family can download and save a copy from the private link provided for live stream)
Add Video or Photos as prelude to Live Stream	\$50	Preparation and uploading of up to 30 minutes of content to show in the Live Stream just prior to the start of the event
Copy of Live Stream	\$25 each	Save video of Live Stream to a thumb drive and ship (fee is for one copy)
<b>Mass Intentions</b>		
Mass Intentions	\$5	The customary offering as approved by the Texas Catholic
<b>Clergy</b>		
Priest	Honorarium*	It is appropriate to provide an individual honorarium for each Priest participating in a sacrament or event
Deacon Pastoral Care and Planning	Honorarium*	It is appropriate to provide an individual honorarium for each Deacon participating in a sacrament or event
<b>Pastoral Care and Planning</b>		
Music Planning	TBD	The time for planning is included in other fee categories and/or honorarium
<b>Event Support</b>		
Maintenance Set-up Over 100 people	\$100	

Description	Fee	Notes
Additional Cleaning Fee* Standard cleaning fees are included with the initial rental payment.	\$ 500	However, the additional cleaning fee will only apply if: <ul style="list-style-type: none"> <li>- POP determines that excessive cleaning is required (for example: after a high-volume event), or</li> <li>- The guest fails to follow departure responsibilities or leaves the unit excessively unclean</li> </ul>

**House Rules** - Please leave all facilities in a clean and organized condition. Any damages could require additional charges. Please - No glitter or confetti. Please tape on glass only – No walls or ceiling.

**\*Honorarium** - The services of a Priest or Deacon are free. However, it is customary to offer an honorarium as a personal gift. No specific amount is suggested. When determining the honorarium, you may want to consider the time they devote to planning, participation in pre-event meetings, preparation of materials to be used during the event, rehearsal time, the actual event, and homily preparation (if applicable). You may also offer an honorarium to staff or volunteers who have waived their fees, if they provide outstanding service.

**\*\*Quote** – All requests for non-standard musical arrangements will require a quote to be provided by the Music Department and acceptance and payment by the requestor made prior to scheduling.

**\*\*Fees** – All Fees may be paid by Check, Cash, or in our TouchPoint online. Once approved, (insurance/contract submitted), payment in full due.

**\*\*Other**

- This is a Non-Smoking Campus
- We do not allow Smoke Machines

**Non-Parish Based Organization Policy**

**1. Definitions and Applicability**

“Entity” means any diocesan entity (parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc, St Joseph’s Residence, Inc, Texas Catholic Newspaper, and/or Calvary Hill Cemetery).

“Non-Parish Based Organizations (NPBO)” means, all Catholic Non-Parish Based Organizations that are allowed / permitted to use Entity facilities for the NPBO organization’s activities / services. Questions regarding the definition of a specific organization should be directed to the NPBO Committee at the Pastoral Center.

*Note: An exception to this definition are Girl Scout Troops meeting at Entities in the Diocese. These Girl Scout Troops should be considered NPBO’s for the purpose of this policy and are included in this definition.*

**In general, “Parish Based Organizations” and “School Based Organizations” must meet the following criteria:**

2. The Pastor / Principal / President has exclusive authority to start, direct, manage, expand, or eliminate the organization and its activities.
3. The organization does not have any local, regional, statewide, or national affiliation or leadership structure outside the Entity, except for those organizations that simply provide books or other publications intended to assist Parish Based Organizations.
4. The Pastor / Principal / President is an authorized signer on all bank accounts.
5. All bank accounts must be recorded on the Entity financial records and the Entity reconciles all monthly bank accounts in accordance with Diocesan Financial and Accounting Policies.
6. The organization claims its tax-exempt status through the Entity and is authorized and qualifies to do so.

*Note: An exception to Number 2 above exists with Parish Based or School Based Boy Scout / Cub Scout troops and American Heritage Girls if the Parish or School is the “Chartering Organization”. These should be considered Parish Based Organizations or School Based Organization and all other Diocesan Financial and Accounting criteria and policies for Parish Based / School Based Organizations should be followed.*

These policies apply to all NPBO’s utilizing Entity facilities within the Diocese of Dallas.

## 7. **Policy**

There is no denying that the many NPBO's are an important part of a vibrant parish / school community and also important in the evangelization of our Catholic faith.

However, it is also important to remember that these NPBO's are separate, autonomous, and independent organizations with their own leadership, finances, and responsibilities.

In order to minimize the risk to the Entity and/or Diocese associated with the use of Entity facilities by NPBO's, Entities must ensure that proper controls and insurance coverage are in place at all times.

NPBO's not in compliance and registered may not utilize Entity facilities in the Diocese.

These policies have been developed to assist Entities in managing these NPBO's.

## 8. **Registration**

All NPBO's are required to register annually with the Diocesan Pastoral Center as follows:

Youth and Young Adult NPBO's – Office of Youth, Young Adult, and Campus Ministries

Marriage and Family NPBO's – Office of Marriage and Family Ministry

School Oriented NPBO's – Catholic Schools Office

All Other NPBO's – Office Safe Environment

If the NPBO solicits funds or engages in fundraising activities and is not included in the P.J. Kenedy Official Catholic Directory as an exempt entity under the Church's IRS Group Ruling, it must secure its own tax exemption ruling. Each organization is required to provide proof of the IRS exemption.

Each NPBO must complete and return to the Diocese a listing of all the Apostolates or Ministries under their organization.

9. **Initial Registration**

A review of the request for registration will be conducted only after all paperwork and documentation required under this policy has been received by the Diocese NPBO Committee. A decision on registration will be communicated to the NPBO within 60 days. Registration in the Diocese of Dallas is not guaranteed or assured.

10. **Facility Use Agreement**

Regardless of how often the Facility is used by an NPBO, a completed and signed **Facility Use Agreement** must be executed and on file at the Entity. (See **Facility Use Policy**.)

11. **Insurance Coverage**

All NPBO's must maintain CONTINUOUS Comprehensive General Liability Insurance and must provide a "Certificate of Insurance" with the following minimum limits of insurance:

\$1,000,000 per occurrence and coverage applicable to the activities of the organization - Whenever food and / or alcohol is served or any other activities deemed applicable by the Diocesan Director of Risk Management.

**-or**

\$500,000 per occurrence and coverage applicable to the activities of the organization - For all other activities

The certificate needs to state in the Description of Operations section that there is an endorsement to the policy naming "The Roman Catholic Diocese of Dallas" and the specific Entity as "Additional Insured", and that the coverage available under the policy is primary over any other coverage available.

If the NPBO utilizes any third parties for catering, food service, alcohol service (where allowed), or any other services, the third party must provide the Entity with a certificate of insurance similarly listing the Diocese and Entity as "Additional Insured".

If the NPBO utilizes any vehicles as part of their activities, they must also maintain Automobile Liability Insurance in limits as determined by the Diocesan Director of Risk Management.

*Note: Limited exceptions to the insurance requirement may be granted on a case by case basis. NPBO's requesting an exception to the insurance requirement must formally submit the request in writing to the Diocesan NonParish Based Organization Committee. Entities are not authorized to waive this requirement locally.*

## 12. Safe Environment

All NPBO's whose activities or services involve children or vulnerable adults MUST have their own formal written safe environment program that meets the diocesan minimum standards regarding background checks and safe environment training.

Each member of the NPBO who works with children or vulnerable adults must comply with the NPBO's safe environment program at all times.

It is not the responsibility of the Entity to conduct background screenings or training for the NPBO. **Entities may not perform background checks on behalf of the NPBO.**

A copy of the written program must be on file at the Diocese and at the Entity. The official representative of the NPBO must complete the Safe Environment Program Verification Form annually. The NPBO is required to cooperate and participate in the Annual Safe Environment Audit.

## 13. Non-Compliance and Appeal Process

Any NPBO that applies and is not accepted, or is subsequently removed from registration or marked "non-compliant", for any reason under these NPBO Standards or other Diocesan norms / criteria, will have a right of appeal as set forth in the following Appeal Process.

The applicant, upon written request to the NPBO Committee, will have the right to be reconsidered within 90 days of receipt of such written request and any supporting material. The NPBO Committee will advise the applicant as to the decision within 2 weeks after convening to re-consider the applicant.

If an NPBO becomes deficient with any of the NPBO standards at any time, the NPBO will be sent a letter indicating the reason for non-compliance. The NPBO will have 30 days from the date of the letter to correct the deficiency and submit documentation to that affect. If the NPBO fails to correct the deficiency within this time frame, the NPBO will be marked "non-compliant" and removed from registration. Notifications will be sent to all Pastors that the group's activities within the Diocese are not permitted.

If the NPBO is removed from registration or marked "non-compliant" for failure to follow any of the NPBO standards, the NPBO, upon written request to the NPBO Committee, will have the right to be reconsidered after 12 consecutive months from the date of removal. The NPBO will be required to submit all documentation and other material as requested by the NPBO Committee to determine the group's current status of compliance and supporting documentation regarding continued and ongoing compliance. The NPBO Committee will advise the applicant as to the decision within 2 weeks after convening to re-consider the applicant.

## 14. Entity Operations and Communications

### Administrative

- NPBO's cannot utilize the Entity address as their organizations' mailing address unless there is a formal lease agreement in place that leases them "office space".
- Entity employees and staff members cannot conduct business on behalf of the NPBO during regular work hours, or while working "on the clock" for the Entity. Employees and staff members are free to utilize any after hours or other personal time for conducting NPBO business.

*Note: An exception to this are clergy assigned as chaplains or spiritual directors to the organization while performing those duties.*

- NPBO's cannot utilize Entity website, email addresses or domains for their organization's activities.

### Communications

- Entity websites, bulletins, newsletters or other publications / promotions must clearly delineate Parish Based Organizations from Non-Parish Based Organizations.
- Entities may not list NPBO's as "Parish Organizations", "Parish Ministries", "Our Organizations" etc. It should be clear in the communication that these are separate and independent organizations.
  - Terms to avoid when referring to NPBO's in any communication:
    - Sponsored
    - Endorsed
    - Affiliated
    - Associated
    - Chartered
  - Terms recommended when referring to NPBO's:
    - Permitted
    - Utilize Entity facilities
    - Registered
    - Allowed
    - Organizations that support our parish

- A disclaimer is recommended in publications stating that the listing of NPBO’s *“does not imply the endorsement by <Entity name> or knowledge of the activities of the following groups”*
- Links to external websites of NPBO’s on Entity Websites are prohibited.
- The use of the formal parish or school name in conjunction with the NPBO’s name is not allowed.

Example of what would NOT be allowed:

- St. Christopher’s Catholic Church Knights of Columbus Council 123
- St. Ignatius Catholic School Legion of Mary

Example of what WOULD be allowed:

- St. Christopher’s Knights of Columbus Council 123
- St. Ignatius Legion of Mary

- Non-Parish Based Organizations should not communicate in any of their publications that they are affiliated, sponsored, or endorsed by the Entity or the Diocese.

## 15. **Other Applicable Policies**

NPBOs are responsible for compliance with all applicable policies within the Diocese of Dallas. Diocesan policies may be found at [www.cathdal.org](http://www.cathdal.org).

These include, but are not limited to:

- ✓ Safe Environment
- ✓ Fundraising
- ✓ Visiting Speakers
- ✓ Alcohol Service

NPBOs should review and be familiar with the requirements under these policies.

## Appendix C - In Compliance as of March 2, 2026

The following organizations are not offices of the Diocese of Dallas but function in the Catholic community. The listing does not imply the bishop's endorsement or knowledge of their activities; but rather that these organizations have complied with the diocesan requirements for Non-Parish Based Organizations.

ABLAZE FOR LIFE (The Texas Pro-Life Action Team Education Fund)

ACTS MISSIONS – DALLAS CHAPTER

APOSTOLADO DE LA NUEVA EVANGELIZACIÓN

ASK A BISHOP, dba, PROJECT CALCUTTA

ASOCIACIÓN JÓVENES Y ADULTOS PARA CRISTO

BELLA HOUSE, INC.

BODAS DE CANÁ

BUILDING HOPE AND CHARITY FOUNDATION

CAMEROON CATHOLIC COMMUNITY - DFW

CATHOLIC APOSTOLATE D'EVANGELISATION SACERDOCE ROYAL

CATHOLIC BROTHERS FOR CHRIST

CATHOLIC DAUGHTERS

CATHOLIC MEDICAL GUILD OF DALLAS

CATHOLIC WOMEN'S LEAGUE ZAMBIA

CHRISTIAN COMMUNITY OF GOD'S DELIGHT

COLUMBIETTES

COMUNIDAD CATÓLICA HISPANA DELEITE DE DIOS

COMUNIDAD CATÓLICA MERKABÁ

COMUNIDAD INCIENSO VIVO

COMUNIDAD SAGRADO CORAZÓN DE JESÚS, INC.

COMUNIDAD SIERVOS DE CRISTO VIVO, INC.

CONTEMPLATIVE OUTREACH DALLAS/FT. WORTH  
COUPLES FOR CHRIST  
COUPLE TO COUPLE LEAGUE  
DALLAS CURSILLO CENTER  
DALLAS DIOCESAN COUNCIL OF CATHOLIC WOMEN  
DALLAS VOCATION GUILD  
DAUGHTERS OF THE HOLY SPIRIT  
DAWN OF MERCY  
DISCIPLES OF JESUS AND MARY MINISTRIES  
EL MÉTODO NATURAL FAMILIAR BILLINGS - BOMA  
ENCUENTRO MATRIMONIAL MUNDIAL  
ENDOW  
FAITH FITNESS MINISTRY  
FAMILIA DE LAS AMÉRICAS  
FAMILIES FOR CHRIST  
FAMILIES OF NAZARETH  
FAMILIAS UNIDAS POR LA INMACULADA CONCEPCIÓN  
FEDERACIÓN CARISMÁTICA DE DALLAS  
FOCOLARE MOVEMENT  
FRATERNITE NOTRE DAME DU REVEIL SPIRITUEL  
FRIENDS OF LOS NIÑOS  
GUADALUPE RADIO NETWORK, LA PROMESA FOUNDATION  
HEARTS OF JESUS AND MARY MINISTRY  
IHS Radio  
IN MY SHOES  
INFANT JESUS OF PRAGUE DISCALCED CARMELITES, SECULAR ORDER

ISAAH MINISTRIES  
KJZT FAMILY LIFE INSURANCE SOCIETY #108  
KNIGHTS OF COLUMBUS  
KNIGHTS OF PETER CLAVER, INC.–LADIES AUXILIARY  
KOLBE PRISON MINISTRY – Dallas  
LEGATUS  
LEGION OF MARY  
MARIAN SERVANTS OF THE SPIRIT OF CHRIST, INC.  
MIGHTY IS HER CALL  
MINISTERIO CATÓLICO JUAN PABLO II  
MISSIONARY FAMILIES OF CHRIST  
MOVIMIENTO FAMILIAR CRISTIANO CATÓLICO  
NATIONAL PASTORAL MUSICIANS ASSOCIATION  
NATIONAL COUNCIL OF NIGERIA CATHOLIC WOMEN ORGANIZATION  
NOTRE DAME CLUB OF DALLAS  
OUR LADY OF THE ASSUMPTION NIGERIAN CATHOLIC COMMUNITY  
OUR LADY OF THE MOST HOLY ROSARY OF POMPEII, DOMINICAN LAITY  
PROCESO DE RENOVACION PARROQUIAL DE LA NUEVA EVANGELIZACION -PREP  
RADIO CRISTO REY  
RADIO CATÓLICA JESÚS Y MARÍA  
RED BIRD MINISTRIES, INC.  
REGNUM CHRISTI MOVEMENT (RC Activities, Inc.)  
SERRA CLUBS  
SHALOM MEDIA USA, INC.  
SOCIETY OF ST. VINCENT DE PAUL  
SOCIETY OF ST. VINCENT DE PAUL THRIFT STORE

SOVEREIGN MILITARY HOSPITALLER OF ST. JOHN OF JERUSALEM OF RHODES  
AND OF MALTA

ST. FRANCIS OF ASSISI FRATERNITY / SECULAR FRANCISCAN ORDER

ST. JOSEPH'S HELPERS, dba, WHITE ROSE WOMEN'S CENTER

ST. PAUL STREET EVANGELIZATION, INC.

ST. THOMAS MORE SOCIETY OF THE DIOCESE OF DALLAS

TALLERES DE ORACIÓN Y VIDA

THE CATHOLIC PRO-LIFE COMMUNITY

THEOCENTRIC FERTILITY CARE, dba, THEOCENTRIC GUILD

TOOL (Teams of Our Lady)

TOBET

TROOPS OF SAINT GEORGE

VERA AQUA VERA VITA

WORLDWIDE MARRIAGE ENCOUNTER- DALLAS (English, Spanish)

YOUNG CATHOLIC PROFESSIONALS

**Non-Compliance as of March 2, 2026**

40 Days for Life 365 DFW

Beginning Experience International Ministry

Conquistando Las Naciones para Cristo

Encuentros de Promoción Juvenil

Fiesta Guadalupana

Holy Ghost Catholic Charismatic Renewal

Ladies of Charity of Dallas, Inc.

Magnificat, a Ministry for Catholic Women, Grapevine Chapter

Our Lady of the Most Blessed Sacrament

Ministerio Mensaje

Padres and Madres Orantes (MPMO, Inc. dba Ministerio PMO)

Retrouvaille (Spanish Chapter)

Schoenstatt Family of North Texas

Three to Thrive

**Inactive as of March 2, 2026**

Junior DECATS-Dallas

Senior DECATS-Dallas

Un Café con JesúsNon

Appendix D - Parish Facilities Coordination Sheet -Nature of the Organization Requesting Facility Use

	Diocesan Entity (per NPBO-based Policy updated 7/2016)	Ministry / Category	Staff Liaison	Requirements
1. Entity Means any diocesan entity.	Parish-based	<input type="checkbox"/> _____ (please specify)	<input type="checkbox"/> As listed on pages 4-11	
	School-Based	<input type="checkbox"/> Parochial school <input type="checkbox"/> Diocesan High School <input type="checkbox"/> Seminary <input type="checkbox"/> Catholic Charities of Dallas, Inc. <input type="checkbox"/> St Joseph's Residence Inc <input type="checkbox"/> Texas Catholic Newspaper, <input type="checkbox"/> Calvary Hill Cemetery	<input type="checkbox"/> Faustin Weber <input type="checkbox"/> Fr. Michael Forge	Exception exists with Parish-based or School-based Boy Scout / Cub Scout troops and American Heritage Girls <u>if the Parish or School is the "Chartering Organization"</u> . These should be considered Parish-Based Organizations or School-Based Organizations and all other Diocesan Financial and Accounting criteria and policies for Parish-Based / School-Based Organizations should be followed.  Boy Scout Troops must use the Boy Scout FUC and provide insurance
		<b>Please specify</b>		<b>Requirements</b>
2. Parishioner		<b>Name Last Name</b>		Entity facilities utilized by an Outside Organization and/or individual or any parishioners or employees for recurring events such as monthly meetings or gatherings only need to execute an Agreement annually. All Agreements expire on December 31 <sup>st</sup> at the latest and need to be re-executed by January 1 <sup>st</sup> .
3. Non-Parish Based Organization This means, all Catholic Non-Parish Based Organizations that are allowed/permitted to use Entity facilities for the NPBO organization's activities/services.		Group Organization, examples: <ul style="list-style-type: none"> <li>• Knights of Columbus</li> <li>• St. Vincent de Paul</li> </ul> (See Appendix C for a full list)		

Title and description of meeting/event \_\_\_\_\_

Purpose \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Will your event need to be live-streamed (applicable to the Sanctuary and Chapel only) \_\_\_\_\_

Parish Staff Coordinator needed (optional/additional fees apply \* See Appendix B) – **PLEASE note that this is not a master of ceremony. This is the point of contact for your day off coordinator or designated point of contact.**

- Becca Doran
- Lauren Scheller
- Sam Ayers

Space requested /Room preference \_\_\_\_\_

If setup time is needed, please be aware that, at a minimum, every room reservation must have 30 minutes between room bookings for meetings. Based on the volume, events may require more time in between the meetings and will be at the discretion of the administrator.

<https://www.meetings.com/Meeting-Room-Capacity-Calculator>

- Event Set Up Date and Time \_\_\_\_\_
- Number of attendees \_\_\_\_\_

Room	Capacity
Atrium Table 1	4
Atrium Table 2	4
Brides Room	8-10
Rm. 812	25
Rm. 813	25
Rm. 814	25
Rm. 815	25
Rm. 816	25
Rm. 817	25
Rm. 818	25

Room	Capacity
Huddle Room 805	10
Faith Formation Main Room	75
Parish Conference (exclusive for Pastor, Parish Staff, and/or FC, PAC Meetings)	20
Parish Hall 1	100
Parish Hall 2	100
Parish Hall 3	100
Parish Kitchen (reservation required)	N/A

- Day off coordinator or designated point of contact information:
  - Name Last Name \_\_\_\_\_
  - Email \_\_\_\_\_
  - Cell phone \_\_\_\_\_
- Clean Up Person Contact information:
  - Name Last Name \_\_\_\_\_
  - Email \_\_\_\_\_
  - Cell phone \_\_\_\_\_
- Equipment Setup Specifications
  - Audiovisual equipment needs
    - Speaker / Bluetooth Pairing
    - Microphone
    - Video-projectors
    - TV
  - Podium
  - Easel
  - Touch Point QR Code (applicable to Fundraising events)

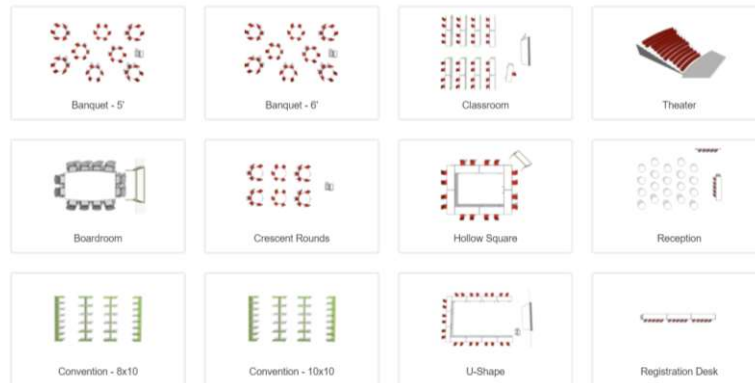
Note:

- The Facility Department has a pre-established *Room Layout Type* for the most frequent events, such as Faith Formation.
- If a ministry secures one of the two available tables in the narthex, they are NOT to add another table to their one table.

**Summary of key points:**

- ✓ Any 3<sup>rd</sup> party – a family, a business, an association, etc., wishing to use a part of your facility has to sign the FUA.
- ✓ For the event, reach out to Risk and Contracts to see what insurance the 3<sup>rd</sup> party should obtain. For example, a small mom’s group having a tea party is not necessary. Large Wedding Reception-necessary.

- ✓ Boy Scout Troops must use the Boy Scout FUC and provide insurance.
- If large party with alcohol, 3<sup>rd</sup> party has to have a security guard present.



- Tables (Setup Diagram Included \_\_\_\_\_)
  - Round – How many \_\_\_\_\_
  - Long – How many \_\_\_\_\_
  - Chairs – How many \_\_\_\_\_ (Note: There are 600 chairs on inventory. If more than 300 chairs are needed, the party might need to coordinate rental through a third party; priority is given to recurring use for the Faith Formation Program 300 chairs)

PLEASE NOTE: **Be mindful of the sizes of existing tables when planning for linen. Rent equipment if other dimensions are needed.**

Notes / Remarks

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Please initial checked items and return them to Prince of Peace Parish Administration at the Welcome Center reception area.

\_\_\_\_ I have read and fully understand the Prince of Peace Facility Scheduling Policy & Procedures and agree to abide by these policies.

\_\_\_\_ All the information provided by me is true.

\_\_\_\_ Facility Use Agreement (To Be Signed & Returned)

\_\_\_\_ **Proof of licensing and insurance** for third-party vendors such as caterers, **must be provided**

\_\_\_\_ \$200.00 Refundable Security Deposit (Receipt has been given by Parish Administration)

\_\_\_\_ Contracting Party Signature    \_\_\_\_ Date/Time    \_\_\_\_ Prince of Peace Representative\* Signature    \_\_\_\_ Date/Time

\* Person completing the Facility Coordination Form

Copy of the filled needs to be submitted to:

- Parish Staff Coordinator Assigned to the Event, if applicable
  - Becca Doran
  - Lauren Scheller
  - Sam Ayers
- Facility Director
- Parish Welcome Center Receptionist/Administration

## Appendix E – Prince of Peace Visiting Speaker/Entertainer Form

### Supplemental Documentation Applicable When Visiting Speakers are Involved (Dioceses Visiting Speaker Requirements, January 2018)

Any organization that invites a guest speaker to Prince of Peace, must submit a Visiting Speaker Form and get approval from the Prince of Peace Pastor Before the event. A visiting speaker is defined as any visiting presenter (including individuals, groups, musicians, etc.) from outside of the parish or diocese.

When making room reservations, a parish/school ministry or organization, non-parish- based organization recognized by the Diocese of Dallas, or an outside entity, must complete the "Event Approval Request" for the Church which (among other things) will indicate the "type of event" i.e., if the event will involve a program or presentation (as opposed to a normal business meeting, planning meeting, social, etc.)

*The Business Office and the Safe Environment Office will be responsible for the preliminary review of all presentation reservations and seek advice or further review where there appears to be any question about the suitability of the topic or the presenter.*

1. If the event does involve a program or presentation, the *Parish Facilities Coordination Sheet* and *Visiting Speaker Form* will provide key information to determine what (if any) additional information or documents may be required:
  - a. Ministry or Non-Parish Based Organization (Event Approval Request)
  - b. Date/Place of the Event (Event Approval Request)
  - c. Sponsor's contact person (Contracting Party Information)
  - d. Name of the presenter(s), Title (Event Approval Request)
  - e. Topic of Program (Event Approval Request)
  - f. Description of target audience {adult, children/youth, members of the organization, members of the parish at large, audience outside the parish, etc.) (Event Approval Request)
  - g. Additional information about "presenter(s) " -- presenters may be individuals or groups, speakers, musicians, etc.
    - i. Lay or Clergy
    - ii. Affiliation of presenter(s) (including parish if the person is Catholic)
    - iii. Summary of credentials of presenter(s) related to the topic of the program
    - iv. Suitable documentation of credentials (see form for list of acceptable documentation)
2. IF THE PRESENTER IS FROM OUTSIDE THE DIOCESE (not a member of a Catholic parish or organization in the Diocese of Dallas)
  - a. **All presenters** must provide at least one piece of documentation of suitability to present. See form for a list of possible acceptable documentation.
  - b. If the presenter is presenting on a matter of theology or faith, documentation must include a letter of suitability (can be in the form of an email) from their pastor or organization dated within 5 weeks of the event.
3. If minors or vulnerable adults will be present at the event without their parents or primary

caregivers, documentation must include proof of a Safe Environment check and/or compliance with the safe environment policies of the organization they are representing.

- a. **ALL clergy or religious presenters from outside the Diocese of Dallas** must provide a current (within 5 weeks of the event) affidavit of suitability from their Bishop or religious superior. That document should be sent to the Safe Environment Office, along with the topic, date/place of the event, no later than 5 weeks prior to the event with a copy to the sponsoring Ministry/Organization. If the guest(s) are conducting a mission, retreat or similar event for children or youth, they must also provide proof that they have a cleared Safe Environment check (within the last 24 months).

**It is the responsibility of the Ministry or NPBO** to ensure that all required information and documentation is obtained in a timely manner and submitted to the Business Manager at least 3 weeks prior to the event.

#### **GENERAL NOTIFICATION OF PASTOR REGARDING "VISITORS TO OUR PARISH":**

Information on **ALL guest speakers/presenters** (as described in #1 above) will be collected by the Facility Event Coordinator who in turn will forward all Visiting Speaker Forms and documentation to both the Business Manager and Safe Environment Office for final review before they are presented to the pastor.

Completed Speaker Requests will be presented to the pastor for approval and returned to the requesting organization within 2 weeks. The pastor reserves the right to approve or not approve any request.

To maintain our commitment to providing safe environments for the people we serve and to ensure that authentic Catholic teachings and traditions are respected, all pastors and leaders of organizations must adhere to the Diocesan policy on guest presenters.

All lay presenters (individuals, musicians, groups, etc.) that come from outside the Diocese of Dallas and are invited to speak on issues of Catholic doctrine, tradition, ritual, etc., must present a current (within six weeks of the event) letter of suitability from their pastor or Bishop. That document should be sent to the Safe Environment Office, along with the topic they will address, and the date of the event, before the event. If they are conducting a retreat or similar event for children or youth, they must also provide proof that they have a cleared criminal background check.

All clergy or religious that come from outside the Diocese of Dallas to speak must present a current (within six weeks of the event) affidavit of suitability from their Bishop or religious superior. That document should be sent to the Safe Environment Office, along with the topic and date of the event, before coming. If they are conducting a retreat or similar event for children or youth, adult parishioners with cleared criminal background checks must be present for the event.

The parish or school (entity) should execute a Performer / Presenter Agreement with a visiting speaker who expects any fee or other monetary consideration for his/her service. See [www.cathdal.org/Policies](http://www.cathdal.org/Policies) for more information on the diocesan contract review policy).

Also, if clergy, religious, or lay presenters have written material or CDs to sell, the seller should collect and keep his/her own funds. Presenters or performers are responsible for collecting and remitting any sales tax as appropriate.

Name or Topic of Program/Presentation Date/Place of the Event:  
Presenter(s)

Identification information for each "presenter" (*presenters may be individuals, groups, speakers, musicians, etc.*)

Lay or Clergy? Affiliation of presenter(s)

Summary of credentials of the presenter(s) related to the topic of the program:

**Required** supplemental documentation for Catholic clergy and religious from outside the Diocese of Dallas:

- Affidavit of suitability from their bishop or religious superior dated within 5 weeks of the event

**Required** supplemental documentation for lay presenters from outside of the Diocese of Dallas (at least one of the following):

- Letter of recommendation from their pastor or organization dated within 6 weeks of the event (**required for those presenting on topics related to theology or faith**)
- Proof of cleared criminal background check and/or compliance with the safe environment policies of the organization they are representing (**required if minors or vulnerable adults will be present at the event**)

Letter received.....(signed by/date)

Copy of the filled needs to be submitted to:

- Parish Welcome Center Receptionist/Administration who will ensure communication to the following parties:
  - Business Manager
  - Facility Director
  - Parish Staff Coordinator Assigned to the Event, if applicable
    - Becca Doran
    - Lauren Scheller
    - Sam Ayers
  - Safe Environment Office, if applicable

## Appendix F – FACILITY USE AGREEMENT (“AGREEMENT”)

- FUA Fillable
- Boy Scouts of America – FUA (contact Parish Office for Annual FUA)

## Appendix G - Facilities Utilized by a Non-Parish Based Organization (NPBO) / Liability Insurance

Facility Use Agreement Facilities may be used for single events or for ongoing, multiple recurring events such as monthly meetings or gatherings. Regardless of how often the Facility is used, a completed and signed Agreement must be executed and on file at the Entity. The Agreement must be filled out completely with any additional details or provisions clearly communicated in writing. The Entity must also attach copies of any specific Entity policies and procedures applicable for the event, i.e. kitchen use, decorations, candles, etc. Entities also need to attach copies of any licenses or permits that may be required for the event.

Entity facilities utilized by a Non-Parish Based Organization (NPBO) and/or individual or any parishioners or employees for recurring events such as monthly meetings or gatherings, only need to execute an Agreement annually. All Agreements expire on December 31<sup>st</sup> at the latest and need to be re executed by January 1<sup>st</sup>. Entities must keep a complete copy of the Agreement and all attachments on file. Insurance Coverage Any Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities (for events and activities not sponsored by the Entity) that already maintain Comprehensive General Liability Insurance must provide a "Certificate of Insurance" with the following minimum limits of insurance: Whenever food and / or alcohol are served or any other hazardous activities deemed applicable by the Diocese Director of Risk Management: \$1,000,000 per occurrence and coverage applicable to the event. For all other events: \$500,000 per occurrence and coverage applicable to the event. The certificate needs to state in the Description of Operations section that there is an endorsement to the policy naming "The Roman Catholic Diocese of Dallas" and the specific Entity as "Additional Insured", and that the coverage available under the policy is primary over any other coverage available. Entities also need to ensure that the coverage listed on the certificate covers all aspects of the event and activities. Note: Some General Liability Policies may "exclude" coverage for alcohol service. If the event or activity involves serving alcohol, the insurance policy needs to cover this type of activity.

To ensure that this specific area is properly covered under their insurance, Entities should request that the certificate of insurance specify that "Liquor Liability" and/or "Host Liquor Liability" is covered under the General Liability Policy.

See separate Diocesan Alcohol Use Policy. If the Outside Organization and/or individual utilizing the Entity facility or any parishioners or employees utilizing the Entity facility for events and activities not sponsored by the Entity do not maintain General Liability Insurance Coverage as set forth above, or if the coverage is insufficient in amount or scope of coverage, they will be required to purchase Special Events Insurance. If the Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities for non-

parish / school / diocesan sponsored events and activities utilize any third parties for catering, food service, alcohol service (where allowed), or any other services, the third party must provide the Entity with a certificate of insurance similarly listing the Diocese and Parish as "Additional Insured".

### Special Insurance

- American Specialty (<https://americanspecialtyexpress.com/>)
- RVNA/Fireman's Fund (<http://www.specialeventinsurance.com/>)
- Markel Insurance (<https://www.markelinsurance.com/event>)
- K&K Insurance (<https://www.kandkinsurance.com>)
- <https://www.ewedinsurance.com/>

NCEA also has insurance suggestions for Tutors

## Parish Dining Hall Agreement

As a parish, we will be moving to a "One Community" approach with respect to the use of cooking utensils and supplies used by parish ministries or authorized organizations.

### **Dining Hall Policies:**

- All kitchen pots, pans, platters, utensils, dish towels, etc. will be shared and stored in one closet open for use by all ministries.

Please leave cabinets organized and tidy.

- There will not be a separate locked area or cabinet for any ministry, except for the Knights
- Please remove leftovers at the end of the day. All personal food items will be discarded each Friday afternoon.
- Please wipe up any messes or spills on the counter tops & cabinets, in the microwave, toaster and oven after each use.
- Please leave the kitchen clean and tidy so it is ready to use by other groups.
- Take all leftovers with you.
- Facilities will clean the refrigerators and freezer on the last working day of each month. All food left in the units will be thrown away.
- The *Kitchen Clean-up Checklist* must be completed at the end of your ministry event and then submitted to the Facility Event Coordinator.

### **Our "One Community" approach regarding paper products:**

- Ministries wishing to use different types of plates, cups, plastic ware or colored napkins will have to purchase these items on their own. Any extra supplies not used can be donated for other groups to use on the "One Community" supply shelf or just taken home.

## Appendix I - Kitchen Cleanup Checklist

Ministry/Organization Event: \_\_\_\_\_ Date: \_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Note:** Cleaning supplies are located under the large main sink, extra dish-towels are in the Dry-Goods pantry, and the broom, mop & dust pan are at the mop-sink.

1. **Please Wash, Dry and Properly Put Away:**
  - Pots
  - Pans
  - Utensils
  - Anything you used ☺
2. **Please Clean & Wipe Down:**
  - All surfaces (including inside of microwaves if they have been used)
  - Around and inside sinks
3. **Please Sweep and Mop the floor as Needed:**
  - All crumbs, spills, and splatters
4. **Please Make Sure All Equipment is TURNED OFF:**
  - Oven(s)
  - Stove Top
  - Running water
  - Lights
5. **Supplies and/or Repairs Needed:**
  - Dish Soap \_\_\_\_\_
  - Dish Towels \_\_\_\_\_
  - Paper Towels \_\_\_\_\_
  - Lights (where) \_\_\_\_\_
  - Equipment \_\_\_\_\_
  - Leak (where) \_\_\_\_\_
  - Other \_\_\_\_\_

Upon completion of the checklist, PLEASE email to the Facility Event Coordinator or drop off in the mailbox outside of the Facilities Operations Bldg.

**THANK YOU** for leaving the Kitchen  
**"Better"** than you found it!!!

# Appendix J - Diocesan Alcohol Service Policy

## Diocese of Dallas

### Policy on Alcohol Service for Church/School Events

The serving of alcoholic beverages on church/school property is restricted to beer and wine only and limited to special occasions approved by the Pastor/ Principal. Alcohol service is only allowed if served along with food and non-alcoholic beverages. Alcohol service must end at least one hour prior to the end of the event. Under no circumstances will alcohol be served to anyone under the age of 21. At no time are attendees allowed to bring their own alcoholic beverages to an event.

Attendance by employees at any event where alcohol is served is strictly voluntary. All employees attending these events will be relieved of all job-related duties during and following the event.

Non-Parish Based sponsoring organizations or persons must maintain the appropriate liability insurance or take out the special events insurance policy available from the Diocesan Risk Management Office and provide a mature person(s) 21 years of age or older to be responsible for serving the beverages and monitoring the conduct of the attendees. Sponsoring organizations are encouraged to have servers participate in an approved TABC alcohol service training course. Alcohol servers are not permitted to consume alcohol during the event.

Drinking alcohol to "excess" by any attendee is unacceptable at any event. Attendees are expected to conduct themselves responsibly at all times. All alcohol servers must be instructed not to serve anyone who appears intoxicated. Parish / School employees that serve alcohol at events are encouraged to participate in an approved TABC alcohol service training course. Employees serving alcohol are not permitted to consume alcohol during the event.

The number of drinks provided for free should be limited utilizing drink tickets or another informal method of tracking the amount of alcohol served. "Open Bars" are strongly discouraged. Planning for Alternative Transportation options MUST be conducted prior to any event. i.e., designated non- drinking drivers, cabs, etc. All employees and non-parish based sponsoring organizations are advised to INSIST on alternative transportation to anyone visibly impaired or intoxicated.

Individuals responsible for coordinating the event and their designers must take all reasonable steps necessary to prevent an impaired or intoxicated person from operating a vehicle, up to and including contacting local law enforcement. The cost of alternative transportation should be reimbursed by the sponsoring organization or person. At no time will employees be allowed to operate a Diocesan vehicle impaired in any way by alcohol.

All applicable state/ local laws and ordinances pertaining to alcohol service must be observed. If alcohol, including beer and wine, is sold or if there is a door charge, dinner charge, donation container, etc., licensing and permitting may be required. At church-sponsored events not held on church property, the hotel, restaurant, or caterer is responsible for oversight and compliance with Texas Alcoholic Beverage Commission requirements for alcohol use.

Appendix K- Noise Ordinance Noise Ordinance (No. 2023-9-18)

# Appendix L- Prince of Peace Community Campus Map





Appendix N – Diocese of Dallas Accounting and Finance Policies and Procedures

## Appendix O – Prince of Peace After-School Building Usage Policy

*In light of the horrible tragedies involving schools, the world has changed, and schools have had to rethink their security procedures as a result. Whereas it may have been common practice for many different groups to use classrooms for after-school activities in the past, schools today, including Prince of Peace, can no longer operate this way. Accordingly, usage of Prince of Peace school facilities is limited as follows:*

**a)** The activity, whether just a one-time event or a recurring event, must be pre-approved by the principal of the school ahead of time, using the [School Facilities Usage Application Form](#). Applications should generally be completed at least one week before the event.

**b)** Once approved, dates can be canceled, but not traded or altered. The sponsor must communicate with all parents in the group if canceled. We recommend use of “Remind” or other mobile app for easy communications.

**c)** Any adult on campus acting as sponsor or helper for a particular club must be pre-approved through the diocesan Safe Environment program and have their driver’s license

scanned initially in the front office. They will then receive a name badge/sticker in advance in order to be allowed to enter the building. If they do not have a school-issued sticker, they will not be allowed to enter the building. These pre-approved adults are the only adults allowed in the building during this time.

**d)** This policy is for pre-approved school activities. If the activity involves non-school students, it will not be approved.

**e)** Each approved activity must have a full-time staff member assigned by the school as a co-sponsor who commits to being present the entire time the activity or club is in the school (Parents or activity sponsors may not solicit school staff members for co-sponsorship directly.

The school will assign someone if the activity is approved.);

**OR**, the activity is a DPL sport, sponsored by the school, led by a coach who has met all the requirements of the Diocesan Parochial League and is under the authority of the school athletic director;

**OR**, the sponsor is a contracted vendor, pre-approved by the principal to provide a service to our students, usually for a fee, with a signed permission form from parents (such as EDP, chess or band).

**f)** Both sponsor and co-sponsor understand they have supervisory responsibility for all children associated with this activity until each child is picked up by his or her parent. No students can wander the hallways of the school before, after, or during the club time, or wait

unsupervised for their rides afterwards. Students must be picked up in a carpool line. No parents may enter the building to pick up their children. No doors are to be propped open at any time.

**g)** With the exception of parish events or DPL sports (due to limited gym or field access), all approved activities must be completed no later than 6 p.m. on school nights. School spaces are not available after 6pm on weekdays or anytime on weekends.

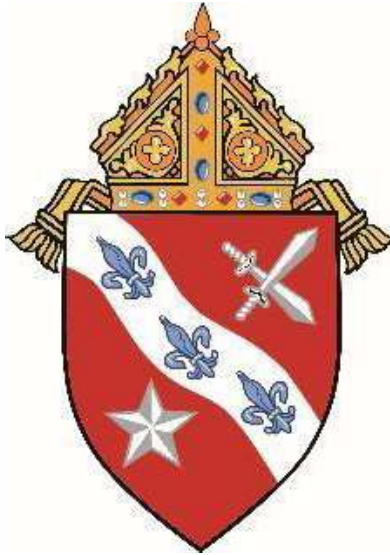
No activity may BEGIN before carpools conclude unless approved by the principal. School

spaces after carpool are very limited due to after school care, staff meetings, school-contracted extracurriculars, and tutoring. Permission, if granted, will unfortunately be very limited, and preference will be given to academic-related activities.

**h)** It is the responsibility of the club or after-school activity to clean up afterwards and leave school spaces arranged as they were when they entered.

**i)** If approved, the sponsors will be given mobile phone access to a particular entrance to the school on the dates and times approved by the tech office via email. Sponsors will be asked to download a mobile app. This app will not work for other times or dates.

**j)** When requesting school building space using the [School Facilities Usage Application Form](#), the activity sponsor understands and acknowledges that space is not guaranteed and that the application form only serves as a request for space. The sponsor understands and agrees to the policies on the Prince of Peace After School Building Usage Policy, and if access to building space is granted, the sponsor assumes full responsibility for the space being used and for supervising students at the requested times. The activity sponsor understands that space may be revoked if the Prince of Peace After School Building Usage Policy is not followed.



## **Diocese of Dallas**

# **Accounting and Finance Policies and Procedures**

**January 2026**

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## INTRODUCTION

Good financial and operational practices in our churches, schools, and other entities are essential. We know that we are called to be good stewards of the assets that others have entrusted to us and, acting in a fiduciary role, we are held to a higher level of integrity in every aspect of our work. Guided by stewardship and observing our responsibilities will assist us in drastically reducing our risk in today's business environment.

From a financial perspective, there are two fundamental functions to be performed. All monies received must be accounted for and safeguarded, and they must be spent on the entity's ministries according to a budget and under the general intent or specific directions of the donor. In addition, no monies received by the entity for or on behalf of the entity are to be used for any non-entity purpose, including the personal benefit of clergy, business managers, bookkeepers, or any other employee or volunteer. This will eliminate concerns from the donors about what happens to their contributions and will allow for a better value for every dollar spent.

From an operational perspective, the user of this manual should understand the policies and procedures associated with canonical approvals, risk management, different types of parish and school organizations, procedures around construction and real estate, tax issues, and multiple other items. Policies and procedures must be clear and workable if there is to be an effective financial management system in place. Knowing how to perform these functions correctly will ensure the integrity and credibility of the financial management system for which the user is responsible. That is the aim of this guide.

## **ACCOUNTING / FINANCE**

### **Accounting/Finance Staff or External Firm Qualifications**

Having the right people with the right qualifications to perform finance and accounting functions is crucial to do the job correctly and ethically. Proper training and supervision help to ensure that funds are collected and spent appropriately and transactions are recorded accurately.

Any changes in the Business Manager or Accounting/ Finance Staff at the Parish or School must be communicated to the Diocesan Business Office as soon as possible. To ensure that entities have staff with the proper skills and experience to adhere to good internal controls to safeguard assets, the CFO or one of the Directors of Finance must confirm any new accounting/ finance services individual or firm for your parish or school. Please contact and send a resume of the potential hire to the CFO's office for review when this situation occurs.

# Parish Finance Council Requirements

## Council and Board responsibilities

The Parish Finance Council, School Advisory Board, or the entity Board of Directors is important in implementing these management controls. These groups are responsible for protecting the entities' assets and providing advisory functions in managing revenues such as contributions, tuition, fees, and expenses properly.

It can only do this if its members are knowledgeable on the issues, able to understand the financial reports, and willing to ask the staff tough questions. Members must understand and appreciate their roles, responsibilities, and liabilities in the entity's financial health.

The Finance Council or Board may require an annual audit by an independent auditor who reports directly to the council and the Pastor or the chief administrator. If the entity is large enough, an audit committee should be created.

## Article I – Theological and Canonical Context

### Parish

The Parish is a community of believers sharing in the mission of the Church.

*Canon 519 – The pastor exercises pastoral care over the community entrusted to him under the authority of the diocesan bishop, in whose ministry of Christ he has been called to share. Per the norm of law, he, therefore, carries out for his community the duties of teaching, sanctifying, and governing with the cooperation of other priests or deacons and the assistance of lay members of the Christian faithful.*

*Canon 204 – The Christian faithful are those who, since they have been incorporated in Christ through baptism, have been constituted as the people of God...and have become sharers in Christ's priestly, prophetic, and royal office....*

*The Decree on the Apostolate of the Laity from the Documents of Vatican II further emphasizes the importance of collaboration between lay and clergy. According to their particular gifts, their state of life, and their office in the Church, Christ's faithful worship God in spirit and truth, proclaim the gospel, and care for the needs of their brothers in charity. Within this context, the laity is called to assist the pastor in the pastoral care of God's people and the administration of the temporal goods of the Church.*

## **Consultation**

An important implication of this shared responsibility is that the laity shares with the pastor the responsibility for guiding the mission of the Parish to which God calls the Church.

## **Parish Finance Council**

The Finance Council is a body required by the 1983 Code of Canon Law. The Diocese of Dallas (the “Diocese”) directs that all pastors and administrators establish and maintain a Finance Council in the Parish.

*Canon 537 – Each Parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishops; in the council the Christian faithful, selected according to the same norms, aid the pastor in the administration of Parish goods with due regard for the prescription of canon 532.*

*Canon 532 – The pastor represents the Parish in all juridical affairs in accord with the norm of law; he is to see to it that the goods of the Parish are administered per the norms of canons 1281-1288.*

## **Relationship to the Parish Pastoral Council**

The Parish Pastoral Council is a consultative body encouraged by the Code of Canon Law. The Diocese directs that all pastors and administrators establish and maintain a Pastoral Council.

*Canon 536 §1 – If the diocesan bishop judges it opportune after he has heard the Presbyterial Council, a pastoral council is to be established in each Parish, over which the pastor presides and in which the Christian faithful, together with those who share in pastoral care under their office in the Parish, assist in fostering pastoral activity.*

The two councils (Finance and Pastoral) are separate, and each has a different and specific role in the life and operation of the Parish. They should work cooperatively but per their respective roles. The purpose of the Pastoral Council is to work with the pastor or administrator to set priorities for the Parish. The Finance Council works with the pastor or administrator to determine how to implement those Parish priorities from a financial perspective (see Section 2.1.c).

There may be other consultative bodies within a Parish such as school boards, commissions, special committees, etc. Although coordination of operating procedures in a collegial and supportive manner is important, these policy requirements address the Finance Council's role, responsibilities, and authority.

## **Article II – Structure and Operation of Parish Finance Council**

### **Membership and Size**

The pastor or administrator shall appoint between three (3) and nine (9) voting members to the Finance Council, taking into consideration the following Diocesan requirements for membership:

- 1) The pastor or administrator is the administrative head of the Parish and a voting member (but not included in the 3 to 9 members mentioned above).
- 2) The parochial vicar(s) if any and the business manager or equivalent attend the meetings but are not voting or ex-officio members.
- 3) One (1) member of the Pastoral Council who is selected by the members of the Pastoral Council and approved by the pastor or administrator is an ex-officio member. The function of this ex-officio member is to assist the pastor or administrator in communicating with the members of the Finance Council regarding the priorities that have been established by the Pastoral Council. This member is one of the 3 to 9 voting members mentioned above.
- 4) Voting members of the Finance Council must be (i) Parishioners who are reputable and active members of the Parish and in communion with the Church or (ii) members of the Christian faithful who are not Parishioners but who are in communion with the Church (Catholic), (in either case, as determined by the pastor or administrator in his reasonable discretion). An individual “in communion with the Church” is defined as someone who is a baptized Catholic or is a baptized person who has been received into the Catholic Church. This individual should not be someone who is persevering in manifest (public), grave sin, and his or her membership should not cause scandal to the community.
- 5) Voting members of the Finance Council must be persons who are knowledgeable about financial management, accounting, general management or administration, banking, investment counseling, insurance or public relations, etc., and who are committed to the work of the Church (as determined by the pastor or administrator in his reasonable discretion).

- 6) Voting members of the Finance Council may not be related to the pastor or administrator, or any associate priests assigned to the Parish or the business manager. With limited exceptions that may be determined by the pastor or administrator in his reasonable discretion, the members of the Finance Council should not be the same as those on the Pastoral Council.

## **Terms of Office**

Finance Council members are named by the pastor or administrator after consultation with the Parish Pastoral Council for a one (1), two (2), or three (3) year term taking into consideration the needs of the Finance Council and the expertise of the members. Ideally, terms of office should be staggered to ensure continuity of expertise. Members may be re-appointed to more than one (1) term, but after six (6) consecutive years, the Pastor should purposefully reevaluate the appointment. Former Finance Council members who have not served on the Finance Council for two (2) consecutive years may be re-appointed to the Finance Council by the pastor at his discretion.

The Pastor may remove members of the Finance Council for cause or lack of attendance at meetings after the member has served for one year. If the Pastor wishes to remove a member of the Finance Council before the member has served for one year, he must obtain the consent of the Diocesan CFO.

## **Officers**

The pastor or administrator presides over each Finance Council meeting (unless he delegates this duty to the Chairperson, as described below) and receives the Finance Council's advice or consent as required (see Summary of Canonical Approvals / Consents in Appendix A).

The Finance Council shall elect a Chairperson at the first meeting of the Finance Council held during each calendar year. The Chairperson must also be approved by the pastor. The Chairperson shall assist the pastor in coordinating the work of the Council, in preparing for meetings, and in implementing those proposals of the Finance Council which have been accepted and ratified by the pastor. The Chairperson may, if the pastor so desires, chair the meetings of the Finance Council in his place, although the pastor must be present at every Finance Council meeting. The Chairperson is elected for a term of one (1) year. He or she may be re-elected, but shall not serve as Chairperson for more than three (3) consecutive years. A Pastor must contact the Diocesan CFO if he wishes to extend the Chairperson's term beyond three years.

## **Meetings**

The Finance Council shall meet at least four (4) times a year. Meetings and agendas shall be arranged by the Chairperson in consultation and with the approval of the pastor. Notice of the time and place of each meeting, the agenda for the meeting, and appropriate background materials to allow Finance Council members to prepare for the meeting shall be provided in writing by the pastor or Chairperson to each Finance Council member at least one (1) week in advance of the meeting. The pastor and members are expected to attend all meetings. The pastor or administrator shall cause minutes to be kept of each Finance Council meeting.

Finance Council meetings with the Pastor must be scheduled ahead of time for the following year with at least two of them as follow:

- 1) By the end of June to approve the budget
- 2) Before the deadline of the Audit/ AUP reports in September to approve the result

## **When Consent is Required**

Certain transactions, which are detailed in the Summary of Canonical Approvals/ Consents in Appendix A, require the pastor/administrator to receive the **consent** of the Finance Council. The following details the process for securing canonical consent per Canon 119:

The presence of a majority of the Finance Council members is required to constitute a quorum of any meeting of the Finance Council when consent is required. When a quorum is present, the approval of a majority of the voting members present is required to give consent to those matters brought to a vote of the Finance Council. However, in the event of a vote of the voting members of the Finance Council that ends with a tie after two rounds of voting, the vote of the pastor or administrator shall break the tie.

## Article III – Principal Functions and Goals

The principal functions and goals of the Finance Council listed below relate to the effective administration of the Parish's financial resources and other temporal goods. (The Parish financial resources and temporal goods include all funds and other assets maintained or used by the Parish, Parish school, or Parish-based organizations, endowments, and trust funds.) There can be other functions and goals (as determined by the pastor or administrator in his reasonable discretion) depending upon the needs of the Parish, the capabilities of the individuals serving on the Finance Council, and the agreements with other Parish bodies. Regarding the achievement of the functions and goals set forth below in Article III, the mission of the Finance Council is collaborative, meaning that the Finance Council is to work with the pastor or administrator to achieve these functions and goals, but does not have specific consent rights. (See Appendix A for a description of matters that require the prior written consent of the Finance Council.)

The members of the Finance Council shall have the right to review such information related to the Parish, Parish school, or Parish-based organizations, endowments, or trust funds as is reasonably required to allow them to perform these functions and goals.

- 1) Review Parish, Parish school, and Parish-based organizations, endowment, and trust fund compliance with Diocesan financial management and accounting system requirements and policies.
- 2) Review the annual Parish and Parish school budget and advise the pastor or administrator on approval. (See Appendix A for a description of budget approval requirements, as well as expenditures requiring specific approval of the Finance Council.)
- 3) Review periodically the revenues and expenses, cash position, and cash flow of the Parish to determine that the budget is operative and appropriate.
- 4) Monitor financial planning and management, including appropriate investments of Parish and school funds, as well as endowment and trust funds.
- 5) Review all Parish building programs and renovations. (See Appendix A for a description of Parish and Diocesan approvals.)
- 6) Provide Parishioners with periodic and annual reports of the financial state of the Parish, as required by the Diocese.
- 7) Establish procedures to ensure that all Parish properties are inspected periodically and remain in proper repair.
- 8) Recommend the purchase or transfer of property per Diocesan policy.

- 9) Support and assist in the Annual Diocesan Appeal whether directly or through a special committee.
- 10) Conduct or assist in establishing effective means of raising the funds needed to attain the goals of the Parish in carrying out the mission of the Church (annual Parish drive, special appeals, etc.).
- 11) Review all fundraising or other income-producing proposals and activities to ensure that these are consistent with the Parish and Diocesan mission and policies and to ensure that all appropriate Diocesan approvals are obtained.
- 12) Assist the Pastor/Administrator in the hiring and regular evaluation of the Parish Business Manager.
- 13) Review results of annual audits or financial reviews of the Parish and Parish school financial statements with the independent certified public accountants retained by the Parish.
- 14) Review financing proposals and develop a plan for systematic payment of any Parish debt. (See Appendix A for a description of Parish and Diocesan approvals.)
- 15) Monitor the Parish process to meet all requirements of federal and state tax laws and maintain an accurate record of payment.
- 16) In conjunction with the Diocesan Business Office, submit to appropriate civil authorities all tax-exempt forms as required by law and maintain records of same for all Church-owned properties.
- 17) Establish appropriate risk management procedures over the assets of the Parish and Parish school in a manner consistent with the requirements of the Diocesan insurance program.

## **Appendix A. Summary of Canonical Approvals / Consents**

The provisions of Appendix A apply not only to each Parish but to each quasi- Parish, parochial school, Diocesan school, Catholic Charities of Dallas, Inc., Holy Trinity Seminary, Redemptoris Mater Seminary, Calvary Hill Cemetery, Texas Catholic Publishing, Inc., St. Joseph Residence, Inc. and any other Diocesan entity.

TEMPLATE FOR  
CONSENT [PARISH  
LETTERHEAD]

CONSENT OF  
PARISH FINANCE COUNCIL  
[INSERT NAME OF PARISH]  
DIOCESE OF DALLAS

Under this decree, and in accord with canonical norms, we hereby declare that on [date of meeting], the Parish Finance Council gave consent (in compliance with the prescription of canon 127 and diocesan norms) for [insert brief description of transaction or expenditure requiring approval], per the attached summary. Per canons 166 and 167 § 1, we also testify that all members of the Council were duly notified and each member present voted personally.

Given on this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

Finance Council Members at  
Meeting (quorum required):

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Type Name

\_\_\_\_\_  
Type Name

\_\_\_\_\_  
Type Name

\_\_\_\_\_  
Type Name

\_\_\_\_\_  
Type Name

Attachment

\_\_\_\_\_  
Type Name

## Appendix A

### Diocese of Dallas - Parishes and Other Entities Summary of Canonical Approvals / Consents Administration, Alienation and Leases

PARISHES AND OTHER ENTITIES				
Bishop	Parish Finance Council	Diocesan Finance Council	College of Consultors	Holy See
<u>Administration</u>				
Annual Operating & Capital Budget	n/a	Consent	n/a	n/a
Expenditure, not approved in budget > \$5k	n/a	Inform	n/a	n/a
Expenditure, not approved in budget > \$25k	n/a	Consent	n/a	n/a
Expenditure, not approved in budget > \$150k	Consent (CFO is delegate)	Consent	n/a	n/a
Expenditure, not approved in budget > \$750k	Consent	Consent	Inform	n/a
Construction or Renovation > \$5k	n/a	Inform	n/a	n/a
Construction or Renovation > \$25K	n/a	Consent	n/a	n/a
Construction or Renovation > \$150k	Consent	Consent	n/a	n/a
Construction or Renovation > \$750k	Consent	Consent	Inform	n/a
Repair or Maintenance > \$5k	n/a	Inform	n/a	n/a
Repair or Maintenance > \$25k	n/a	Consent	n/a	n/a
Repair or Maintenance > \$150k	Consent (DCRE is delegate)	Consent	n/a	n/a
Repair or Maintenance > \$750k	Consent	Consent	Inform	n/a
Any Purchase of Real Estate	Consent	Consent	n/a	n/a
Purchase of Real Estate > \$750k	Consent	Consent	Consent	n/a
<u>Bankruptcy / Acts that may generate public attention or cause scandal</u>	Consent	Consent	Consent	n/a
<u>Financing</u>				
> \$150,000	Consent	Consent	n/a	n/a
> \$750,000	Consent	Consent	Consent	n/a
<u>Settling Claims</u>				
< \$750,000	Consent	Consent	n/a	n/a
> \$750,000	Consent	Consent	Consent	n/a
<u>Engaging in the management or operation of a trade or business that is not substantially related to the performance of the Church.</u>	Consent	Consent	Consent	n/a
<u>Entering into financial transaction or contractual agreement which may present a conflict of interest for Pastors and Parish Finance Officers</u>	Consent	Consent	Consent	n/a
<u>Alienation OR transactions that put stable patrimony at risk</u>				
Any alienation involving Sacred Objects	Consent	n/a	n/a	n/a
FMV > \$25,000 < \$750,000	Consent	Consent	n/a	n/a
FMV > \$750,000 < \$3,500,000	Consent	Consent	Consent	n/a
FMV > \$3,500,000 and goods given to the Church by vow, or goods precious for artistic or historical reasons	Consent	Consent	Consent	Consent
Any Sale of Real Estate	Consent	Consent	n/a	n/a
Sale of Real Estate > \$750k	Consent	Consent	Consent	n/a
<u>Leases (Entity as Lessor)</u>				
Parish Goods FMV > \$100,000 or more than a year	Consent	Consent	n/a	n/a
Parish Goods FMV > \$1,000,000 or lease exceeds 3 years	Consent	Consent	Consent	n/a
Parish Goods FMV > \$5,000,000	Consent	Consent	Consent	Consent

Particular Law of the Diocese of Dallas

January 2022

# Annual Financial Reviews and Financial Reporting Requirements

## **Parishes, Schools, and Related Diocesan Entities**

Each Diocesan entity is required to have an annual review of its financial statements by an independent CPA firm. The Diocese will periodically lead a “request for proposal” process to solicit proposals from CPA firms and maintain the list of acceptable firms that may be used for these reviews. After each review, the Board or Finance Council of each entity is required to meet with the auditors to review the process, the results, and the auditor’s recommendations. In addition, members of the Board or Finance Council must sign an annual letter addressed to the Bishop of the Diocese confirming the dates of the Board’s or the Finance Council’s meetings in the fiscal year being reviewed, attendance at the meeting with the auditors, receipt of the final audit or review report, and related recommendations from the auditors, and specifying the contact information for each member.

The minimum form of an annual review is an “Agreed Upon Procedures” (AUP). The Diocese publishes the required procedures for the AUP each spring and distributes the revised procedures to all approved CPA firms and each parish and parochial school.

Parishes that have new pastoral administrators and certain related Diocesan entities (Catholic Charities of Dallas, Diocesan High Schools, and the Pastoral Center) are required to have an audit – which is a more extensive review of the financial activity and balances of the entity. Parishes and parochial schools may have an audit done instead of AUPs if they choose to do so for grants or other donor purposes.

(See the section below for a comparison of an Audit versus an Agreed Upon Procedures Review.)

### **Audit:**

In an audit, the auditor decides on the procedures and scope of transaction testing that will be performed. The entity’s financial statements are the responsibility of the entity’s management. Encompassed in that responsibility are the establishment and maintenance of effective internal control over assets and financial reporting, proper record keeping, the selection of appropriate accounting principles, the safeguarding of assets, and compliance with all relevant laws and regulations. Management is also responsible for making all financial records and related information available to auditors. In addition, management is responsible for adjusting the

financial statements to correct material misstatements and for affirming to independent auditors in writing that the effects of any uncorrected misstatements aggregated by independent auditors during the audit or review and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. After the audit or review, the independent auditors will request certain written representations from management confirming these and certain other representations made during the audit or review process.

An auditor's responsibility is to express an opinion on the financial statements based on their audit, or report their findings on the review and is limited to the period covered by the audit or review. If circumstances preclude the auditors from issuing an unqualified audit opinion, they will discuss the reasons with management in advance.

An auditor is responsible for conducting an audit per U.S. generally accepted auditing standards. Those standards require that the auditor obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, an audit or review is not designed to detect errors or fraud that are immaterial to the financial statements.

An auditor will inform management of all matters of fraud that come to their attention. An auditor will also inform management of illegal acts that come to their attention unless they are inconsequential. If, for any reason, an auditor is unable to complete the audit or the review and is unable to form an opinion or report the results of the review, the auditor may decline to express an opinion or decline to issue a report on the review as a result of the engagement.

An audit includes obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance of internal control or to identify significant weaknesses. However, the auditor is responsible for ensuring that management is aware of any such weaknesses which come to the auditor's attention.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Accordingly, the areas and number of transactions selected for testing will involve judgment. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. An audit procedure will include tests of the physical existence of inventory (if any and its significance), and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, legal counsel, and banks. After the audit or review, the auditor will request certain written representations from management about the financial statements and related matters.

## **Agreed Upon Procedure (AUP):**

The procedures and tests in an AUP review are determined in advance and subject to change as needed by the Diocese. The auditors do not express opinion but they are responsible for confirming the procedures and listing their findings.

To expedite the completion of the audit or review and to keep the fees and expenses at a minimum, management must cooperate with and assign appropriate personnel to assist the auditors as necessary. The tasks may include administrative duties, including locating, removing from, and returning to the files the checks, invoices, deposits, and other documentation required to be examined by the auditors in the testing of transactions or procedures, substantiations of account balances, completing the financial information on audit work-papers, providing confirmation requests, and searching records for explanation of exceptions or differences arising from the auditors' procedures. These procedures can be done on-site in-person or remotely.

Fees will be charged at the agreed-upon rates for the level of work and professional staff involved and the time required to complete the engagement, plus out-of-pocket costs. Fee estimates assume the auditor will receive the aforementioned assistance from the entity's personnel and unexpected circumstances will not be encountered. The auditor should notify management immediately if changing circumstances or other unforeseen factors require a change in the estimate by more than 10%. The auditor and management should agree on a start date, an approximate end date, and the timing of delivery of draft and final reports, including any resulting recommendations for improvement.

The deadline to submit the Audit/ AUP reports is September 15 after the close of the fiscal year. Late submission of the reports is not acceptable and will be considered exception and included in the report to the Diocesan Audit Committee.

## **Annual Financial Reporting Requirements**

The following standardized financial reports are required for audits and AUPs:

- 1) Statement of Financial Positions vs. Prior Year
- 2) Statement of Activities – Fiscal Period vs. Last Fiscal Period
- 3) Statement of Activities – Actual vs. Budget for Fiscal Period through June 30, 20XX.

These reports may be accessed by logging into Qvinci at [www.qvinci.com](http://www.qvinci.com) and going to Reports & Libraries / Libraries / AUP Reports.

In addition, each parish and its parochial school must publish annual financial reports to parishioners, school students' families, and to donors. This publication may be a condensed version of the above information with a minimum reporting of the Statement of Activities of the latest fiscal period with comparison to the previous fiscal period. The report must occur within 30 days after the deadline for filing audit and AUP reports with the Diocese. Generally, this will require publication in October of each year via an appropriate venue (the entity's website, bulletin insert for parishes, mailings to school families, etc.).

## Budgeting Concept and Process

Each Diocesan entity is required to have a realistic operating and capital expenditures budget for each fiscal year. A budget is a financial tool for how to achieve the priorities of the parish/school and helps ensure that funds are spent in the manner intended and to the extent intended. It presents in dollars and cents how a diocesan entity lives out its mission. Budget preparation that is linked to the planning process of the entity is often a key component of the success of the entity's mission.

An effective budget for revenue generally has the following characteristics:

- 1) **Realistic**. An unrealistic budget is not an effective tool. A revenue budget should realistically reflect the amount of revenue an entity expects to receive during the next fiscal year. Unrealistic optimism about revenue only hurts the entity. It is much more difficult to curtail or eliminate a program in the middle of the year than to plan and budget for reduced activities from the beginning.
- 2) **Consistent**. The budget must be consistent with the long-term objectives of the entity. Otherwise, the entity will lose focus on its mission.
- 3) **Flexible**. All budgets are based on assumptions about future conditions. The budget must be monitored and amended as necessary if conditions are not as expected. Sometimes explanation of budget variances is sufficient if the variances are not significant.

### **Budgeting Revenue**

Schools should first determine what expenses will be incurred to run the operation of the school and then set the tuition (revenue). Tuition should be set to also cover the impact of any tuition discounts or unfunded financial aid.

Parishes, however, should establish a revenue budget first before trying to determine what will be spent on specific programs and activities. For parishes, the most prudent approach to budgeting revenue may be to base it on the prior year's actual revenue. This should ensure available funds for unexpected expenses and for growth over time. By budgeting revenue before budgeting expenses, a parish is better able to:

- 1) forecast the amount of resources available before committing to various programs

- 2) direct its resources toward its priorities

When budgeting programs, parishes, and schools should consider both the funding and expense components. Programs cannot operate without funding – therefore, the contribution side of budgeting is critical and should be given appropriate time and effort.

## **Budgeting Expenses**

Expenses represent the activities of the entity and result in the achievement of the entity's mission. The entity should estimate the cost of each program or activity. For continuing programs, the future year's expenses can be reasonably estimated based on current and historical information.

The entity should consider the following when determining budgeted expenses:

- 1) Prior year's revenues and expenses
- 2) The current year's estimated results based on year-to-date actual results
- 3) Any new or anticipated changes in the programs
- 4) New construction, expansion, or other capital expenditures
- 5) Planned repairs and maintenance
- 6) Trends in major expenses such as compensation and benefits or group and property insurance.

It is more difficult and time-consuming to estimate expenses for new programs because of a lack of historical data. Costs to consider when estimating new programs include staffing, training, need for additional space, and supplies. In addition, the entity should consider the objectives to be obtained (for example, the number of people the program expects to serve). The business managers should work together with the pastors, finance councils, and ministry or department heads to develop a budget that reflects the entity's goals and objectives for the upcoming fiscal year that should assist the entity in achieving its mission. Entity leadership must have ownership of the budget preparation process and the final budget.

Certain group contract expenses are charged to the entities directly from the Diocese. These include items such as medical insurance rates, casualty insurance rates, priest's pension contribution, priests' formation and retreat fees, and departmental expenses such as Tribunal, Diaconate, Texas Catholic, or Business Office fees for payroll processing or accounting system hosting. The Diocesan CFO sends a recap of these costs to the entities in early April each year to assist the parishes and schools in their budgeting process.

### **Timing and Approval of Budgets**

Since schools must publish tuition rates in January of each year, a preliminary budget for the next fiscal year should be submitted to the Catholic Schools Office and Business Office in early January. A final budget is due to both offices in June and must be entered into the accounting and reporting systems no later than Jun 30<sup>th</sup> or the last business day before the beginning of the new fiscal year.

Parishes should start their budgeting processes in the Spring of each year, with a budget completed, approved, and entered into the accounting and reporting systems no later than June 30<sup>th</sup> or the last business day before the beginning of the new fiscal year.

School budgets must be approved by the School Advisory Board and the Parish Finance Council. Parish budgets must be approved by the Parish Finance Council. Documentation of approval should be recorded in the minutes of the meetings in which the approvals are granted.

## **Bank Accounts**

All financial transactions (revenues, contributions received, and expenses incurred) should pass through the entity's regular operating bank account or other account that is in the name of the entity and recorded on the entity's books.

Funds over immediate operating needs should be deposited in savings or other interest-bearing accounts established in the name of the entity. Immediate operating needs may be defined as funds needed to operate the entity during the next 2-3 months.

### **Where Funds Are Deposited**

- 1) All funds (cash, checks, or electronic transfer) received for the entity shall only be deposited in the entity's bank accounts.
- 2) When a deposit is being made, funds shall not be withdrawn from the account by subtracting from the amount of the deposit on the deposit slip.
- 3) Deposit errors discovered after the deposit is recorded should be recorded by separate adjusting entries. The original recorded deposit amount should never be changed.

### **Bank Accounts**

- 1) Accounts (checking and other types) at financial institutions in the name of the entity may be opened or established only by authorization of the pastor, principal, or administrator, who shall be the primary signer on all entity accounts. When opening a checking account, the entity should use its Employer Identification Number (EIN), not the Social Security Number of any person. If the entity does not have an EIN, contact the Diocese's Business Office.
- 2) The name of the entity should appear on the face of the check for checking accounts of organizations, e.g., Men's Club of St. Matthew's Church.
- 3) Any time a change of signature is necessary, all signers shall sign the authorization card.
- 4) The person who maintains the books and/or prepares the checks to be disbursed should not be an authorized signatory on the bank account. Exceptions may be made for small entities or to facilitate retrieval of needed account information for cash management purposes.

- 5) All bank statements for all accounts (including parish based organizational accounts) should contain check images and be mailed to the parish office. The Pastor or Business Manager should review all accounts and check images each month and document their review with their signature on the bank statement.
- 6) All parish based organizational accounts are accounts of the entity and all assets of these accounts belong to the entity. These accounts are required to comply with Diocesan policies, church teachings, and government regulations at all times.
- 7) Parish based organizational accounts may not engage in payroll or bonus activities outside of the entity's payroll system. This includes stipends to staff, clergy, etc. as well as Christmas bonuses and gifts.
- 8) Parish-based organizations may not sign contracts. All contracts are reviewed by the sponsoring entity and signed by an authorized agent of that entity. Parish-based Organizations are responsible for communicating with the sponsoring entity any payment which require the entity to file an IRS Form 1099, W-2 G, or any other legal document.

### **Endorsement and Personal Accounts**

- 1) No checks made payable to the entity may be endorsed and converted into cash, nor deposited in accounts other than the authorized accounts.
- 2) No clergy, employee, or volunteer shall maintain a personal account that contains entity funds or to which entity funds are deposited.

### **ACH, Positive Pay, and Security of Check Stock**

- 1) To improve the security and efficiency of payments, the Diocese encourages the use of electronic funds transfer through ACH for established and recurring vendor payments.
- 2) Another way to improve the security of payments that the Diocese is recommending is the use of Positive Pay when possible where the entities provide key details such as the name of the payee, amount, check number, and date to the bank for the checks that are written to vendors.
- 3) Any unused check stock should be kept secure in a lockable cabinet or safe. This includes parish-based organizational check stock.

- 4) An entity must use computer-generated checks and proper care must be taken to have adequate security regarding the ability to access such computer activity.
- 5) Exceptions may be made only in emergency situations or in cases of technical difficulty but all cash transaction entries have to be made into the accounting system immediately.

### **Gift Cards, Credit Cards, and Online Purchases**

- 1) Parishes and Schools may not use any bank or store Gift Cards as a form of appreciation for volunteers or bonus for employees because they are considered cash equivalent by the IRS, and thus such gifts are reportable income.
- 2) Points or rewards from Parish or School Credit Cards should be used for the benefit of the parish or school. If the points are used as statement credits, they should be recorded as Miscellaneous Revenue, and not as a reduction to the expenses.
- 3) Avoid using personal accounts and home addresses for delivery of Amazon or other types of online purchases for parishes and schools to avoid confusion and for proper internal control.
- 4) All credit cards and other purchases must have at least dual control or approval system, and the Business Manager must review all Expense Reports prior to submission to the Pastor for approval.
- 5) Credit card or bank statement with **itemized receipts** must be included with the Expense Reports.
- 6) Unsubstantiated expenses will be charged to **Employee Receivable** (Acct. 1106, please create the account if none existed) which must be cleared within one month.

# Bank Reconciliations

All banks including CDs and investment accounts of an entity and its organizations must be reconciled monthly to the general ledger. Certain inactive accounts that do not have activities, including interests and bank charges for at least 90 days, may be reconciled at least quarterly. This should be completed within 30 days after the month or quarter end.

Adequate steps should be taken to confirm the accuracy of the bank balances shown in the general ledger. A key way to ensure the accuracy of the cash balance on the general ledger is to reconcile that balance to the balance shown on the monthly bank statements. Failure to properly and timely complete bank reconciliations essentially renders the monthly financial statements unreliable to the reader. Bank balances, as shown on the bank statements (or in the absence of a bank statement, the screenshot of the official electronic transaction list identifying the account and financial institution), should be reconciled with the general ledger balance every month. Ideally, this procedure should be performed by someone who does not have access to cash, and is not involved in processing or recording cash transactions.

## 1) Who Performs Reconciliation

- a. The person who prepares the reconciliation should receive the bank statements directly (or generate the screenshot of the online transaction list showing balance as of month-end in case bank statement is not available) and retain them until the reconciliations are completed.
- b. Ideally this person should not be the bookkeeper or the person keeping the books., If the entity does not have sufficient accounting personnel, the bookkeeper may need to be the person who performs the reconciliation.
- c. After it has been performed, the pastor/principal or a qualified member of the Finance Council should review the reconciliation.
- d. The person performing the reconciliation as well as the person reviewing it should initial the completed reconciliation, on paper or electronically via DocuSign or other similar service, indicating its accuracy and acknowledging if there are any reconciling items that need to be cleared later. The reviewer and approved should be two unrelated parties.

## 2) Reconcile Items

- a. Verify that all deposits and checks recorded on the books are the same amounts that were recorded by the bank.

## 3) Discrepancies

- a. Discrepancies between the general ledger cash balances and closing balances reported on the bank statements (or the balance as of month-end from the screenshot of the online transaction list) usually result from transactions recorded in cash journals but not yet processed and recorded by banks (such as deposits in transit and outstanding checks).
- b. Checks that are outstanding for more than 90 days should be investigated and voided or reissued as necessary.

## 4) Items Not Recorded

- a. There may also be items on bank statements not yet processed and recorded by the entity (such as bank service charges). Such items must be recorded on the entity's books before the monthly closing is performed.

## 5) What to Investigate

- a. The following should be investigated:
  - i. Unmatched data in cash receipts and disbursements journals that fail to clear the banks within a reasonable period,
  - ii. Unmatched items on bank statements unanticipated or judged erroneous, and
  - iii. Mismatched items in cash receipts and disbursements journals and bank statement items.
- c. The pastor/ principal administrator should be notified if a discrepancy is greater than \$100 and he/ she will determine if the discrepancies should be investigated by the Finance Council or another person/ group.

# Petty Cash Fund

A petty fund can be established to control disbursements for which writing a check would be impractical. One person, normally not the bookkeeper, is to be designated custodian of the petty cash fund, and should be the only one having access to these funds.

Normally, expenditures should be processed through the regular cash disbursements process. That is, the request for and/or approval of each expenditure should be made by the appropriate persons, and payment should be made by check or other electronic payment methods for an approved invoice. This normal process, however, is often not practical for the numerous small expenditures made in the course of normal business operations. Petty cash funds are used for these types of small expenditures. Petty cash funds operate under different procedures than the normal cash disbursement procedures.

## 1) Fund Limit

- a. The size of the petty cash fund can vary depending on the size of the entity, but the fund should not exceed \$500 and the maximum reimbursement per transaction is limited to \$100

## 2) Custodian

- a. The pastor/ principal administrator chooses one person, normally not the bookkeeper, to be designated custodian of the petty cash fund.

## 3) Security

- a. The petty cash fund should be maintained in a locked, secured area with limited access.

## 4) No Loans

- a. The funds are to be used for business purposes only. No money should be loaned or borrowed from the fund for personal use.

## 5) Not Used for Payment of Services

- a. Petty cash should never be used for services rendered.
- b. Checks for payment of services should be issued from the regular operating account to maintain proper documentation regarding the payment of services.

## 6) Receipts

- a. When disbursing funds, the custodian should make sure that there is proper documentation.
- b. The person receiving funds must present a store receipt showing the amount and purpose.
- c. When taking funds from petty cash to make a purchase, the purchaser must return with a store receipt and the appropriate change.

## 7) Disbursements

- c. A disbursements log should be maintained. The custodian should make sure that the disbursements log is accurately completed, with the following information: the date, the person receiving petty cash (payee), description/purpose of the disbursement, the amount, the recipient's signature, and the custodian's initials.
- d. At any time, the combination of receipts and cash should equal the amount of money allotted to the petty cash fund.

## 8) Replenishing Fund

- e. When replenishing the fund, the business manager/bookkeeper should receive and review the disbursements log with all receipts.
- f. Verify that the disbursements total and the remaining cash equals the petty cash balance assigned. Any questions or discrepancies must be reconciled.
- g. The fund is replenished by a check written to the custodian (never to "Cash"), who cashes the check and places the money back in the petty cash fund.
- h. Revenues, donations, and proceeds from events should never be deposited in a petty cash fund.

## 9) Recording Expenditures

- a. The business manager/bookkeeper determines what accounts are to be used for the various expenditures, and makes the appropriate entry. The documentation, including the receipts, should be kept and filed as support.

## Cash Receipts in General

Proper control should be established over all cash and checks received (whether by mail, collection basket, hand-delivery, or electronic transfer), and they should be deposited promptly in the appropriate entity bank account.

The entity has the responsibility to exercise proper stewardship over the funds entrusted to it. Cash receipts should be protected from theft and misappropriation. Physical access to cash, checks, and cash receipt records should be limited to authorized personnel. Additionally, cash receipts should be recorded promptly in the appropriate period.

Implementing adequate internal controls and following certain procedures consistently protects both the assets of the entity and the accounting personnel. Such internal controls and accounting procedures apply to the areas listed below. Each will be addressed in detail in the following pages.

- 1) Funds Received at Mass – Handling and Security Procedures
- 2) Funds Received at the Office, by mail or Electronic Transfer - Handling and Security Procedures
- 3) Mobile Payment, Online Giving, and Electronic Donation Guidelines
- 4) Miscellaneous Sales and Other Donations

## **Funds Receiving at Mass – Handling and Security Procedures**

Special attention should be given to the collection, counting, and deposit of funds received at weekend Masses and holy days. The pastor is responsible for all funds collected in the parish. The following procedures are intended to give the pastor a structure for this fiduciary responsibility as well as to protect the contributions made for the ministry of the parish.

The parishes in the Diocese of Dallas vary in size dramatically. Consequently, great variation exists in the size of collections and in the number of persons available to collect, count, and deposit these collections. We acknowledge this in recommending that the following procedures be followed as closely as possible.

### **1) Written Policy**

- a) A parish should have written policies and procedures for the custody, control, counting, depositing and recording funds from collections.

### **2) Count Team Selection**

- a) The pastor should appoint collection count team(s), after consultation with the parish finance council.
- b) Neither the pastor nor any staff member should count the collection. Also, parties related to the pastor and/or staff members should not serve on a counting team.
- c) Ideally, there should be at least two count teams, preferably more.
- d) The chosen individuals should be known to and respected in the parish community.
- e) Related parties (e.g., spouses, family members, those related by marriage) should never comprise a count team; there must always be non-related individuals on the team.
- f) A rotating schedule should be established for the count teams. If only one team is used, the members' duties should be rotated.
- g) Such a schedule helps ensure that no person or team is overworked or

involved too much. It also discourages any potential theft or misappropriation.

### 3) Taking Up the Collection

- a) All collections should be gathered by at least two assigned ushers or other persons who have been approved by the pastor or business manager.
- b) The collection should be transferred to the parish safe or a secured location as soon as possible. If brought to the sanctuary during the offertory procession, the collection should be removed immediately after the Mass by at least two of the ushers. They should transfer it to the parish safe or the secured location where the collection counting is taking place. If not part of the offertory procession, the collection should be transferred immediately by at least two ushers or assigned persons.

### 4) Security Immediately after Mass

- a) If the collection is counted immediately after Mass, the two designated persons should take the collection immediately after Mass to a designated location where the team of collection counters is waiting. The location should be secured and private, with limited access.
- b) If the collection is not counted the day of the Mass, it should be taken in a tamper-proof sealed bag by at least two ushers or other members of the counting team to be placed in the night depository of the bank for subsequent collection, or placed in the parish safe, if available.
- c) The tamper-proof sealed bags must be stored and properly secured in a safe.
- d) The parish staff should use a log that documents the serial number of each bag assigned for services. The money counters should use this log to confirm that the bags assigned to the service are used for the collection.
- e) Under no circumstances should a collection be taken home by anyone to be kept overnight or to be counted.

### 5) Beginning the Count

- a) On the counting day, the tamper-proof sealed bag should be picked up from the

safe, if not counted after Mass.

1. ***When two or more of the designated money counters are present the tamper-proof sealed bags should be opened to begin counting. The collection should be counted at a secure site at the church.***

## 6) Counting Procedures

- a) Contents of envelopes should be tallied separately from the loose checks, currency, and coins. The loose checks, currency, and coins should be counted first or separately.
- b) A “collection counter worksheet” should be used to record the loose money and envelope counts by check/bills/coins for each purpose (regular contributions, special collection, etc.). Some parishes may want to do this for each mass.
- c) When a copier is available, copies of loose checks should be made. If a copier is not available, prepare a listing of each check, including the name of the giver, the check amount, the check date, the check number, and the purpose if designated by the giver. Copies of loose checks should be securely stored and shredded after all data has been recorded in the parish contribution system.
- d) All checks should be restrictively endorsed. Preferably, this is done by using a rubber stamp with the entity name, the bank account number into which the deposit will be made, and the words “For Deposit Only”.
- e) The collection in envelopes should be counted in the same manner:
  - i. Reconcile the actual contributions to the amount written on the envelope.
  - ii. Any specific designations by the donor should be noted on the envelope.
- f) A different collection counter should recount the total checks, currency, and coins to verify the amount.
- g) Then the deposit slip should be prepared.
- h) Once counted, funds and deposit ticket(s) should be placed in a new tamper-proof sealed bag and should be taken to the bank for immediate deposit by at least two (2) unrelated persons not on the parish accounting staff or to be collected by the bank courier service

## 7) Recording Individual Contributions

- a) Bookkeeping staff should record all contributions made by envelope, check or

otherwise identified method into the individual contribution records.

- b) Loose cash should be recorded in the contribution system.
- c) The batch total from the contribution system should be reconciled to the count sheets and the deposit slip.
- d) All members of the count team should sign the “collection counter worksheet” to reflect their participation in the counting and verification process, as well as the deposit preparation. In any event a written record should be maintained of those present during the count(s).
- e) Any deposit errors noted by the bank should be recorded separately. The original recorded deposit amount should never be changed.
- f) A staff member should record the deposit in QuickBooks and reconcile the deposit with the count sheet that was reconciled with the contribution system.

## **Funds Received at Office or In Mail - Handling and Security Procedures**

The following procedures concern cash/check receipts that are received through the mail or in the office or by hand to entity clergy, employees, or volunteers. They should be implemented and followed diligently. Care should be taken that the funds are properly secured, promptly deposited, and accurately recorded in the entity's books. Additionally, a donor making a cash donation in the office should receive an adequate acknowledgment that the funds were received.

### **1) Who Opens the Mail and Receives Funds in the Office?**

Someone other than accounting personnel should open the mail and receive funds brought to the office. Often, the receptionist or a secretary is a good person for this duty. ***A listing of all cash and/or checks received should be prepared.***

### **2) Listing of Cash and Checks**

- a) The list of funds received should include the following information: name; date; amount; and purpose (if stated).
- b) The list should be totaled and then initialed and dated by the person opening the mail or receiving funds in the office.
- c) The person receiving the funds keeps a copy of this list on file.

### **3) Tracking**

- a) When minimal amounts of cash/checks are received in the office or through the mail, a running list may be kept for several days. It can include both amounts received in the office and amounts received through the mail.
- b) When these funds are deposited, a copy of the list is attached to the deposit slip. A new list is begun by the person receiving funds.
- c) Normally, receipts are not given for checks received in the office.

#### 4) Checks Restrictively Endorsed

- a) **Checks received should be restrictively endorsed immediately** (for example, stamp the back of the check with “St. Joseph Church, for deposit only”).
- b) The mail opener or the person receiving funds in the office can also do this.

#### 5) Receipts for Special Activities

- a. If funds are being collected for a specific activity (e.g., youth retreat), a separate list can be kept for that activity’s records. In such a case, there may be a different person (e.g., youth minister) responsible for collecting these funds.
  - i. The funds received should be reconciled to the list and given to the bookkeeper to be placed in the safe at the end of the day.
  - ii. Although funds should never be kept unsecured overnight, it is acknowledged that activity fees are often received in the evenings or over weekends, and it may not be possible to place them in a locked safe immediately. Entities should consider obtaining a drop safe to alleviate this problem.
  - iii. Care should be taken to safeguard these funds appropriately.

#### 6) Bookkeeper’s Tasks

- a) The original list of checks received accompanies the cash receipts given to the bookkeeper, who records the receipts in the appropriate revenue categories.
- b) Also, contributions should be properly recorded in the contribution system.

#### 7) Deposit of Funds

- a) *A deposit slip should be filled out.* The list of receipts should be attached to the deposit slip. The person filling out the deposit slip should ensure that the total agrees with the list prepared by the person receiving the funds.
- b) If the total does not agree, the person filling out the deposit slip and the person

receiving the funds must meet to reconcile the difference.

- c) *Funds should be deposited daily. If this is not possible, they should be put immediately in the safe or some other secured place and the deposit made as soon as possible.*
- d) *When the bank reconciliation is performed at the end of the month, records of cash receipts and summaries should be compared to deposit slips and bank statements. Any discrepancies should be reconciled.*

## **Funds Received in the Office**

### **1) Receipts Book**

- a) A triple-copy pre-numbered receipts book should be used to acknowledge all funds received in the office. Such a book may be purchased at any office supply store.

### **2) Responsible Person**

- a) A person besides the bookkeeper should have the responsibility of accepting the check/cash, keeping it secure, and giving a receipt to the donor/payer.

### **3) When a Receipt is Given**

- a) A receipt is given to any donor/payee who gives cash at the entity office. This applies to all cash received at the office.
- b) The receipt slip should show the date, name, amount and purpose, and should be initialed by the office person receiving the funds.

### **4) Exception**

- a) Sometimes a specific department, program or activity is collecting money (e.g., religious education registration fees, activity/merchandise prepayment, etc.). If this is the only purpose for which funds are being collected, a list of those paying can be kept instead of giving individual receipts.
- b) The list should include the same information that is kept in the cash receipts book. See above.
- c) If both cash and checks are being collected in this case, record the same information for checks as for cash. Additionally, for each payee, indicate whether

they paid by cash or by check.

**5) Who Receives a Receipt**

- a. When someone comes to the office and gives cash for any reason (for example, Mass stipend, religious article purchase, etc.), that person should receive a receipt.

**6) Security of Funds**

- a) ***The funds received should immediately be put in the safe or a secured place. Funds should be deposited daily, or at the earliest convenience.***

**7) Other Comments**

- a) The pre-numbered receipts should be used in order and one book should be completed before beginning another.
- b) Completely used receipt books should be kept in a secured place for a minimum of three years.

**8) Reconciling Receipt Book**

- a) At the end of the day, the bookkeeper should reconcile the money received to the receipt book.
- b) If there is little activity, this count may take place weekly.

**9) Account Entry**

- a) The bookkeeper will make the appropriate entries to record the funds received in the proper accounts when she/he makes the regular entries to record the weekend collection revenue.
- b) This should be done weekly.

## **Mobile Payment, Online Giving, and Electronic Donation Guidelines**

There has been increased use and popularity of online giving platforms as well as various mobile applications such as PayPal, Square, Venmo, Zelle, Apple Pay, Google Wallet, etc. They are effective and convenient alternatives to receiving payments and donations; however, there are risks and considerations associated with these options. To minimize the risk to the church, please adhere to the following regarding the use of such applications:

- 1) The online giving platform should meet the Statements on Standard for Attestation Engagements (SSAE) as well as the Payment Card Industry (PCI) security standard.
- 2) The account(s) may only be established by authorization of the Pastor, Principal, or Administrator
- 3) The system should allow for recurring and one-time payment options.
- 4) Maintains a user-friendly portal for customization and donor/ customer management.
- 5) Provides a detailed record of donations and payments with gross deposits for individual transactions, with separate service fees (if applicable) that can be imported for proper booking of income and expenses.
- 6) Offers bank direct deposit and credit card processing.
- 7) Electronic accounts should have a designated administrator and at least two parish/ school employees should have access to the account, which allows for recording and verification of all the transactions.
- 8) Access to manage the account(s) should be limited to the Pastor, Principal, Administrator, or Business Manager of the parish or school.
- 9) Reconciliation of the electronic account report to the general ledger and bank statement must be done regularly, at least monthly.

- 10) The account must be set in the parish/ school's name and EIN, do not use the pastor's, president's/ principal's, or any individual employee's name and social security number.
- 11) The account should only be set up using a parish/ school email account and phone number and linked to designated parish/school-owned devices such as computers and cell phones. **(do not use personal device or account)**
- 12) Electronically received funds should be directly deposited to a parish/ school account, and in case of electronic payment services that are accumulating balance in their account, the funds must be moved to the parish/ school account regularly, at least monthly.
- 13) Parishes and schools should encourage the use of regular online platforms for payments and donations instead of mobile Apps.
- 14) For internal control and security reasons, the account should only be used to receive payments and donations and should **NOT** be used to make payments.

## Miscellaneous Sales and Other Donations

Parishes, schools, and their organizations often have sales to raise funds for various reasons. Such sales might take place after church or at athletic or other events. Items for sale can include anything from books to plants to tamales to cookies to raffle tickets. Normally, it is not feasible to give receipts for each sale.

Those working the event should be primarily volunteers and not staff. Additionally, such activities should be conducted with proper decorum. There should be no attempt to compete with community or commercial enterprises.

### 1) Security of Funds

- a) During the selling period, there should always be at least two sellers present; this will help prevent potential theft or the appearance of theft.
- b) Funds should be kept in a metal cash box (or similar container) and out of reach of the public.
- c) Immediately after each sales period, the cash box should be placed in a safe or some other secure place.

### 2) End of Day

- a) At the end of the day or the end of the sale, funds should be counted in the presence of at least two unrelated people.
- b) A list of all checks (or copies of all checks), bills, and coins should be made; the Sunday collection count worksheet for parishes can be used.
  - i. The counted funds should be placed inside a sealed tamper-evident bag (with the serial number documented in a log by the parish staff) in a safe.
  - ii. The money counters should verify the serial number of the bag using the same system used with offertory collections.

### 3) Counting Funds

- a) If the sale is parish-sponsored, the collection count team or the bookkeeper should recount the funds, prepare a separate deposit slip, and deposit the funds

as usual.

- b) The bookkeeper should be given a copy of the count sheet, so that it can be compared and attached to the deposit recorded on the monthly bank statement.

#### 4) **Discrepancies**

- a) Discrepancies must be reconciled by the parties involved.

#### 5) **Recording Funds**

- a) All funds received should be recorded in the entity books. This applies whether the funds are deposited in the regular operating account, or in a special account.

#### 6) **Other Donations**

- a) Solicitation for donations must be done through the proper procedures with approval from the Pastor and/ or the Finance Council.
- b) Monetary donations may be restricted for specific purposes but must be recorded through the parish/ school accounting system.

## Diocesan, National, and Other Special Collections

Parishes are required to conduct Special Collections each year. Most are recurring and scheduled well in advance, but occasionally they are announced shortly in advance on an ad hoc basis for extraordinary situations such as natural disasters, fires, etc.

Some Special Collections are national in scope and managed by or through the USCCB. The National Collections Schedule can be found online at [National Collections Schedule | USCCB](#).

Other Special Collections are diocesan in scope and managed by the Diocese. This include Missions Appeal, Special/ Travelling Relics Exhibitions, etc.

Each Parish, Chapel, and church in the Diocese are required to follow these procedures for each diocesan and national special collection, without exception.

- 1) Each Parish is required to promote and conduct each national and diocesan special collection on the scheduled weekend.
- 2) These collections are to be taken up from the faithful during the weekly Masses, usually as a second collection.
- 3) Diocesan and national special collections should be collected, secured, counted, deposited, and recorded just as the regular collection. The amounts collected are to be counted and deposited in the parish bank account expeditiously per standard processes for weekly collections.
- 4) Proceeds from Special Collections are to be remitted in their entirety (by Parish check or electronic transfer) to the Diocesan Business Office within 30 days of the scheduled date for the collection.
- 5) Proceeds from Special Collections are to be accounted for in the standard chart of accounts. The funds should be recorded on the parish books as a Special Collection liability to the Diocese; when they are forwarded to the Diocese, the liability is removed.
- 6) Online giving systems used by the entity should allow for contributions to second collections.

## **Annual Appeal and Parish Assessments**

Funding for the operating budget for the Pastoral Center and its ministries, education of seminarians, financial aid for schools and the cost of continuing education, medical insurance, and financial assistance for retired priests are derived from two primary sources:

- 1) The Bishop's Annual Campaign for Catholic Ministries ("Annual Appeal"), which is directed through all parishes.
- 2) Direct assessments of parishes.

### **Annual Appeal**

Each pastor, priest and pastoral administrator has an important responsibility to actively support the Annual Appeal and to diligently solicit pledges and the payment of pledges for that campaign.

The Parish goals for the Annual Appeal are established each year by the diocesan Appeals Office and Development Office and approved by the Bishop. The aggregate goal is based on comprehensive, ongoing budgetary considerations, and the individual parish goals are generally based on relative offertory collections of the parishes.

The Appeals Office provides a detailed calendar of Appeal activities, deadlines, instructions, and assistance to each parish. The Appeals Office records all pledges and sends statements, reminders, and other follow-ups to individual donors, as well as letters to donors documenting their contribution payments. The Appeals Office also provides regular reporting to each parish on the status of the parish's goal, pledges, and payments on those pledges.

### **Assessments of Parishes**

Under Canon Law, the Bishop has the authority (and pastors have the compliance responsibility) to assess parishes, communities, and other juridical persons in the Diocese to generate sufficient revenues to perform reasonable missions and activities for the Diocese.

The Bishop may appoint a committee of pastors to review and monitor the assessment structure and, working with the Diocesan Chief Financial Officer, make appropriate recommendations to the Presbyterial Council.

Periodically, the CFO will review the assessment program definitions, deductions, and rate structure. The Diocese has established the following for assessment rates: 12.6%, 11.6%, 8.4% and 5%. These rates are applied to assessable revenues as defined below. Parishes are placed in each rating category based on their recurring total revenues, excluding capital campaigns. Periodically the data is reviewed and parishes can be moved from one rate category to another.

New parishes and communities are exempt from assessment for their first year of existence and will be assessed at 5% during the second year. Assessments are reportable annually and payable monthly and are assessed based on calendar year. The Diocese provides the annual assessment calculation and reporting form at the end of March and each parish must confirm within 30 days. Included below are the most recent definitions of assessable revenue and definition of allowable deductions for assessment purposes.

### **Definition of Assessable Revenues**

All revenues received by a parish, church, or chapel are assessable except for:

- 1) Contributions for an approved specific capital campaign for a project that involves the purchase of real estate, new construction, or major replacement that will commence within a reasonable time after the start of the campaign. This project must be approved in writing in advance by the Bishop through the Diocesan Business Office, per Diocesan norms.

In addition to the above, such an exemption is only in place until the project's financing converts from interest-only to term (regular principal and interest payments). This is the "Conversion Date."

After the Conversion Date, capital campaign collections are no longer exempt from assessments and must be included in gross assessable revenues. However, after the Conversion Date, all such collections that are used for debt principal and interest payments (including prepayments) are deductible for assessment purposes.

Thus, if all capital campaign pledge collections and contributions after the Conversion Date are used to pay principal and interest on the loan, there is nothing to be assessed. Similarly, if such collections and contributions exceed the total amount used to pay debt service, the excess is assessable.

- 2) Distributions from the Diocesan Capital Campaign.
- 3) Unrealized gains.
- 4) Fees charged for parish ministries to help offset some of the costs.
- 5) Columbarium/Cemetery revenues.
- 6) Parish Based Organizations - See discussion hereafter.
- 7) Contributions received directly from another parish within the Diocese.
- 8) Benevolent Funds - Many parishes naturally have benevolence funds of some sort to assist parishioners and/or others in need. Such outreach is entirely appropriate and encouraged as a ministry of a parish.
- 9) Contributions to trusts (for which a copy of the Trust agreement has been furnished to and approved by the Bishop after review by diocesan legal counsel). (Distributions from such trusts are assessable.)

These exceptions do not include collections for a general “building fund” or similar general purpose, or “special collections” for operational items.

### **Revenues of Parish Based Organizations (PBO's)**

PBOs are an integral component of the parish and parish life. PBOs perform various and many appropriate ministries of the parish and such ministries vary greatly from parish to parish. PBOs enjoy their IRS-exempt status through the parish, not on their own. Revenue and expense (and assets and liabilities) of PBOs are required to be recorded on the parish's general ledger, included in the parish's budget, and included in parish financial reporting. PBOs only operate under the authority of the pastor and the pastor must be an authorized signer on each PBO bank account.

Revenues of a PBO are generally not subject to assessment, except for the kinds of activities noted below that a PBO may be conducting. (Revenues of Scout Troops are always exempt.)

**Fundraising Events** are unique events, usually no more frequent than annual, and only the net proceeds from fundraising events are assessable. Scrip sales and food sales are considered to be fundraising events. Fundraising events do not include ongoing or regular activities of the parish.

Parish and PBO-sponsored fundraising events, including scrip sales and food sales, are assessable, net of any related direct fundraising expenses. (PBO-sponsored fundraising events are not assessable if net funds are used solely for charitable outreach/benevolent activities or a PBO's social activities.)

**Votive Candles** - Many parishes have "votive candle funds" to provide votive candles or "vigil lights" for parishioners and/or others to offer and light in prayer for something particular, either for themselves or on behalf of someone else. Such practice is entirely appropriate and encouraged as a ministry of a parish.

Some parishes use offertory collections or other revenues to fund votive candles. Other parishes have a more formal program and solicit contributions for such expenditures. Some parishes use a PBO for this activity.

Regardless of how such funds are raised or spent, there is no exemption from assessments for funds raised for votive candles, including the actual offerings left when lighting a candle. There is no deduction for such expenditures (for assessment purposes).

**Gift shop revenues are assessable at gross, regardless of how the shop is structured** This is a daily, weekly recurring revenue source that is not donor-restricted. Gift shops create revenues, but are no more a fundraiser than the activity of taking up normal collections. Staff compensation and inventory are not deductible.

**Costs of parking** are not deductible. That is an operating expense.

Therefore, assessable parish revenues include but are not limited to, regular collections at Masses; all donations unless excepted above; *net proceeds* from socials, carnivals, auctions, raffles, scrip sales, food sales, and similar fundraising activities; interest and dividend income; proceeds from the sale of donated securities or real estate; gains on sales of investment securities or real estate; facility/usage fees; rents; and oil and gas royalties.

For any sources of revenues that a Parish believes should be exempt, but is not listed as exempt in this policy, a request for a determination must be submitted in advance to the Diocesan Chief Financial Officer.

### **Definition of Deductions**

The following are the only deductions from assessable revenues that may be taken:

- 1) All interest and principal payments, including prepayments, on approved debt with an original term above one year and that was incurred for purposes of construction or real estate purchase only.
- 2) All direct subsidy payments to any parochial school, not to exceed \$250,000 during each fiscal year. School subsidy payments (direct cash or payments of school expenses) must be accounted for and reported under the standard charts of accounts for parishes and schools.
- 3) Direct costs of fundraising events.
- 4) Special situations authorized by the Bishop in advance.

# Non-Cash Donations

It is becoming more frequent that non-cash items are being donated to parishes, schools, etc. Many non-cash donations involve a legal ownership transfer, which can be complex and time-consuming.

For donations of real estate (land and buildings), see the Diocesan Policy for Accepting Donations of Real Estate For donations of marketable securities, the Diocesan Business Office follows a specific process and procedure. Absent specific donor instructions to the contrary, all securities received are to be liquidated immediately to recover the amount donated in liquid funds and avoid speculation and market risk (see link for more information [Outright Gift of Appreciated Securities | the Roman Catholic Diocese of Dallas](#)) Non-marketable securities cannot be accepted.

Donation in cryptocurrency may be accepted and should be treated like marketable securities and sold as soon as practicable. Please consult the diocese as needed for assistance with clearing or selling the cryptocurrency.

The IRS requires the donor to file Form 8283 to report information about non-cash charitable contributions when the amount of their deduction for all non-cash gifts is more than \$500.

## 1) Value of Contributions

a. There are two separate issues:

1. By law, the donor (not the donee) is responsible for determining the amount he/she wishes to declare as deductible for federal income tax purposes. Therefore, for gifts other than cash/checks, not-for-profit entities never indicate the gift's dollar value in any written acknowledgment.
2. The amount to be recorded on the entity's books is determined by the value of the donation to the entity, or what it would have to pay for the product/services on the open market.

## 2) Examples

- a) On December 31<sup>st</sup>, a person gives St. John Parish 100 shares of stock. Ownership was transferred on that day. On the day it was given, the stock was valued at \$100 per share. For IRS purposes, the donor could declare a \$10,000 donation. The stock

was then sold by the parish in the first week of January, at \$110 per share.

- I. The parish would record an income of \$11,000, but the donor would get no additional credit for the extra \$1,000.
  - II. The reverse is also possible. If the stock sold for \$9,000, the parish would take the loss, and the donor would still declare a \$10,000 donation.
- b) A parishioner donates several boxes of clothes and household items to the parish's outreach center. She determines that the donation is worth \$200 for income tax deduction purposes. The parish acknowledges receipt of "several boxes of clothes and household items."
- c) A person has upgraded his computer and decides to donate his slightly used computer to a school. He declares a \$1,000 charitable contribution on his income tax return. The school determines that, for its purposes, the value of the donation is \$300, and records that amount on its books, even though the donor has claimed a deduction for a different amount.

### **3) Keeping Track of Such Contributions**

- a. If considered a non-cash gift, the value of or proceeds from the sale of such a gift must be recorded separately from the donor's other cash contributions.
- b. Acknowledgement letters for regular contributions during the year or for a capital campaign reflect only cash contributions.
- c. Non-cash contributions are acknowledged by separate letter when given. The letter for non-cash contributions acknowledges the gift; it does not assign any dollar value to the donation.
- d. The market value of equipment or other non-monetary donations must be recorded as Contribution Revenue and recorded as the entity's asset.

### **4) Example**

- a. For example, Mr. Garcia gave \$2,500 during the year in regular contributions and also donated a vehicle that he valued at \$6,000. The contributions acknowledgment letter sent to him at year-end acknowledges only the regular contribution amount of \$2,500. The donation of the vehicle would have been acknowledged in a separate letter when it was given, only mentioning the donated item, not the value of the donation.

- I. The entity will send the donor the proper acknowledgment.
- II. The value of the gift, or the amount of proceeds from its sale, will not be stated in the letter.
- III. It is the responsibility of the donor to establish the value of the gift.
- IV. The entity may want to retain certain donated items. Examples might be: books that can be used in the school library; a painting that can decorate a parish office; etc.
- V. The entity should determine the value of the donated item, if possible.
- VI. The entity should send the donor the proper acknowledgment.

## 5) **Real Estate**

For real estate requiring the legal transfer of ownership:

- a. When a potential donor approaches an entity, it should immediately contact the Diocese's Construction and Real Estate Office and refer to the Diocesan Policy for Accepting Donations of Real Estate
- b. The Diocese will contact the donor with instructions regarding how to make the transfer.
- c. Once the Diocese receives the transfer, it will send a thank you letter of acknowledgment to the donor, and notify the entity of the receipt.
- d. The Diocese will take the appropriate steps for the sale or retention of the donation.
- e. The Diocese's Business Office will send a final notice to the entity giving a summary of the transaction.

## **Investment of Funds**

Diocesan entities should not hold donated securities and should never accept donations of securities that are not readily marketable. Donated marketable securities should be sold as soon as practicable, absent written instructions to the contrary from the donor, and the proceeds invested or used per the purpose for which the securities were donated. Should you need assistance liquidating securities, please contact the office of the Chief Financial Officer.

Appropriate investment of funds depends on the purpose of the funds and the time horizon in which the funds will be needed.

### **Operating and Short-Term Funds (18 months or Less)**

Unrestricted funds to be used for the operation of any diocesan entity should only be invested in bank CDs, money market funds, money market mutual funds, U.S. treasury bills, or very high-grade short-term commercial paper.

Similarly, restricted funds to be used for specific projects scheduled for completion within 18 months (construction, real estate purchase, etc.) should be invested per the preceding paragraph.

### **Longer-Term Funds (More than 18 Months)**

Unrestricted funds that are not planned to be used for operations and have a longer time horizon may be invested as noted above, may be invested with The Catholic Foundation or may be invested with a no-load mutual fund of short duration (5 years or less).

Restricted funds with a duration beyond 18 months should be invested in a prudent manner and with an asset allocation appropriate to the purpose of the funds. (Note: If the funds reside in a trust, the trust document must be approved by the Diocese through the office of the Chief Financial Officer, who will seek appropriate input from diocesan legal counsel and diocesan officials.)

Any Entity that has funds for investment that have an aggregate value over \$3,000,000 must retain an independent investment consultant, in a fiduciary role, to assist the Entity's management with investment policies and strategies, with notification to the Diocese through the office of the Chief Financial Officer.

## **Cash Disbursements in General**

Disbursements from bank accounts should be made only for valid transactions consistent with the ministries of the entity. The payment for goods and services, whether by check, ACH, wire transfer, or other methods should follow certain procedures to ensure that no unauthorized payments are made, that correct and accurate records are made of each payment and that payments are recorded in the proper period. Additionally, access to electronic transfer and physical access to cash and unused check stock must be restricted to authorized personnel. People contribute money to a church or school or pay tuition with the expectation that those funds will be used wisely and for the purposes for which they were contributed. Procedures on how cash disbursements are to be handled help ensure the proper use of these funds.

### **1) Budget Preparation**

- a. The budget preparation process should be comprehensive enough to include all normal and other anticipated expenditures.

### **2) Regular Schedule of Payment**

- a. Invoices received for products purchased or services rendered should be paid on a regularly scheduled basis (weekly, biweekly, or monthly, whichever seems most appropriate).
- b. Normally, checks should not be written on demand.

### **3) Electronic Payments and Checks**

- a. Payments should always be made by approved electronic transfer or check, not by cash.

### **4) Always an Invoice**

- a. All disbursements should be paid from an original/ electronic or recurring approved invoice. No amounts should be paid in cash except for minor petty cash items (see "Petty Cash Fund").
- b. Sometimes statements are sent that show the total of multiple invoices. A statement must be accompanied by the original invoice for a disbursement to be made.

- c. Checks should always be payable to a specific person or entity (not “Cash”), including for petty cash reimbursement.

#### **5) Invoice Review**

- a. The bookkeeper or business manager should review each invoice before it is presented for approval or payment. This review should be documented with the invoice. Invoices paid by parish-based organizations directly should be reviewed by a bookkeeper or business manager as well.
- b. Any questions should be answered before a check is written or an electronic payment is approved for the invoice. If questions are not answered to the satisfaction of the bookkeeper or business manager, the issue should be brought to the pastor, principal, or administrator.

#### **6) Check Writing or Electronic Payment Approval**

- a. A check should then be written or electronic payment approved for each legitimate invoice for the amount shown on the invoice, less any discount if applicable.
- b. The bookkeeper should indicate on the paper or electronic invoice the date of the check or the electronic payment is processed and the account being charged with the expenditure.

#### **7) Approval, Signature**

- a. The check or electronic payment approval form, with invoice attached, should be presented to the authorized signer (pastor, principal, etc.) for signature or other form of electronic approval.
- b. Before signing each check or approving any electronic payment, the authorized signer should review the invoice, and initial it (digitally if applicable) if approved.
- c. Signed checks, along with invoices, should be returned to the bookkeeper, who appropriately distributes the checks.
- d. A log of electronically paid invoices should be generated from the system showing the total invoices amount paid.

- e. The bookkeeper also defaces or marks each invoice to show when it was paid, to avoid the possibility of double payment.
- f. A copy of the checking account's signature card should be kept on file in the business office.

## **8) Receipt of Supplies and Products**

- a. If supplies or products are purchased, steps must be taken upon their receipt to make sure the requested materials are received.
- b. For example, if religious education books are ordered, when the order is received, the person who made the order must check the delivery to make sure that what was received exactly matches what was ordered, and that it was delivered in undamaged condition.
- c. If everything is in order, that person should initial the receiving order that came with the delivery, and give it to the bookkeeper.
- d. When the invoice is received, the bookkeeper should make sure that the receiving report and the invoice agree with each other.

The following areas will be addressed in detail in the following pages.

- 1) Signing of Checks
- 2) Pre-Signed Checks and Signature Stamps
- 3) Bank Reconciliations
- 4) Petty Cash Fund
- 5) Approval Policy for Expenditures
- 6) Employee Travel and Expense Reimbursement Policy

## Signing of Checks

Pastors, parochial vicars, and priests-in-charge are to be signers and electronic payment approvers on **all** parish accounts. Any other administrator assigned to a parish by the bishop may be a signer unless he or she has the duty of keeping the books. For schools, the principals should be additional authorized signers and electronic payment approvers. Entities other than parishes and parochial schools would determine authorized signers through their boards.

Checking account transactions should be kept secure and free from potential mismanagement or misappropriation.

### 1) **Permission for Other Signers in Parish**

The pastor may apply in writing to the CFO for permission to allow a person working at the parish but not appointed by the Bishop to sign checks, so long as that person is not in charge of keeping the books or writing the checks.

### 2) **Separation of Duties**

- a. The same person who signs checks is not to maintain the books or prepare checks.
- b. Although this may be permitted by way of exception in a small diocesan entity, the head of that entity, or the entity's board, is urged to find a part-time employee or the Diocese Shared Accounting Services to perform the bookkeeping services.
- c. Checks for large amounts should require two signatures.

### 3) **Checks or Other Payments to Self**

- a. Normally, one should not sign a check or approve any payment to him or herself.
- b. If this is not possible, special care must be taken to ensure that adequate receipts and other documentation exist to properly explain the expenditure. (for example, reimbursement for office supplies or for meals).

## **Pre-signed Checks and Signature Stamps**

Blank checks should never be pre-signed, with the recipient and/or amount to be filled in later. **Additionally, signature stamps are never to be used.**

The security of the entity's funds is of great importance. Checks should only be written to an authorized person/vendor and for an authorized amount. The recipient and amount should be confirmed by an invoice that has been reviewed and approved. If a check has an authorized signature without the name of the recipient or the amount properly filled in, the entity leaves itself open to the wrong name or amount being entered on the check, either by mistake or through theft.

### **1) Checks Written for Approved Invoice**

- a. An entity may generate its checks by computer.
- b. Normally, checks should only be written for an approved original invoice, for the vendor and amount shown.

### **2) Store Credit Agreement**

- a. If entity personnel or volunteers regularly purchase items from a particular store (e.g., grocery store, office supply store, hardware store, superstore), the entity should establish a line of credit agreement with that store. The entity should give the store a list of people authorized to make purchases at that store. When a purchase is made, the receipt should be brought to the office immediately and kept on file until it can be compared with the monthly bill sent by the store.
- b. Keep a list in the office of the people who are approved to sign for each account.

### **3) Purchase Reimbursement**

- a. If a line of credit cannot be established, the person making the purchase should use his/her funds and be reimbursed. A receipt is required for reimbursement.
- b. Normally, the reimbursement is made by check or electronic reimbursement, if the amount is less than \$100, the petty cash fund may be used.

## **Prohibition of Debit Cards**

No Entity is allowed to obtain or use a debit card for any purpose. All disbursements should be made via properly authorized bank checks or electronic funds transfers.

# **Approval Policy on Expenditures**

## **Summary and Applicability**

Each Entity's operating and capital expenditure budget, as well as a single or project expenditure above a certain amount, or any lease with a term greater than one year, require certain level(s) of review and approval to assure donors and supporters of prudence, accountability, and fiscal responsibility. "Expenditures" include the aggregate amount due on any contract or lease.

## **Entity Approval**

For necessary approval on expenditures, see Summary of Canonical Approvals / Consents in the Parish Finance Council Section of this manual.

# Employee Travel & Expense Reimbursement

## **Summary**

This policy is intended to:

- 1) provide a clear and consistent understanding of the travel and miscellaneous expense reimbursement policy;
- 2) ensure compliance with applicable federal regulations;
- 3) promote the reasonableness of costs incurred by any Entity for travel and other reimbursed expenses.

This policy applies to each diocesan entity, defined as parishes, parochial schools, diocesan high schools, seminaries, Catholic Charities of Dallas, Inc., St. Joseph's Residence, Inc., Texas Catholic Newspaper or Calvary Hill Cemetery, herein referred to as "Entity".

The Entity should ensure that those who travel on church business or are reimbursed for other expenses make every effort to keep costs within reasonable limits and to follow consistent policies and procedures concerning the reimbursement of these expenses. The provisions of this policy must be applied consistently to all reimbursable expenses incurred by individuals, whether lay employees, volunteers, deacons, seminarians or priests. Additional restrictions may apply to travel expenses funded by sponsored projects.

This travel expense reimbursement policy meets the Internal Revenue Service (IRS) definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy are not reported as taxable income to the individual.

## **Non-reimbursable Expenses**

The following expenses are not reimbursable under this policy:

- 1) Personal grooming services, such as barbers, hairdressers and shoe shines
- 2) Car rental insurance purchased for domestic travel
- 3) Child care

- 4) Credit card delinquency fees or finance charges
- 5) Dues in private clubs
- 6) Frequent flier and other similar awards for hotel and car rentals
- 7) Gym and recreational fees, including massages and saunas
- 8) In-room movies
- 9) Insurance costs such as life insurance, flight insurance, personal automobile insurance, and baggage insurance
- 10) Food supplements
- 11) Laundry or valet service for travel of fewer than five days
- 12) Lost baggage
- 13) Loss or theft of cash advance money, airline tickets, personal funds or property
- 14) "No-show" charges for hotel and car service
- 15) Fines, parking tickets, or traffic violations
- 16) Personal automobile maintenance and repairs (see Policy on Compensation for Priests regarding reimbursements to priests)
- 17) Personal credit card annual fees, late fees, or interest
- 18) Personal telephone charges over reasonable calls home, generally one per day
- 19) Pet care and boarding
- 20) Upgrades (air, hotel, car, etc.)

## **Exceptions**

The administrative head of each Entity has sole authority to approve exceptions to provisions of this policy. Approved exceptions must be explicitly justified as beneficial to the Entity and generally require the recommendation of the individual's immediate supervisor.

## **Non-Travel Expenses**

Priests, employees, and volunteers may occasionally need to be reimbursed for non-travel expenses. Those types of expenses should be rare and approved in advance. Entity's purchases of goods and services should be directed by the Entity to take advantage of purchasing discounts and the state and city sales tax exemption available to the Entities, but not available to individuals.

In any event, reimbursable non-travel expenses should be paid in keeping with the spirit of this policy and procedures. These reimbursable expenses also require complete documentation of the business purpose and the receipts to be considered for reimbursement.

## **Responsibilities of Traveler**

Travelers should spend Entity funds prudently. Business travel expenses will be reimbursed by the Entity only if the expenses are reasonable, necessary, and per this policy.

Individuals who incur business travel expenses should neither gain nor lose personal funds as a result of their travel.

The traveler is responsible for submitting all forms related to his/her travel within 30 days of returning to the Entity. The traveler may delegate responsibility for the preparation of the forms but will always retain accountability for travel expenses. Individuals preparing expense reports have the responsibility for applying the correct account to each receipt to ensure compliance with sponsor, donor, and Entity requirements.

Receipts are required for actual daily meal costs. If such costs exceed IRS guidelines for business travel within the United States, such expenditures might not be reimbursed.

Receipts for lodging expenses are always required. All other business travel expenses require dated original receipts or invoices whenever each expense is \$25 or greater.

## **Authorized Approvals**

All reporting forms related to travel must be approved by the immediate supervisor and/or the administrator or designee with appropriate decision-making authority. The authorized approver is responsible for verifying the following:

- 1) The business purpose of the travel is valid, clearly documented and directly related to the official church business of the entity reimbursing the expenses.
- 2) The total cost of the trip is within the approved budget.
- 3) Expenses are charged to the proper accounts.

Reporting forms should be created by each Entity. ([Expense Report Template](#))

## **Authorized Central Reviewer**

All approved forms related to travel must also be reviewed by an authorized central reviewer at the Entity. The authorized reviewer is responsible for ensuring compliance with this policy and must verify that expenses are reasonable and meet the following criteria:

- 1) Information contained on the expense report and in the accompanying documentation must be complete, logically organized, accurate, and per this policy.
- 2) Expenses must conform to any requirements imposed by the IRS, granting agencies, or other sponsors as applicable.
- 3) Expenses must be charged to the proper general ledger accounts.
- 4) Authorized reviewers may not authorize reimbursement of their travel expenses.

## **Expense Advances**

There may be occasions (such as foreign travel or travel for an extended period) when a cash advance for travel is appropriate. Advances will be issued no earlier than one week before the traveler's departure date. Advances will be deducted from the traveler's next submitted expense report.

## **Foreign Travel**

Domestic travel is any travel within and between any of the 50 states of the United States and its possessions and territories. Travel to Canada is also considered domestic. Foreign travel is travel to any other country.

## **Travel to Countries Under the State Department Advisory**

The U.S. State Department maintains a list of countries for which travel advisories have been issued. **Travel Warnings** are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. The link to the State Department's website for travel advisories is: [Travel \(state.gov\)](https://travel.state.gov)

Requests for travel to countries under State Department Travel Warning must be made in writing at least two full weeks before the requested departure date and forwarded to the Diocesan Office of Risk Management to ensure proper insurance coverage for the traveler.

## **Foreign Currency Exchange**

The U.S. dollar equivalent should be included on receipts for purchases in foreign currencies. Use the Web currency converter located at [Online Forex & Crypto Trading Platforms | OANDA](#) to determine the correct exchange rate to enter in the online expense report. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the credit card statement.

## **Transportation**

This section contains information on reimbursable transportation expenses.

## **Transportation Tickets**

A copy of the transportation receipts is required for each expense that is \$25 or greater. Transportation receipts should include dates, destinations, and amounts.

## **Air Travel**

Travelers must purchase the lowest-priced tickets available using a commercial discount airfare. Exceptions may be allowed if the lowest-priced fare would:

- 1) require circuitous routing;
- 2) require travel during unreasonable hours;
- 3) excessively prolonged travel;
- 4) greatly increase the duration of the flight;
- 5) result in increased costs that would offset transportation savings;
- 6) be inadequate for the medical needs of the traveler.

To be reimbursed, justification for any of the aforementioned exceptions must be approved in advance by the person who would be approving the expense report and should be documented on the expense report. In the unusual event that Entity approves business-class or first-class travel based on factors other than those listed above, the cost and related approval must be obtained in writing in advance of the travel.

Travelers should make reservations as soon as travel plans are finalized to obtain advance purchase discounts. When convenient, travelers should consider staying over on a Saturday night, which could result in airfare savings of more than 40%. The Entity will reimburse travelers for additional meals and lodging associated with a longer stay if such costs are less than the airfare savings resulting from an earlier arrival or later departure.

## **Upgrades**

An upgrade will not be reimbursed. A free upgrade must be noted on the expense report filed for the respective trip to demonstrate that the Entity did not pay for the upgrade.

## **Frequent Flier Programs**

The Entity cannot reimburse travelers for tickets purchased with frequent flier miles.

## **Airport Airline Club Memberships**

The Entity will not pay dues for membership in airline clubs.

## **Advance Purchase of Miles**

Advance purchase of travel miles is not permitted and will not be reimbursed.

## **Early Reimbursement of Airfare Purchase**

If transportation tickets are purchased with personal funds far in advance of the trip, travelers may be reimbursed by submitting an expense report before the start of their trip.

## **Private or Personal Aircraft**

Use of personal or private aircraft is not allowed for church business.

## **Rental Cars**

Long-distance travel by rental car is discouraged, since it increases travel time and places the Entity at higher risk for business travel accident liabilities.

The Entity will reimburse the traveler for the cost of renting a compact or standard-size car and for the automobile-related expenses if the use of the rental vehicle is the most economical mode of transportation. Upgrades to full-size cars, navigation systems, prepaid fuel, satellite radio, etc. will not be reimbursed. Before renting a car, the traveler should consider shuttle services and taxis, particularly for transportation between the airport and lodging. Mileage is not reimbursable for rental cars. In these cases, the direct cost of gasoline may be reimbursed.

Car rental agreements for both employees and non-employees renting cars for Entity business should, for insurance reasons, include the Entity name with the name of an individual.

## **Accident Notification**

If a rented vehicle is involved in an accident, the Diocesan Director of Risk and Contract should be notified by phone no later than the following business day.

## **Insurance**

Insurance offered or selected by the employee from the rental car company will not be reimbursed. Any car rental insurance options offered – liability, property, loss damage waiver (LDW), and/or collision damage waiver (CDW) coverage - should be declined. Please contact the Business Office to obtain a copy of our insurance policy if needed.

## **Other Ground Transportation**

Travelers should select the most cost-effective means of ground transportation, whether shuttle, taxi, limousine, or local bus, as needed to travel between business locations.

## **Private Automobiles**

The Entity will pay a standard rate per mile (not to exceed the IRS-allowed maximum rate) for official Entity business travel by private automobile based on the actual driving distance by the most direct route (excluding the employee's daily commuting distance). In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, tunnels, and liability and physical damage insurance coverage (for driving in foreign countries). Traffic ticket and parking ticket expenses will not be reimbursed. Documentation must include the business purpose, the to/from points, and the round trip or one-way reimbursable mileage.

## **Other Forms of Transportation**

For travelers using railroads, non-local buses, or other commercial vessels the entity will pay the cost of the lowest first-class accommodations available for the trip. Reimbursement will not exceed the commercial airfare that would be reimbursable for the same trip.

## **Lodging**

The Entity will reimburse a traveler for allowable actual lodging expenses incurred during Entity-related travel. Lodging receipts are required.

Meals and incidentals on lodging receipts must be itemized separately. A lodging receipt must include all of the following information:

- 1) The name and location of the lodging establishment.
- 2) The dates of stay.
- 3) Separate amounts for charges such as lodging, meals, internet use, and phone charges.

## **Room Charges**

The Entity reimburses travelers for the single occupancy cost of a standard room. Travelers should always select a hotel that is the most economical for their business trips. When traveling to a conference, it is appropriate to stay at the hotel hosting the conference, assuming that the daily rate is not unreasonably expensive relative to other alternatives.

## **Deposits and Cancellations**

Hotels normally hold a room without prior financial commitment until approximately 6:00 p.m. on the check-in date (local destination time). To hold a confirmed reservation beyond that hour, the hotel will generally require an advance deposit (normally prepayment for one night) or a guarantee by the traveler's credit card. After a deposit is submitted or a guarantee is made, the traveler is responsible for notifying the hotel of cancellation. The traveler will not be reimbursed for the deposit or guarantee penalty if he/she fails to make a cancellation notification unless there are extreme extenuating circumstances beyond the control of the traveler (for example, a canceled flight). Such circumstances must be documented on the expense report.

Some hotels hosting large conferences may require a prepayment irrespective of the guest's arrival time. Such prepayments should generally be charged to the traveler's credit card. If the traveler cannot use the card or the prepayment is required more than ten days before the conference, the prepayment can be made directly by the Entity to the hotel with an appropriately documented disbursement request.

## **Hotel Frequent Guest Programs**

Business travelers will not be reimbursed for free accommodations awarded in connection with hotel frequent guest programs.

## **Laundry**

Travelers will be reimbursed for reasonable and actual expenses for laundry services that are necessary due to an absence from home for five or more days or when unusual and documented circumstances mandate these services. These circumstances should be included in the expense report.

## **Telephone**

Travelers will be reimbursed for telephone, fax, and computer connection costs that are reasonable and necessary for conducting Entity business. A reasonable number of personal telephone calls, generally one per day, which allow travelers to stay in contact with their families, are also reimbursable.

## **Meals and Incidentals**

The Entity will reimburse a traveler for allowable meals and incidental expenses incurred during Entity-related travel.

Incidental expenses include fees and tips for persons providing services, such as food servers, hotel housekeeping, and luggage handlers. Incidental expenses do not include ground transportation, telephone calls, or laundry. These expenses will be reimbursed based on actual costs as described above.

Meals and incidentals on lodging receipts must be itemized separately.

## **Actual Cost Reimbursement**

The Entity will generally reimburse travelers for up to three meals a day. On the days of travel to or from the destination, the individual's departure and return times should determine whether a meal was incurred during the period of travel.

- 1) Total meal expense for the day should generally be reasonable and in line with the costs at the locations for the general types of food the traveler would normally eat. Restaurant receipts are required.
- 2) Individual meals which total more than \$40 should include justification.

The Entity will not reimburse for gratuities that are greater than the accepted standards. (Currently, the domestic standard is 15-20% of the total bill; international standards may vary.)

## **Expenses for Meals for Others**

Travelers sometimes pay for meals for others. These expenses are reimbursable when the name(s) of the meal attendees are listed and the business purpose of the meal is justified. Meals for others will be reimbursed at actual cost provided the attendee(s)' names, their

affiliation, the purpose of the meeting, and the original receipt and detailed documentation are provided by the traveler. Additionally, any meal that totals more than \$40 should include a justification of the amount to be considered for reimbursement.

## **Meal Receipts**

Restaurant receipts, when required, must include all of the following information:

- 1) The name and location of the restaurant.
- 2) The number of people served.
- 3) The date and amount of expense.

Gratuities should be shown on the credit card receipt or restaurant receipt.

## **Receipts**

### *Required Receipts*

Receipts for lodging are always required. All other reimbursable expenses require dated, original receipts for each expense of \$25 or more. These receipts must be submitted with expense reports.

### *Other Expenses*

Travel expenses under \$25 (such as taxi fares or tips) do not require receipts. Receipts under \$25 may be submitted with the expense report. Regardless, the amounts claimed must be accurate.

### *Lost Receipts*

If a lodging or other receipt equal to or greater than \$25 is not issued or is lost, a detailed log will serve as sufficient documentation of the actual cost. The Entity expects that a good faith effort will be made by travelers to collect and retain all required receipts. Receipts are always the preferred form of documentation.

## **One-day Travel**

In general, trips of less than 50 miles one way do not qualify for reimbursement for an overnight stay. The Entity, following IRS regulations, should not allow travel meal expenses for one-day travel. However, a bona fide business meal may be reimbursed.

## **Non-business Days**

Weekends, holidays, and other necessary layover days may be counted as business days only if they fall between business travel days. If they are at the end of a traveler's business activity and the traveler remains at the business destination for non-business reasons, reimbursement is not allowed for the additional days. The only exception is when travel is at a lower total cost if the traveler stays over a weekend or holiday. This case must be explicitly justified on the travel expense report.

## **Miscellaneous Expenses**

Certain miscellaneous expenses essential to the purpose of authorized travel will be reimbursed. Miscellaneous travel expenses include:

- 1) Meeting Expenses: Registration (if not prepaid), costs of presentations, published proceedings, rental of meeting rooms, and other actual expenses in connection with professional meetings, conferences, and seminars will be reimbursed.
- 2) Excess Baggage: Charges for excess baggage are reimbursable only when the traveler is transporting materials for business or when the extended period of travel necessitates excess personal baggage.
- 3) Foreign Travel Costs: Actual costs of acquiring passports, visas, tourist cards, necessary photographs, birth certificates, required inoculations, immunizations, health cards and fees for the conversion of funds to foreign currencies are reimbursable.

## **Combining Church and Personal Travel**

The Entity does not pay travel expenses that are not required for official Entity business.

## **Indirect Routes**

If the traveler takes an indirect route or interrupts a direct route for other than Entity business, reimbursement for airfare will be at either the actual charge or the charge that would have been incurred by traveling the direct route by the most economical means, whichever is less.

## **Rental Cars**

Any personal portion of the cost of a rental car must be subtracted from the total rental bill before requesting reimbursement. The personal portion is calculated by prorating the cost of the rental over the number of days for personal use and the number of days for business use.

## **Insurance**

If the traveler accepts extra insurance costs for a domestic car rental to be covered during the personal portion of the trip, the entire cost of the insurance coverage for the entire rental period will be a personal expense and not reimbursable. However, if the rental occurs in a foreign country, the cost may be prorated.

## **Travel Expenses of Spouse and Others**

In general, the expenses of a spouse, family, or others accompanying the business traveler are not reimbursable.

### *Spouse's Role*

The Entity will not reimburse a spouse's travel expenses when a spouse attends a meeting or conference. When a spouse who attends a function has a significant role in the proceedings or is involved in fundraising activities, this constitutes a valid Entity business purpose. Before travel for such purposes, all reimbursed spousal travel must be approved by the appropriate supervisor. In such cases, The Entity will reimburse the business traveler for the spouse's non-personal expenses directly resulting from travel on Entity business. The business purpose for the spouse's expenses must be stated on the expense report.

### *Hotel Rates*

When a double hotel room is occupied by the business traveler and others whose attendance does not constitute a business purpose, The Entity will reimburse at the single room rate. In all cases, only reasonable and necessary accommodations will be reimbursed.

## **Visitors Traveling to the Entity**

If a guest is visiting the Entity for business purposes and the Entity has agreed to reimburse the guest for travel expenses, the guest may request reimbursement under this policy and avoid taxable income reporting under this accountable plan. Any guest, visitor, or consultant requesting reimbursement but not substantiating expenses as required under this policy will be subject to taxable income reporting on IRS Form 1099 and may be subject to withholding of federal income taxes from the reimbursement.

## **Payments to Local Hotels and Transportation Services**

If a guest is visiting the Entity for business purposes, and the Entity has agreed to provide lodging and local transportation, payment for such expenses can be made directly by the Entity to a local hotel or licensed transportation service. The guest may also pay for expenses directly and submit an expense report following the provisions of this policy.

## Benevolence and Discretionary Funds

Charity and compassionate ministry are a central tenet of our Catholic faith. Christ teaches us *'For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me.'* ....*'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'* (Matthew 25: 35 – 36, 40)

Parishes must constantly balance the financial resources of the parish with the needs of its community and all of the ministries that it supports. The following guidelines are to be followed to strengthen the stewardship of these resources and to help protect the parish against fraud and abuse of the generosity of the Church.

- 1) The Pastor and Finance Council should designate a “Benevolence and Discretionary Fund” on an annual basis based upon the historical needs of the Parish community and available resources of the parish. Distributions from such an approved Fund for charity and compassionate needs may be made by the Pastor or a staff member designated by the Pastor without prior approval of the Parish Finance Council.
- 2) The Pastor or staff member should maintain a log of disbursements from the Fund and the reason for the request. These should be reported periodically to the Parish Finance Council.
- 3) Requests or needs over the established Fund should be approved by the Parish Finance Council. Supporting documentation should be submitted to the Finance Council as to the basis for the request or needs of the community. The documentation and any decisions of the Finance Council should be maintained on file at the Parish for reference.
- 4) Parishes are encouraged to purchase gift cards for local food/clothing/gasoline retailers in small dollar amounts (\$25 / \$50) to manage day-to-day requests for charity. (i.e. Kroger, Tom Thumb, Albertsons, etc.) The security over these cards should be at the same level as security over cash.
- 5) Individuals requesting a larger dollar amount or individuals not making requests in person should be referred to an appropriate charitable agency such as Catholic Charities of Dallas or St. Vincent De Paul. Should the parish decide to assist these

individuals directly, supporting documentation should be submitted to the Parish Finance Council and approved by the Pastor and Finance Council.

- 6) Any parish Pastor or staff member suspecting fraud or abuse of the charitable resources of the Church must report the incident to the Vicar for Clergy at the Pastoral Center

# Financing

## Summary

If an Entity must borrow funds, the Entity must first obtain Diocesan approval by following these Financing Policies and Procedures. These policies are very specific as to process, data submissions, reviews, parameters for how much cash must be raised, the maximum allowable loan amount, and specific loan document requirements. These policies and procedures are to help ensure that the Entity is borrowing within its financial means and needs and to offer the approving committees assistance based on their financing experiences within and outside of the Diocese.

**Please note that if financing is for a construction project, project approval (as defined in the Policies & Procedures for Construction or Renovation and Repair or Maintenance) and financing approval (as defined in this policy) must be obtained before construction contracts are signed or construction can begin. Please allow at least three months for Diocesan approval of a construction project with costs greater than \$150,000 and the related financing.**

All requirements and processes for this policy must be coordinated through the Diocesan CFO (the "Diocese" herein).

Following is a summary of the financing approval process. Procedures to be followed and parameters to be met are detailed in the following pages.

- 1) The Pastor, as President of the Entity, reviews the proposed project and financing with the entity's internal boards and organizations. For a parish, the Parish Finance Council must approve any expenditure not in the approved budget or any construction/renovation or any repair/maintenance project greater than \$25,000. Parish Finance Councils must also approve any financing greater than \$150,000.
- 2) At least three months before the anticipated start of the project, the Entity contacts the Bishop in writing to request approval for the project as well as permission to borrow, outlining the rationale for the project and the proposed funding and financing.
- 3) If the Bishop approves the project to move to the next phase of the review, the Diocesan CFO contacts the entity to discuss current financials, funding, and financing of the project.
- 4) If the Diocesan CFO approves financing, the Entity negotiates terms with lender(s). For financings of \$750,000 or more, it is required that Request for Proposals be submitted to

several lenders.

- 5) After a lender is chosen by the entity and terms are established, the lender's commitment letter must be reviewed by the Diocesan CFO before being signed by the Entity President (Pastor).
- 6) For financing of \$750,000 or more, the Entity must complete the Diocesan Financial Template and review with the Diocesan CFO one month before the Diocesan Finance Council Meeting at which the project will be presented. The Diocesan Finance Council and College of Consultors must consent to the project and proposed financing.
- 7) All loan document drafts, including all exhibits, must be submitted for Diocesan and Diocesan legal counsel review.
- 8) The Pastor, as President of the Entity/Borrower, will sign the note, deed of trust and any related documents on behalf of Borrower. The Bishops and the Pastor will likely be expected to sign a written consent from the bank approving the loan transaction and loan documents in their capacities as Board members of the Borrower.

## **Procedures**

To seek approval to borrow funds, the following procedures must be followed and parameters met. The Entity must be able to demonstrate to the Diocese and to a lender its ability to repay the proposed debt by the proposed terms.

- 1) The Entity must have at least 50% of the project's total aggregate project cost available in the form of collected cash before any financing proposal will be considered. Credit toward the Entity's cash requirement will likely be given for funds already recently spent on pre-construction or initial costs such as architects, land acquisition, engineering, etc. The amount of the proposed financing will be reviewed with the Entity's annual income and ability to repay the proposed loan. On a rare and case-by-case basis, the Bishop and the Diocesan Finance Council may make an exception to the 50% cash requirement rule based on factors (e.g. fundraising potential, past collectability of pledges, etc.) additional to those comprehended in this policy.
- 2) The Entity must have a satisfactory credit history with its vendors, and for all obligations to the Diocese, including successful Annual Appeal campaigns, payments of assessments, payment of all Pastoral Center invoices and charges, etc.

- 3) All funds received from any source for the construction of the project must be:
  - a) Segregated and accounted for as donor-restricted funds and shall be used solely for purposes associated with the construction of the project. These funds may not be used for any other purposes, such as payment of the Entity's general operating expenses.
  - b) Invested in treasury securities or bank certificates of deposit or commercial money market accounts until disbursement.
- 4) The loan note and deed of trust (mortgage) must include the non-recourse language included hereafter in this policy (i.e. repayment must be restricted to the assets of the Entity).
- 5) The construction loan should be interest-only.
- 6) If the term of the post-construction loan is more than 2 years, it must provide for a fixed rate of interest or an adequate interest rate cap facility must be included. To minimize the need for refinancing, the term of the loan should match the projected repayment period (i.e. no balloon notes), but cannot exceed fifteen (15) years after the construction.
- 7) If financing is \$750,000 or more, the Entity must complete the Diocesan Financial Template and review it with the Diocesan CFO one month before the Diocesan Finance Council Meeting for which the project will be presented. Diocesan Finance Council meetings are held in late February, late May, late October, and early December. The Template to be completed must include:
  - a) A brief project description, limited to one page.
  - b) A summary of estimated project costs and project costs paid to date.
  - c) An interim balance sheet (i.e. balance sheet as of a date within 60 days of the request), and balance sheets as of the end of the prior four fiscal years (June 30). The interim balance sheet must be updated monthly until the project request and proposed financing is closed or terminated. The balance sheets must include all assets including savings, endowment funds, trusts, etc.
  - d) Entity statements of revenues, expenses and cash flows in comparative columnar format for each of the four most recent prior fiscal years and for the current fiscal year (year-to-date interim statement). The interim statement must be updated monthly until the project request and proposed financing is closed or terminated.

The above analysis should include capital expenditures and debt principal and interest payments. Also, if applicable, a summary of all written pledges (gross, collections reserve, collections to-date, and remaining balance) should be included in the analysis.

- a) A projection or forecast, in comparative columnar format, of revenues, expenses, and cash flows (including pledge collections, capital expenditures, and principal/interest payments) for the full current fiscal year and the subsequent four fiscal years.

The above should include a separate listing of the major assumptions utilized in the forecasts, and the analysis must demonstrate the ability of the Entity to meet all of its ordinary operating expenses as well as repayment of the borrowing during the noted fiscal years.

- a) An analysis of monthly cash flow during construction.
- b) A term sheet (estimated or actual) outlining the terms and conditions of the proposed financing:
  - I. Lender or potential lender(s)
  - II. Principal amount
  - III. Rate structure for construction loan and for the term loan
  - IV. Repayment terms (maximum allowable term is 15 years after construction)
  - V. Collateral (must have non-recourse language)
  - VI. If the post-construction interest rate is not a fixed rate, an adequate interest rate cap facility must be included, unless the term is two (2) years or less.

- 8) All draft loan and closing documents must be reviewed by the Diocese and Diocesan legal counsel. The Entity will have to pay the fees for the reviews of contracts and loan documents by Diocesan legal counsel.

### **Minimum Requirements for Loan Documents**

The following requirements apply to loan documents for all Diocesan Entity financings. These provisions have been routinely accepted by lenders that do financing for Diocesan Entities.

- 1) All Parish loans must include the following non-recourse language in the note and in the Deed of Trust:

*“Notwithstanding anything contained in the Note or in the Deed of Trust or any of the other loan documents executed in connection herewith (collectively, the “Loan Documents”), the Lender agrees that the indebtedness evidenced by this Note or any other sums owing under any of the other Loan Documents and the performance of Borrower’s other obligations under the Loan Documents, is and shall be non-recourse to the Borrower. The Lender agrees to look solely to the specific assets of the Borrower granted as collateral for the Note, and not to the general assets of the Borrower unless otherwise encumbered by the Loan Documents, for satisfaction of any obligations or indebtedness owing under the Loan Documents. The liability of the Borrower for payment of the principal of the Note and accrued interest thereon and for payment of all other indebtedness and sums evidenced by the Note and the other Loan Documents and the performance of Borrower’s other obligations under the Loan Documents shall be limited to the real property and other collateral given to secure the Note in the Deed of Trust and in any of the other Loan Documents, and neither Borrower nor any principals, including officers and directors, of Borrower shall have any general personal liability for the payment of such sums or the performance of such other obligations. The Lender shall look solely to the collateral encumbered by the Deed of Trust and the other Loan Documents for the satisfaction of the Borrower’s obligations hereunder and under the other Loan Documents, and the Lender shall neither seek nor take any deficiency judgment or other monetary judgment against the Borrower, any general assets of the Borrower, or any of the principals of the Borrower.”*

- 2) The correct name of the borrower is the legal name of the entity.
- 3) Delete any language that would result in the note being a Demand Note.
- 4) Loan documents should contain at least a ten-day notice to the Borrower and an appropriate opportunity to cure for any default.
- 5) Delete any broad “insecurity” provisions that define an act of default or requiring acceleration of the loan such as:
  - a) *“Lender believes itself insecure”*
  - b) *“Lender believes the prospect of payment or performance of the indebtedness is impaired”*
  - c) *“The occurrence of a Material Adverse Event”*

- 6) Collateral should exclude trust funds. The following language should be inserted in the paragraphs defining collateral in Security Agreements and Deeds of Trust:

*“Notwithstanding anything herein to the contrary, it is acknowledged that the collateral and the security interest granted by the Loan Documents shall not include any donor-restricted funds held in trust and so identified by the Borrower in writing in advance, excepting only donor-restricted funds for the project being financed.”*

- 7) Collateral should exclude Sacred Objects. The following language should be inserted in the paragraphs defining collateral in Security Agreements and Deeds of Trust:

*“Notwithstanding anything to the contrary herein, it is acknowledged that the collateral and the security interest granted by the Loan Documents shall not include Sacred Objects of the [Entity Name] as governed by the Code of Canon Law of the Roman Catholic Church.”*

*“Sacred Objects” means (i) objects, relics or images that are designated for divine worship by dedication or blessing, venerated as holy or are honored with reverence or veneration (including, without limitation, any altars, tabernacles, baptismal fonts, crucifixes, stations of the cross, vestments, ambo, vessels, statues, images, religious art, stained glass, oils, and objects used in rituals such as incensers, chalices, and ciboria), (ii) a part of the body of a servant of God whom the authority of the Roman Catholic Church has recorded in the list of the saints, or an object or relic supposedly used by or associated with any such person, and (iii) any other item which is afforded reverence or veneration by the Code of Canon Law of the Roman Catholic Church.*

- 8) Delete any waiver of the right of jury trial.
- 9) Delete any arbitration clause. Non-binding mediation is acceptable and encouraged.

No prepayment penalty is allowed.

# PARISH APPROVAL LETTER TEMPLATE

[On Parish Letterhead]

[Date]

Most Reverend Edward J. Burns Bishop  
Roman Catholic Diocese of Dallas  
P.O. Box 190507  
Dallas, TX 75219

Dear Bishop Burns:

This letter confirms that the undersigned, being all members of the Parish Finance Council, have given their consent to the Pastor's approval of the proposed financing of [describe project briefly], per the terms in the attached Exhibit A [describe financing terms and project, its costs, etc. in more detail; attach lender term sheet if available]

[Pastor and Each Finance Council Member should sign]

[Pastor's signature block]

Enclosure: Exhibit A Finance  
Council consent:

\_\_\_\_\_  
Typed name of the member

[Add as many signers as necessary]

\_\_\_\_\_  
Typed name of the member

\_\_\_\_\_  
Typed name of the member

# Tax Exemptions

## Federal

The Diocese and the Entities are exempt from federal income taxes under the IRS Group Ruling for the Catholic Church in the United States. That ruling refers to certain entities listed in the Official Catholic Directory (“OCD”), sometimes referred to as the “Kennedy Directory.” The Group Ruling and the OCD are each updated and published annually, but not at the same time.

## IRS Determination Letter

For the latest copy of the IRS Determination Letter for Group Exemption please click the link. [\(IRS Determination Letter\)](#)

This federal exemption also means that contributions to the Diocese or any Entity are deductible by the donor.

Despite the exemption for charitable and religious activities, each Entity (except parishes, parochial schools, and diocesan high schools), may be required to file Form 990 annually with the IRS.

Any Entity and the Diocese may also be required to file Form 990-T with the IRS, and possibly pay federal income tax for Unrelated Business Income if there are certain types of revenues received by the Entity. Common types are advertising revenues, oil, and gas working interest income (but not royalty income), rental income from personal property, rental income from real estate (if there is mortgage debt on the property), etc.

Entities should consult with the Business Office of the Diocese about Form 990 and Form 990-T

## State

Texas does not have an income tax. The Diocese and the Entities can generally obtain an exemption from the Texas Franchise Tax and from paying state and city sales taxes on most purchases, IF the Entity has filed the appropriate exemption request with the state. **This filing must be done through the Business Office of the Diocese. Each Entity’s exemption verification is available at:**

- 1) Go to [www.window.state.tx.us](http://www.window.state.tx.us)
- 2) Click on the “Texas Taxes” tab
- 3) Click on “Exempt Organizations” (left side under **Filing and Paying**)

- 4) Click on “Search Tax-Exempt Entities” (left side under **Resources**)
- 5) Enter the Entity’s state (not the federal) 11-digit state tax number (if you have it), OR the County Name (only)
- 6) Click on “Submit” (Entities in your county are listed alphabetically)
- 7) Click on “Request Verification” to print a copy of the verification letter

Any questions should be addressed to the diocesan CFO. Do not file an exemption request without consulting with the CFO of the Diocese.

The Diocese and the Entities must collect and remit sales tax to the state on the regular sales of merchandise, such as through a book store or religious articles store or shop, regardless of where that activity is located. The only items exempt are bibles and rosary beads.

# Accounting Systems

## Accounting System

Parishes, schools, and other entities can find themselves in a financial crisis due to of lack of financial knowledge and timely information or an inadequate accounting system. To safeguard financial assets, diocesan entities should put in place systems and training to protect financial integrity and prevent potential problems. A diocesan entity should rely on an established and tested system of accounting software and management controls.

Accounting controls should, whenever possible, include effective segregation of duties, an approval process, a method for validating transactions, reconciliation, and an audit function. These practices will help to ensure that funds are handled appropriately.

***All parishes and parochial schools are required to use the accounting software selected by the Diocese (currently QuickBooks Desktop Enterprise Solutions for Nonprofit) and standard charts of accounts for parishes and schools specified by the Diocese. The accounting system and software are web-hosted by a vendor selected by the Diocese (currently Skyline Cloud). Reporting is provided by Qvinci – which can be accessed at [www.qvinci.com](http://www.qvinci.com). The use of any other accounting software or chart of accounts is prohibited***

# QuickBooks Month-End and Year-End Procedures

The Diocese of Dallas is currently using –QuickBooks Desktop for parishes and parochial schools. This accounting software is hosted by Rightworks under license from Intuit®, Inc., on their application servers/ infrastructure, and accessible via the Internet. Rightworks, as a Microsoft Licensed Service provider, provides a hosted Windows desktop edition of QuickBooks.

Closing the books on a monthly and annual basis is the final step in the accounting cycle before preparing financial statements. Closing the books means posting all remaining transactions for a given month/fiscal year. **At fiscal year-end (6/30), the books should be closed as soon as possible but not later than July 31<sup>st</sup> and the QuickBooks must be locked by August 31<sup>st</sup> of the following fiscal year** except for audit adjustment or other extraordinary circumstances that must be communicated to the Diocese.

This July 31 deadline for closing the books as of fiscal year-end is sufficient and practical and allows time for completion of the required annual financial review due on September 15 of the new fiscal year. The following are the more critical items that need to be completed on a monthly and annual basis to close the QuickBooks accounting records.

## **Accounting Methodology**

- a) The accounting records should be maintained on an accrual basis to comply with generally accepted accounting principles.
- b) The accrual basis requires accounts payable, other liabilities, and expenses to be recorded when incurred, whether or not paid, and revenue to be recorded when earned, whether or not received.

## **Period-End Review Procedures**

- 1) **Review all asset accounts** to ensure that these are properly stated. Particular attention should be given to the following items:
  - a) Cash and Cash Equivalents: All bank and cash accounts, including investments and CDs must be reconciled in QuickBooks as the system of record. An electronic and/ or hard copy of such reconciliations should be maintained in a permanent file.
  - b) Receivables: during the year differences may occur between amounts

received or paid versus what was accrued. At year-end, a final analysis should be made along with any required adjustments for such differences and any amounts deemed uncollectable.

Accrue accounts receivable: record revenues due but not yet received as of year-end. An example of this would be dividends and interest income earned and due on investments.

- c) Prepaid expenses and deferred charges: costs relating to subsequent accounting periods are amortized over the accounting periods to which applicable. Review and analyze to ensure that no adjustments are needed.
  - d) Fixed Assets: ascertain that capitalized assets are properly depreciated and the resulting expense recorded to the accumulated depreciation account. Please maintain a supporting schedule and documentation for all fixed assets depreciation.
  - e) Investments: record income monthly and unrealized gains/losses quarterly.
- 2) **Review all liability accounts** to ensure that these are properly stated. Particular attention should be given to the following items:
- a) Accounts Payable: enter all invoices due and unpaid, including credit card accounts, as accounts payable if not paid before the end of the month/fiscal year. Review payable accounts and ascertain all transactions were properly posted to the subaccount level. Accrue accounts payable: for amounts due others at fiscal year-end for receipt of goods or services – e.g. utilities.
  - b) Special Collections: review outstanding balances and ensure that these are remitted timely.
  - c) Other Accrued Expense and Liabilities: review to ensure these are accurately stated and no adjustment is necessary. Accrue/ record any significant expenses incurred but not yet paid including interest due on loans.
  - d) Payroll Liabilities: review to ensure these are accurately stated and cleared promptly. Except for Section 125 Plan and 403(b) Plan deductions, generally, there should not be month-end balances in other payroll liability accounts because such liabilities are paid or funded with the semi-monthly payroll cycle that occurs at month-end.

- e) Loans Payable: ascertain that balances agree with loan statements.
  - f) Deferred Revenue: review balances to ensure these are accurately stated and no adjustment is necessary, particularly prepaid tuition.
- 3) Review all equity accounts and ensure **that balances accurately reflect each account.**
- a) Maintain a Restricted Net Assets schedule and make sure that they are recorded and released properly on time according to the stipulations of the restriction.
  - b) Generate a preliminary draft of the following month-end QB financial statements and correct any of the following noted errors:
    - I. Generate a Profit and Loss Unclassified statement and properly classify any unclassified transactions.
    - II. Generate a Balance Sheet and Profit and Loss statements and review for negative balances (i.e. balances preceded with a minus sign). Note: For most accounts, QB presents balances as positive amounts except for Allowances for Uncollectible Receivables, Accumulated Depreciations, and Net Income/ Losses.

#### 4) **Close the Period and Password Protect Period-end Accounting Results**

- a. Once all period-end procedures have been completed and all transactions for a particular month have been recorded, the month should be closed to prevent further posting of transactions. This closing should be accomplished by “password protecting” the month within QB. The closing or password-protecting of the entire fiscal year is of the utmost importance. Once a particular month/ fiscal year has been closed by password-protecting, it must not be re-opened to post/record additional transactions unless such transactions are the result of the required annual financial review (or audit). Before re-opening a prior month/fiscal year please confer with the Diocesan Business Office, as it will need to re-run financial statements previously used/generated.

#### 5) **Tax-Related Procedures**

- a. Review all vendors with whom you have done business since January of the current year and make sure you have W-9 information for those vendors subject to receiving a 1099 form.
- b. In December run a 1099 vendor report to determine how many 1099 forms will need

to be sent out at the end of January of the following year.

- c. 1099 forms must be filed electronically with the IRS if you have 10 or more vendors/contractors.

6) **QuickBooks Retained Earnings**

- a. **Once a fiscal year has been closed as noted above, record in July of the new fiscal year the retained earnings general ledger entry noted in the next section.**

**General Capitalization and Depreciation Guidelines**

The Diocese of Dallas elects to use the full-year straight-line depreciation convention to depreciate fixed assets that belong to the entities within the diocese. In general, Fixed Assets over \$10,000 in value should be capitalized and depreciated. However, entities may elect to keep track of and depreciate assets with less value.

Each entity should keep a fixed assets schedule to track all fixed assets purchased and owned by the entity and to calculate the depreciation expense. Land, land improvements, building, and building improvements should be recorded and depreciated in the Property file of the entity.

Following are the general guidelines\* for assets life for different fixed assets categories:

<b>Class of Property</b>	<b>Items Included</b>
5-year property	Automobiles; buses; trucks; computers and peripheral equipment; office machinery (faxes, copiers, calculators etc.)
7-year property	Office furniture and fixtures; and any property that has not been designated as belonging to another class.
15-year property	Depreciable improvements to land such as shrubbery, fences, roads, and bridges.
27.5-year property	Residential property.
39-year property	Nonresidential real estate, including home offices. (Note: the value of land may not be depreciated.)

\*source: *Wolters Kluwer*

## Required Retained Earnings General Ledger Entry

QuickBooks performs certain year-end adjustments based on the month chosen as the start of the fiscal year. On the first day of the new fiscal year, QuickBooks automatically zeros out all income and expense accounts (which comprise net income or loss for the fiscal year) and posts the difference to an automatically created Retained Earnings account (# 3100). Accordingly, net income for a fiscal year is posted or reflected as a credit to Retained Earnings, while a net loss is posted as a debit.

In posting net income or loss for the fiscal year to Retained Earnings, the QuickBooks system makes no distinction between unrestricted and restricted funds. Rather, the amount posted to the Retained Earnings account is the net amount of the following three components: unrestricted net income or loss, temporarily restricted net income or loss, and permanently restricted net income (note, that for permanently restricted funds, the concept of a net loss does not apply).

Proper financial requirements dictate that the above three components (unrestricted, temporarily restricted, and permanently restricted) be presented in the financial statements. Accordingly, for such a presentation to be made in the financial reports, a general ledger entry must be recorded in QuickBooks. This entry essentially clears the balance in QuickBooks Retained Earnings, segregates the balance into the above three components, and records each component in its respective beginning net assets general ledger account – i.e. #3010 Beginning Unrestricted Net Assets, #3020 Beginning Temporarily Restricted Net Assets, and #3030 Beginning Permanently Restricted Net Assets.

The concept behind clearing the Retained Earnings account is relatively straightforward and depends on whether a component's year-end position is net income or a net loss. The entry to clear Retained Earnings is as follows:

<u>If Net Income</u>	<u>If Net Loss</u>
Debit 3100 Retained Earnings	Debit 30XX
Credit 30XX	Credit 3100 Retained

In recording the above entry, the total amount to record for each of the three components/accounts is determined by reference to the QuickBooks fiscal year-end Profit and Loss statement. The three components cross-reference to the Profit and Loss Statement as follows:

<u>Component</u>	<u>Profit and Loss Statement</u>
#3010 Beginning Unrestricted Net Assets	Net Ordinary Income
#3020 Beginning Temporarily Restricted Net Assets	Total 7000 Temp Restricted Net Assets
#3030 Beginning Permanently Restricted Net Assets	Total 8000 Permanently Restricted Net

**On the following pages find two examples of the Retained Earnings general ledger entry based on the following 2 illustrative QuickBooks Profit and Loss Statements.**

St. George Parish	
Profit & Loss	
July 2022 through June 2023	
FOR ILLUSTRATION PURPOSES (EXAMPLE OF THE END OF THE PROFIT AND LOSS REPORT)	
(Net Income in all three components)	
<u>Jul '22 – Jun '23</u>	
Total 5600 · INTEREST & FINANCING CHARGES	45,279.98
Total Expense	1,723,328.89
Net Ordinary Income	(Net Income) 231,436.20
Other Income/Expense	
Other Income	
7000 · TEMP RESTRICTED NET ASSETS	
7020 · OTHER CONTRIBUTIONS	
7021 · Contributions Received	
7021.01 · Capital Campaign	85,996.00
7021.02 · Meditation Garden	85,996.90
Total 7021 · Contributions Received	171,992.90
Total 7020 · OTHER CONTRIBUTIONS	171,992.90
7070 · ASSETS RELEASED FROM RESTRICT	
7071 · Funds Released from Restriction	
7071.01 · Capital Campaign	-75,192.85
7071.02 · Meditation Garden Project	-30,502.82
Total 7071 · Funds Released from Restriction	-105,695.67
Total 7070 · ASSETS RELEASED FROM RESTRICT	-105,695.67
Total 7000 · TEMP RESTRICTED NET ASSETS	66,297.23
8000 · PERMANENTLY RESTRICTED NET ASST	
8020 · OTHER CONTRIBUTIONS	
8021 · Contributions Received	
8021.01 · Endowment	21,561.03
Total 8021 · Contributions Received	21,561.03
Total 8020 · OTHER CONTRIBUTIONS	21,561.03
Total 8000 · PERMANENTLY RESTRICTED NET ASST	21,561.03
Total Other Income	87,858.26
Net Other Income	87,858.26
Net Income	319,294.46

Following is the general ledger entry to clear/close Retained Earnings based on the QuickBooks Profit and Loss statement on the preceding page.

Make General Journal Entries				
Main Reports				
Find	New	Save	Delete	Create a Copy
			Memorize	Reverse
			Print	Attach File
			Hide List	Send GJEs
DATE	07/01/2023	ENTRY NO.	YE JE	<input checked="" type="checkbox"/> ADJUSTING ENTRY
ACCOUNT	DEBIT	CREDIT	MEMO	NAME
3100 - QuickBooks Retained Earnings	319,294.46		Year End Reclassification of Net Ass...	
3000 - NET ASSETS:3010 - Begin Unrestricted Net Assets		231,436.20	Year End Reclassification of Net Ass...	
3000 - NET ASSETS:3020 - Begin Temp Restricted Net Asset		66,297.23	Year End Reclassification of Net Ass...	
3000 - NET ASSETS:3030 - Begin Perm Restricted Net Asset		21,561.03	Year End Reclassification of Net Ass...	
Totals	319,294.46	319,294.46		

St. George Parish  
Profit & Loss  
July 2022 through June 2023

FOR ILLUSTRATION PURPOSES (EXAMPLE OF THE END OF THE PROFIT AND LOSS  
REPORT)

(Net Loss in all components except Permanently Restricted)

	<u>Jul '22 - Jun '23</u>
Total 5600 · INTEREST & FINANCING CHARGES	45,279.98
Total Expense	1,723,328.89
<b>Net Ordinary Income</b>	<b>(net loss) -231,436.20</b>
Other Income/Expense	
Other Income	
7000 · TEMP RESTRICTED NET ASSETS	
7020 · OTHER CONTRIBUTIONS	
7021 · Contributions Received	
7021.01 · Capital Campaign	85,996.00
7021.02 · Meditation Garden	85,996.90
Total 7021 · Contributions Received	171,992.90
Total 7020 · OTHER CONTRIBUTIONS	171,992.90
7070 · ASSETS RELEASED FROM RESTRICT	
7071 · Funds Released from Restriction	
7071.01 · Capital Campaign	-75,192.85
7071.02 · Meditation Garden Project	-163,097.28
Total 7071 · Funds Released from Restriction	-238,290.13
Total 7070 · ASSETS RELEASED FROM RESTRICT	-238,290.13
Total 7000 · TEMP RESTRICTED NET ASSETS	- 66,297.23
8000 · PERMANENTLY RESTRICTED NET ASST	
8020 · OTHER CONTRIBUTIONS	
8021 · Contributions Received	
8021.01 · Endowment	21,561.03
Total 8021 · Contributions Received	21,561.03
Total 8020 · OTHER CONTRIBUTIONS	21,561.03
Total 8000 · PERMANENTLY RESTRICTED NET ASST	21,561.03
Total Other Income	-44,736.20
Net Other Income	-44,736.20
<b>Net Income</b>	<b>-276,172.40</b>



# CASUALTY INSURANCE / LEGAL / RISK MANAGEMENT

## Parish and School Organizations

There are essentially two types of organizations associated with the ministries of a diocesan entity, particularly a parish or school:

- 1) **Non-Parish (School) Based Organizations (NPBO):** These are primarily affiliated with outside not-for-profit organizations (e.g., Knights of Columbus, etc.), but operate within the context of the parish/school and are made up primarily of members of the parish/school community. These entities have their tax-exempt status and are not controlled by the diocesan entity.
- 2) **Parish (School) Organizations (PBO):** These are established to support, financially and otherwise, the parish/school or one of its activities and are organized within the context of and are exclusively affiliated with the parish/school. These entities derive their tax-exempt status from the parish or school and would cease to exist if the parish or school ceased to exist.

NPBO (the first category) is established independently of the parish/school. They have autonomous operational structures, although they often work closely with parish/school leadership and seek their approval regarding the programs and activities they sponsor. Often, they support the parish/school financially, although they are in control of their finances and have their checking accounts. Their funds should not be deposited with, nor held by the parish/school. Because they are an outside organization, they are not permitted to use the employer identification number (EIN) of the parish/school or its tax-exempt status but should use that of their parent organization. These organizations are not covered by the insurance policies of the Diocese. They must have their insurance and provide evidence of such to the diocesan entity when using its facilities.

PBOs (the second category) are established by parish or school leadership, interested parishioners, or parents of students, or other interested parties to support the parish/school or an activity that is integral to the ministries of the parish/school. A trust, booster club, parent/teacher organization, altar society, etc. are examples of such an organization. These organizations and groups are established by and are exclusively affiliated with the parish/school. They are involved in certain aspects of the ministries of the parish/school and have no existence outside that context. They are established by parish/school leadership or with that leadership's sole approval and operate under that leadership. They use the parish/school tax-exempt status to avoid paying sales and income taxes. Legally, the funds of these organizations belong to the parish/school; the pastor/principal has the authority to use these funds as he/she sees fit. However, it is prudent for the pastor/principal to coordinate the use of such funds with the purpose

of the organization in mind. All of the assets (e.g. bank accounts, investments, etc.), liabilities, revenues, and expenses of such groups should be recorded in the parish/school general ledger. (See Chart of Accounts.)

PBOs are subject to all applicable diocesan and parish/school policies and the Diocesan Safe Environment Program. PBOs must always work in conjunction with the leadership of the parish/school.

PBOs should be an integral part of the parish/school's financial practices as follows:

- 1) The PBO's program or other activities are subject to review or approval by the pastor/principal.
- 2) The PBO's annual budget is reviewed and approved by the pastor/principal.
- 3) The PBO's annual budget and actual operating results are provided to the parish's/school's finance committee.
- 4) The pastor/principal is included as an authorized signatory on all of the PBO's bank accounts. The use of bank/checking accounts by the PBO, separate from those of the parish/school, is permitted.
- 5) The PBO's bank statement(s) (with check images) is submitted directly by the bank(s) to the parish's/school's business office for review and reconciliation to the general ledger.
- 6) The PBO's financial data is combined with the parish's/school's financial data – i.e., the PBO's assets, revenues, and expenses are recorded in the parish's/school's general ledger.

(For PBOs with normal annual revenues of \$10,000 or less, revenues and expenses may be recorded in the aggregate (as a single line entry for revenues and expenses in the general ledger). For PBOs with annual revenues greater than \$10,000, revenues and expenses must be individually recorded in the general ledger.)

## **Casualty Insurance**

All Entities must participate in the Casualty Insurance Plan administered by the Diocese. Each Entity is provided with the same appropriate lines of casualty insurance coverage through the Plan. No Entity shall purchase additional insurance without prior written consent of the Diocesan Director of Risk and Contracts.

The Plan provides appropriate levels of coverage for property (replacement cost), vehicles, workers comp, general liability, student accident, boiler and machinery, and other lines of coverage.

The Plan is self-insured to a certain level of loss (Self Insured Retention) and excess coverage is purchased by the Plan from qualified insurance companies. The costs of the Plan, including self-insured claims, are allocated among all diocesan entities annually and invoiced in monthly installments by the Business Office to each Entity.

Claims are to be processed through the Director of Risk and Contracts at the Pastoral Center, except for Workers' Compensation claims. Workers' Compensation should be processed through the Human Resources Department.

The Plan year is April 1 through March 31.

Details of coverages, exclusions, costs, and claims processing are provided to each entity on an annual basis in early April by the Director of Risk and Contracts. Any questions or suggestions should be directed to the Director of Risk and Contracts.

# Accountability Relating to Claims and Legal Expenses

## **Definitions**

“Entity” means any diocesan entity (parish, parochial school, diocesan high school, seminary, St Joseph’s Residence Inc, Texas Catholic Newspaper, Calvary Hill Cemetery, and/or the Dallas Parochial League), excluding Catholic Charities of Dallas, Inc.

## **Background**

The pastoral center has developed various policies, procedures, and resources designed to assist locations in the stewardship of entity resources and manage the risks associated with operations. These include but are not limited to, policies and procedures on financial management, contract review, safe environment, hiring vendors, and independent contractors.

These types of processes, policies, and procedures are not unique to our Diocese. All organizations need to have a similar type of framework in place. Organizations need to have competent legal counsel review contractual agreements to help ensure the terms and conditions are consistent and fair to all parties involved. Likewise, organizations need to have standards and requirements for the vendors and independent contractors they hire for goods and services. These systems help ensure transparency and accountability, and to protect critical resources.

The property and casualty insurance program charges to each entity annually are comprised of:

- 1) Insurance premiums charged by the insurance carriers.
- 2) Apportioned amounts for the claims “loss fund” to cover Self-Insured Retentions (SIR) and deductibles.
- 3) Administrative expenses related to the insurance program.

With this type of “pooling” system in the insurance program, one entity’s loss experience can both indirectly and directly affect another entity concerning the overall costs associated with the program. Losses and legal expenses affect both the premiums charged by the insurance carrier and the amount of loss funds required annually.

In the administration of the insurance program, the Diocese must be good stewards of these funds paid into the program by the entities in the same manner that entities are good stewards of their resources. To help ensure fairness to all locations, it is appropriate to have some accountability in this system of policies and procedures. For these reasons, the following policy has been implemented.

## **Policy**

Should an entity incur a loss or incur legal expenses that could have been reduced or avoided by following one or more of the diocesan policies or procedures that have been developed, the entity will be responsible for the full SIR or deductible of the insurance program. The claims "loss fund" will not be available to the entity for payments related to these losses or legal expenses. SIRs and deductibles range from \$50,000 to \$250,000 per occurrence depending on the applicable line of insurance coverage. Further, should the insurance carrier deny coverage for a claim because of a failure to comply with applicable diocesan policies and procedures, the entity may be exposed to the full amount of any loss or legal expenses.

This policy will help to ensure that entities that are receptive to these best practices and that are diligently integrating these processes, policies, and procedures are not penalized due to the misconduct or disregard of policies by other entities that are not following best practices or taking full advantage of these resources.

# **Contract Review**

## **Definitions**

“Entity” means any diocesan entity (*i.e.*, Pastoral Center, parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc, St. Joseph’s Residence, Inc., Texas Catholic Publishing, Calvary Hill Cemetery and/or The Elementary Principals Association (The Dallas Parochial League)).

## **Purpose of the Policy**

A contract is an agreement between an Entity and another party whether or not it is specifically titled a “contract”. A contract may involve a commitment of Entity funds, facilities, personnel, or resources, or it may be a commitment for the Entity to give up a right it otherwise may have. Examples include purchase or other agreements for goods or services, independent contractor agreements, nondisclosure or confidentiality agreements, agreements for the acceptance of gifts, leases, contracts for the purchase or sale of real estate, or liability waivers. This list is not all-inclusive.

Any contract within the scope of the following separate policies should be managed per those policies:

- Construction / Real Estate / Leases – see Construction and Real Estate Policies
- Facility Use Agreements (Entity Facilities) – See Use of Entity Facilities Policy
- Financing, Credit Cards, Merchant Services – See Financing Policy

## **All other contracts should be managed per the below policies.**

## **Contract Review Policy**

The purpose of this policy is to help ensure that all Entities are following the same procedures when making agreements with third parties so that the Diocese can help the Entities manage the risk posed by contracts. The goals of requiring review of contracts include ensuring that liability under the contract is assumed by the proper party and assisting Entities in analyzing any unnecessary or unfavorable terms and conditions. All Entities must follow the Contract Review Process described below.

## **Steps in the Contract Review Process**

- 1) Before an Entity decides to contract with any provider for goods or services, the Entity should contact the Office of Risk Management and Contract Administration at the Pastoral Center. This will help to ensure that the entity is aware of any existing relationships with applicable vendors and any pricing advantages to using

specific vendors. While all Entity buying decisions should be transparent and competitive, the Director of Risk Management and Contract Administration can assist all Entities in identifying vendors that are familiar with Diocesan Contract Requirements.

- 2) All Entities **must** have a written contract in place with all independent contractors, service providers, and vendors. **Independent contractors, service providers, and other vendors performing services at or delivering goods to Entity facilities or at facilities leased by the Entity are required to carry General Liability, Workers' Compensation, and Automobile Liability insurance regardless of the size of the contract and provide proof to the Entity that they have insurance in the form of a Certificate of Insurance. Only the Director of Risk Management may waive any of these insurance requirements.** Other vendors performing services on behalf of the Entity off-site may also be required to maintain certain types of liability insurance. Accounting Services and I.T. Services are examples of other vendors that may require certain types of insurance.

**Note: Large National Vendors such as Jason's Deli, Dominos, UPS, Fed Ex, etc. do not require a written contract to deliver goods to Entity Facilities.**

- 3) Entities may use the **Maintenance and Repair Work Order** for maintenance and repair vendors performing services less than \$10,000 (excluding roofing work). The Entity **MUST** ensure the vendor maintains all required insurance and provides the Entity with a Certificate of Insurance. Additionally, the Maintenance and Repair Work Order must be signed by the vendor without edit. If these conditions have been met, the Contract does not require further review by Risk Management or Legal Counsel. The contract **MUST** be uploaded into the Contract Management System along with the certificate of insurance for recordkeeping.

Entities may use the **Speaker / Performer / Presenter Agreement** for Speakers, Presenters, Entertainers, and similar vendors. The Agreement must be signed by the vendor without edit. If these conditions have been met, the Contract does not require further review by Risk Management or Legal Counsel. The contract **MUST** be uploaded into the Contract Management System for recordkeeping.

Other contracts such as

- a) Exceeding \$10,000, **or**
- b) For 12+ months of duration, **or**
- c) Any contract that automatically renews, **or**
- d) Any contract for any dollar amount/duration containing a limitation of

- liability, indemnification, insurance requirement, waiver of subrogation, **or**
- e) Any contract for the transportation of individuals, **or**
- f) Any contract for Amusement Rides / Services, **or**
- g) Any contract involving confidential, financial, or proprietary information, **or**
- h) Any contract for vendors working with children or vulnerable adults, **or**
- i) Any school food services contract

**MUST** be reviewed by the Office of Risk Management and Contract Administration.

Only the Pastor, Principal, or President can sign the agreement. Parish or School-based organizations (e.g., Dad's Clubs, Ladies Auxiliaries, etc.) cannot sign contracts on behalf of the Parish or School. Contracts involving these organizations are subject to this Policy and must be signed by the Pastor, Principal, or President as applicable.

- 4) **Read the Contract.** Entities should fully read the contract and determine that they agree with the business terms (i.e. price, quantity, timing, etc.) and details of the business agreement. The Office of Risk Management and Contract Administration can assist if needed and work directly with the vendor if requested. An Entity may only contract on behalf of itself. No Entity should accept any contract drafted on behalf of the Diocese or Bishop. Additionally, no Entity should accept any contract that lists the Entity as a "DBA" or similar designation of the Diocese.
- 5) Once the Entity is satisfied with the business terms of the Contract, the Contract **MUST** be uploaded into the Diocesan Contract Management System (Agiloft) for processing and review. Additionally, if the vendor is required to maintain insurance as described in #2 above, the Certificate of Insurance **MUST** be uploaded for review.
- 6) Contracts exceeding \$100,000 **MUST** be reviewed by Diocesan Legal Counsel. From time to time, Contracts below \$100,000 may also require review by legal counsel due to the subject matter or complexity of the agreement. The Office of Risk and Contracts will communicate this requirement to the Entity as they arise.
- 7) All Contracts must be maintained in the Diocesan Contract Management System with all attachments, changes, and certificates of insurance. On multi-year contracts, the Entity will need to upload additional certificates of insurance as the contract term progresses.

## **Use of Volunteer Attorneys by Diocesan Entities**

While Diocesan Entities are separate and distinct juridical persons or other independently incorporated organizations, their operations may still expose the diocese and diocesan master insurance program to risk of loss. For this reason, it is important to maintain consistency concerning contractual obligations throughout all diocesan entities. The Diocese has selected the law firm of Jackson Walker LLP to serve as outside counsel to the Diocese for purposes of, among other things, reviewing and providing advice regarding contracts that are subject to this policy. This, in turn, helps the Diocese and Diocesan Entities better manage risk as a group.

Many Diocesan Entities have enjoyed the use of volunteer legal services provided by attorneys who, because of their connection to the Entity or its work, have offered their services free of charge. To allow those Entities to preserve these relationships where appropriate, while also ensuring that Diocesan policies and best practices for contracting are followed and that Entities receive consistent and high-quality legal services from appropriately-experienced lawyers, approval is required for a Diocesan Entity to use the services of a non-Jackson Walker attorney for contract review.

To obtain approval to use a non-Jackson Walker volunteer attorney, please contact the Diocesan legal counsel listed below and provide them with the name of the proposed volunteer attorney and the nature of the work the Entity wishes the attorney to perform. If the volunteer attorney is approved, an attorney from Jackson Walker will contact the volunteer attorney to discuss Diocesan policies, best practices, and insurance requirements, and will work with the volunteer attorney to ensure that work for the Entity is coordinated with Jackson Walker and Risk Management as appropriate. Approval of volunteer attorneys is based primarily on the volunteer attorney's level of experience and primary area of practice, and will not be unreasonably withheld.

Diocesan legal counsel can be contacted directly with questions:

Mary Emma Karam Jackson Walker, LLP 901 Main, Suite 6000  
Dallas TX 75202  
214-953-6041 - Telephone  
214-661-6652 - Fax  
mkaram@jw.com  
(General inquiries)

## **Legal Counsel and Litigation**

### **Litigation**

No Entity may initiate any litigation or hire counsel to initiate litigation on the Entity's behalf without the prior consent of the Bishop of the Diocese. If such litigation appears necessary, the Chancellor should be contacted.

When any Entity is threatened with litigation, receives a demand letter, or receives a summons or subpoena, the Chancellor of the Diocese is to be contacted immediately and before any response is made.

In any of these situations, retention of legal counsel will be a joint decision of the Chancellor and the Entity.

### **Legal Counsel for Transactions**

As discussed in various other policies, legal counsel retained by the Diocese (presently Jackson Walker LLP) will provide appropriate review and counsel on high-risk contracts, leases, financings, and transactions that require diocesan approval. The Entity may be authorized to retain its counsel after consultation with the Chancellor and the CFO, but counsel retained by the Diocese will review all documents.

### **Costs**

The Entity will pay for the fees and costs of legal counsel involved in any of the above situations, except for contract review.

# Risk Management

## Use of Entity Facilities

### Definitions and Applicability

“Outside Organizations” includes, but is not limited to, all Non-Parish Based Organizations, Non-School Based Organizations, or (in the case of Entities that are not parishes or parochial schools) any civic/community/commercial organizations.

This policy covers the use of all Entity facilities by any Outside Organization and/or individual for any reason and also covers parishioners or employees utilizing Entity facilities for events and activities not sponsored by the Entity.

This policy does not cover the “Leasing” or “Licensing” of parish property as those requirements are covered in other policies. (See **Policy on Leases**)

This policy does not cover the Safe Environment aspects of facility use. Those requirements are covered in the **Safe Environment Policy**.

### Policy

To minimize the risk to the Entity and/or diocese associated with the use of Entity facilities, Entities must ensure that proper controls and insurance coverage are in place at all times.

Any Entity facility use must be approved by the Pastor / Principal / Director / President. Any Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities for events and activities not sponsored by the Entity will be required to sign a Facility Use Agreement (“Agreement”) and have adequate liability insurance coverage applicable to their activities.

*Note: Individuals or families that provide cake, coffee, or refreshments to participants after baptisms, confirmations, etc. are not required to execute an Agreement with Entities as these are considered parish-sponsored activities. Likewise, a group of parishioners utilizing an Entity facility to play a recreational basketball game or similar activity would not need to sign an Agreement, provided they are not representing an Outside Organization or team.*

## **Facility Use Agreement**

Facilities may be used for single events or for ongoing, multiple recurring events such as monthly meetings or gatherings.

Regardless of how often the Facility is used, a completed and signed Agreement must be executed and on file at the Entity.

The Agreement must be filled out completely with any additional details or provisions communicated in writing. The Entity must also attach copies of any specific Entity policies and procedures applicable for the event, i.e. kitchen use, decorations, candles, etc. Entities also need to attach copies of any licenses or permits that may be required for the event.

Entity facilities utilized by an Outside Organization and/or individual or any parishioners or employees for recurring events such as monthly meetings or gatherings, only need to execute an Agreement annually. All Agreements expire on December 31<sup>st</sup> at the latest and need to be re-executed by January 1st.

Entities must keep a complete copy of the Agreement and all attachments on file.

## **Insurance Coverage**

Any Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities (for events and activities not sponsored by the Entity) that already maintain Comprehensive General Liability Insurance must provide a "Certificate of Insurance" with the following minimum limits of insurance:

Whenever food and/or alcohol is served or any other hazardous activities deemed applicable by the Diocese Director of Risk Management: \$1,000,000 per occurrence and coverage applicable to the event.

For all other events: \$500,000 per occurrence and coverage applicable to the event.

The certificate needs to state in the Description of Operations section that there is an endorsement of the policy naming "The Roman Catholic Diocese of Dallas" and the specific Entity as "Additional Insured", and that the coverage available under the policy is primary over any other coverage available.

Entities also need to ensure that the coverage listed on the certificate covers all aspects of the event and activities.

*Note: Some General Liability Policies may "exclude" coverage for alcohol service. If the event or activity involves serving alcohol, the insurance policy needs to cover this type of activity. To ensure that this specific area is properly covered under their insurance, Entities should request that the certificate of insurance specify that "Liquor Liability" and/or "Host Liquor Liability" is covered under the General Liability Policy. See separate Diocesan Alcohol Use Policy.*

If the Outside Organization and/or individual utilizing the Entity facility or any parishioners or employees utilizing the Entity facility for events and activities not sponsored by the Entity do not maintain General Liability Insurance Coverage as set forth above, or if the coverage is insufficient in amount or scope of coverage, they will be required to purchase Special Events Insurance.

If the Outside Organization and/or individual utilizing an Entity facility for any reason or any parishioners or employees utilizing Entity facilities for non-parish / school/diocesan sponsored events and activities utilize any third parties for catering, food service, alcohol service (where allowed), or any other services, the third party must provide the Entity with a certificate of insurance similarly listing the Diocese and Parish as "Additional Insured".

# **Bus Transportation**

## **School & Church Activity Bus Transportation**

The transportation of individuals utilizing buses is an important part of our various ministries and educational programs throughout the Diocese of Dallas. The Roman Catholic Diocese of Dallas is committed to safe transportation. Compliance with this policy helps to ensure the safe transportation of individuals and provides consistent and uniform standards for all bus operations within the Diocese. Entities are solely responsible for ensuring compliance with this policy at their entity.

### **Definitions**

- *Bus* – any vehicle capable of transporting 16 or more passengers including the driver.
- *FMCSR* – Federal Motor Carrier Safety Regulations.
- *“Entity”* means any diocesan entity (parish, parochial school, diocesan high school, seminary, Catholic Charities of Dallas, Inc, St Joseph’s Residence Inc, Texas Catholic Newspaper, and/or Conference Center.)

### **Vehicle Operations**

The use of 11-15 passenger vans for transportation is strictly prohibited for any entity, whether owned, leased, rented, or provided by a volunteer.

- 1) Buses purchased or leased must comply with all applicable Federal Motor Vehicle Safety Standards.

Entities owning or leasing buses are responsible for understanding and complying with all state and federal regulations, laws, and ordinances. Buses must operate under traffic laws and safety regulations.

- 2) All buses must be maintained in a safe and satisfactory condition at all times and under all applicable state and federal regulations. Repairs may only be conducted by a qualified mechanic. All entities within the Diocese of Dallas must have a formal program for inspecting, repairing, and maintaining all buses to ensure the safety of the vehicle at all times.
- 3) Buses must be inspected before use and immediately following any use. Any safety deficiencies must be corrected prior to operating the bus.

- 4) All buses must be inspected annually by a qualified mechanic and all safety deficiencies must be corrected before operating the bus.
- 5) Periodic maintenance must be conducted under the manufacturer's recommended mileage intervals by a qualified mechanic.
- 6) All records of inspections, repairs, and other maintenance must be maintained by the entity for no less than 12 months and no less than 6 months after the bus is sold or otherwise disposed of by the entity.
- 7) Bus emergency evacuation training and drills must be conducted at least twice a year. Once in the fall and once in the spring. A record of this training must be maintained at the entity.
- 8) All buses must be registered with the Diocesan Insurance Provider through the Diocesan Office of Risk and reviewed annually.

## **Drivers**

Drivers of buses must comply with this policy and all applicable state and federal safety regulations.

- 1) Bus drivers should be experienced, with new drivers requiring at least 20 hours of driving experience, 10 of which must be logged with an experienced driver.
- 2) All bus drivers must pass an initial Driver Evaluation performed by the entity before transporting students or other individuals.
- 3) Bus drivers must be at least 21 years old and must have a current valid Texas Commercial Drivers' License with Passenger (P) and CDL classification applicable to the vehicle being operated. If the Bus being operated was designed, manufactured, or intended to be utilized as a "School Bus", drivers must also have a School Bus (S) endorsement whether or not the bus is currently being utilized to transport students to and from school. Bus drivers must also maintain a current valid medical certificate at all times.
- 4) All bus drivers must complete the initial 20-hour School Bus Driver Safety Certification Training Program through the Region 10 Education Service Center.  
<https://www.region10.org/schoolbus>
- 5) No Driver may operate a bus under the influence of or impaired in any way by alcohol or any controlled substance. Drivers are prohibited from alcohol possession and/or

use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is according to the instructions of a physician who has advised the driver that the substance does not adversely affect his ability to safely operate a motor vehicle.

- 6) All bus drivers (employee or volunteer), are subject to controlled substance and alcohol testing under FMCSR part 382 and part 40 to include pre-employment, random, post-accident, and reasonable suspicion-controlled substance and alcohol testing. Entities are individually responsible for compliance with all of these applicable state and federal regulations including, but not limited to, coordinating and conducting all testing and training of drivers operating entity-owned or leased buses. Testing must be conducted at a designated collection site utilizing Federal Drug and Alcohol Testing supplies and laboratory protocols. Drivers wishing to challenge a test result may have the initial split sample re-tested by the laboratory at their own expense. Refusal to cooperate in the testing process will be considered a positive result and the driver will be disqualified from driving. The following tests will be conducted on all bus drivers:
- a. Pre-Employment – Before using a driver for the first time, the entity will have the bus driver tested and receive a negative test result for controlled substances. A positive result will result in the driver being disqualified from driving buses.
  - b. Random – all bus drivers must be included in a random testing pool at each entity for controlled substances and alcohol. Random testing must be unannounced and drivers must report for testing within 2 hours of being notified. Refusal to cooperate in the testing process will be considered a positive result and the driver will be disqualified from driving. A positive result for controlled substances or an alcohol test result of .02 or greater will result in the driver being disqualified from driving buses. Drivers must be selected utilizing a scientifically valid method. Annual random testing rates must follow Federal Motor Carrier regulations, currently at an annual rate of 50 percent of all eligible drivers for controlled substances and 10 percent of all eligible drivers for alcohol.
  - c. Post-Accident Testing – following any DOT Recordable accident involving a bus, the driver will report for controlled substance and alcohol testing. A positive result for controlled substances or alcohol test result of .02 or greater will result in the driver being disqualified from driving buses.

- d. Reasonable Suspicion Testing – A driver’s supervisor shall require a driver to report for testing when evidence exists that the driver has violated the regulations regarding alcohol and drug use. The supervisor’s determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances. Any positive controlled substance test result or alcohol test result exceeding .02 will result in the individual being disqualified from further operation of any bus for any diocesan entity.
- e. All bus drivers must receive training on the alcohol and controlled substance policy. All bus driver supervisors must have a minimum of 1-hour training on alcohol misuse and 1-hour training on controlled substance use. This training will be used to determine whether testing a bus driver under reasonable suspicion conditions exists.
- f. All bus drivers must comply with all state and federal regulations applicable to passenger buses, school buses, and commercial motor vehicles at all times whether or not compliance is required under state or federal regulation. Drivers are required to wear seatbelts and obey all state, and/or local traffic laws and ordinances at all times when operating a bus. Where buses are equipped with passenger seat belts, these must be worn by all passengers at all times. Aggressive driving or any unlawful use is strictly prohibited.
- g. All bus drivers must maintain a satisfactory driving record, including their driving record, at all times. A satisfactory driving record includes all state and federal requirements for commercial driver license holders and must meet the following conditions within a rolling three-year period:
  - i. No violations indicating an alcohol or controlled substance-related traffic offense such as “Driving Under the Influence”, “Driving While Intoxicated”, “Driving while Alcohol Impaired” or “Refusal to Submit”.
  - ii. Less than 3 moving violations. (No single 10-point assessment violation as defined by the Texas Department of Public Safety)
  - iii. No current revocations, suspensions, or any withdrawal of any driving privileges.
  - iv. Provisional, restricted, probationary, or “work” driver's licenses are not permitted for use when operating a bus.

- v. No requirement on the driver's license for an Ignition Interlock Device.
- 7) Drivers are required to notify their supervisor immediately of any moving violations, revocations, suspensions, withdrawal of driving privileges, "Driving Under the Influence", "Driving While Intoxicated", "Driving while Alcohol Impaired" or "Refusal to Submit" violations no later than the next business day after the offense or notice of revocation, suspension, or withdrawal. This policy applies whether the citation was received during employment or on the employee's time.
- 8) When operating a bus, drivers are prohibited from holding any cell phone device, GPS device, computer" type device, or any other device that poses a distraction whenever the vehicle is in motion.
- 9) Any accident involving a bus or passenger incident must be reported immediately. All accidents on a public roadway involving two or more vehicles must be reported to local law enforcement at the time of the accident. All buses must have an accident kit consisting of a disposable or digital camera and accident report form in the glove compartment at all times. These items are to be inspected and replaced regularly. All accidents will be investigated promptly and completely by the Driver and the Driver's supervisor.
- 10) Drivers involved in any accident while driving a bus where the driver is at fault may receive disciplinary action which may include termination for the first offense. If a driver is involved in a second vehicular accident within a rolling three-year period where the driver is at fault, the driver will be prohibited from operating a bus.
- 11) All Diocesan entities must maintain compliance with applicable Driver Qualification File regulations under FMCSRs and review the file on an annual basis. The Driver Qualification File must be secured in a confidential file cabinet to which only the driver's supervisor has access and should be kept separate from the Employee's Personnel file.  
Additionally, all drivers must be listed with the Diocesan Insurance Provider through the Diocesan Office of Risk and be MVR-approved.

## **Charter Buses**

Any entity chartering a bus or buses for the transportation of students, parishioners, or other individuals must use the Diocesan Charter Bus Addendum available from the Office of Risk Management and Contract Administration. Additionally, the Charter Bus Vendor must provide a certificate of insurance and their U.S. DOT #. The Addendum, Certificate of Insurance and Charter Bus agreement must be reviewed by the Director of Risk Management and Contract Administration before signing.

1. Chosen vendors must be registered and have a satisfactory rating as determined by the Federal Motor Carrier Safety Administration. When contracting with a charter bus company, entities may verify that their Safety Rating is Satisfactory by going to this link. <https://ai.fmcsa.dot.gov/SMS/Search/Index.aspx>

**Example of a FMCSA search:**

Premier Transportation SVC LLC has a Satisfactory rating. Elite Transportation dba Charter UP has NO RATING. It is our policy to only use charters with SATISFACTORY RATINGS.

**(see next page for examples)**



**Working Together for Safety.**



QUICK SEARCH

Enter Carrier Name or U.S. DOT#



**Learn About the CSA Prioritization Preview**

FMCSA is proposing a new prioritization methodology to keep enforcement efforts focused on the carriers in most need of intervention. Learn more about these changes and how they will improve highway safety.

[Visit the CSA Prioritization Preview](#)

**PREMIER TRANSPORTATION SVC LLC**

U.S. DOT#: 2070765  
Address: 4525 PRODUCTION DR  
DALLAS, TX 75235-8024  
Number of Vehicles: 40  
Number of Drivers: 53

**Safety Rating & OOS Rates**

(As of 01/25/2024 updated daily from SAFER)

**SATISFACTORY**  
(Rating Date: 08/08/2023)

**Out of Service Rates**

**Licensing and Insurance**

(As of 01/25/2024 updated hourly from L&I)

Type	Active For-Hire Authority	
	Yes/No	MC#/MX#
Property	No	
Passenger	Yes	MC-937911



**Working Together for Safety.**



QUICK SEARCH

Enter Carrier Name or U.S. DOT#

U.S. DOT# 3158173 has no current for-hire operating authority with FMCSA.



**Learn About the CSA Prioritization Preview**

FMCSA is proposing a new prioritization methodology to keep enforcement efforts focused on the carriers in most need of intervention. Learn more about these changes and how they will improve highway safety.

[Visit the CSA Prioritization Preview](#)

**ELITE TRANSPORTATION OF TEXAS LLC**

DBA: CHARTER UP

U.S. DOT#: 3158173  
Address: 8124 BRACKEN CRK  
SAN ANTONIO, TX 78266-2120  
Number of Vehicles: 15  
Number of Drivers: 12  
Number of Inspections: 2

**Safety Rating & OOS Rates**

(As of 01/25/2024 updated daily from SAFER)

**Not Rated**

**Out of Service Rates**

Type	OOS %	National Avg %
Vehicle	0.0	21.4
Driver	0.0	6.0
Hazmat		4.5

**Licensing and Insurance**

(As of 01/25/2024 updated hourly from L&I)

Type	Active For-Hire Authority	
	Yes/No	MC#/MX#
Property	No	
Passenger	No	
Household Goods	No	
Broker	No	

# Carnivals

Many parishes and schools, and their related organizations, hold carnivals, festivals, etc., during the year. Because large amounts of cash are generated by such events, special procedures need to be in place for the security of the money as well as the safety of the people involved. The organizers should carefully manage and control the flow of money and record all gross receipts and disbursements on the parish/school books.

## 1) Planning

- a. Adequate planning of the event should include determining:
  - I. A meeting with the Diocese's Purchasing and Claims Office at least 60 days in advance of the event
  - II. If there are sufficient volunteers
  - III. The appropriateness of the timing (in the heat of the summer, in conflict with other parish/school or community events, etc.)

## 2) Insurance

- a. If you are holding the activity on another property, hiring or contracting with ride providers, or using non-parish/school personnel, equipment, or things, you must make sure adequate liability insurance is secured.
- b. Contact the Diocese's Purchasing and Claims Office at least 60 days in advance of the event.

## 3) Outside Contractors

- a. If the event is contracted out to an outside company, contact the Diocese's Purchasing and Claims Office regarding proper contracts.

## 4) Vendors

- a. If products/services will be purchased from vendors, care should be taken to ensure that the products/services are of reasonable quality and at a reasonable price.
- b. Do not pay for any items in full until they have been received.
- c. In choosing vendors, favoritism toward parishioners or school parents or supporters should not be shown to the financial detriment of the entity.

## 5) **Ticket Usage**

- a. Individual booths should not receive cash. Instead of each booth accepting cash, tickets should be sold that can be used at all booths.
- b. Such a practice further controls the flow of money and decreases the possibility of theft both internally (by workers) and externally.
- c. Pre-numbered tickets should be used.

## 6) **Ticket Pre-sales**

- a. If tickets are sold before the event:
  - i. Only authorized persons should sell tickets.
  - ii. The event chairperson, or a designated person, is responsible for keeping track of the tickets and funds collected.
  - iii. Funds collected should be secured and deposited appropriately.

## 7) **Ticket Booths**

- a. A ticket booth should have at least two persons staffing it at all times.
- b. Immediate relatives/family members should never be the only people to work in a ticket booth during the same block of time.
- c. The ticket booth should be issued two purse bags at the beginning of each day, with one bag containing the opening change purse. Two workers from the ticket booth should pick up the purses from the cash office and take them to the ticket booth.
- d. At regularly scheduled times, or when the ticket booth has a pre-set amount of cash, the funds should be taken to the cash office by at least 2 workers.
- e. At the end of the day all cash and both bags are returned to the cash office.

## 8) **Cash Office**

- a. A cash office should be established to handle all monies for the event.
- b. It should control the collection, disbursement, and recording of all funds during the event.
- c. This is essential for the proper safekeeping and recording of all cash receipts and disbursements.

- d. A police/ security officer should be on duty outside the cash office at all times.
- e. All bags (backpacks, diaper bags, even purses if possible) should be left outside the cash office.

9) **Cash Office Staffing**

- a. The cash office should be adequately staffed, with the proper segregation of duties.
- b. A pre-approved list of workers should be made and posted in the office. Anyone not on the list is forbidden to enter.
- c. The cash office staff should include:
  - I. Chairperson – overall manager of the cash office during individual shifts.
  - II. Window cashier – distributes and receives all purse bags for ticket booths. When receiving, the cashier records in a log book the ticket booth, the names of the workers, and the time receiving the purse bag.
  - III. Money counters – is responsible for counting the money collected in the purse bags. Each bag should be counted twice. The amounts should be recorded on individual count sheets and initialed by the counters.
  - IV. Vault cashier – receives the deposits from the money counters, counts and wraps currency and coins for bank deposits, and maintains the inventory of wrapped money in a tamper-proof sealed bag placed in a secure vault.
  - V. Vendor manager – is responsible for handling payments to vendors and police officers using checks only.

10) **Payments to Vendors and Police/ Security Officers**

- a. All payments to vendors and police/ security officers are to be made by check, not cash.
- b. Before the event, a list should be prepared of who will be receiving checks.
- c. Checks should already be prepared beforehand, with all the information filled in except the payment amount and signatures.
- d. An authorized check signer should be available at pre-arranged times on the evenings of the event.

## **Procedures and Steps**

### **1) Preparing Purse Bags**

- a. Obtain sufficient purse bags to have 2 bags for each ticket booth. It is advisable to have extra bags on hand.
- b. Before the carnival opens, the chairperson prepares an opening change purse for each ticket booth, placing the pre-set amount in each bag.

### **2) Distribution of Purse Bags**

- a. Two assigned workers from each ticket booth pick up the two bags from the window cashier. This is done at least 20 minutes before the ticket booths open.
- b. They count the opening change bag to make sure the amount is correct and then sign for the amount taken indicating that the amount is correct and that they took the bag.
- c. They transfer the bags directly to their ticket booth.

### **3) Ticket Booth Procedures**

- d. The funds are kept secure in the ticket booth, out of easy reach from those not working in the ticket booth. If possible, each ticket booth should have a metal moneybox.
- e. At regularly scheduled times, or when the ticket booth has a pre-set amount of cash, the funds should be taken to the cash office by 2-3 designated workers, using one of the purse bags.
- f. Persons taking the money should sign for the amount taken and put the signed receipt in the opening bag for the amount removed.
- g. At the end of the day, both bags should be brought to the cash office with all remaining cash from the ticket booth.
- h. Sign the receipt for the amount in the bags and all removed receipts.

### **4) Cash Office Procedures**

- a. The window cashier receives monies from ticket booth workers, recording their names, the ticket booth, and the time.
- b. The unopened bag is given to the money counters, who count the funds twice.

After the funds are counted a second time, a count sheet is completed and both counters initial the sheet.

- c. The money counters then put the monies into a tamper-proof sealed bag and give it to the vault cashier for deposit.
- d. The vault cashier then places the money in a safe or other secured place. The vault cashier alone should have the key to the safe or secured place.
- e. ATM rental is not allowed due to potential security concerns.

#### **5) Deposit**

- a. Bank deposits should be made throughout the carnival so that no more than \$5,000 in cash is kept on hand at any time. A lower maximum may be set.
- b. The chairperson and the vault cashier count and prepare the deposit slip together. They both initial the deposit slip.
- c. The chairperson or another authorized individual, accompanied by a police/ security officer, delivers the tamper-proof sealed deposit bags to the bank.

#### **6) Reconciling**

- f. Copies of the count sheets and the deposit slips are kept secure during the event by the chairperson, who gives all of them to the parish/school bookkeeper after the event.
- g. After the entire event, the parish/school bookkeeper reconciles the count sheets with the deposit slips and the bank statement.
- h. If there are any discrepancies greater than \$25, the persons who have initialed the deposit in question are contacted and the matter is reconciled. If the matter cannot be reconciled, the pastor/principal is notified.

## Raffles

All raffles must comply with the Texas Charitable Raffle Enabling Act. Check this site yearly for any changes- [Charitable Raffles and Casino/Poker Nights | Office of the Attorney General \(texasattorneygeneral.gov\)](#) HB. No. 2757, effective June 15, 2021, amended the Charitable Raffle Enabling Act to increase the allowable value of each purchased prize from \$50,000 to \$75,000 and the allowable number of raffles that may be held per calendar year from two to four. A raffle prize offered or awarded **cannot be money.**

The Finance Council must approve all raffles and help ensure that the parish and/ or school do not have more than four raffles per year. Parishes with schools can only have a combined number of raffles of four per year because the school is a DBA of the parish.

As with online collections, online raffles are allowed as long as they meet and follow IT security guidelines such as SSL encryption, secure payment gateway, personal data protection, two-factor authentication, backup and recovery plan, etc. Please consult with the diocesan IT department for more details.

The IRS has reporting and tax withholding for raffle prizes over \$600. A summary of such requirements follows.

- 1) The entity is required to complete a W-2G (multiple copies) at the time of the award. This form is available at [www.irs.gov](http://www.irs.gov) as a fill-in-the-blank pdf. form. Copy A is filed with the IRS (with form 1096 in January of the year after the year of the raffle), copies B and C are given to the winner at the time of the award, and copy D is retained by the entity. One W-2G must be done for each prize over \$600. Prizes valued at less than \$5,000 are not subject to federal income tax withholding (but see step 3 below).
- 2) If the prize is valued at \$5,000 or more, the prize is subject to 24% federal income tax withholding. The check for the withholding is sent to the IRS with Form 945 (Annual Return of Withheld Federal Income Tax) for the withholdings reported on forms 1099 and W-2G. This amount must be collected from the winner at the time of the award.
- 3) If the winner fails or refuses to provide his or her TIN (Taxpayer Identification Number, normally a social security number), then any winnings over \$600 are subject to a flat 24% tax. These withholdings are filed and paid to the IRS as in number 2 above.
- 4) ***No raffle prize valued at more than \$600 can be given to the winner until the entity collects any required federal income tax withholding from the winner.***

## **Summary Information**

### 1) General Requirements

- a) Gambling winnings are reportable if the amount paid reduced (at the option of the payer) by the wager is:
  - b) \$600 or more
  - c) At least 300 times the amount of the wager

### 2) State Requirements

- a) In the state of Texas, the prize offered or awarded at a raffle may not be money but must be owned by the sponsor before the raffle, and raffles are limited to four per year. Bingo is not considered a raffle.

### 3) Determining if Withholding is Required

- a) The wager must be subtracted from the value of the total winnings to determine whether withholding is required and to determine whether reporting is required.
- b) The wager must be subtracted at the time of the first payment.

### 4) Withholding Rates According to the IRS

- c) IRS regulations apply to raffles that are held in the state of Texas.
- d) The regular gambling withholding rate applies. The organization must withhold federal income tax at this rate from the amount of winnings less the amount wagered if such winnings less the wager exceed \$5,000.
- e) Regular gambling withholding applies to the total amount of gross proceeds (winnings minus the amount wagered) not merely to the amount over \$5,000.
- f) Multiple prizes of \$5,000 or less are subject to the regular gambling withholding rate if the aggregate proceeds from the wager will exceed \$5,000.
- g) The winner must pay the appropriate income tax to the sponsor, or the sponsor can pay the income tax and add it to the W-2G.
- h) See IRS Form W-2G and related Instructions

**Refer to the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov) for detailed instructions and the appropriate forms.**

# Poker Tournaments, Casino Nights, Etc.

## **From the Texas Attorney General's Website:**

### Poker/Casino Nights

1) *Can my nonprofit hold a poker tournament or casino night fundraiser?*

Unlike raffles and bingo, there is NO exception to the gambling law in Texas for nonprofits to hold poker or casino night fundraising events. The gambling law, Chapter 47 of the Penal Code, applies to nonprofits and for-profits equally. See Tex. Pen. Code Ann. §47 (Vernon 2003). There are three parts to an activity that could make it illegal gambling:

- a) money or anything of value is paid to enter the game
- b) the winners are decided by a game of chance and
- c) prizes of value are awarded.

If all three of those conditions are met, then it's probably gambling and illegal. If the game is free to enter, then prizes of value may be awarded. If an entry fee is charged, then prizes of value may not be awarded. There are some exceptions to this rule, including certain carnival contests in which prizes with a value of less than \$25 are awarded and mechanical devices for amusement purposes in which prizes with a value of less than \$5 are awarded. If your organization is considering conducting an event involving a game of chance, you should consult Chapter 47 of the Penal Code to determine its legality.

2) *What if the poker tournament or casino night is held in a private place?*

It is legal for individuals to play poker or other casino activities in a private place, defined as "a place to which the public does not have access." They can bet money and win money. However, all money must be redistributed to the participants. The "house" cannot keep a cut; thus, it would be difficult for a nonprofit to raise funds in this way.

## **From the Texas Bar Association Website**

1) *Do Nonprofits Have Options?*

While a nonprofit may not be able to hold a tournament where an entry fee is charged, they are not altogether precluded from putting on such

events. According to the Attorney General, organizations are allowed to hold tournaments where prizes are awarded to the winners, such as gift certificates or even trips to Las Vegas, as long as the organization charges no entry fee. They could then sell food and beverages, including alcoholic beverages, to make money. In addition, a nonprofit could solicit underwriters or sponsors for the tournament and give prizes to winners. Or, a nonprofit could charge an entry fee and not offer prizes but offer door prizes open to all entrants, regardless of the poker hand they draw.

## **Alcohol Service for Parish/School Events**

The serving of alcoholic beverages on parish/school property is limited to special occasions approved by the Pastor / Principal. Alcohol service is only allowed if served along with food and non-alcoholic beverages. Alcohol service must end at least one hour before the end of the event. Under no circumstances will alcohol be served to anyone under the age of 21. At no time are attendees allowed to bring their alcoholic beverages to an event. This includes non-parish/school-based sponsoring organization events and 3<sup>rd</sup> party facility rentals.

Attendance by employees at any event where alcohol is served is strictly voluntary. All employees attending these events will be relieved of all job-related duties during and following the event.

Non-Parish Based sponsoring organizations or persons must maintain the appropriate liability insurance or take out the special events insurance policy available from the Diocesan Risk Management Office and provide a mature person(s) 21 years of age or older to be responsible for serving the beverages and monitoring the conduct of the attendees. Sponsoring organizations are encouraged to have servers participate in an approved TABC alcohol service training course. Alcohol servers are not permitted to consume alcohol during the event.

Drinking alcohol to “excess” by any attendee is unacceptable at any event. Attendees are expected to conduct themselves responsibly at all times. All alcohol servers must be instructed not to serve anyone who appears intoxicated. Parish / School employees who serve alcohol at events are encouraged to participate in an approved TABC alcohol service training course. Employees serving alcohol are not permitted to consume alcohol during the event.

The number of drinks provided for free should be limited by utilizing drink tickets or another informal method of tracking the amount of alcohol served. “Open Bars” are strongly discouraged. Planning for Alternative Transportation options **MUST** be conducted before any event. i.e. designated non-drinking drivers, cabs, etc. All employees and non-parish-based sponsoring organizations are advised to **INSIST** on alternative transportation to anyone visibly impaired or intoxicated.

Individuals responsible for coordinating the event and their designees must take all reasonable steps necessary to prevent an impaired or intoxicated person from operating a vehicle, up to and including contacting local law enforcement. The cost of alternative transportation should be reimbursed by the sponsoring organization or person. At no time will employees be allowed to operate a Diocesan vehicle impaired in any way by alcohol. All applicable state / local laws and ordinances about alcohol service must be observed. If alcohol, including beer and wine, is sold or if there is a door charge, dinner charge,

donation container, etc., licensing and permitting may be required. At Parish/School-sponsored events not held on Parish/School property, the hotel, restaurant, or caterer is responsible for oversight and compliance with Texas Alcoholic Beverage Commission requirements for alcohol use.