

POLICY 3.4.2 Extraordinary Expenditures

All Parish Pastoral Councils or Finance Committees who have the intention of incurring an expense in **excess of \$5,000.00 for a capital project must first receive the approval** of the Archbishop.

In this policy a “capital project” shall mean the construction or restoration of a building or any fixture and equipment attached thereto, landscaping and improvements to the property (e.g. sidewalks, ramps, curbs and paving), and other equipment (e.g. photocopier, lawn mower, snow blower).

A “Petition for an Extraordinary Expenditure of \$5,000.00 or More” form (Form 3.4.2.a) must be completed, signed by the parish priest **and** the Parish Finance Committee Chair, and submitted to the Finance Administrator’s office.

The petition must be accompanied by the following documentation:

- A copy of the meeting minutes with the decision to proceed with the project;
- A minimum of two (2) written quotations from an engineering firm duly registered in the Province of Alberta and/or a contractor or supplier who, as much as possible, operates a business within the same geographic area as that of the Archdiocese of Grouard-McLennan. The applicant shall indicate their preference for a particular proposal and state their reason(s) for this selection;
- A site plan or building plan (when structural changes or new construction is proposed); and,
- A budget estimate showing all expenditures and projected sources of revenue for the project.
NOTE: At least 50% of the estimated costs must be in hand or committed by written pledges prior to the commencement of the project.

Exemption from cathedraticum and priests pension contributions

In the event that the project requires a fund raising campaign to finance the project, in whole or in part, the applicant must firstly receive the approval of the Archbishop before the initiation of the fund raising campaign, in order to qualify for an exemption from the requirements of Policy 3.2.1 Cathedraticum, Priests Pension and Their Exemptions.

Requirement of Archbishop’s approval before commencing project

The parish shall not commence the project until such time that a written authorization is received from the Archbishop. **A Notice of Decision will be issued to the applicant within ninety (90) days following the receipt of a completed application form.**