



FINANCIAL POLICY FOR PRIESTLY CHAPLAINCIES

Preamble:

This is a living document and will be revised from time to time to address new issues as they might arise.

This document is based on the letter of appointment from the Bishop and the terms agreed to between the Bishop and the Chaplain.

This policy is directed to those priests assigned specifically to a chaplaincy in the Hamilton Diocese.

1. The finances of each Chaplaincy will be managed according to the Diocesan Fiscal Management policy (available on the Diocesan Website).
2. Each Chaplaincy must have a Finance Committee of at least two members with some financial skills in addition to the chaplain.
3. The Bank Account will be opened by the Diocesan Office in the name of the applicable chaplaincy, eg RC Bishop of HamiltonChaplaincy.
4. Two signatories are required for each transaction. The chaplain would always be one of the signatories.
5. The Finance Committee will be responsible for maintaining the financial records through the approved accounting software, currently Xero. The Diocesan Office will be responsible for the setup of Xero and the training of users on the system.
6. All collections received are to be banked in their entirety without any of the collection being removed before banking. The protocols in place for Parish Collections are to be observed by the chaplaincy.
7. When activities related to the group are held around the Diocese and a collection is taken up – the money is to be deposited in the relevant chaplaincy account.
8. After a period of proven management of the finances of the chaplaincy in accordance with these financial policies, the Chaplaincy may request the Diocese to apply to the Charities Commission to become a registered charity under the RC Bishop of Hamilton Group. Upon receiving registration, the chaplaincy will then be able to issue donor receipts from their records to donors which will qualify for tax rebates.
9. Sustentation for the Chaplain will be supplied by way of an Eftpos Card from the parishes of residence House Accounts.

10. Car running costs will be split on a percentage basis across the assigned parishes.
11. Car depreciation costs will also be met at the above rate.
12. The chaplain is a beneficiary of the Clergy Trust Fund (CTF) of the Hamilton Diocese.
13. The chaplain will receive from the CTF the same stipend as all other priests working in the Diocese.
14. The authorised levy for the Clergy Trust Fund (currently 30%) should be deposited into the CTF account on a monthly basis.
15. It is the practice in the Diocese of Hamilton that donations received for weddings and baptisms are part of the CTF's income and are to be forwarded accordingly. Donations for funerals are received by the priest celebrant.
16. The chaplain is to report to the Bishop on a quarterly basis to keep him abreast of what is happening in the chaplaincy.

Enrolment in a Catholic School

Families normally obtain a Preference Certificate from the Parish.

The chaplain needs to familiarise himself with local parish practices before signing preference certificates.

The actual enrolment at any Catholic school is the responsibility of the School Principal.

The signing of Preference Certificates is attended to by the approved agent of the Bishop.

A handwritten signature in black ink that reads "+ Steve Lowe," with a small flourish at the end.

✠ Steve Lowe

BISHOP OF HAMILTON

31 January 2019