

**FISCAL PROGRAMS, DEVELOPMENT
AND PHYSICAL FACILITIES
Bk3§200**

BK3§201.1 THE PASTOR

BK3§201.1.1 Policy

The pastor shall have the ultimate responsibility for all fiscal decisions and the disposition of parish monies.

Commentary

He is advised in these matters by the parish finance council and by the appropriate board, committee or council and program leaders of parish catechetical programs.

BK3§201.1.2 Policy

The financial decisions must be based on parish budget and financial reports and must adhere to the fundraising content in **Book 5**.

BK3§201.2 NON-PARISH DELEGATION

BK3§201.2.1 Policy

In non-parish elementary schools and high schools, the ultimate responsibility for all fiscal decisions shall reside in the person or group designated by the appropriate authority.

BK3§201.3 THE BOARD, COMMITTEE OR COUNCIL

BK3§201.3.1 Policy

The board, committee or council is to advise the pastor, or the one designated, in financial matters relating to the catechetical programs.

Procedures

It is for the board, committee or council to prepare the annual budget(s) in conjunction with the catechetical administrator(s) and submit it to the pastor or the one designated for approval.

The board, committee or council is to prepare and oversee the budget(s) for the parish catechetical programs. They are also responsible for finding the necessary support to insure the financial viability of the catechetical programs. In order to do this, they must know the financial status of the catechetical program.

BK3§201.4 THE CATECHETICAL ADMINISTRATOR

BK3§201.4.1

The catechetical administrator is responsible to work with the appropriate board, committee or council to prepare the annual budget for the catechetical programs. It is the further responsibility of the catechetical administrator to see to the implementation of the budget.

BK3§202.1 THE ANNUAL BUDGET**BK3§202.1.1 Policy**

An annual budget must be prepared for the school and the other parish catechetical programs. The annual budget must be planned to reflect accurately the reasonable needs of the parish catechetical programs in relation to the ability of the parish to support these programs.

BK3§202.2 FINANCIAL REPORTS**BK3§202.2.1 Policy**

Once the annual budget has been approved, the appropriate board, committee or council and the catechetical administrator(s) are to exercise supervision of the budget through regular review of financial reports.

Procedures

The pastor and parish finance council are to receive regular ongoing financial reports of the parish catechetical programs.

BK3§203.1 SUPPORT

BK3§203.1.1 Policy

Support of the parish catechetical programs shall be part of every parish’s mission and goals.

BK3§203.1.2 Policy

If the parish sponsors a Catholic school, this school shall be viewed as part of the total parish mission and supported by the total parish.

BK3§203.1.3 Policy

Support of Catholic education shall be part of every parish’s mission and goals, even if a parish does not sponsor its own Catholic school.

BK3§203.2 PROGRAM OF SUPPORT

BK3§203.2.1 Policy

All parish schools shall be supported by a financial program consisting of a reasonable balance of tuition, fees, general parish funds, development income and fundraisers.

Procedure

The financial program should be developed by the pastor in consultation with the parish finance council and the parish catechetical board, committee or council.

Commentary

This balanced approach is necessary to provide for the ongoing support of the school without detriment to the other ministries of the parish.

BK3§203.2.2 Policy

Programs for children, youth and adult catechesis shall be included in the parish budget.

Procedure

Sources of income and other resources including general parish funds should be identified.

BK3§203.3 TUITION AND FEES

BK3§203.3.1 Policy

It shall be the decision of the pastor, in collaboration with the parish finance council and the appropriate board, committee, or council, to charge reasonable tuition and fees for the Catholic school as well as other catechetical programs of the parish. In those instances where the school is not affiliated with a parish, the board of directors in collaboration with the principal assumes this responsibility.

BK3§203.3.2 Policy

All tuition and fee requirements must be in compliance with state and federal regulations.

BK3§203.4 INABILITY TO PAY

BK3§203.4.1 Policy

No parishioner shall be deprived of basic adequate Catholic catechesis because of lack of finances.

Procedure

In cases of financial difficulty, situations shall be evaluated on a case by case basis.

BK3§203.5 CHANGES IN FINANCIAL SUPPORT FOR CATECHETICAL PROGRAMS

BK3§203.5.1 Policy

When schools are merged, consolidated or closed, or in any instance when students from outside a particular parish without a school wish to attend a Catholic elementary school, a reasonable financial arrangement shall be made between the pastor, parochial administrator or priest moderators, on recommendation of the appropriate boards, committees, or councils to allow such attendance.

Procedure

Ordinarily, the accepting school is entitled to “full per pupil” cost of the student in attendance.

BK3§203.5.2 Policy

Should a parish or cluster of parishes not have catechetical programs, and should students from those parishes wish to attend/participate in such programming in a neighboring parish, a reasonable financial arrangement shall be made between the pastor, parochial administrator or priest moderators, on recommendation of the appropriate boards, committees or councils to allow such attendance/participation.

Procedure

It is suggested that the parish of the student make a donation. One such means might be for a parish of the student to make a donation that is equal to the difference between parish and non-parish student rates.

Commentary

Traditional methods of financing Catholic school education are often inadequate in contemporary times and will prove even more inadequate in the future.

Parishes are encouraged to look for new models of financing the catechetical mission.

New programs and new methods of attracting, motivating and involving a variety of persons, both within the parish and outside the parish, are best achieved through the establishment of total development programs that are comprehensive and future oriented.

BK3§204.1 BOARD, COMMITTEE OR COUNCIL RESPONSIBILITY**BK3§204.1.1 Policy**

The school or catechetical board or committee shall have comprehensive development as one of its major responsibilities.

Procedure

The pastor, parochial administrator or priest moderator or board may designate said responsibility to a development director or development committee.

BK3§204.2 LONG-RANGE STRATEGIC PLAN**BK3§204.2.1 Policy**

All schools within the diocese are required to draft and maintain a long-range strategic plan.

Procedure

The pastor, parochial administrator or priest moderator, principal and school board will initiate and monitor the planning process while the staff of the Office for Catholic Schools serves as a resource in the planning process. The plan's goals and objectives are reviewed yearly by the school board, committee or council and updated every three to five years.

BK3§204.3 DEVELOPMENT DIRECTOR/COMMITTEE

BK3§204.3.1 Policy

A development director or development committee shall be in place to assist the principal and school in development and marketing efforts.

Commentary

The duties of a development director or committee may include:

- *Promotion of Catholic image and identity*
- *Development of a marketing plan*
- *Implementation of enrollment management practices*
- *Development and implementation of fundraising initiatives*

BK3§204.4 VIABILITY BENCHMARKS

BK3§204.4.1 Policy

Schools shall provide data upon request for the Office for Catholic Schools to utilize in a viability assessment per benchmark criteria.

BK3§204.5 FUNDRAISING

BK3§204.5.1 Policy

Annual fund/fundraising activities shall be planned in the context of a program of total development in the parish community.

BK3§204.5.2 Policy

All fundraising activities carried out in the context of the catechetical programs shall receive the prior approval of the pastor, parochial administrator or priest moderator or his designee.

Procedures

1. An attempt should be made to coordinate fundraising activities between the parish and its school.
2. See fundraising content in **Book 5** on Diocesan procedures for fundraising, development, banking, accounts, etc.
3. Remember school funds are subset of parish funds.
4. Parish schools should report to the pastor, parochial administrator or priest moderator, and non-parish schools should report to their board on all financial matters.

BK3§205.1 GRANTS AND OTHER GIFTS*Commentary*

The board, committee or council is encouraged to seek grants and other gifts on behalf of the catechetical programs of the parish.

BK3§205.1.1 Policy

The pastor, parochial administrator or priest moderator or catechetical administrator shall accept, on behalf of the catechetical programs, any bequest or gift of money or property for a purpose deemed suitable and to utilize such money or property so designated. Conditional gifts shall only be accepted after legal consultation and approval by the Diocesan Bishop or designee.

Procedure

See content in **Book 5** for details on grants and other gifts.

BK3§205.2 FEDERAL AND STATE PROGRAMS**BK3§205.2.1 Policy**

Schools and catechetical programs shall comply with federal and/or state accounting regulations in regard to monies received in connection with federal or state programs.

BK3§205.2.2 Policy

The retention period for cancelled checks and invoices is dictated by the Diocese of Springfield in Illinois Retention Schedules, which are maintained by the Office for Archives and Records Management.

Commentary

The schedules can be found on the diocesan website at archives.dio.org.

BK3§205.3 DISPOSAL OF STATE LOANED TEXTBOOKS**BK3§205.3.1 Policy**

When disposing of textbooks provided to school students by the State of Illinois, the school administrator must follow all regulations established by the Illinois State Board of Education. In addition, the school administrator must dispose of books received from the State Textbook Loan Program in a way that avoids any monetary benefit to the school or to any institution or individual connected to the school directly or indirectly.

BK3§205.4 ENDOWMENTS AND FOUNDATIONS

BK3§205.4.1 Policy

Endowment and foundation funds established by a parish must be deposited with The Foundation for the People of the Roman Catholic Diocese of Springfield in Illinois. These funds shall not be deposited in a separate trust account, bank account or similar vehicle.

Procedures

See content in **Book 5** for information on Endowment and Foundation Funds.

Information concerning The Foundation is available from the diocesan Office for Development.

BK3§206.1 PARISH OR SCHOOL-OWNED TRANSPORTATION SYSTEM**BK3§206.1.1 Policy**

If a parish or school owns and operates its own transportation system, it must comply with all state and diocesan regulations regarding health and safety of the students.

BK3§206.1.2 Policy

All drivers shall be appropriately licensed, complete a criminal history and motor vehicle background check through the diocesan Office for Human Resources and attend the Protecting God's Children for Adults child safety program.

BK3§206.1.3 Policy

All vehicles owned by parishes or parish schools must be insured through the Diocese.

BK3§206.1.4 Policy

Passenger or cargo vans designed to carry eleven to fifteen passengers shall not be used to transport students as prohibited by Illinois state law.

Procedure

First division vehicles (cars, minivans designed to carry 10 or less) may be used as long as properly insured and the driver licensed.

BK3§206.2 COSTS AND RULES**BK3§206.2.1 Policy**

Transportation costs and rules governing the riders must be established by the pastor, parochial administrator or priest moderator/catechetical administrator(s) on the advice of the board, committee or council.

Commentary

Rules governing the riders may be obtained through the local public school district.

BK3§206.3 PUBLIC SCHOOL TRANSPORTATION**BK3§206.3.1 Policy**

If the students are transported by the public school buses, the local parish/school and students must cooperate with the rules established by the local public school district.

BK3§206.3.2 Policy

All students shall have bus evacuation training.

BK3§206.4 OTHER TRANSPORTATION

BK3§206.4.1 Policy

If, in the judgment of the pastor, parochial administrator or priest moderator/ catechetical administrator(s), the use of commercial transportation to/from an event is impossible, the pastor, parochial administrator or priest moderator/catechetical administrator(s) must assure that transportation provided be done with the health and safety of the students as the first priority:

1. A copy of the paid insurance coverage must be given to the program pastor, parochial administrator or priest moderator/catechetical administrator.
2. A volunteer driver must have a current valid license and be at least 25 years old. An exception may be made for teachers or parents age 21 years or older.
3. A background check must be completed on all volunteer drivers. The driver must attend the Protecting God's Children program.
4. Parents must sign forms indicating that they are aware that the children are being transported by non-commercial transportation.

Procedures

1. For transportation to and from such events as, but not limited to field trips, athletic events, retreats or any event not related to direct transportation to/from school/parish for the regular school day/parish program time, the pastor, parochial administrator or priest moderator/catechetical administrator(s) is/are strongly recommended to use commercial transportation.
2. Call the Office of Safe Environment for more information on background checks and the Protecting God's Children program.
3. Call the Office for Insurance and Benefits for information on Bullet 4 in policy above.

BK3§207.1 MAJOR CHANGES IN SCHOOLS

BK3§207.1.1 Policy

The diocesan Bishop and the Superintendent of Catholic Schools must be notified whenever a parish or the governing body of a non-parish Catholic school contemplates any significant change in the school.

Commentary

The changes referred to here are of the nature of and would include but not be limited to:

- a. Opening or closing a school*
- b. Consolidating two or more schools and/or resources thereof*
- c. Adding or deleting grades*
- d. Adding/eliminating preschool, kindergarten, etc.*
- e. Transferring the sponsorship of a school*

Procedures

- 1. The pastor, parochial administrator or priest moderator (or in the case of non-parish schools, the board) requests in writing the Bishop’s approval to study the feasibility of the proposal.
- 2. A copy of the above is sent to the superintendent of Catholic schools.
- 3. Following the Bishop’s approval, the Office for Catholic Schools will provide specific guidelines and regulations for major changes.
- 4. A final proposal with specific plans for program, personnel, governance, financing and documentation of compliance with state and local building requirements will be sent by the pastor, parochial administrator or priest moderator to the Bishop for final approval. A copy of the plans is to be given to the Office for Catholic Schools.

BK3§207.1.2 Policy

A proposal to discontinue the operation of a Catholic school shall be evaluated by the Office for Catholic Schools before it is submitted to the Bishop.

Commentary

Contact the Office for Catholic Schools for the process to be used.

BK3§207.1.3 Policy A proposal to discontinue a parish school shall include the comments of the pastor, parochial administrator or priest moderator; principal; board, committee or council; and parish pastoral, parochial administrator or priest moderator council. A proposal to discontinue a non-parish Catholic school shall include the comments of the principal, the governing body and/or board, committee or council.

BK3§207.1.4 Policy

Changes in financial support for catechetical programs shall follow **BK3§203.5**.