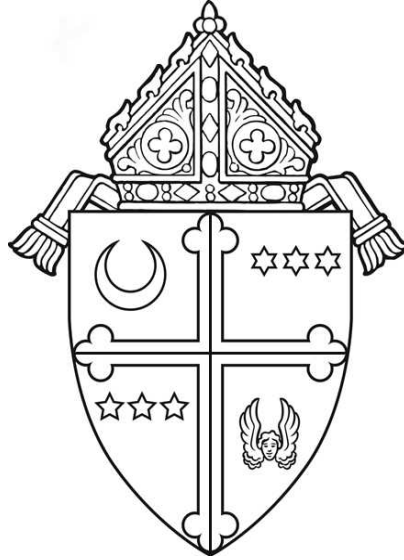


ARCHDIOCESE OF WASHINGTON



FORM B

PETITION FOR CANONICAL PERMISSION TO:

- Spend \$75,000 or More on Construction Projects or Other Significant Parish Expenditures
- Borrow Money For Any Purpose Other than Real Property Transactions

This petition must be submitted at least six (6) weeks prior to the anticipated date of occurrence to the OFFICE OF THE MODERATOR OF THE CURIA, ARCHDIOCESE OF WASHINGTON, PO BOX 29260, WASHINGTON, DC 20017-0260.

Please email the Director of Real Estate at realestate@adw.org to indicate that your petition has been sent.

Purpose

The purpose of Form B is to request permission to spend \$75,000 or more by a parish, school, or related organization, or to borrow money for any purpose other than for real property transactions. For example, Form B permission is required for new construction, capital improvements, major alterations to facilities, the lease of personal property (anything other than land or buildings) from others, the purchase of equipment, and for extraordinary operating expenditures.

All contracts for \$75,000 or more must be submitted for canonical permission according to the values listed in the corresponding chart in the Contract Review Policy and Procedures.

Financial Limitations

- 1) Canonical permission is required when the aggregate cost of a project, either through a single payment *or* several payments, taken as a whole is in excess of \$75,000.
- 2) Canonical permission is required when the leasing of personal property or operating equipment from others has an aggregate cost in excess of \$75,000 over the life of the lease.
- 3) For new construction and major improvements/renovation, parishes are required to have at least 75% of the total cost in the bank or investments and be able to show that it can repay a loan in a set time frame and without jeopardizing the parish's financial stability. These funds must be on hand in parish savings or investments before approval to commence construction will be granted. Only under extraordinary circumstances will exceptions to this policy be considered.

Form B: INSTRUCTIONS FOR COMPLETING

Page 1

- 1) Enter the parish name, address, telephone number, and parish's three-digit location number.
- 2) Indicate the amount to be spent and give as complete a description and justification of the project as possible. If borrowing for the school, indicate this in the description and justification section. All borrowing must be done in the name of the parish. Schools are programs of the parish unless they are a multi-parish sponsored school, thus the parish is responsible for the expense.
- 3) Enter the amount to be funded from savings currently on hand and/or the requested amount to be borrowed. Indicate whether the parish proposes to repay monthly or quarterly and the suggested term of the loan. Contact ADW Finance Office for assistance.
- 4) If a capital campaign is underway or anticipated for this project, complete the information requested.

Before undertaking a campaign, and to request consideration for an exemption to the assessment for the campaign contributions, separate approval from the Archdiocese is required. Complete Form C, "Request to Conduct a Capital Campaign," and submit your parish's request to the OFFICE OF THE MODERATOR OF THE CURIA, ARCHDIOCESE OF WASHINGTON, PO BOX 29260, WASHINGTON, DC 20017-0260.

- 5) Complete the OPERATING CASH AND SAVINGS INFORMATION requested by using the most recent parish financial statement.
- 6) Certify that the pastor has received the advice of the parish finance council.

Additional Information

- 7) It is important that the appropriate information requested be submitted with the petition. Specifically, either the proposed legal documents should be attached for review or a request should be made that the Archdiocesan Facility Management Office requests that the Office of the General Counsel prepare the legal documents for the transaction.

Form B: APPLICATION

<i>Parish Name:</i>		
<i>Parish Address:</i>		
<i>Telephone #:</i>		
<i>Parish #:</i>		
<i>Pastor's Name:</i>		
<i>Submittal date:</i>		

*I, the undersigned pastor/administrator, request permission to expend the sum of \$_____ *for the following purpose(s):*

*On the lines above please briefly identify the type of transaction and then attach a description of the project, its justification, and location of the property to this Form B. The detailed description about the proposed transaction should include the information requested on the last two pages of this application (this information can be formatted as a detailed letter of request to the Director of Real Estate).

- 1) The amount to be paid from parish funds on hand or in savings is \$_____.
- 2) I request permission to borrow the amount of \$_____ proposed to be repaid in [monthly] installments over _____ years beginning _____.
- 3) I am in a _____-year capital campaign to raise \$_____ that began _____ . I have collected to date \$_____ and have outstanding pledges of \$_____ .

*The permission amount requested includes the **total** cost of the project or purchase of personal property/equipment. Every anticipated expenditure is contained in the estimate, including the cost of all interior decoration, furnishings (such as pews, altars, etc.), heating, plumbing, electrical and lighting fixtures, stained glass windows, all exterior improvements, paving, landscaping, architect's fees and all other attendant items. (Attach an itemized summary if applicable.)

Cash as of _____ (date*)

Debt as of _____ (date*)

Parish/School Cash Position

Total Cash and Investments:	
Plus Stable Patrimony:	
Less Restricted Funds:	
Cash Available For Use:	\$

Parish/School Debt

Offertory & Education Assessments:	
Property Casualty:	
Catholic Standard:	
Other Archdiocesan Assessments:	
National Collections:	
Health Benefits:	
Archdiocesan Loan:	
Bank Loan:	
Accounts Payable:	
Total Debt:	\$

By virtue of canons 537 and 1280 and Archdiocesan Statute, it is necessary that the Pastor/Administrator, Chairman and ***at least two*** members of the parish finance council sign this request.

*Date should be the most recent closed month end in ParishSoft Accounting

Signature of Pastor/Administrator			Date

Signatures of Finance Council Members	Printed Names of Signers		Date

Form B: Additional Information

To expedite this Form B petition, please complete this page and submit with this Form B request. This information, if available, needs to be submitted at this time.

- **The Archdiocesan Facilities Management Office must submit all legal documents for this transaction to the Office of the General Counsel for legal review before they are signed. Please check the box that applies to this request:**

- ☐ The proposed legal documents for this transaction are attached for review.
- ☐ The Archdiocesan Facilities Management Office is requested to supply the legal documents for this transaction. The necessary background information accompanies this form.

- **Please select which of the following types of transactions is involved. On a separate sheet, supply the information requested, using the numbers indicated, and attach the itemized summary of all costs.**

- ☐ I) If the parish intends to purchase any personal property or any equipment at a total value of \$75,000 or more:
 - 1) Describe the property or equipment to be purchased.
 - 2) Give the name, address and telephone number of the seller.
 - 3) Give the expected date of purchase.
 - 4) Describe any conditions or contingencies on this purchase. .
- ☐ II) If the parish intends to lease personal property or equipment from others with a total value of the payments of \$75,000 or more:
 - 1) Describe what is being leased and the purpose for which it will be used.
 - 2) Give the name, address and telephone number of the owner.
 - 3) Give the length of the lease.
 - 4) Describe the schedule of lease payments, the interest rate, and other key terms of the lease if applicable.
- ☐ III) If the parish intends to construct, remodel, or repair property:
 - 1) Give the name, address and telephone number of the architect or contractor.
 - 2) Give the name, address and telephone number of the builder.
 - 3) Give the anticipated construction date and length of time.
 - 4) Describe the construction site within the parish plant, using street address and building identification.
 - 5) Attach any and all documents, including proposals, bids, construction specifications, etc., as prepared by the parish, architect, contractor, engineer, and/or Facilities Management Office.