



ARCHDIOCESE OF BRISBANE

MIGRANT COMMUNITY FINANCIAL MANAGEMENT POLICY

1. Objective:

- 1.1 The Archdiocese of Brisbane has well established policies governing financial management. It is the expectation of the Archdiocese that the highest standards in financial accountability and effective management of resources are followed by those responsible to the administration of individual entities, including Migrant *Chaplaincies*. (Can1284 §§1,2,3).
- 1.2 The faithful have the obligation to provide, firstly for their *Chaplain*, secondly their place of worship and thirdly for other charitable works.

The Christian faithful are obliged to assist with the needs of the Church so that the Church has what is necessary for divine worship, for the works of the apostolate and of charity, and for the decent support of ministers. (Can.222§1).

2. Scope:

- 2.1 This policy has been established to clarify the obligations for migrant *chaplains* for the financial management of migrant communities.

3. Definitions:

3.1 *Chaplain*

For the purposes of this policy when reference is made to a "*Chaplain*" this includes priests who have been given a pastoral appointment from the Archbishop to serve a particular migrant community.

3.2 *Clergy Sustentation Trust Fund*

The "*Clergy Sustentation Trust Fund (CSTF)*" is a Fund established by the Archbishop to assist parishes and chaplaincies where approved by the Board identified at 3.3 to ensure that the pastor's sustentation needs are adequately met.

3.3 *Clergy Sustentation Trust Fund Board*

The "*Clergy Sustentation Trust Fund Board*" is the management board of the CSTF.



3.4 *Canon Law*

The Code of *Canon Law* is the codified body of general laws governing the Catholic Church.

3.5 *Vicar General*

The *Vicar General* is appointed by the Archbishop to assist him in the governance of the whole Archdiocese. The *Vicar General* is to oversee the work of the various *Agencies* within the Archdiocese.

4. **Policy Statement:**

4.1 *Collections and Income*

- 4.1.1 In accordance with *canon* 1284, it is the *Chaplain's* responsibility to ensure that each community adheres to the following documented financial management policies and practices. These policies and practices are to be read in conjunction with the *Chaplaincy's* Memorandum of Understanding.
- 4.1.2 It is the responsibility of the community to ensure that the *Chaplain* is supported, financially and otherwise (Can. 222 §1)
- 4.1.3 The *Chaplain* will ensure that at least one collection is taken up at each weekend Mass to meet all the financial needs of the *Chaplaincy* (*Chaplain's* stipend, facilities, insurance, etc.).
- 4.1.4 *Chaplains* may wish to establish Planned Giving envelopes or direct debit options to promote/support regular giving practices.
- 4.1.5 Communities may wish to conduct other fundraising activities; however these should be to supplement the regular and major income from collections.

4.2 *Bank Accounts*

- 4.2.1 All funds are to be deposited into the Archdiocesan Development Fund (ADF).
- 4.2.2 All accounts are operated on the basis of two (2) signatories to approve and sign payments and transactions.
- 4.2.3 In the case that the *Chaplaincy* has multiple communities, the *Chaplain* should approve a minimum of three (3) people per community to be signatories for each community's individual accounts.



4.2.4 In all cases, the *Chaplain* will also be a signatory to all accounts.

4.2.5 ADF can provide internet access to accounts to enable review of account balances, transfer of funds between accounts and to process electronic payments.

4.3 *Finance Committee*

4.3.1 The *Chaplain* is to establish a Finance Committee to assist him with the financial management of the *Chaplaincy* and associated communities.(Can. 537)

4.3.2 The Finance Committee is to consist of a minimum of three (3) members of the community or representation of multiple communities if applicable.

4.3.3 In the case of multiple communities, it may be more practical for the *Chaplain* to have a Finance Committee for each community.

4.3.4 Membership on the Finance Committee should be no longer than three (3) years.

4.3.5 Members may be re-appointed but it is recommended that members serve no more than three (3) consecutive terms.

4.3.6 The Finance Committee should meet regularly. It is recommended that this should be at least every three (3) months.

4.3.7 The primary function of the Finance Committee is to assist the *Chaplain* in all matters of stewardship and administration for the Community.

4.3.8 The Finance Committee will assist the *Chaplain* in the following areas:

- Financial administration of the *Chaplaincy's* funds
- Setting the *Chaplaincy's* funding priorities for the year
- Developing an annual budget
- General administration
- Providing an annual report to the Archbishop of the *Chaplaincy's* finances.

4.3.9 The Finance Committee is to conduct the business of the *Chaplaincy* in accordance with the norms of the Archdiocese.

4.3.10 Internal Controls:

4.3.10.1 All payments to suppliers etc. are to be by way of credit card, cheque or internet transfer.



- 4.3.10.2 Cash payments in excess of \$50.00 should be avoided in order to protect the *Chaplaincy* from allegations of impropriety. A Petty Cash system should be established for smaller expenses up to \$50.00 and all expenditure is to be appropriately accounted for.
- 4.3.10.3 The *Chaplain* and Finance Council should also establish protocols regarding issuing of cheques of certain amounts.
- 4.3.10.4 The Finance Committee will support the *Chaplain* with the negotiation of the *Chaplaincy's* Facility Agreement with host Parishes.
- 4.3.10.5 The *Chaplain* and Finance Committee will ensure that all obligations by way of Facility Agreements etc., to the Parish in which each *Chaplaincy* Community gathers to worship are paid.

4.4 *Credit Cards*

- 4.4.1 The *Chaplain* can be issued with a credit card for *Chaplaincy* expenses.
- 4.4.2 The outstanding balance of credit cards will be paid in full each month from a nominated ADF account, in accordance with Archdiocesan Development Fund (ADF) policy.

4.5 *Accounting*

- 4.5.1 The Archdiocesan financial year is based on a calendar year (Jan – Dec).
- 4.5.2 The Finance Committee is responsible for preparing regular financial reports for the *Chaplain*.
- 4.5.3 The *Chaplain* and the Finance Committee are responsible for ensuring an annual financial report is prepared. The annual financial report is to be forward to the Archbishop no later than three (3) months into the following calendar year.

4.6 *Borrowings*

- 4.6.1 In the event the *Chaplaincy* wishes to borrow funds for specific purposes, these funds can only be borrowed from the ADF.
- 4.6.2 Archdiocesan approval policies will apply.



4.7 *Sustentation Costs*

- 4.7.1 Each Migrant *Chaplaincy* will be responsible for the sustentation of the Migrant *Chaplain* in accordance with the Memorandum of Understanding.
- 4.7.2 This financial commitment must be met before **any** other expenditure.
- 4.7.3 In the event that a community is unable to provide financial support for a *Chaplain* assigned to it by the Archbishop. In these instances the Chaplain may contact, the *Clergy Sustentation Trust Fund Management Board* who may negotiate with the *Chaplaincy* a subsidy to cover the shortfall.
- 4.7.4 In the case of multiple communities, the contribution to the *Chaplain's* Sustentation cost should be met equally, unless otherwise agreed and approved by the *Chaplain*.

4.8 *Insurance*

- 4.8.1 The *Chaplain* must organise all necessary insurances with Catholic Church Insurances (CCI).
- 4.8.2 Insurances should include, but are not limited to:
- Public Liability
 - Professional Indemnity
 - Employment Practices Liability
 - Fidelity Guarantee
 - Voluntary workers Insurance

5. **Applicability:**

- 5.1 This policy applies to all Migrant *Chaplaincies* operating in the Archdiocese of Brisbane except for those detailed in 5.2.
- 5.2 This policy does not apply to *Chaplaincies* that have Public Juridic Person status and are therefore governed by the Archbishop's Decrees promulgated July 2011 to all Parishes of the Archdiocese.

6. **Quality Control:**

- 6.1 It is intended that this policy will lead to a consistent approach to financial management for all Migrant *Chaplaincies* within the Archdiocese.



7. Communication and Implementation:

7.1 The *Director, Clergy Office* is responsible for developing an appropriate communication and implementation processes for this *Policy*. This may be a simple email to all stakeholders or may entail targeted training to applicable stakeholders.

8. Compliance, Monitoring and Review

8.1 Any breaches of this policy are to be brought to the attention of the *Vicar General* of the Archdiocese for remedial action.

9. Reporting:

9.1 The Director, Centre for Multicultural Pastoral Care is responsible for reporting to the *Vicar General* regarding the implementation and operation of this policy.

10. Date of Next Review:

June 2018.

11. Related Policies and/or Procedures:

11.1 Parish Decrees - 28 July 2011

12. Version History:

Version Date	Enacted Date	Comments
1 June 2015	1 July 2015	Original Policy

APPROVED by:

Signed:  Date: 28-7-2015
Very Rev Monsignor Peter Meneely VG
Vicar General