Diocese of Dunedin

N O R M S

for PARISH FINANCE COMMITTEES

Approved by the Bishop of Dunedin

1 March 2025

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INTRODUCTION

In Church law, the Ordinary of the Diocese has overall responsibility for the administration of the Church's goods, including those which belong to Parishes and other juridic persons subject to him. In this context "Ordinary" means the Bishop or his vicar.

In administering the goods of the Parish community in accordance with Church law, the authorised nominee of the Ordinary [the Parish Priest or Parish Administrator] represents the Parish community. The Parish Finance Committee is called to support and work with the Parish Priest or Administrator in undertaking the administration of the Parish's resources.

The principle of subsidiarity requires decisions to be made as close to the local level as practicable. At the same time, the principle of solidarity demands that our weakest members are supported by the others and that we carry out together those things which are best conducted collectively for the good of all. These Norms are intended to reflect those principles.

1. The 1983 Code of Canon Law provides that:

> *In all juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with Canons 1281 - 1299.*
>
> [Canon 532]

> *In each parish there is to be a finance committee to help the parish priest in the administration of the goods of the parish, without prejudice to Canon 532. It is ruled by the universal law and by the norms laid down by the Diocesan Bishop, and it is comprised of members of the faithful selected according to these norms.*
>
> [Canon 537]

Finance Committees are mandatory in every Parish and each parish will ideally also have a Parish Pastoral Council. Strong communication and co-operation between these two groups will be an effective means of combining the pastoral and financial aspects of the entire Parish. At least one member of the Parish Finance Committee should either (a) be a member of the Parish Council or (b) liaise closely with the Parish Council.

To comply with the provisions of Canon 537 the Norms contained in this document apply to all Parish Finance Committees within the Diocese of Dunedin, as from 1 March 2025. ~~1 March 202.~~

In addition to Parish Finance Committees, these norms also apply to the Finance Committees (or equivalent) of all bodies within the Diocese, which have been established with the approval of the Bishop. Accordingly, references to "the Parish Priest" and "the Parish" should be read to include their equivalent in those bodies.

FINANCE COMMITTEE ORGANIZATION

The Parish Priest is ex officio a member of the Parish Finance Committee (PFC).

[Canon 532]

There must be at least three other members. *[Canons 537, 1280]*

1. It is recommended that total membership not exceed six.
2. Individual members are to be appointed for three-year terms. Re-appointments for further terms may be made, however the roll-over of members should be staggered to ensure continuity. It is recommended that members serve for no more than three consecutive terms so as to allow recruitment of new and fresh members.
3. Appointments are made by the Parish Priest. It is recommended that he consult with existing members of the PFC and the Parish Pastoral Council before appointing new members. Members of both bodies may recommend suitable candidates.
4. Commitment to Christ and in Communion with the Catholic Church is a prerequisite to appointment.
5. Subject to possessing the appropriate skills and experience, the membership should reflect the gender and ethnic diversity of the parish and involve young people.
6. In all matters where the Finance Committee must be consulted or give consent, ideally all members should participate.
7. All members must participate if the membership (excluding the Parish Priest) is three.
8. At least four must participate if membership is five or six.
9. Where formal consent is required, votes for and against are to be minuted.
10. The Finance Committee would normally meet at least once every three months.
11. Minutes of all meetings must be kept.
12. The Finance Committee should try to reach decisions in a harmonious manner, relying upon the guidance of the Holy Spirit. The principles of good governance should guide members. Members are to declare any personal interest in any matter under consideration and to exclude themselves from any decision-making in relation to such matters.

PRINCIPAL PURPOSES OF THE FINANCE COMMITTEE

The Finance Committee is primarily concerned with supporting the Parish Priest or Administrator in fulfilling the Mission of the Church in terms of:

- **Resourcing:** To ensure that the Parish has the financial capacity both for the provision of assets and facilities (such as church, presbytery, hall, etc) and for the financial support of those involved in pastoral works, i.e. the Parish Priest, parish staff, parish pastoral assistants, etc.

- **Planning:** To plan, in a systematic way, both for the provision of this resourcing and its budgetary management.

- **Accounting, administering, safeguarding:** To account for, administer and safeguard all Parish income, expenditure and assets.

- The Finance Committee should ensure that a **Planned Giving Programme** is in operation and is renewed every two or three years. Each year in August the diocesan office will prepare material to support the promotion of Planned Giving in Parishes.
- Good stewardship includes accountability and transparency. It follows that at least once a year the PFC should disclose financial information to parishioners. This should be in a form that can be readily understood and accompanied by such explanations as are necessary to make the information meaningful to parishioners.

The Finance Committee is also to:

a) Encourage the making or bequests in favour of the Parish or the work of the Church generally
b) Help promote bequests to the diocesan endowment funds.
c) Ensure that parish property is well maintained (see Property section).

These Norms establish the policies and regulation that Parishes are required to follow under each of these three headings.

PASTORAL PLANNING

Ideally each parish should create a long term (or strategic) plan. The Parish Priest, in consultation with the Parish Pastoral Council, and with the assistance of the Finance Committee, should establish pastoral goals. The plan should reflect the guidance and priorities coming from the *Catholic Diocese of Dunedin Strategic Plan 2024* and apply these to the particular parish situation.

An annual parish plan, set in the context of the long-term plan, should be created setting out specific goals for the coming year. The Finance Committee's role is to advise on the financial implications of this plan, draw up an appropriate budget and do everything practicable to ensure that funding is available for the pastoral needs that have been identified.

It is crucial that the Parish Finance Committee (PFC) work in close collaboration with the Parish Priest and the Parish Pastoral Council (PPC). This collaboration should show itself in such things as meetings of the members of both groups from time to time.

Pastoral Areas

If your parish is a member of an operative pastoral area, the PFC has a particular responsibility to become familiar with the pastoral plans for the area. It needs to establish, in collaboration with the pastoral area team and the PFCs of the other parishes in the area, what initiatives call for cooperative efforts by the pastoral area PFCs and to collaborate fully in bringing them to fruition.

COLLECTIONS

The Norm for the Diocese is:

a) ONE COLLECTION taken up after the Liturgy of the Word;

The Bishop has consented to the taking up of a collection using a single envelope, he requires that, unless the donor indicates otherwise, the allocation between Clergy/Bishop support and the works of the Parish and Diocese be 1/3rd and 2/3rd respectively.

- The collection proceeds for the works of the Parish and Diocese are banked in the Parish Account.
- The 1/3rd collection proceeds for clergy support are also banked in the Parish Account (code 133) and transferred at least monthly into the Clergy Trust Central Account 06-0901-0054866-30 (code 215).
- Automatic payments are to be apportioned in the same ratio as the Sunday collection and transferred at least monthly. Thus 1/3rd Clergy Trust Central Account (code 260), 2/3rd parish.
- A sustenance allowance will be paid into the House account each month. Any surplus at the end of the year will be transferred into the Clergy Trust Fund. The separate identity of the Parish and House Accounts must be maintained.

TAX RECEIPTS

The Diocese and each parish has donee status with Inland Revenue. This enables donors who meet the eligibility criteria to claim a tax rebate each year on presentation of an authorised receipt. In order to claim a donation tax credit, you must be claiming as an individual, have earned taxable income during the tax year in which you are claiming a donation, and are a New Zealand resident at any time during the tax year (1 April to 31 March). Parishes must supply to donors each year a written acknowledgment of the amount given. This must include the Parishes Charities registration name and number. (The Diocesan Chancery holds the certificate originals should parishes lose their copies).

TRUSTEESHIP

Since the Church is a voluntary association of persons and the Code of Canon Law constitutes the bylaws of that association, members of the Parish Finance Committee, both in their capacity as members of the Church and as members of the Committee itself, are bound by the Norms for Parish Finance Committees in respect of the use and investment of Parish Funds.

SPECIAL COLLECTIONS AND APPEALS

Special Collections

Banked into Parish Account

○ Education Appeal	taken up on 2nd Sunday of February
○ Holy Places	taken up on Good Friday
○ Seminary Appeal	taken up on the 4th Sunday of Easter (Good Shepherd Sunday)
○ Peter's Pence	taken up on Sunday nearest 29 June
○ Propagation of the Faith	taken up on Mission Sunday (3rd Sunday in October)
○ Catholic Caring Foundation Advent Appeal	taken up on 1st Sunday of Advent

Banked into Parish Account for transfer to the Clergy Trust Central Account

○ Easter Offerings	taken up on Easter Sunday (includes loose cash and special collection envelopes)
○ Christmas Offerings	taken up on Christmas Day

Seminary Collection: In addition to the special envelopes, 1/52 of the previous year's Planned Giving total will be transferred from parish accounts on the Monday following Good Shepherd Sunday.

Special Collections except for the Propagation of the Faith, should be paid into the Chancery Account within 30 days.

The **Propagation of the Faith** collection should be remitted to the Diocesan Director for the Pontifical Mission Societies, bank account

Other Collections and Appeals:

Ethnic Chaplaincy. When additional Masses are offered in a parish for one of the local ethnic communities by a priest chaplain who is supported by the diocese, this money is to be deposited into the allocated diocesan account. Parishes may choose to deduct up to 20% to cover parish related costs.

When priests come from outside of the diocese to offer Masses their expenses are to be covered by that particular ethnic community. Any additional collection income can be retained by the parish to cover parish related costs.

Support of other charities and entities

Parish funds can only be used for the work of the parish and are not to be used to support other entities, such as charities or the parish school. Each year money from the Advent Appeal, which has now combined with the Catholic Caring Foundation Appeal, is made available for the bishop to support local charities.

DIOCESAN ALLOCATIONS

Contributions by parishes are an important part of the funding needed for activities which are carried out at the Diocesan level; these include youth, family, liturgy and other pastoral activities, education in faith programmes, chaplaincies and Catholic Social Services. Parish levies also assist the diocese to fund its obligations to the National Church.

A Diocesan Levy is deducted monthly from parishes based on the previous year's parish income. This is based on the parish collections plus income from commercial rental\farm income and non-CDF investments.

The diocesan levy is set at 25% of regular income, except for Western Southland, Lawrence, Ranfurly, Roxburgh, Milton and Te Anau parishes where the levy is set at 15%.

By investing surplus funds in the Catholic Development Fund parishes also provide support for the diocese and other parishes in the spirit of the Common Good. See page 11 for information regarding the requirements for parish investments.

ACCOUNTING PROCESSES

The Parish Priest may, with the consent of the Finance Committee, appoint a Parish Treasurer or Accountant, and arrange, through the Diocesan Financial Administrator, for the person appointed to have authority to operate the Parish's bank account(s).

Parishes, as registered charitable entities, must complete an Annual Return and Performance Report by 30 June each year. The information required will depend upon whether parishes qualify for Tier 3 reporting or Tier 4 reporting. For further information on this refer to www.charities.govt.nz. This information is to be made available to parishioners by the end of July each year

Parish Finance Committees need to ensure that funds are set aside on an annual basis for future major maintenance and other major expenses.

Parish Finance Councils have no responsibility for the House Account, this is the responsibility of the priests of the parish.

The PFC however must ensure that, for GST purposes, expenses (excluding household expenses) relating to the presbytery and paid out of the parish bank account have been calculated correctly. In most cases this will require an assessment to be made on the percentage of the presbytery area that is used by the parish. This will include meeting rooms, offices etc.

GOODS & SERVICES TAX

Parish

Parishes are required to be registered for GST. GST returns are to be filed in a timely manner.
GST is payable on parish income from the sale of printed material, non-residential rental income and the proceeds on the sale of certain assets.
GST is not payable on collections, donations or bequests.
GST is claimable on parish expenditure, excluding bank charges, wages and payments made relating to the percentage of the presbytery that is not used by the parish (refer Accounting Processes on page 9).
It follows from the above that most parishes will be in a position to claim back net GST paid.
In order to maintain the GST status, a parish must ensure that it has a regular activity which generates a taxable income; typically, this would be the sale of Catholic newspapers or calendars.

GST is payable on the sale of parish land and buildings but not on residential accommodation.
No GST is payable on the same land or buildings which were originally donated to the parish.

Presbytery (house accounts)
House Accounts no longer qualify for GST claims

For further advice on particular situations involving GST, please contact the Diocesan Financial Administrator.

OTHER TAX MATTERS

Catholic Parishes are exempt from income tax and fringe benefit tax.

Where staff are employed, arrangements must be made to ensure that all related payments or deductions are made, including PAYE and Kiwi Saver (where applicable).

Presbytery Capital Items

The cost of items of a capital nature for the presbytery are a cost on the parish.

Such items may include:

- Furniture and appliances
- Furnishings and fittings including carpet, curtains, bed linen etc
- Whiteware such as fridges, stoves, freezers etc
- Television
- Heaters
- Repairs and Maintenance
- Grounds maintenance, etc.

CHARITIES AMENDMENT ACT 2023

The Diocese, including its parishes and central agencies, is registered with Charities Services under the Charities Amendment Act 2023Registration is necessary in order to preserve our tax-free status. Parishes are to include their charities registration number on all Parish tax receipts.

To comply with the requirements of the Act, each parish must submit an Annual Charities Return by 30 June. This includes an Annual Return Summary and the Parishes financial statements prepared in accordance with Tier 3 or Tier 4 reporting. Refer www.charities.govt.nz for more information.. The annual return is to incorporate only financial activity for the Parish for the financial period.

INVESTMENT OF FUNDS

Parishes are to invest all surplus funds with the Catholic Development Fund.

Funds invested by Parishes with the CDF will earn interest as determined annually by the Diocesan Finance Committee.

Credit balances held by Parishes help offset the diocese's overdraft, meaning that interest is not paid on the diocese's mortgage account. Accordingly, to the extent that the Diocese itself is in overdraft, funds held at the bank save interest and therefore make a significant contribution to the funding of the pastoral work of the Diocese. Likewise, as the overdraft is paid down more CDF investments are freed up for investment. All surplus funds are securely invested to provide some income to help fund the work of diocesan agencies and our national Church obligations.

The Parish Finance Committee is asked to work with the Parish Priest to encourage giving as part of Christian stewardship. Highlighting the work of the parish and the mission of Jesus undertaken by the Church as a whole as part of the planned giving campaign will help parishioners have a clear understanding of why they are being asked to give.

CHARITABLE LEGACIES

The Bishop is to be advised of any legacies left to the parish upon receipt of the legacy. Legacies which have conditions attached to them require the approval of the Bishop before being accepted. All legacies must be first banked into the parish bank account not deposited separately into any other account.

Where money is left with the intention that a capital sum be invested and the proceeds used for a specific purpose, those funds are to be invested centrally in the Catholic Development Fund.

The parish priest, assisted by the Parish Finance Committee, holds all parish funds as a steward.

INSURANCE

The Diocese of Dunedin is a member, on behalf of its parishes and other Catholic organisations, of the New Zealand Catholic Church Insurance Scheme (NZCCIS). NZCCIS collectively arranges for insurance for church property. All participants contribute towards the cost of the premium.

The key elements of the insurance cover are:

- Material damage including earthquake
- Business interruption
- Overseas travel insurance
- Combined liability (public, libel and slander, statutory, employers, professional fidelity guarantee)

In 2024, the parishes of the diocese agreed to no longer purchase insurance. Instead, parishes have agreed to pay the equivalent of their insurance premium into a diocesan controlled 'self-insurance' account. In addition, parishes have completed a disaster management report and have indicated what buildings would be replaced if destroyed, the level of repair that would be undertaken in the event of partial damage and whether or not the parish would require funding assistance from the self-insurance fund. Parish Finance Committees should review the Disaster Management Plan annually.

In the event of a claim parishes should contact the Diocesan office.

THE PRIVACY ACT 2020

The Privacy Act 2020 (PA 2020) came into force on 1 December 2020. This means every New Zealand organisation and those that deal with them are required to be compliant now.

The Privacy Act governs the collection, use, storage, access and disposal of personal information held by an organisation. The new law recognises the shift from a predominantly paper-based world to a digitised one, where sensitive information can be accessed and made public through the internet and social media in an instant, thus requiring the law to catch up with technological advancement.

The right to privacy and good reputation and its protection is exercised as an expression of *communio* (canon209), to the benefit of the common good, which in turn protects the good name of the Church and serves the ultimate mission of the Church being the salvation of souls. The right to privacy and good name is also enshrined in canon 220 of the Code of Canon Law.
Personal information concerning parishioners (their name, address, telephone number, email address, etc.) is collected by parishes for the purposes of both the parish itself and of the diocese, including diocesan organisations.

Parishes may disclose or share any personal information about its parishioners to the diocese, or to diocesan organisations such as Catholic Social Services, the Catholic Caring Foundation, or ethnic chaplaincies, with the express authority and consent of the parishioners concerned.

This can be achieved by ensuring at the time of the collection of personal information, adequate privacy notices and disclaimers are in place. These disclaimers should inform individuals that collection and disclosure of their personal information is for the purposes of administrative, pastoral and financial functions of the parish, Diocese and Diocesan organisations.

Under the principles of the Privacy Act 2020, primary and secondary schools are allowed to disclose attendance dues information to the proprietor and agents of the proprietor (including parishes) as one of the purposes for which that information is obtained.

All collection, disclosure and destruction of personal information by the parish, Diocese and Diocesan organisations will be in accordance with the Diocesan Privacy Policy promulgated on 11 February 2021 and Parish Records Retention and Disposal Schedules. A copy of the Diocesan Privacy Policy can be accessed on the diocesan webpage: www.cdd.nz.

ALIENATION AND EXTRAORDINARY EXPENDITURE

Acts of extraordinary administration are areas which are outside the normal operating activities of the parish. That would include things such as purchase of real estate, construction of new buildings, lease agreements or entering into borrowing or lending arrangements.

The sale or "alienation"[1] of the stable patrimony of the parish, or an act of extraordinary administration[2] requires advice and/or consent as detailed below.

Stable patrimony means the fixed assets (land, buildings etc.) of the parish and any investments which have been set aside for a particular purpose.

Where the Bishop's consent is required, the parish priest should present a full written explanation for the proposed action, quoting the appropriate minute of the Finance Committee meeting.

In 2021 the New Zealand Catholic Bishops Conference approved the following levels for Acts of Extraordinary Administration in accord with Canon 1277. (**See table on following page)**

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1 **Canon 1292 §1:** *Without prejudice to the provision of Can.638 §3, when the amount of the goods to be alienated is between the minimum and maximum sums to be established by the Episcopal Conference for its region, the competent authority in the case of juridical persons not subject to the diocesan Bishop is determined by the juridical person's own statutes. In other cases, the competent authority is the diocesan Bishop acting with the consent of the finance committee, of the College of Consultors, and of any interested parties. The diocesan Bishop needs the consent of these same persons to alienate goods which belong to the diocese itself.*

2 **Canon 1277:** *In carrying out acts of administration which, in the light of the financial situation of the diocese, are of major importance, the diocesan Bishop must consult the finance committee and the College of Consultors. For acts of extraordinary administration, except in cases expressly provided for in the universal law or stated in the documents of foundation, the diocesan Bishop needs the consent of the committee and of the College of Consultors. It is for the Episcopal Conference to determine what are to be regarded as acts of extraordinary administration.*

Amount of Extraordinary Administration	Parish	Diocese
Up to $5,000.00	PP may act alone but should have the advice of the Chair of the Finance Committee or, if that Individual is not available, its most senior member.	
$5,001.00 to $15,000.00	PP must have the advice Parish Finance Committee	
$15,001.00 to $50,000.00	PP must have the consent of both the Parish Finance Committee and the Bishop	Bishop may act alone in giving consent
$50,001.00 to $500,000.00	PP must have the consent of both the Parish Finance Committee nd the Bishop	Before giving consent the Bishop must have the advice of the Diocesan Finance Council and the College of Consultors
$500,001.00 to $6,500,000.00	PP must have the consent of both the Parish Finance Committee and the Bishop	Before giving consent, the Bishop must have the consent of the Diocesan Finance Council and the College of Consultors, consent of interested parties
$6,500,000.00 +	PP must have the consent of both the Parish Finance Committee and the Bishop	a) <u>For extraordinary administration</u> Before giving consent the Bishop must have the consent of the Diocesan Finance Council, the College of Consultors, consent of interested parties <u>b) For alienation</u> Before giving consent the Bishop must have the consent of the Diocesan Finance Council, the College of Consultors, consent of interested parties and the HOLY SEE

NOTE: The amount applies to the total amount of the item or project value and not the amount of individual items.

PROPERTY

THE CORPORATION SOLE

All Parish owned land must be registered in the name of "The Roman Catholic Bishop of the Diocese of Dunedin".

The name "Roman Catholic Bishop of the Diocese of Dunedin" represents a legal entity known as a "Corporation Sole" which was established during the 19th Century under the Roman Catholic Lands Act 1876 and subsequent Acts of Parliament at various dates. This legislation has been consolidated in "The Roman Catholic Bishops Empowering Act" 1997.

Since the Corporation Sole is a continuing legal entity this form of land ownership means that it is unnecessary for title to be altered on the succession or death of the Parish Priest or on the succession or death of the Bishop of Dunedin.

The Corporation Sole holds Parish land for and on behalf of the Parish. Accordingly, beneficial ownership of all such land lies with the Parish and, together with buildings and other improvements on the land, constitutes a Parish asset.

THE ATTESTATION CLAUSE

Whenever Parish land is dealt with, i.e. sale and purchase, easements, right-of-ways, etc., it is necessary to involve the Corporation Sole. This is done by writing to the Diocesan Financial Administrator.

MAINTENANCE OF PARISH PROPERTY

Regular, systematic maintenance of Parish property is the responsibility of the Parish Finance Committee and should be a regular focus of the Parish Finance Committee meetings.

A Preventative Maintenance Programme is highly desirable, whereby a review of maintenance is scheduled and budgeted for the forthcoming year. This approach will enable repairs and replacements to be made before the damage or wear becomes severe and much more expensive to fix.

The presbytery like the church and any other parish buildings are assets and all should be kept well maintained. A maintenance programme is required on all property.

MAJOR PROPERTY PROJECTS - $100,000 OR MORE

Those projects costing $100,000 or more such as the building or renovations of a church, presbytery, parish hall or other facility, extraordinary maintenance work, land subdivision or civil works to existing land.

Generally, these projects need to go through a four-stage process mentioned below.

1. PRELIMINARY STAGE

(a) It will be necessary to achieve consensus within the Parish community before any detailed planning for the project commences. The Parish Priest, members of the Parish Finance Committee and the Parish Pastoral Council should be in agreement before the proposal is shared with the wider Parish community; the main justification for any project is to be pastoral need.

All possible avenues of funding should be explored, e.g. funds held by the parish, sale of surplus assets, special project fundraising

The CDF may be able to assist parishes with funding for parish projects. The parish will need to be able to service interest on the loan and repay the principal. If borrowing is necessary, the parish income may need to be boosted by special fundraising.

(b) Once the project is agreed to by the Parish Priest, the Finance Committee and the Pastoral Council, parishioners should be consulted.

(c) The Bishop's approval in principle should then be sought and a copy of relevant minute from the Parish Finance Committee's meeting is to be provided.

2. CONCEPTUAL STAGE

When parish consensus exists and the Bishop's consent in principle is obtained, the Finance Committee will be responsible for the project and may set up a project group to advance it.

The following procedures would normally be followed:

(a) Design Brief
A comprehensive design brief is prepared reflecting the requirements for siting, size, any special considerations, materials and liturgical needs (where applicable). In the case of new churches or significant alterations, advice concerning liturgical arrangements should be sought from the Diocesan Liturgy Advisor.

(b) Design & Consultants
Consultants (architect, engineer, quantity surveying) will normally need to be employed for the project. Consultant fee levels need to be established at the outset.

(c) Initial Design

- Initial designs to include floor plans, sections and if possible a perspective;
- Outline specification for the design;
- Preliminary cost estimates to include construction costs, furnishings, designs and other consultant costs; RMA and building consents and escalation;
- Programme for the project;
- Method of obtaining a building contractor (i.e. tendering or invited quotes);

(d) Funding Plan

Prepare a funding plan and confirm parish capacity to fund the project and service any borrowing.

(e) The Diocesan Financial Administrator will coordinate with members of the DFC who will give advice as appropriate to be forwarded to the Parish.

(f) Bishop's Approval

The Bishop's approval to proceed to the detailed design stage is now required. Details to be provided by the Parish Priest and Parish Finance Committee are to include:

(i) Minuted approval to the project from the Parish Finance Committee meeting;
(ii) Preliminary plans;
(iii) Preliminary estimated total costs;
(iv) Funding details including, where applicable, the response received from any loan providers to any loan application.

3. DETAILED DESIGN STAGE

(a) Detailed Design

Working drawings and all contract documents can now be finalised ready for obtaining firm quotes or tenders.

(b) Specification

A detailed trade specification completed.

(c) Cost Estimate

A more detailed estimate needs to be prepared by a quantity surveyor allowing for the total costs associated with the project including:

(i) Professional fees (architect, engineers, quantity surveyors, town planning etc);
(ii) Earthworks;
(iii) Building costs - trade by trade or elemental summary;
(iv) Soft furnishings, fixtures and fittings;
(v) Siteworks;

(vi) Landscaping;
(vii) Local Authority costs;
(viii) Legal;
(ix) Interest;
(x) All other known costs.

(d) Funding plan including any borrowings to be finalised.

(e) Obtain Bishop's consent to calling tenders or obtaining firm quotes and provide a minuted copy from the Parish Finance Committee's meeting approving the project.

4. FINAL STAGE

(a) Tender

Final working drawing and contract documents are prepared and then tenders called or invited quotations obtained.

(b) Bishop's Final Approval

The request to the Bishop for final approval should include:

(i) The minuted approval/resolution from the Finance Committee's meeting including the Parish Priest;
(ii) Final total cost with an explanation of how any difference between the cost estimates vary and how any increases will be financed;
(iii) Confirmation of funding (including, where applicable, CDF borrowings).
(iv) Recommendation to accept parish's preferred tender/quote with any necessary comments and justification.

(c) Contract

Once final approval has been received from the Bishop, the Parish Priest is authorised to enter into contractual arrangements with the successful contractor. Contract documentation should be checked thoroughly by the Parish Finance Committee and the Parish legal advisors prior to execution.

(d) Construction Supervision

Construction must be professionally supervised and progress claims independently authorised prior to payment. This is normally the responsibility of the principal consultant in liaison with or by the quantity surveyor.

5. SALE OR PURCHASE OF PROPERTY

In the event of the Parish wishing to sell or purchase property it will be necessary for the Parish Priest to obtain written approval of the Bishop. This should be sought prior to making any contractual commitment. The details to be provided by the Parish to include:

(i) Details of property intended to be purchased or sold and method (auction, tender, negotiation);
(ii) Reasons why the property is to be purchased or sold. (Pastoral justification should

be the main consideration);

If property is to be sold the PFC is to include a proposal for the use of the funds.

(iii) An independent Current Market Value of the property by a registered valuer;

(iv) Price to be offered or sought for the property with any justification;

In the case of purchase, complete funding arrangements including letter of intent from CDF if borrowing is involved.

Advice regarding sale or purchase of property can always be obtained from the Diocesan Financial Administrator.

Minuted copy of the resolution from the Parish Finance Committee meeting, including the Parish Priest, approving the sale or purchase.

EMPLOYMENT

All staff are required to have a written employment agreement which should be in the form attached (Appendix 2). An electronic version is available on request.

Housekeepers are paid through the House account from the Clergy Trust General Account and are employed by the parish priest on behalf of the diocese. All other staff are paid from the Parish Account and are employed by the Parish. In both cases the parish priest signs the employment agreement on behalf of the parish/diocese.

Employment contracts are required for permanent employees, casual employees and fixed term employees. In the case of fixed term employees, care should be taken to specify either the fixed term or the completion of a particular project as it applies to their employment. Ultimate responsibility for employment rests with the parish priest who should seek the advice of the Parish Pastoral Council and Parish Finance Committee before the appointment is made.

Where a possible redundancy or issue of unsatisfactory performance arises, parish priests must seek advice from the Diocesan Financial Administrator before taking any steps in the process.

Advertising Vacancies

When filling a vacancy, the details of the role should be advertised inviting applications from interested people. How widely the position is advertised is a matter of judgment, but members of the local community at least should be informed and given an opportunity to apply.

Performance Reviews

It is recommended that at least once a year staff participate in a performance review. This is not only an opportunity to provide feedback to them, it gives staff an opportunity to reflect on their role and to have constructive dialogue on what may need to be improved and also an opportunity for the parish priest to acknowledge a staff member's contribution.

Performance Reviews are good opportunities to ensure that job expectations are understood, that any areas of concern are aired, and that there is a clear, shared set of objectives for the future.

Holidays Act 2003

The Holidays Act 2003 requires employers to provide a minimum of four weeks annual leave.

Sick Leave

All employees (including part-time and casual employees) are entitled to 10 days' sick leave per year if:

- they have six months’ current continuous employment with the same employer, or
- they have worked for the employer for six months for:
    - an average of 10 hours per week, and
    - at least one hour in every week or 40 hours in every month.

Unused Sick Leave:
The maximum amount of sick leave that can be accumulated under the Holidays Act 2003 is 20 days.

Family Violence Leave

Employees affected by family violence the right to:

- take up to 10 days of paid family violence leave (employers can give more than the 10 days required by law). This is separate from annual leave, sick leave and bereavement leave. See Family violence leave rights and responsibilities.
- ask for short-term flexible working arrangements. This can be for up to 2 months. See Short-term flexible working.
- not be treated adversely in the workplace because they might have experienced family violence. This is discrimination. See Resolving problems with family violence rights.

It does not matter when the family violence took place. Employees still have these rights if they experienced family violence before they began working for their current employer or before the law changed on 1 April 2019.

Who can get family violence leave

Employees who have been affected by family violence can take paid family violence leave if:

- they have six months’ current continuous employment with the same employer, or
- they have worked for the employer for six months for:
    - an average of 10 hours per week, and
    - at least one hour in every week or 40 hours in every month.

KiwiSaver

The Government introduced the KiwiSaver retirement savings scheme in April 2007 (subsequently modified). The key elements of the scheme are:

- Membership is voluntary
- Deductions may be at 2%,4%, 6%, 8%, 10% of gross salary
- Employers are required to contribute close to 3% of your gross salary if you contribute.
- The scheme is open to everyone aged 18 or over. **Your employer is not legally required to keep making employer contributions once you turn 65**
- Parishes are required to sign up new employees who are not already members and provide them with an information pack.
- New employees can opt out from day 14 to day 56 of starting a new job.
- There are tax and other benefits for members.

Employers to contribute a minimum of 3% of salary. Subsequent legislation requires the employer contribution to be clearly in addition to the salary for those who are KiwiSaver members.

For more information see – www.kiwisaver.govt.nz
Employer guides are available from the IRD

While the parish is required to provide information to prospective members, it should not attempt to provide advice. Employees may be referred to the Retirement Commission's website – www.sorted.org.nz

Please call the Diocesan Financial Administrator if you would like to discuss any matter relating to employment.

CLERGY

The priests are paid an annual allowance from the Clergy Trust Fund and this is not taxable as per IR ruling.

SCHOOLS

ATTENDANCE DUES

School Attendance Dues are used to pay for insurance, compliance costs, mortgages against schools in the national Catholic network, new footprint and administration costs. The Attendance Dues Office handles the billing and receipt of these dues.

The Private Schools Conditional Integration Act 1975 places an obligation on parents in integrated schools to pay Attendance Dues and they are required to undertake in writing to do so.

A Rebate scheme is facilitated by the Catholic Education Office in discussion with the school/college principal and parish priest. Rebates should be given in cases where insisting on full payment would result in genuine and undue hardship on the family. In arriving at a decision, family circumstances and in particular matters seriously impacting on the family income should be taken into account. Rebates are to be partial only. Every family should pay at least something. Where rebates are granted, they should be reviewed at least once a year in the light of family circumstances.

It is not the responsibility of the parish to take any action over unpaid dues. The parish priest will be consulted and his consent sort prior to any action by a collection agency.

COLLEGE/SCHOOL PROPERTY

All Diocesan school property is owned in civil law by the Bishop in his capacity as a "Corporation Sole".

In relation to primary schools, the Board of Trustees has the exclusive right to occupy the property.

The parish may use school premises outside its school hours with the approval of the Board of Trustees, which will not be unreasonably withheld. The parish should make a reasonable contribution towards costs arising from their use of school property.

A close working relationship between the Board of Trustees and the Parish Finance Committee is to be encouraged.

All schools are accounted for under the Diocese, it is required to record the school's land and buildings and any associated debt in its annual statement of financial position.

School Relocation: When a parish community requests that their primary school relocate to a new site, the cost of relocation will be met first from the proceeds of the current school site. The diocese will endeavour to assist with the process and by making Policy One funding available when possible to offset the cost of relocation.

School Closure: The decision to close a Primary school is done in consultation with the parish and school community and with the Ministry of Education. If a decision is made to close the school the bishop applies to the Minister of Education to cancel the integration agreement for that particular school. Once the school closes the property, including school buildings, returns to the ownership of the parish. If a parish chooses to sell the former school site, the requirements outlined in the section on Alienation and Extraordinary expenditure (pp17ff) apply.