



DIOCESE OF
Jefferson City

BETTER
TOGETHER

PARISH FINANCE COUNCIL POLICY

EFFECTIVE JANUARY 1, 2024

DESCRIPTION

The parish finance council assists the pastor (the term “pastor” also includes a “parochial administrator” in these norms, unless otherwise noted) in the governance of the parish. An active and diligent finance council is a vital means by which the lay faithful exercise co-responsibility in the administration of the temporal goods of the parish, assuring proper transparency and accountability.

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1. INTRODUCTION AND BACKGROUND

The parish finance council assists the pastor in the administration of the temporal goods of the parish. The following norms are designed to aid pastors and finance council members in their important tasks. The finance council supports the pastor in his stewardship of parish resources while being accountable to the parish and the Diocesan Bishop. An active, well-formed parish finance council is a key element for promoting the financial health of a parish, assuring accountability, and assisting the pastor with his temporal responsibilities.

Canon 532 of the Code of Canon Law gives the pastor certain rights and duties vis-à-vis the parish. “The pastor represents the parish in all juridic affairs in accord with the norm of law. He is to see to it that the goods of the parish are administered in accord with the norms of canons 1281-1288.”

Canon 537 mandates the creation of a finance council. “Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council the Christian faithful, selected according to the same norms, aid the pastor in the administration of parish goods with due regard for the prescription of canon 532.”

Every parish is required to have a parish finance council, both by universal law and by these norms which have been instituted by the Diocesan Bishop and constitute the particular law of the Diocese of Jefferson City.

2. DIOCESAN NORMS ON PARISH FINANCE COUNCILS

The task of the parish finance council is to assist the pastor, who is accountable to the Diocesan Bishop for the administration and stewardship of the temporal goods of his parish. The pastor has the ultimate responsibility for parish financial and temporal management. The parish finance council is a consultative body that assists the pastor in meeting these obligations. By sharing their expertise and experience with the pastor, lay members of the Christian faithful participate in the governance of their parish. While the parish finance council does not have decision making authority, consultation is at the heart of the decision-making process – sharing information, listening, contributing to the discussion, and promoting consensus.

Canon law obligates the pastor to consult the parish finance council on certain matters. Although the pastor is not obliged to follow the recommendations of the parish finance council, the pastor should only act against such advice, especially when there is consensus, if there is a grave cause. In other words, a prudent pastor does not ignore the advice of the parish finance council unless there is a serious reason to do so. When acting contrary to its recommendations, the pastor must provide an explanation to the parish finance council regarding his decision. This rationale is to be recorded in the minutes of the meeting or in a written memorandum kept in the parish archives together with the meeting minutes.

Members of the parish finance council should have a love for the Church and a thorough understanding of the parish’s mission, goals, people, and resources. The parish finance council members have an obligation to learn applicable canon law, diocesan norms, and policies regarding the administration of temporal goods. They should also possess, in so far as possible, expertise and experience in finance and related fields.

A. REQUIRED CONSULTATION

While it is always prudent for the pastor to consult the finance council for any act of administration, he is required to consult the council before placing administrative acts which require the approval of the diocesan bishop. These are called *acts of extraordinary administration*. An act of extraordinary administration is defined for the Diocese of Jefferson City as any administrative act which has a value or cost which exceeds the minimum amount of \$25,000 for parishes with ordinary annual income less than \$2,000,000 and \$50,000 for all other parishes. Acts of extraordinary administration include, but are not limited to:

1. Capital expenditures for acquisition, improvement, repair, or modification of parish buildings and other immovable assets that exceeds the minimum amount;
2. Leases of real property or goods which exceed the minimum amount or are for a longer term than one year;
3. Assumption of debt or mortgage in excess of the minimum amount;
4. Alienation or sale of any real property, fixture, equipment, or movable good whose value (in the aggregate) in excess of the minimum amount or which constitute part of the parishes stable patrimony. Stable patrimony is defined as:
All property, real or personal, movable or immovable, tangible or intangible, that either of its nature or by explicit designation, is destined to remain in the possession of the parish for a long or indefinite period of time to afford financial security for the future.
5. In addition to the acts of extraordinary administration noted above, the pastor must consult the council regarding the decision to open a new bank account and annually approve authorized signers on all parish bank accounts and accounts for auxiliary parish groups. The pastor must provide financial reports on all parish accounts to the finance council, and annually to the Diocesan Bishop through the annual report.

B. RECOMMENDED CONSULTATION

While acts of ordinary administration which fall below the minimum amount noted above do not require prior consultation such acts must still be reported to the finance council. The following are administrative acts for which it is recommended, but not required, that the pastor consult his finance council:

1. Management of parish funds and banking arrangements. It is recommended that a limited number of bank accounts be established, with procedures for approving and reconciling accounts documented by the finance council.
2. Hiring, training, and evaluating a business manager, bookkeeper or anyone providing business services to the parish.
3. Approval of parish fundraisers as described in the Instruction on Transparency in Fundraising.
4. All other ordinary acts of administration which fall below the amount for acts of extraordinary administration.

C. OTHER DUTIES

In addition to consultation on matters of ordinary and extraordinary administration, the parish finance council assists the pastor by preparing the annual budget report; the parish annual report to the diocese; reviewing the parish's internal controls, procedures, and general financial operations; tracking compliance with diocesan fundraising norms; reviewing all financial activity by parish auxiliary groups; and by providing expert advice. Where applicable, the finance council advises the pastor in the creation or management of a parish endowment program.

1. Prepare the annual budget report. The parish annual budget report is a complete and accurate presentation of the financial status of the entire parish, including the parish, school, and all auxiliary groups. The purpose of this report is to present the members of the Christian faithful a complete picture of the financial health of their parish. This report may also include non-financial information such as important issues facing the parish, descriptions of programs and events, sacramental and Mass attendance statistics, enrollment in school and parish school of religion programs. It is recommended, though not required, for the finance council to provide the parish with semi-annual or quarterly budget reports.
2. Develop a communication plan for the annual budget report. The parish finance council assists the pastor in developing a communication plan to more easily and accurately share the information contained in the annual parish report with the entire parish.
3. Submit annual report to the diocese. The annual parish report is required to be submitted to the Diocesan Bishop according to the form established by the Diocesan Finance Officer, which shall include all parish accounts and the signatures of the pastor and the members of the finance council.
4. Review of internal controls. The parish finance council reviews the parish's internal controls, procedures, and financial reports for parish general operations, parish school and other parish organizations or programs with bank accounts or revenue collection responsibilities, to determine that proper accounting practices and internal control procedures are in place. These reviews must be conducted in compliance with these financial norms and the diocesan fundraising norms. When necessary, the diocesan Finance Office will assist with these reviews.
5. Review quarterly financial and budget reports. The parish finance council should review the following financial reports: balance sheet, income statements, comparisons to budget and prior year results, and cash flow analysis. The council should also review detailed budget-to-actual comparisons by individual program category, such as the parish school, religious education, and other parish programs. Significant variances from budgeted figures should be brought to the attention of the pastor and further investigation undertaken at his direction.
6. Review of parish auxiliary groups. The parish finance council reviews the activities of all parish auxiliary groups including verifying cash balances and activities of bank accounts. Members of the parish finance council should meet annually with auxiliary groups to review the reporting of prior year's activities, fundraising reports, and the budget for the coming year. This includes assessing the accounting practices and internal control procedures in place to ensure compliance with diocesan norms and state and federal laws so that the tax-exempt status of the parish is not jeopardized.

7. Review all parish fundraising. The parish finance council reviews all parish fundraising activities to assess effectiveness as well as to ensure compliance with state law, canon law, and diocesan norms, especially the requirements of Catholic Stewardship Renewal.
8. Provide expert advice. The parish finance council provides advice regarding: compliance with diocesan policies and civil regulations with respect to conflicts of interest, protection of whistleblowers and fraud detection, reporting and prevention; accounting for restricted contributions and their proper use; and how to use undesignated bequests or other unbudgeted revenue.
9. Manage parish endowment program. The parish finance council assists the pastor with establishing and managing a parish endowment program, particularly to ensure that the purpose of the endowment is well-defined, that it considers the long-term needs and life of the parish, and that any restricted gifts are reviewed to ensure that the parish can accept the gifts and that, once accepted, the funds are spent consistent with the donor's restrictions.

3. MEMBERSHIP

A. REQUIREMENTS FOR MEMBERSHIP

Members of the parish finance council must be Catholics in good standing and active stewards in their parish. Members must be chosen based on demonstrable skills or expertise in business, management, or finance. At least one member must have current accounting knowledge and computerized accounting skills to assist the parish bookkeeper, and to identify irregularities in the financial statements. Useful expertise includes business, law, accounting, communications, information technology, engineering, construction, maintenance, and purchasing. It is preferred that members of the parish finance council be members of the parish. When it is not possible to find sufficient representation from an individual parish, the pastor may select members from another parish, provided they meet the other requirement of this section.

It is also foreseen that when a pastor is assigned to multiple parishes, he may select a single group that is appointed as the finance council for each parish. Finance councils appointed in this way must always conduct their own separate meetings and keep separate records but the membership may be identical to another parish's finance council.

B. NUMBER OF MEMBERS

The parish finance council must have at least three but not more than nine members. A quorum shall be constituted by the majority of the members together with the pastor.

C. OFFICERS

The pastor is the president of the parish finance council and presides at all meetings. The other officers are:

1. Chairperson. The chairperson, who is appointed by the pastor from the membership of the finance council for a term not to exceed three years, assists the pastor with the formulation of the agenda, conducts the meetings, and performs any other duty assigned by the pastor. Only the pastor may convoke a meeting of the finance council. The pastor may also appoint a vice-chairperson in the event the chairperson is absent or otherwise impeded from fulfilling his/her duties.

2. Secretary. The Secretary, who is either appointed by the pastor or, at his discretion, elected by the membership of the council for a term not to exceed three years, records and distributes meeting minutes; notifies members of the agenda, place and time of meetings; maintains a permanent record of each member's tenure and of the business conducted by the parish finance council; and any other duties as assigned by the pastor.

D. FIDUCIARY RESPONSIBILITY

Parish finance council members have a fiduciary responsibility to the parish and diocese. This duty requires members to act in the interest of the parish and diocese rather than in the personal interest of the member or some other person or organization. This fiduciary responsibility requires a parish finance council member to avoid any conflicts of interest, whether real or perceived, that are detrimental to the parish or diocese.

Any person who may have a conflict of interest, whether real or perceived, as a result of other services, either paid or unpaid, rendered to the parish by the member, the member's family, or the member's business is ineligible to serve as a member of the parish finance council. For the purposes of this section, an officer of a local bank where the parish is a client is not considered to be a conflict of interest.

If a conflict of interest arises, whether real or perceived, the member must immediately disclose the conflict in writing to the pastor and to the other members of the finance council.

Parish employees and family members of parish employees, as well as any relative of the pastor, are prohibited from membership on the parish finance council.

Members of the parish finance council may serve in other volunteer service roles in the parish, including on other committees or boards, so long as the pastor determines such dual service will not create a conflict of interest. However, the role of the finance council member should not be vitiated.

If a temporary conflict of interest occurs, that member must recuse themselves from any discussion or decisions related to the conflict.

Membership on the parish finance council is prohibited for members related in the first degree either in the direct line or collateral line, and by marriage. This means sibling, parent-child, and husband-wife relationships among the membership of the council are prohibited.

E. ROLE OF PARISH EMPLOYEE

Parish employees support the parish finance council. Parish employees must be available to answer questions regarding parish programs, accounting, financial reporting, and internal controls. The parish finance council must be provided relevant and timely financial information, which includes: balance sheets, income statements, budget-to-actual comparisons, loan balance payments and interest payments, investment of surplus funds, and status of fundraising drives.

Not counting the pastor, who is automatically the president, only one cleric (priest or deacon) who has an official assignment to the parish may be appointed to membership on the parish finance council. Other clergy may attend parish finance council meetings at the discretion of the pastor, but without the privileges of membership.

F. TERMS

Members of the parish council are appointed for three-year terms. They may be appointed for two additional terms. It is recommended, but not required, that the terms of the members of the finance council be staggered such that there is continuity of service to avoid disruption to the function of the council. Members are appointed to the council and reappointed at the sole discretion of the pastor. For a just cause the pastor may remove a member from the council prior to the expiration of his or her term.

When the office of pastor becomes vacant, the regular terms of all parish finance council members automatically expire. However, finance council members and officers continue their service on the finance council on an interim basis to assist the temporary administrator and facilitate the transition of a new pastor. Within three months from taking possession of his office, the new pastor must appoint a new parish finance council, at which time the terms of the interim members of the finance council automatically cease. The new pastor may reappoint previous members of the council or select entirely new membership. Partial terms do not count towards the total term limits for members.

4. MEETING PROTOCOLS

A. MEETINGS

1. While the finance council must meet at least once a quarter, it is recommended that they meet every other month, with committees of the council meeting during the off months. It is highly recommended that meeting times and dates should be predictable, such as a specific time, day and week each month (e.g., 7 pm on the third Tuesday of the month). The pastor may call an emergency meeting at any time.
2. The pastor must be present at all parish finance council meetings.
3. It is recommended to establish a communication method so that financial matters may be addressed between scheduled meetings.

B. USE OF AGENDAS AND REVIEW MATERIALS

1. An agenda which lists the major discussion items for each meeting must be prepared in advance by the chairperson at the direction of the pastor.
2. All relevant information should be sent to the members at least five days in advance of the meeting for review and preparation.

C. RECORDING OF MEETING MINUTES

1. The Secretary of the parish finance council records the minutes of each meeting. The minutes include a summary of the discussions, any decisions or recommendation made, noting any actions that are to be accomplished and by whom. The Secretary is responsible for placing the minutes in the permanent archives of the parish.

D. CONFIDENTIALITY

1. To facilitate an open and honest dialogue between members of the parish finance council, the discussions are strictly confidential.
2. Parish finance council meetings are not open to the parish community. At the discretion of the pastor, the Secretary may prepare a report to the community on matters where transparency is recommended. These reports should contain only conclusions or recommendations, not individual comments or discussions.

5. COMMITTEES

The magnitude and complexity of a parish finance council's committees depends upon the size, resources, obligations and needs of each parish.

The following are suggested committees and their responsibilities:

A. BUDGET COMMITTEE

1. To assist the pastor in the preparation, presentation, and review of the annual parish budget.
2. To assist the pastor in the preparation of the parish annual report to the diocese.
3. To assist other programs, ministries, and auxiliary groups in preparing and submitting their annual budgets to the parish.
4. To study parish revenue and make recommendations to the parish pastoral council for maintaining and increasing revenues to meet parish objectives and priorities.
5. To review periodically (e.g., monthly or quarterly) income and expenditures and make recommendations as necessary to see that expenses are within set limits. Monitor parish contribution trends.
6. To provide parishioners with periodic (e.g., semi-annual or annual), comprehensive written reports on the parish's financial position, including a statement of activities and balance sheet accounts. Consider oral reports to parishioners to elaborate on key results and issues.
7. To work with the school advisory council and the religious education programs regarding the budget, review internal controls of the business office, and prepare recommendations regarding subsidy approval.

B. INTERNAL CONTROL COMMITTEE

1. Conduct self-administered internal control and procedure reviews using diocesan norms including, but not limited to, cash receipts and disbursements; gathering, counting and recording collections; adequately segregated duties and other financial controls. When necessary, these are to be shared with the diocesan finance officer.

2. Ensure tamper-evident cash bags and a robust collection and counting procedure are routinely used in the parish. Tamper evident bags with robust handling procedures are required for any event or activity using cash (not just offertory collections).
3. Review the regular completion of bank reconciliations in a timely manner.
4. Review and recommend cost-cutting and/or revenue enhancement measures when necessary.

C. FACILITIES AND MAINTENANCE COMMITTEE

1. Advise the pastor regarding the periodic inspections of all parish facilities.
2. Recommend repairs or replacements based on priorities established by inspections.
3. Develop a detailed inventory of all parish assets in accordance with canon 1283 §2 of the Code of Canon Law and update the inventory on an annual basis.
4. Assist in the development of guidelines concerning use of parish facilities.
5. Assist in the development of parish energy conservation programs.
6. Develop teams of parishioners to donate time and talents for parish maintenance tasks. Ensure this volunteer work follows diocesan risk management and insurance programs, and no maintenance or warranty agreements are jeopardized.
7. Ensure the safety and security of the parish campus is addressed and the plan is reviewed regularly.

D. FINANCIAL PLANNING AND DEVELOPMENT COMMITTEE

1. Provide long-range planning for both the financial and physical needs of the parish.
2. Work closely with the budget and maintenance subcommittees, parish pastoral council, school advisory council and other parish organizations to adequately plan and identify for the long range financial and physical needs of the parish.

6. RELATIONSHIP TO PARISH PASTORAL COUNCIL

The parish finance council is not part of the parish pastoral council. The Chairman of the parish finance council may serve as an *ex-officio* member of the parish pastoral council at the pastor's discretion. Communications between the two councils is essential to implement the pastoral plans and priorities.

Appropriate means of communication are developed between the two councils to ensure the parish finance council does not enter areas of policy and mission, which are the prerogative of the parish pastoral council.

The parish finance council advises on the adequacy of resources to accomplish the mission and specific ministries of the parish.

7. RELATIONSHIP TO PARISH SCHOOL ADVISORY COUNCIL

The parish school advisory council provides consultation to the pastor on some of the same areas as the parish finance council, but only with respect to the parish school. It is not a subset of the parish finance council; it operates in concert with the parish finance council in areas of budget and finance for the school. The parish finance council may be a resource to the parish school advisory council on an as-needed basis.

8. RELATIONSHIP TO THE STEWARDSHIP COUNCIL

The role of the stewardship council is to assist the pastor in fostering the spirituality of stewardship in the parish and implementing the yearly Catholic Stewardship Renewal. The stewardship council interacts with the finance council through a liaison from the stewardship council who represents and communicates the stewardship way of life to the finance council.

9. RELATIONSHIP TO OTHER PARISH GROUPS/COUNCILS

Although there is no formal reporting process between the parish finance council and other parish groups/councils, the parish finance council may interact with parish groups/councils to study, create, and revise plans for the effective management and use of parish resources.

10. CHECKLIST OF MAJOR ACTIVITIES

The parish finance council should establish an annual plan of its activities. Such a checklist might include the following activities:

A. PARISH ANNUAL REPORT

1. Review completed report prior to submission to the diocese. The report is completed and submitted by the first Monday following August 15.
2. Coordinate communication to the parish community of the financial situation of the parish. Consider using printed material, oral presentations, and parish hall meetings. A report is presented to the parish as soon as possible, but no later than four months after the end of the fiscal year.

B. PARISH BUDGET REPORT

1. Project and plan resources to meet specified goals.
2. Review all individual program budgets including church, parish school, religious education and auxiliary groups.
3. Share proposed budget with the parish pastoral council and the general parish.
4. Complete and submit to Diocesan Bishop as required.

C. FINANCIAL REVIEW

1. Prepare financial report and significant financial facts for every meeting. These reports should be as of month end and not presented until the bank accounts and significant asset and liability accounts have been reconciled.
2. Compare budget amounts to the actual income and expenditures to monitor results in comparison to budget projections.
3. Analyze weekly offertory contributions by envelope (check or cash), loose cash, and electronic giving.
4. Analyze year-over-year trend reports for programs, revenues and expenses to plan corrective action.
5. Consider reviewing, at least quarterly, the general ledger detail and reconciliation of cash and investment accounts.

D. ACCOUNTING/INTERNAL CONTROL SYSTEMS/BEST PRACTICES

1. Review accounting system to determine if it produces current and accurate financial records.
2. Ensure appropriate risk management practices are in place.
3. Identify all parish bank accounts, not just known operating accounts. Confirm that these account balances are reflected in the financial statements. Determine if the number of accounts can be reduced to ease administration.
4. Review current bank account signature cards and addressee of bank statements on a regular basis.
5. Review the separation of duties, to the extent possible, of personnel involved in the finances of the parish.
6. Review any statements received for any parish account related to a credit or debit card, store account, purchase order, purchasing cards or other similar instrument. Verify that purchases had the necessary approvals, were for a parish (not personal) purpose and are coded to the proper general ledger account. Reimbursements should be made directly to the individual and not to the individual's credit card company for parish-related purchases charged to an individual's credit card.

E. AUXILIARY GROUPS

1. Review budgets and upcoming activities for the next year.
2. Review revenues, expenses, and transfers between organizations along with bank account reconciliations.

F. COMPLIANCE OVERSIGHT

1. Fundraiser compliance with diocesan Instruction on Transparency in Fundraising policy for all parish and auxiliary groups.
2. Taxable activities: review support documentation and tax filings for payroll taxes (including W-2's), bingo, pull-tabs, and concession sales.
3. Licensing activities: review support documents and filings for liquor, bingo, pull-tabs, carnivals, raffles and other events that may be restricted by the local municipality.
4. Payments for services provided to parish: Confirm that 1099 Federal forms are completed and filed for independent contractors.
5. Deductions from parish employee pay: Confirm that payroll deductions are submitted on a timely basis to the benefit providers.
6. Confirm that all compensation to employees and contractors, including bonuses or gifts, is reflected appropriately on the respective Form W-2 (for employees) or Form 1099 (for independent contractors).

APPENDIX A – SAMPLE CODE OF CONDUCT AND CONFIDENTIALITY STATEMENT

Code of Conduct and Confidentiality
For the
(Name of Parish) Finance Council

It shall be the obligation of the parish finance council and its committees to subscribe to the following:

While serving and thereafter, members shall keep confidential all matters of record or reference, whether or not communicated or discussed in meetings or among those serving, until such time as such matters are officially publicized.

Trust, sensitivity, and candor shall be observed.

Members shall always speak and act, inside and outside of the parish finance council or its committee meetings, in a manner supportive of the parish and the pastor. While honest and healthy reflection is respected, comments of derision or embarrassment to the parish shall be avoided.

If any conflict of interest, whether real or perceived, should arise the member must immediately inform the pastor, and if the pastor determines, offer his or her resignation from the parish finance council.

IN WITNESS THEREOF, on the _____ day of _____, 20____ the Reverend _____
Pastor of (Name of Parish), has adopted the foregoing Code of Conduct and Confidentiality which shall be signed by the members of the (Name of Parish) parish finance council and its committees.

Reverend (Name) Pastor
(Name of Parish)

APPENDIX B – REFERENCES – CANONS 1281 – 1288

CANON 1281.

§1. Without prejudice to the prescripts of the statutes, administrators invalidly place acts which exceed the limits and manner of ordinary administration unless they have first obtained a written faculty from the ordinary.

§2. The statutes are to define the acts which exceed the limit and manner of ordinary administration; if the statutes are silent in this regard, however, the diocesan bishop is competent to determine such acts for the persons subject to him, after having heard the finance council.

§3. Unless and to the extent that it is to its own advantage, a juridic person is not bound to answer for acts invalidly placed by its administrators. A juridic person itself, however, will answer for acts illegitimately but validly placed by its administrators, without prejudice to its right of action or recourse against the administrators who have damaged it.

CANON 1282.

All clerics or lay persons who take part in the administration of ecclesiastical goods by a legitimate title are bound to fulfill their functions in the name of the Church according to the norm of law.

CANON 1283.

Before administrators begin their function:

1. they must take an oath before the ordinary or his delegate that they will administer well and faithfully;
2. they are to prepare and sign an accurate and clear inventory of immovable property, movable objects, whether precious or of some cultural value, or other goods, with their description and appraisal; any inventory already done is to be reviewed;
3. one copy of this inventory is to be preserved in the archive of the administration and another in the archive of the curia; any change which the patrimony happens to undergo is to be noted in each copy.

CANON 1284.

§1. All administrators are bound to fulfill their function with the diligence of a good householder.

§2. Consequently they must:

1. exercise vigilance so that the goods entrusted to their care are in no way lost or damaged, taking out insurance policies for this purpose insofar as necessary;
2. take care that the ownership of ecclesiastical goods is protected by civilly valid methods;
3. observe the prescripts of both canon and civil law or those imposed by a founder, a donor, or legitimate authority, and especially be on guard so that no damage comes to the Church from the non-observance of civil laws;

4. collect the return of goods and the income accurately and on time, protect what is collected, and use them according to the intention of the founder or legitimate norms;
5. pay at the stated time the interest due on a loan or mortgage and take care that the capital debt itself is repaid in a timely manner;
6. with the consent of the ordinary, invest the money which is left over after expenses and can be usefully set aside for the purposes of the juridic person;
7. keep well organized books of receipts and expenditures;
8. draw up a report of the administration at the end of each year;
9. organize correctly and protect in a suitable and proper archive the documents and records on which the property rights of the Church or the institute are based, and deposit authentic copies of them in the archive of the curia when it can be done conveniently.

§3. It is strongly recommended that administrators prepare budgets of incomes and expenditures each year; it is left to particular law, however, to require them and to determine more precisely the ways in which they are to be presented.

CANON 1285.

Within the limits of ordinary administration only, administrators are permitted to make donations for purposes of piety or Christian charity from movable goods which do not belong to the stable patrimony.

CANON 1286.

Administrators of goods:

1. in the employment of workers are to observe meticulously also the civil laws concerning labor and social policy, according to the principles handed on by the Church;
2. are to pay a just and decent wage to employees so that they are able to provide fittingly for their own needs and those of their dependents.

CANON 1287.

§1. Both clerical and lay administrators of any ecclesiastical goods whatever which have not been legitimately exempted from the power of governance of the diocesan bishop are bound by their office to present an annual report to the local ordinary who is to present it for examination by the finance council; any contrary custom is reprobated.

§2. According to norms to be determined by particular law, administrators are to render an account to the faithful concerning the goods offered by the faithful to the Church.

CANON 1288.

Administrators are neither to initiate nor to contest litigation in a civil forum in the name of a public juridic person unless they have obtained the written permission of their own ordinary.

Definition: A juridic person is an artificial person constituted by competent ecclesiastical authority for an apostolic purpose, with a capacity for continuous existence and with canonical rights and duties like those of a natural person. Like a civil-law corporation, it is a legal construct which can and must be conceived of apart from the natural persons who constitute it, administer it, or for whose benefit exists. Of its nature, a juridic person is perpetual and, once established it can outlast all natural persons or material goods which formed it.