

St. Joseph of Cupertino Parish Finance Council Charter

Canon #537: 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.

Canon #532 and Canons #1281-1288 address the responsibilities of the pastor in administering the temporal goods of the parish.

NAME:

The name of this body is **St. Joseph of Cupertino Parish Finance Council**.

PURPOSE:

The Parish Finance Council is established in conformity with the Code of Canon Law and the directives of the bishop of San Jose to advise and assist the pastor of the parish in all matters pertaining to parish finances.

AUTHORITY:

The Parish Finance Council is ad consultative body to the pastor of the parish.

MEMBERS:

The Parish Finance council will be composed of the Pastor, (non-voting attendees: the Parish Administrator, Parish Accountant) and from three (3) to nine (9) members. Members are appointed by the pastor after consultation with the Parish Pastoral Council. Members shall be parishioners with knowledge of accounting, finance, budgeting and/or development.

TERMS OF OFFICE:

Members shall serve for a term of three years. Members will take office on July 1st and may not serve more than two (2) consecutive terms. Terms will be staggered to insure continuity.

OFFICERS:

The Finance Council will elect its own chairperson who shall conduct the council meetings.

MEETINGS:

The Finance Council shall meet at least quarterly as seems appropriate. A record of the Council's recommendation and decisions will be kept in the parish files.

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Finance Council Charter**

RESPONSIBILITIES:

The Parish Finance Council will:

1. Advise the pastor on the parish financial operations;
2. Assist in the development of the parish budget;
3. Regularly review the financial procedures of the parish;
4. Review and approve the annual budget for parish operating and capital expenditures;
5. Monitor the budget on a regular basis;
6. Make recommendations to the pastor on any expenditure in excess of \$10,000.00;
7. Regularly review all activities to ensure that federal, state and local tax Considerations are properly handled where applicable;
8. Assist the pastor in accounting for all endowments and restricted gifts;
9. Provide regular reports to the Parish Pastoral Council;
10. Provide an annual report to parishioners on the financial state of the parish;
11. Ensure that all norms of the diocese are followed in the parish financial record keeping;
12. Perform the annual Parish Financial Self-Review and submit the report to the pastor and to the Diocesan Finance Office;
13. Assist in the preparation and review of the parish development plan;
14. Prepare – and the council chairperson signs indicating council approval – the Annual Financial report which is submitted to the diocesan Finance Office in a timely manner in advance of the forthcoming fiscal year.

AMENDMENTS:

This charter may be amended by majority vote of the Parish Finance Council and the approval of the Parish Pastoral Council, with the permission of the pastor and the bishop of the Diocese of San Jose. A copy of this charter, as well as of any amendments, is to be kept on file in the Office of Parish Planning.

ADOPTION & RATIFICATION:

Approved at the parish level in the Absence of a Parish Pastoral Council on June 16th 2005 as attested by the signatures below.

Rev. Gregory Kimm
Pastor

Finance Council President