

<b>Policy Section:</b>  <b>OPERATIONS</b>	<b>Policy Number: 101</b>  <b>Previous Policy Number: DPM 001-013</b>	
<b>FISCAL RESPONSIBILITY</b>	<b>Issue Date:</b> 8/1/2002	<b>Amended Date:</b> 9/13/2016
<p>In parochial schools under the direction of a pastor or pastoral administration, within the operation of the Diocesan Policies and Procedures, the principal of each school has the total responsibility for all school finances, under the direction of the pastor or pastoral administrator.</p> <p>In schools not under the direction of a pastor or pastoral administrator, the president or principal (when there is no president) has the total responsibility for all school finances, within the operation of the Diocesan Policies and Procedures, under the direction of the superintendent.</p> <p>In accordance with the Diocesan Policies and Procedures, schools shall have their own Finance Committee and the Principal/President shall consult with the School Finance Committee, per Canon Law. A member of the School Finance Committee shall be represented on the School Advisory Council.</p> <p>All expenditures require the prior approval of the president (or principal where there is no president). All fund-raising activities require the prior approval of the president (or principal where there is no president).</p> <p>All expenditures and receipts will be processed through the school's checking account. Any expenditure of \$10,000 or more and contracts with a value of \$10,000 or more require the approval of the appropriate diocesan officials.</p> <p>All schools shall follow the Policies and Procedures of the Diocese of Pensacola-Tallahassee.</p>		