



DIOCESE OF SIOUX CITY

Diocesan Resolution

Most Reverend Bishop, we, the undersigned Pastor/School Administrator and Directors of

_____, Iowa, on _____ seek permission to
PARISH/SCHOOL AND CITY DATE

(brief description)

Project total cost: \$ _____ Insurance coverage amount (if applicable): \$ _____

Financial Statement of Parish/School Funds

Please submit a formal cover letter with a full description of the request, include information on expenditures, its source of funds and amount to pay for request, copy of your most current balance sheet and profit & loss statement of parish/school funds with the resolution. A statement should accompany all resolutions for expenditures of **\$35,000.00 or more** even when you are receiving insurance reimbursements or donations to pay for the project.

Other Required Documents

A detailed narrative must be included explaining how the proposed project (referenced in the resolution) enhances the Catholic Mission of the Diocese, Parish and/or School system. **An Addendum to Construction Contract is required for all projects \$10,000 and above.** A letter of approval from the Liturgical Building Committee is required for all structural changes/remodeling in the interior of a church's worship space/hall, regardless of the cost.

We hereby ask for approval of the above resolution or proceedings.

PASTOR NAME

SCHOOL ADMINISTRATOR PRINT NAME AND SIGNATURE

PARISH LAY DIRECTORS | SCHOOL BOARD CHAIRPERSON:

DIRECTOR/CHAIRPERSON PRINT NAME AND SIGNATURE

DIRECTOR/CHAIRPERSON PRINT NAME AND SIGNATURE

Resolutions should be submitted no later than the first day of the month to be placed on that month's agenda for the College of Consultors to read and review all documentation before the next scheduled meeting.

CHECKLIST: ☐ SIGNED RESOLUTION FORMS

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| ☐ Formal Cover Letter | ☐ Most Current Balance Sheet & funding source |
| ☐ Most Current Profit & Loss Statement for Parish/School Funds | ☐ 3 Bids/or Explanation of decision on one specific Bid |
| ☐ Approval letter from the Liturgical Building Committee (if appl.) | ☐ Completed & signed Addendum to Construction Contract |
| ☐ <u>MANDATORY DETAILED NARRATIVE: How does this project enhance the Catholic Mission of the Diocese/Parish/School System?</u> | |

Email scanned copies of all documents to Royce Ranniger at RoyceR@scdiocese.org and Maria Garcia at MariaG@scdiocese.org

1 – COPY OF THE REQUIRED DOCUMENTS LISTED BELOW:

APPROVED:

BISHOP OF SIOUX CITY

DATE

Resolutions are required for:

- I. Raising money of **\$35,000** or more (capital campaigns, fundraising for special collections, drives, etc.).
- II. Borrowing money for any dollar amount.
- III. Investing money, excluding certificates of deposit, money market savings, deposit and loan (Diocese). Examples: purchase of stock and/or mutual funds. Note that this is only needed for initial (first time) investments. Please include investment guidelines.
- IV. Establishing endowments and/or trusts. Please include proposed document.
- V. Capital expenditure (excluding vehicles) of **\$35,000.00** or more. Examples: capital improvements, renovations/remodeling (see II, III & IV below), major equipment, e.g., boilers. If the project cost is **\$35,000** or more and if different contractors are used and/or individual amounts are less than **\$35,000**. **If you are making any structural changes or remodeling in the parish or hall, a resolution is still required.**
- VI. Selling property (Alienation) for any dollar amount, excluding equipment and vehicles.
- VII. Leases of property for longer than one year. Examples: wind turbines, telecom towers, buildings, land.
- VIII. Other – significant/unusual transactions. Please contact the Vicar General if you are uncertain as to whether a resolution is required for an event.

Procedures:

- I. Please remember that these resolutions are legal documents and thus require original signatures on all forms.
- II. A letter of approval from the Diocesan Arts and Environment or Liturgical Building Committee is required for any renovation, remodeling, or redecoration of church exteriors and interiors. The Building Committee should be consulted about any other major changes in parish/school buildings. It is the Pastor/School Administrator's responsibility to obtain this letter before submitting the resolution.
- III. Normally, major projects should have two (2), preferably three (3) bids for work contracted. Where there are reasons for fewer bids please include an explanation for the Board of Consultors.
- IV. The permission amount requested should include the total cost of this project, phase of the project or property/equipment. Every anticipated expenditure should be included in the estimate, including the cost of all interior decoration, furnishings, heating, plumbing, electrical and lighting fixtures, stained glass windows, all exterior improvements, paving, landscaping, architect's fees and all other attendant items. (Attach an itemized summary if applicable.)
- V. A financial statement of parish/school funds must accompany all resolutions for expenditure of funds. Please use the most recent monthly report of your parish/school for this purpose.
- VI. All resolutions **must** include an attached narrative on how the proposed project referenced in the resolution enhances the Catholic mission of the Diocese, Parish and/or School system.
- VII. **ADDENDUM TO CONSTRUCTION CONTRACT is required for all projects \$10,000 and above.**