



Acts of Extraordinary Administration

Extraordinary expenditures are expenses that are:

1. Used for specific acts (as listed below);
2. Not foreseen in the approved budget; or
3. Greater than 4% of Ordinary Income or \$10,000.

In the Archdiocese of Vancouver, the following are considered to be acts of extraordinary administration: "building, improving, furnishing or embellishing properties under [the pastor's] charge." In the case of an extraordinary expenditure of less than the spending limit, the parish may carry out this act, provided that it has the necessary funds on hand. The project must be endorsed by the pastor and the Parish Finance Council (PFC). Endorsement by the PFC could be recorded in the meeting minutes or by cosigning the letter to the Archbishop. **Written permission of the Archbishop is required for any expenditure exceeding 4% of Ordinary Income or \$10,000 (whichever is greater) and three quotes must be provided.**

The dollar figure does not cover ordinary, recurring expenses such as payroll, maintenance and the like which are deemed to be acts of ordinary administration.

The Finance Office will calculate the spending limit for each parish and issue a memo annually.

The following policy is hereby **SUPERSEDED**:
Acts of Extraordinary Administration, issued February 17, 2011.