



Parish Finance Manual

Diocese of Bridgeport

September 30, 2026

The Most Reverend Frank J. Caggiano



By the Grace of God and the Authority of the
Apostolic See Bishop of Bridgeport

**DECREE
PROMULGATION OF THE
PARISH FINANCE MANUAL**

To promote the proper, transparent, and accountable administration of ecclesiastical goods throughout the Diocese of Bridgeport, the Parish Finance Manual has been revised to incorporate updated policies, procedures, and best practices consistent with the universal law of the Church and the pastoral administrative needs of the Diocese.

Therefore, by virtue of the authority entrusted to me as Bishop of Bridgeport, and in accord with the norms of canon law, I hereby promulgate the PARISH FINANCE MANUAL as particular law governing the administration of temporal goods within the Diocese of Bridgeport.

By means of this decree, I order that the provisions of this manual have firm and stable effect, notwithstanding anything to the contrary, even if worthy of special mention, and that the provisions contained herein be promulgated by inclusion in the official diocesan newspaper, *The Fairfield County Catholic*, and on our official diocesan website, entering into force on September 30, 2026. Furthermore, I order that the present provisions be communicated both electronically and by ordinary mail to all diocesan personnel subject to these provisions.

Given at the Chancery Office in Shelton, CT on the Memorial of Saint Jerome, Priest and Doctor of the Church this 30th day of September of the Year of the Lord 2026.

Most Reverend Frank J. Caggiano
Bishop of Bridgeport

Deacon Patrick Toole
Chancellor

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Diocese of Bridgeport – Parish Finance Manual

September 2026

I. INTRODUCTION

This manual was prepared with the assistance of more than two dozen parish and diocesan staff members, reviewed by the Diocesan Finance Council and the Council of Deans, and issued with the Bishop's approval. It reflects more than 1,000 hours of combined professional experience.

This Manual is considered particular law for all parishes. It establishes the financial policies and procedures to facilitate proper stewardship, administration, and protection of parish resources in a transparent, effective, and efficient manner, in accord with both Canon and Civil law. All parishes (including Quasi-Parishes, Oratories and Shrines) must follow the procedures included in this Manual, including the standardized Chart of Accounts (*See Appendix A*). The procedures in the Manual are supported by Appendices, which are posted at www.bridgeportdiocese.com/PAFManual.shtml, may be updated from time to time, and distributed by email to all parishes.

For parishes with fewer than three employees, and those who find it impossible to adhere to the procedures listed in this Manual, Pastors (or their delegates) are encouraged to contact the Diocesan Parish Finance Office to discuss alternative procedures, often called compensating internal control procedures, that could both accommodate parish operations and also properly safeguard parish assets and protect individuals.

II. THE PARISH: MEMBERSHIP, STRUCTURE, AND LEADERSHIP

1. Overview

Canon law defines a parish as “a certain community of Christ's faithful stably established within a particular Church [diocese], whose pastoral care, under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper Pastor” (CIC, 515).

A parish is the community in which the faith life of each member is nourished. It is a family where under the leadership of the Pastor, each member contributes to the success of the whole, of the building up of the Kingdom of God in the local community, as part of the Universal Church.

In addition to being an ecclesial body, each parish is also incorporated under the laws of the State of Connecticut. The Bishop serves as president of each parish corporation.

Each parish includes the following:

- **Parishioners** — lay members who participate in sacramental life, volunteer, and provide financial support.

- **Pastor/Administrator** — appointed by the Bishop; the spiritual and administrative head of the parish.
- **Parochial Vicars, Deacons, Religious Women (Sisters), and Religious Men (Brothers)** — assist the Pastor in the parish mission.
- **Lay Employees** — staff who support daily operations, such as the bookkeeper, Director of Religious Education, and music minister.
- **Parish Pastoral Council** — advisory body for overall parish planning.
- **Parish Finance Council** — canonical advisory body for financial matters.
- **Two Lay Members of the Parish Corporation** — serve as trustees on the governing body of the parish.

2. The Parishioner

Every Catholic is a member of a parish. Every parishioner is encouraged to register in his/her parish and play a full and active role in parish life. In addition to the proper reception of the Sacraments, including Sunday Eucharist, and on-going catechesis, parishioners may volunteer to help as catechists in Youth Faith Formation, organize youth ministry and adult events, assist in charitable activities in the community, and so forth. They may be invited to serve as, among other roles, Extraordinary Ministers of Holy Communion, Readers, Altar Servers, and Ushers.

Parishioners are encouraged to offer their talents and expertise to further the parish mission by being available to serve on the Parish Pastoral Council and Parish Finance Council.

Parishioners have a responsibility to offer financial support to their parish, according to their means. They rightly expect to be informed, of the financial affairs of their parish through an Annual Accountability Sunday financial report of the Parish Corporation, prepared by the Pastor with the assistance of the Parish Finance Council. On a weekly basis, parishes disclose offertory in the parish bulletin.

3. The Pastor

The Pastor “exercises the pastoral care of the community [parish] entrusted to him under the authority of the Diocesan Bishop, whose ministry of Christ he is called to share, so that for this community he may carry out the offices of teaching, sanctifying, and ruling with the cooperation of other priests or deacons, and with the assistance of lay members of Christ’s faithful, in accordance with the law” (CIC, 519).

The Pastor is directly responsible for parish administration and financial stewardship under the authority of the Bishop (CIC 1276; 1279 §1; 1284–1287). Key responsibilities include:

- Implementing all Diocesan financial policies and civil law requirements.
- Overseeing budgets, bank accounts, investments, assets, properties, and insurance.
- Implementing and monitoring financial controls.
- Archiving property and financial records; forwarding copies to the Diocese.

- Holding the annual Parish Corporation meeting (January) and reviewing the annual financial review.
- Working with the Parish Finance Council on budgets and quarterly/annual financial reports.

4. The Bishop

Parishes are at the heart of the Church's pastoral mission, and the Diocese and its parishes share a pastoral and familial relationship, working together in communion under the ultimate authority of the Bishop. The Bishop has responsibility for overseeing the administration of parishes within the Diocese and establishes policies and procedures to promote faithful stewardship, accountability, and compliance with civil and canon law. Pastors and parishes are required to provide the Bishop and appropriate diocesan offices with requested financial and administrative information, and certain transactions identified in canon law or diocesan policy require the Bishop's prior written approval. The Diocese exists to support parishes by providing guidance, resources, and assistance that enable them to carry out their pastoral, sacramental, and administrative responsibilities effectively.

III. PARISH FINANCE COUNCIL

1. Definition and Authority

Each parish is to have a Finance Council which is regulated by universal law as well as by the norms established by the Diocesan Bishop. The Parish Finance Council (PFC) is a canonical advisory body (CIC, 537) that counsels the Pastor on financial matters. **Its decisions take effect only when accepted by the Pastor**, who retains full authority (CIC, 532). It is important, therefore, that the Pastor be central to the deliberations and the functioning of the Parish Finance Council. The relationship between the Council and the Pastor is one of support and cooperation.

2. Relationship to the Pastoral Council

The PFC is separate from, but must coordinate with, the Parish Pastoral Council. The PFC Chairperson may not simultaneously serve as a Lay Member of the Parish Corporation. The Pastor must brief the Pastoral Council on parish finances at least once per year.

In fulfilling its responsibilities, the PFC must be guided by the values of the Gospel and must follow good business practices with integrity.

3. Membership

- **Composition:** Pastor (ex officio), two Lay Members of the Parish Corporation (ex officio), and at least three practicing parishioners with finance or accounting expertise.
- **Appointment:** By the Pastor.

- **Restrictions:** The parish bookkeeper/accountant may not be a member. Members may not be related to each other, to the Pastor, to any clergy, or to any parish employee. Members must maintain confidentiality.
- **Removal:** The Pastor may remove a member for non-performance or unethical conduct; removal must be reported to the Bishop.

4. Terms and Officers

- Members serve three-year terms renewable once; terms should be staggered. If a Pastor wishes to renew a member beyond the second three-year term, permission must be obtained from the Vicar General.
- The **Chairperson** is appointed by the Pastor for a term of up to three years and assists with coordination. The Chairperson's name must appear in the parish bulletin.
- A member is appointed for each meeting to record meeting minutes.

5. Meetings

The Parish Finance Council meets at least quarterly. The Pastor and all members are expected to attend in person; teleconference or virtual meeting participation is acceptable as an alternative if in person attendance is not practical. In a teleconference or virtual meeting, AI notetaking or recording is prohibited. Clergy and the parish bookkeeper should be invited. Minutes, summary in nature, must be recorded and secured (original in a locked location; electronic copy on the parish server). The PFC must review the Statement of Activities with budget versus actual, Statement of Financial Position, and significant variances from budget, at each meeting. Minutes are available to parishioners upon request.

6. Mission

The Parish Finance Council assists the Pastor by:

- Monitoring financial performance, offertory, and fundraising.
- Reviewing quarterly financials and budget variances.
- Preparing and approving quarterly and annual financial reports.
- Advising on the annual operating budget (due to the Diocese by June 1) and a five-year capital budget.
- The Parish Finance Council should review and provide feedback to the Pastor on finalists for parish Accountants, Bookkeepers and Business Managers.
- Consulting on major commitments over \$50,000, (requiring Bishop approval) and on investment policy.
- Providing responses to audit reports and ongoing oversight of internal control procedures.
- Helping develop plans for debt repayment and asset protection.
- Monitoring compliance with Diocesan financial policies and federal/state tax requirements.
- Proposing spending guidelines for dining, travel, entertainment, and gifts.
- Maintaining confidentiality with regard to Parish Finance Council meetings.

IV. BUDGETING

1. Operational Budget

1.1 Purpose

Align projected revenue with estimated expenses to manage parish financial performance. A budget provides a framework to ensure that parish funds are properly administered. The budget enables comparison of actual results to plan, identify shortfalls, and support preparation of the following year's budget.

1.2 Process

- Developed annually, no later than one month before the fiscal year starts (July 1).
- Based on prior year actuals plus anticipated changes.
- The Diocese distributes the budget package by end of April; parish submission is due June 1.
- Created by the Pastor with the Parish Finance Council and accounting staff; must be approved by the Parish Finance Council before submission.
- The Bishop provides written approval; unapproved budgets receive written follow-up.

1.3 Recording

Enter approved budgets into the accounting software and compare to actuals quarterly.

2. Capital Budget

2.1 Purpose

A capital budget enables the parish to anticipate major facility, and equipment needs, establish funding priorities, and build adequate reserves to avoid unexpected financial strain.

2.2 Process

Budget for adding buildings or renovating / repairing existing properties requires careful planning and includes the development of cost estimates. The Parish Finance Council can help with this ongoing process by developing a plan and a budget.

3. Capital Deferred Maintenance Reserve Account

Parishes are encouraged to maintain a separate bank account for future capital needs. A portion of offertory income may be deposited into this account and up to \$10,000 annually will be excluded from the Cathedralricum assessment, provided deposits are made by December 31 of the calendar year and Diocesan Parish Finance Office is notified.

V. RECEIPTS — CASH AND OTHER CONTRIBUTIONS

1. Bank and Investment Accounts

A parish must maintain **only one operating checking account**. All parish organizations using the parish tax ID must use this account, sub-accounts may be established in the accounting software for tracking purposes. Permitted accounts include:

- Parish operating account
- Mass stipend account
- Capital deferred maintenance account
- Capital campaign account
- School lease capital reserve account (if applicable)
- Bingo account (if applicable, legally required)
- Raffle account (if applicable, legally required)
- Investment brokerage account (if applicable)

Keep balances below the FDIC insurance limit of \$250,000 per depositor per bank per ownership category. Please check with your bank on options to mitigate this risk (i.e. daily sweep accounts). If balances exceed the insured amounts, contact the Diocesan Parish Finance Office for additional options. In some cases, if balances are consistently in excess of the insured limit solutions may include placing some accounts at a different bank or investing funds to reduce cash balances. Cash and securities held at an SIPC-member brokerage firm are protected by the Securities Investor Protection Corporation (SIPC) up to \$500,000 per customer, per separate account capacity. Some brokerage firms provide additional private insurance above SIPC limits.

2. Signatories on Bank and Investment Accounts

The Bishop, as President of each Parish Corporation and the Vicar General, as Vice President of each Parish Corporation must be signatories on all bank and investment accounts, along with the Pastor and an alternate signatory for emergency situations. The alternate signatory must be a member of the clergy or a member of a religious community serving in the parish. Any exception to this must be approved by the Diocesan Bishop. A member of the clergy (e.g. a Deacon) or a religious community serving as the Parish Business Manager/Accountant/Bookkeeper must not be the alternate signatory on a bank account.

Check-signing machines, signature stamps for checks, and pre-signed checks are **strictly prohibited**. Blank checks (where no payee is completed prior to signature) are strictly prohibited. In limited cases, signature stamps may be used by the pastor for purposes other than signing checks, and if such is the case the signature stamp must be secured to prevent anyone from using it other than the pastor.

As per the annual Corporate Resolutions (Unanimous Written Consent) of the members of the parish:

The Pastor, Treasurer and Secretary, is hereby authorized, up to \$50,000, to: (i) sign checks, draw upon any and all accounts of the Corporation, for the purchase of durable goods, (ii) sign and approve all notes required by any financial institution for Corporation purposes, (iii) sign any and all documents required by any financial institution, including but not limited to banks, broker-dealers and credit unions, in connection with the borrowing of money from, or management of assets by, said financial institution for Corporation purposes, (iv) sign contracts and legal documents, except contracts and documents concerning real property of the Corporation, and (v) transfer and/or deposit under any deposit or protective agreement or re-organizational plan any or all securities standing in the name of the Corporation.

Checks or electronic transfers or any other similar transfers of funds in excess of \$50,000 must be signed or authorized by the Bishop as President or Vicar General as Vice President of the Corporation, unless specific written designation to sign or authorize such transactions are given to the Treasurer by the President or Vice President. If the Vicar General is also a Pastor of a parish, he is prohibited from approving actions as noted greater than \$50,000 for his parish.

3. Bank Statement and Reconciliation Review

- Bank statements are to be received unopened by the Pastor.
- Bank statements should include check images.
- Bank statements should include deposit images, if available.
- Checking accounts: reconcile monthly; Pastor is to review the bank statement by looking for unusual withdrawals, peruse the check copies for checks signed by unauthorized parties or to unknown parties for large amounts. Checks should never be written to cash.
- Pastor must review, initial, and date each bank statement and the reconciliation on a monthly basis.
- Savings/investment accounts: reconcile monthly or quarterly; Pastor must review, initial, and date each reconciliation.
- Investigate all outstanding items over 90 days. Deposits in transit over 5 days old on bank reconciliation require immediate investigation by the Pastor.
- Reconcile online giving deposits from donor platform reports to the deposit recorded on the bank statement.
- File and retain reconciliation with bank statements.

4. Transactions Requiring Pastor Approval

The Pastor needs to approve all transactions, including telephone and wire transactions, electronic fund transfers, internet banking, online bill payments and automated clearing house (ACH) transfers.

5. Prohibited Banking Functions

Use of debit cards is prohibited.

Recurring automatic payments that are automatically deducted from the bank account, unless reviewed and approved by the Pastor. Examples of this are payroll, pension payments, pension shortfalls payments and BAS payments. Bank cards that can draw from parish accounts are **prohibited**. All transactions must be approved by the Pastor, including wire transfers, ACH, and online bill payments.

Wire transfers may only be used when payment by check or ACH is not practicable, and require the prior written approval of the Pastor, along with independent verbal verification of the recipient's banking information directly with the payee before execution. Pastors are strongly encouraged to contact the Diocesan Parish Finance Manager before initiating any wire transfer.

If, after receiving the necessary approvals, the Parish sends money via wire, then the following must occur prior to sending the money: (1) receive wire instructions, and (2) a Parish representative must contact the recipient via phone using a verified phone number in order to confirm and verify the wire instructions including the bank, name on the account, routing number, and account number.

The Parish may accept a wire transfer of monies so long as the Pastor approves. The Parish should securely keep and maintain wire instructions in order to give the information to a person or company sending money. Any wire instructions sent out should have the last four numbers of the routing number and account numbers X'd out (i.e., 12345XXXX) with a message at the end instructing that someone call the parish to verify the instructions and receive the last four digits via phone.

6. Voided Checks

Voided checks are to be defaced to prevent reuse and maintained in proper sequential order.

7. Recording

All bank accounts must be recorded and maintained in the parish accounting system; including all parish groups such as the youth group, lady's guild, etc. Banking transactions should be recorded timely.

8. Banking Services Accounts (Stripe, PayPal, Apple Pay, Square, etc.)

- Parishes should obtain approval from the Diocesan Parish Finance Office prior to using an online bank service and set up online banking standards.
- Balance must not exceed \$500; set payouts to daily (no exception)
- Each user must have an individual login – **sharing credentials is prohibited**.
- Notify the Diocesan Parish Finance Office of account details and authorized users.
- Only Pastor approved refunds may be distributed from the account.
- Pastor or alternate check signer must review monthly statements; the bookkeeper who entered refunds may not perform this review.

See Appendix B for detailed procedures.

9. Accounts Receivable

Assign a number to all invoices sent by the parish. The Pastor or designee should review AR balances quarterly and approve any write-offs by initialing and dating the relevant records.

10. Offertory Collections and Other Receipts

10.1 Control Environment

From the offertory collection (basket) to the deposit at the bank, collections must be:

- In possession of two unrelated people from the time of collection until sealed into a serially numbered tamper evident bag.
- In the possession of three unrelated people during the offertory count.
- In the possession of two unrelated people during transport to the bank for deposit.

At all other times, the offertory must be in a locked safe in tamper-evident bags with restricted access.

10.2 Collection Procedures

- Parishes should document collection, counting, and deposit procedures. These procedures should be communicated to those involved and volunteers appropriately trained.
- Prenumbered tamper-evident bags are pre-labeled per Mass.
- After collection, tamper evident bags are sealed and either placed in public sanctuary view or secured by ushers.
- Collections not counted immediately must be sealed into tamper-evident bags by two unrelated individuals and secured in parish safe or locked, fireproof cabinet.
- Tamper-evident bag inventory and usage is tracked on a log to enable detection if a bag is set out for use and not returned or a bag returned was never set out for use.
- Weekend offertory must be deposited by Monday (Tuesday if a holiday).

10.3 Counting - *See Appendix C* for detailed counting procedures

- Must occur on parish premises in a secure location. No unauthorized personnel should be allowed access to the counting room.
- Offertory is to be deposited intact. No money is to be withdrawn for any purpose, including cashing a check, paying expenses, etc.
- Count teams: minimum three unrelated individuals; rotated periodically; no parish employee participation except for emergencies (not recurring) authorized by the Pastor.
- A list of the count team members (names and addresses) is maintained by the parish Secretary and forwarded annually to Parish Financial Services. The Pastor or Business Manager is responsible for screening and maintaining the count team.
- Count team members are subject to the Diocesan Safe Environments Policy.
- Counters use Form CR-1 (Count Sheet); totals are summarized on Form CR-2 (Deposit Slip Summary), signed and dated by at least three counters. See Appendix C.

- Checks are immediately restrictively endorsed: *"For Deposit Only / [Church Name] / [Bank Name] / [Account Number]."*
- A separate person (not involved in counting) compares count sheets to bank statements monthly.

10.4 Depositing

- Currency, checks, and deposit slip are sealed in a bank deposit bag. Alternatively, checks may be scanned directly for deposit into the parish bank account.
- Deposit within 24 hours (or next business day if a Holiday falls on Monday); at least two unrelated people (other than the bookkeeper) should make the deposit.
- All deposit receipts are returned to the parish for reconciliation.

The parish Accountant or Bookkeeper reconciles the offertory count records for each week agreeing the amounts per the bank deposit receipt, deposit confirmation (from scanner if applicable), count sheet (CR2), general ledger deposit, and bank statement deposit on a monthly basis.

10.5 Recording Revenue

All cash receipt activity should be recorded in the accounting software promptly. Use Form CR-2 for entry. The Parishioner Contribution Software System tracks all contributions and should be reconciled to accounting records monthly. Year-end statements are issued to donors for contributions of \$250 or more (aggregate, calendar year basis).

All deposits of unrestricted funds should be recorded into the parish accounting software system under the following headings:

4000	OFFERTORY REVENUE	
4010	Sunday	
4020	Holy Day	
4030	Monthly	
4040	Annual	
4050	Other	
4100	OTHER REGULAR REVENUE	
4110	Exempted	
4115	Fundraising Auxiliary	
4120	Fundraisers Parish	
	4121	Bingo
	4122	Carnivals/Bazaars
	4123	Raffles
	4124	Scrip Voucher
	4125	Other Fund Raisers and Organization
	4126	Bulletin Revenue

4130	Investments	
	4131	Realized Gain or Loss on Investment
	4132	Interest
	4133	Dividends
	4134	Unrealized Gain or Loss on Investment
4140	Child Care Services	
4150	Youth Faith Formation Fees	
4160	Rental and Lease Revenue	
4165	Charter School Rental Income	
4170	Votive Candles	
4180	Cemetery	
	4181	Sale of lots and foundations
	4182	Interments
	4183	Interest
	4184	Perpetual care
	4185	Other
4190	Mass Stipend Revenue	
4195	Funeral Mass Fees	
4200	UNUSUAL (NON-SCHEDULED) REVENUE	
4210	Gifts—Not Restricted	
4215	Bequests—Gain/ (Loss) On Sale of Long-Lived Assets	
4220	Buildings, Equipment etc. (excluding investments)	

See Appendix A for a detailed description of each of these accounts and the chart of accounts. All income should be assigned to a functional activity/class. New accounts require Diocesan Parish Finance Office approval.

10.6 Diocesan Special Collections

The normal Diocesan Special Collections taken will be communicated to the parishes from the Bishop's office annually.

Deposit special collections in the parish checking account and remit by parish check to the Diocesan Parish Finance Office within **60 days** from the date(s) of collection. Alternatively, special collection check receipts can be deposited via a scanner into the Diocesan bank account. Record as a liability (not revenue) until remitted. Confirm quarterly that all special collection liabilities have been paid.

10.7 Annual Bishop's Appeal

Handling and processing of donations received in the parish for the Annual Bishop Appeal should proceed according to the guidelines and procedures received from the Development Office annually. (*See Appendix D*).

10.8 Monies Received by Mail or in Person

Mail should be opened by someone without access to the accounting or donation tracking system. Checks should be immediately endorsed for deposit. Use a 3-part cash receipt form (one part to donor, one in the book, one with the donation) for in person cash receipts. Deposit at least weekly. Summarize on Form CR-2 and forward to the bookkeeper for reconciliation. These funds should be stored inside an envelope or tamper-evident bag and in a safe.

Gift cards are to be secured as cash. If gift cards are received, log the serial number and amount in the cash receipts book. If sold or used, track the activity on a log sheet.

10.9 Mass Stipends

Mass stipends are donations given to a parish for a scheduled Mass. Despite the name, it is considered as a contribution freely given rather than a payment as such. The IRS considers Mass Stipends to be tax deductible donation. Therefore, the Mass Stipend should be reflected in the annual donor acknowledgment statement. Deposit into the operating account but record separately in the accounting software. Funds distributed to the celebrants in fulfillment of the requested intention should be made from the designated general ledger account in the accounting software.

10.10 Youth Faith Formation and Pre-School Programs

- Tuition receivables monitored by someone separate from receipt processing.
- Checks immediately endorsed for deposit.
- Use a 3-part cash receipt form (one part to payer, one in the book, one with the tuition payment) for in person cash receipts.
- All tuition adjustments approved by Pastor.
- Tuition/fees recorded in the Parishioner Contribution Software Youth Faith Formation module.
- The Faith Formation Tuition Report should be reviewed and signed by the Pastor and Director of Faith Formation annually.

10.11 Contributions: Gifts and Bequests, With or Without Donor Restrictions

Income should be classified as follows:

- **Without donor restrictions (account 4000 series):** General operating support; available for unrestricted use.
- **Temporarily restricted (account 7010):** Donor-imposed restrictions that expire by time or purpose; reclassify to unrestricted upon fulfillment.
- **Permanently restricted (account 8010):** Principal invested in perpetuity; income used for specified purposes. Often received through bequests. Governed by Connecticut UPMIFA (CT §§45a-535 to 45a-535i). Consult the Diocesan CFO for proper handling. Copies of all bequest notices must go to Diocesan Legal and Finance Offices.

It is required by Canon and civil law that donor intent (restriction) is followed, if the donation has been accepted. Donor restrictions should be supported by documentation. If explicitly made by the donor, then by a letter and/or information on the check. If restricted by a solicitation (campaign, announcement made at collection, etc.) then such solicitation should be supported by documentation (envelope, flyer, bulletin, letter, etc.).

Please consult with the Diocesan CFO if there are questions about donor restrictions. Record restricted donations to accounts #7010 or #8010 as Miscellaneous Receipts on Form CR-2.

10.12 Donor Acknowledgement

- **Written acknowledgment is required for gifts of \$250 or more.** Each qualifying contribution must be listed by date and amount, either through individual letters or an annual year-end statement (issued by January 31). The letter must include the parish's legal name, the donor's name, and a statement confirming whether any goods or services were provided in exchange. For non-cash gifts, describe the donated property but do not assign a value.
- **Special language is required in certain situations.** If nothing was given in return, include: *"No goods or services were provided in exchange for your contribution."* If the only benefit was spiritual in nature, state: *"The only goods or services provided were intangible religious benefits."* For fundraising events where a payment over \$75 is partly a donation and partly payment for goods/services, a good-faith estimate of the value of those goods/services must be provided — failure to do so can result in IRS penalties up to \$5,000 per event.
- **Letters may be delivered by mail or electronically, and records must be kept for seven years.** Acknowledgment letters can be mailed or made available through a secure parish or vendor website, provided the donor has consented to electronic delivery. Retain copies of all acknowledgment letters, donor reports, deposit records, and any quid-pro-quo valuations for at least seven years after the tax year of the donation to support audits and donor inquiries.

See *Appendix E* for detailed requirements of donor acknowledgments and sample letters.

VI. CASH DISBURSEMENTS

Note: Parish funds may only be used for parish activities. This is to ensure all funds are managed responsibly as part of our duty as stewards. Loans from or to parishioners, loans to employees and use of funds for personal expenses, are **strictly prohibited**.

1. Purchasing

- Review budget before ordering.
- If practical, it is prudent to obtain competitive quotes for orders of \$15,000 to \$50,000 (in aggregate over 12 months) and perform due diligence steps before choosing the vendor. Contracts for goods or services valued at \$50,000 (in aggregate over 12 months) and perform due diligence steps before choosing the vendor. It is not always practical or

possible, such as in the case of emergency situations (such as a boiler failure) or the number of vendors who could supply the products or services is scarce.

- Contracts for goods or services valued at \$50,000 or more require the Bishop's signature.
- Use purchase orders for non-recurring purchases before committing to vendors. This allows the Pastor to ask questions prior to creating a financial obligation.
- Verify invoices against quotes/purchase orders before payment.

2. Invoices Received and Checks Written

- All payments require original invoices (never copies or statements) showing: amount, date(s) goods/services received, description, and payee.
- The Parish Business Manager/Accountant/Bookkeeper records the invoice to be paid in the Accounting Software system. The data entered should include the purpose of the order, invoice date, and payment due date. The General Ledger Account (expense or asset classification) and Class (Parish Functional Activity) are assigned by the parish Business Manager/Accountant/Bookkeeper in consultation with the appropriate parties, as necessary. The account numbers and designations should be clearly noted on the invoice. Unpaid invoices are filed in an "Unpaid Invoice" file in alphabetical order.
- Obtain IRS Form W-9 from all vendors providing services before issuing any check.
- Pastor initials and dates all invoices to indicate his approval.
- The Pastor or parish Business Manager/Accountant/Bookkeeper determines when to pay invoices. Multiple invoices for the same vendor should be paid with the same check. The check amount and payee should agree to the documentation already reviewed and approved. The printed check and accompanying documentation (e.g. approved invoices and check requests) should be provided to the Pastor for his signature. We recommend that check runs occur once per week (on the same day each week) for efficiency purposes. In the Pastor's absence, the alternative authorized signer may sign the check
- Check writing should occur no more than once per week.
- Accounting staff who enter data may never approve invoices or sign checks.
- All checks generated through accounting software; no manual checks.
- Signed checks should be mailed immediately; documentation stamped "PAID" and filed.
- Checks should be maintained in a secure location. Under no circumstances does check stock leave the premises.
- Voided checks are marked "VOID" and retained with the relevant bank statement.
- **No payments in cash to bills, employees, contractors, or vendors.**

3. Independent Contractors vs. Employees

All worker classification decisions must be made pursuant to both Federal and Connecticut law. Practically, federal law is a bit more flexible than Connecticut law, which applies the ABC Test. Under the ABC Test, a worker is presumed to be an employee unless ALL THREE of the following criteria are satisfied:

A. Freedom from Control – The worker is free from control and direction in performing the work, both under the contract and in actual practice.

B. Outside the Usual Course or Place of Business – The work is outside the usual course of operations OR performed outside all places of business.

C. Independently Established Business – The worker is engaged in an independently established trade or business of the same nature.

If **ALL THREE** criteria are met, the worker may be classified as an independent contractor. If **ANY ONE** criterion is not met, the worker must be classified as an employee.

The IRS also has criteria to be used to determine worker classification status, which can be used if status based on the Connecticut criteria is unclear. If the worker status is unclear, contact the Diocesan Human Resources Office for assistance.

Once classification is determined, the following apply:

- **Employees:** Subject to income tax withholding and employer Social Security/Medicare contributions; eligible for Diocesan pension and health benefits if averaging 30+ hours/week.
- **Independent contractors:** No withholding; no employer payroll taxes; not eligible for benefits. Require IRS Form W-9 and a written service agreement. Paid through accounting software, not payroll; receive IRS Form 1099-NEC by January 31.

4. Charitable Contributions on Behalf of Individuals or Families in Need

Assistance to individuals or families in need must **never** be in cash or checks payable to the individual. Checks should be made payable directly to landlords, utility companies, medical providers, etc. Grocery gift cards are permitted. Record as charitable gifts in the accounting software.

5. Electronic Bill Pay and Online Banking

Some parishes may elect to utilize online banking or bill pay services to pay their bills. The parish should establish electronic bill pay procedures and submit procedures to the Diocesan Parish Finance Office, to ensure the following:

- No one person may enter, approve, *and* release a payment.
- Every payment requires supporting documentation before it is approved.
- The person who processes payments should not perform the reconciliation.

This policy establishes the minimum internal accounting controls required for all electronic bill payment activity conducted by parishes. These controls apply regardless of the payment platform used — whether a third-party bill payment service, online banking through the parish's financial institution, or an accounting software system integrated with the bank — and are designed to protect organizational assets, ensure the accuracy of financial records, prevent unauthorized disbursements, and detect or deter fraud.

If using online banking:

- Notify the Diocesan Parish Finance Office of bank name, account number, and authorized users.
- The bookkeeper may enter payments; **only the Pastor may release/authorize payments.**
- No recurring automatic payments without per-batch Pastor approval.
- While the Bookkeeper/Accountant/Business manager can have view only, the Pastor should be administrator.
- Create and print a summary sheet (vendors, amounts, dates) for each payment batch; Pastor initials and dates before release.
- Mark all paid invoices as "paid" with date and confirmation number.
- Monthly statement review (electronic funds section) by Pastor or alternate — not the bookkeeper.
- Report any discrepancies to the Pastor immediately.

Detailed Electronic Bill Pay procedures can be found in *Appendix F*

6. Insurance

- Obtain a certificate of insurance from any contractor or vendor working on parish/school premises, naming the parish and the Bridgeport Roman Catholic Diocesan Corporation (Diocese of Bridgeport) as additional insured.
- The insured activity should be described in the certificate.
- Notify the Diocesan insurer (Catholic Mutual) of building or equipment additions/deletions over \$50,000.

7. Credit and Debit Cards

Parish credit cards may be used to facilitate purchasing and to make use of the parish's sales tax exemption. However, there are strict policies regarding credit cards and debit cards:

- **Debit cards are not permitted** under any circumstances.
- The parish credit card may not be used for personal expenses.
- Air miles cards are **prohibited**; cash back/points cards are permitted (rewards must reduce card balance only), where the cash back and/or points are rendered to the parish.
- Credit cards must be tied to the parish operating account; bills paid in full monthly.
- All charges require both a credit card receipt and a detailed store receipt.
- Entertainment receipts should note the purpose and attendees.
- Each authorized user has a limited credit line based on functional need (e.g., custodian: \$500; DRE: \$1,500).
- Pastor reviews and initials monthly statements.
- The parish Business Manager/Accountant/Bookkeeper should reconcile the credit card statement to receipts for charges and present the bill to the Pastor with the supporting receipts for his review and approval prior to payment.
- The receipts and supporting documentation is to be attached to the credit card bill and filed.

8. Expense Reimbursement

Clergy, employees, religious and volunteers will, at times on an exception basis, make purchases for parish activities and require reimbursements. Such expenses should be pre-approved, necessary, and reasonable expenses incurred in the course of Church-related activities in order to be reimbursed.

Personal expenses are not reimbursable. Parish expenses reimbursed to individuals should be properly documented and supported or the IRS could consider the reimbursement to be taxable income.

See Appendix G, detailed information on the expense reimbursement policy and an IRS compliant Expense Reimbursement Form.

9. Electric Vehicles

Parishes that permit priests, employees, or other authorized individuals to charge electric vehicles using parish-owned charging stations or parish-paid electrical service should follow the Electric Vehicle Charging Policy contained *Appendix H*. In general, incidental or infrequent charging may be permitted at the Pastor's discretion; however, recurring or substantial personal electric vehicle charging requires reimbursement to the parish based on estimated electrical usage and applicable utility rates. Business-related vehicle usage for authorized parish purposes is generally excluded from reimbursement requirements.

10. Petty Cash Funds

- If necessary for efficient operations, a small petty cash fund may be used for payments that cannot be made by check or credit card. Maximum of \$500 total across all petty cash funds.
- Petty Cash Funds should be kept on an imprest basis: maintaining a fixed total fund amount at all times, replenishing it only by the exact amount of documented expenses so that cash on hand plus receipts always equals the original fund balance.
- All purchases require a Petty Cash Reimbursement Request Form (*See Appendix G*) with original receipts showing amount, date, purpose, and purchaser name.
- Replenish when balance falls below \$100 (normally twice per month).
- Kept in a secure location, such as a safe or fireproof cabinet.

11. Cathedraticum Assessment and Diocesan Administered Programs

- The Cathedraticum assessment supports Diocesan ministries; billed monthly per the Bishop's decree (*see Appendix I*). The Diocesan Parish Finance Office distributes the assessment schedule each May for the upcoming fiscal year.
- Parishes are also billed monthly for employee medical/dental, workers' compensation, property/casualty/liability insurance, and lay and clergy pension plans (including the shortfall assessment, which is automatically withdrawn).

12. Real Property and Contracts

- All real property transactions (sales, improvements, contracts) must be reviewed by Diocesan Legal and signed by the Bishop.
- All contracts should be reviewed by Diocesan Legal before being executed.
- Property sale transactions: parishes billed 1% of gross sale price.
- Contracts for goods and services totaling **\$50,000 or more** over the contract life must be signed by the Bishop. Splitting contracts to avoid this threshold is prohibited.
- New construction and major renovations follow the Building and Sacred Arts Commission process.

Please see the *Parish Administrative Manual* section on the Renovation of Sacred Space, Capital Improvements and Repairs for additional detail.

13. Sales Tax Overview

Parishes are generally exempt from Connecticut sales tax on purchases for parish use. To claim exemption, provide vendors with CERT-119 from the CT Dept. of Revenue Services (*See Appendix JJ*). Property tax exemption forms should be retained at the parish. Pay by parish check or parish-issued credit card only.

Not exempt:

- Purchases related to unrelated business activities, such as rental income properties or other non-exempt uses.
- Auction sales where the auctioneer is paid (volunteer auctioneers = exempt).
- Food/product sales at parish events by outside retailers.
- Fundraising events beyond the five tax-exempt days per calendar year.
- CERT-119 options: blanket certificate (valid one year), single-purchase certificate, or resale at up to five fundraising events per year (one certificate per event). Attach CT Exemption Permit or IRS 501(c)(3) documentation. This documentation will be provided to each parish when requested by the Diocesan General Counsel Office.

14. Buildings and Capital Improvements

14.1 Building and Renovation Project Examples

- The building of new churches and chapels.
- Any renovation or repair that will affect liturgical space.
- Parish school building expansion and improvements.
- Construction of parish centers.
- Any other building renovation or repair project that will exceed \$50,000 of expenditures in the aggregate.
- All major capital improvements to parish rectories, grounds, and any buildings that fall under the auspices of the Diocese of Bridgeport. A capital improvement is a long-term asset addition extending useful life or value.

14.2 Building and Sacred Arts Commission

The function of the Diocesan Building and Sacred Arts Commission is to review carefully parish building and renovation projects (defined in section 12.1) to ensure that:

- The design is both appropriate and becoming.
- That the buildings will represent good value in terms of use and maintenance in the years ahead.
- That the project is financially viable.
- That the project risks are appropriately addressed.

Detailed information on Building Renovations, Capital Projects and the Building and Sacred Arts Commission can be found in the Parish Administration Manual.

15. Property and Equipment

15.1 Overview

Assets with a useful life over one year and cost of **\$5,000 or more** are capitalized; assets under \$5,000 are expensed.

15.2 Useful Life and Depreciation

Property, excluding land, and equipment that is capitalized will be depreciated, that is charged to expense, spread out evenly over the expected useful life of the asset.

Estimates of useful lives

- Machinery and Equipment 5 years
- Computer Equipment 3 years
- Automobiles/Vehicles 5 years
- Office Furniture and Equipment..... 10 years
- Buildings and Improvements 30 years
- Land Improvements 30 years

Land is not depreciated because it is considered to have an indefinite useful life.

NOTE: Many parishes have not recorded depreciation expense for many years and the financial statement “Statement of Financial Position” reports values for “Property and Equipment” at original purchase values. Parishes that have not recorded depreciation should contact the Diocesan Parish Finance Office to compute a one-time adjustment.

15.3 Property and Equipment Inventory

Annual inventory is required; submit with the annual budget by June 1 using the Property and Equipment Inventory Form (*see Appendix K*).

VII. PAYROLL

All payroll is processed through the Diocesan payroll vendor. No lay employee may begin work without required HR documentation. All compensation must be paid through payroll, **cash payments to employees are prohibited, with no exceptions.**

1. Clergy

Diocesan Priests and Permanent Deacons are "dual-status" employees:

- **Income taxes:** Treated as employees; wages reported on W-2.
- **Social Security/Medicare:** Priests are self-employed for these purposes and pay self-employment tax themselves (cannot be withheld).
- Priests may increase federal income tax withholding to cover Social Security/Medicare liability.
- Permanent Deacon stipends are reported on W-2 as unaccountable reimbursements.

Members of Religious Communities who have taken a vow of poverty: compensation paid to the Religious Order (not the individual); no W-2 or 1099 required. Check payments for religious must be made payable to the religious order (the religious person may be listed but only if the religious order is named also). This is important so that the IRS does not consider the payment a taxable event.

2. Lay Employees

Subject to mandatory federal and state income tax withholding, Social Security, Medicare and Connecticut Paid Family Leave. Court-ordered wage garnishments must be honored. Voluntary deductions (403(b), Roth, direct deposit savings) require written employee authorization. All compensation — including bonuses, gifts, and overtime — is taxable and reportable.

3. Setup and Payroll Processing

- All employees are set up in the Diocesan payroll system with required HR information. Detailed HR required paperwork and hiring procedures are in *Appendix L*.
- Hourly employees submit a signed, supervisor-approved paper timesheet before each paycheck or electronically through Paycor. Exempt employees also complete timesheets in Paycor or manually noting sick and vacation time.
- Payroll should be created at least 2 days before the pay date to allow timely tax payment processing.
- Payroll taxes are automatically calculated and electronically remitted to taxing authorities on pay date; amounts are withdrawn from the parish operating account the day before.
- Other deductions (e.g., 403(b)) may be remitted manually or electronically.

Refer to the payroll system manual for technical guidance as to how to enter payroll and create paychecks or direct deposit transactions.

4. Reporting

- **Quarterly:** Federal Form 941, CT Form CT-941.
- **Annually:** Federal W-2/W-3, CT-W-2. W-2s are distributed electronically through the payroll system; parishes must print W-2s for employees without computer access.
- Reconcile payroll tax filings to the parish accounting software quarterly.
- Garnishment reports must be handled manually by the parish. Contact the Diocesan Finance Office for assistance in processing Garnishments or any similar court order.

5. Responsibility Split

- *Parish:* Set up and maintain employee records; grant payroll system access; print and distribute W-2 copies; reconcile filings; retain tax forms 7 years + current.
- *Payroll Service:* Calculate and remit taxes; file Form 941, CT-941, W-2, W-3.

VIII. FUNDRAISING

1. Overview and Planning

Under Connecticut Public Act 17-231, a church must obtain a municipal permit before conducting any bingo, bazaar, or raffle event. When a permit is required:

- Bingo: Any organized bingo game where prizes are awarded.
- Raffles: Any drawing where tickets are sold for a chance to win a prize.
- Bazaars: Events involving sales, games of chance, or fundraising activities with prizes.

Before any fundraising activity, the parish should:

- Obtain all required permits and pay fees.
- Create a written budget and procedure for the event (money handling, approvals, accounting).
- Maintain a separate file for approved expenditures.

See Appendix M for all Bingo, Raffle, and Bazaar requirements. All Instructions and Forms are only examples of what you might be expected to complete. You must consult your local municipality for the actual forms and instructions.

Under Connecticut Public Act 17-231 (effective January 1, 2018), local municipalities issue and oversee permits for Bingo, Bazaars, and Raffles. This is quite often the local police department. Temporary liquor and sealed ticket permits remain state-issued. **Allow at least 10 weeks for permit approval.**

Parishes have **five (5) sales-tax-exempt days** per calendar year for fundraising; additional events are taxable.

2. Cash Management

At cash-intensive events:

- Use cash collection stations/booths with ticket systems.
- Two or more personnel collect accumulated cash at least hourly.
- Cash is counted, logged, and secured in a locked safe by a count team of at least three unrelated individuals. The Bookkeeper or Accountant should not be part of the count team.
- Daily deposits are required for multi-day events.
- Count sheets and deposit slips should match exactly and be retained.
- The parish accountant or bookkeeper should reconcile the collection count sheets, deposit slip, deposit per the bank statement, and recording into the general ledger.
- Parishes should document these cash collection, counting, deposit, and reconciliation procedures for each fundraising event and retain them for reference.

3. Banking Services

Use of banking services, which allow our parishes to process cashless transactions for fundraising, using Stripe, PayPal, Apple Pay, Square, etc. has increased sharply over the last several years.

Banking services accounts should be set up meeting the standards outlined for online banking in the in Cash Disbursement section of this manual (Chapter V.8).

Income reports from the banking services must be reconciled to the parish bank statements after each fundraising event to ensure deposits were made timely and accurately

4. Raffles

- Permit required from local municipality; allow 10 weeks.
- Raffle cannot proceed without the permit.
- Maintain a designated checking account for raffle proceeds and payouts.
- Submit a verified raffle report within 30 days of the event (gross receipts, expenses, net profit, prize details and winner information for prizes \$50+) to the appropriate municipality.
- Remit taxes timely.
- All ticket sellers must be at least 16 years of age.
- There is no age restriction on purchasers.
- Raffle operators must be at least 18 years of age.
- Raffle tickets must be pre-numbered and tracked.
- A reconciliation of ticket sales, revenue, and bank deposit is required.
- The parish must obtain the winner's name, address, and taxpayer identification number and issue Form W-2G when the prize meets the applicable \$2,000 federal reporting threshold and is at least 300 times the cost of the winning ticket. The ticket cost may be deducted when determining whether the reporting threshold is met.

- If the prize value minus the cost of the winning ticket exceeds \$5,000, the parish must withhold federal income tax at 24% of that net amount and properly remit the taxes. For a Connecticut resident, the parish must also withhold applicable Connecticut income tax.
- Before awarding a reportable prize, the parish must confirm the winner's taxpayer information and arrange for any required withholding. For a noncash prize, the parish must determine its fair market value and arrange payment of the withholding tax before releasing the prize. The parish must verify the reporting threshold and withholding rates in effect for the year the prize is paid.

5. Bingo

- Permit required from local municipality; allow 10 weeks.
- Ongoing bingo requires a separate checking account (not needed for one-time events).
- Check with your local municipality and file the required Bingo reports generally within 10 days after each event, along with applicable fees.
- All workers/callers must be 18 or older.
- For prizes paid in 2026, if a winner receives \$2,000 or more from a single bingo game, the parish must obtain and verify the winner's taxpayer identification number and issue Form W-2G. The cost of bingo cards is not deducted when determining whether the prize meets the reporting threshold. If the winner does not provide a valid taxpayer identification number, the parish must withhold 24% federal backup withholding. The parish must verify the reporting threshold for each subsequent year.

6. Bazaars and Carnivals

- Permit required from local municipality (generally allow 10 weeks to obtain).
- Permit is required to conduct any game of chance.
- All games of chance must be physically located in the same general area.
- Post permits conspicuously at the event.

7. Insurance Requirements

There is potential for liability to the parish and Diocese in Bazaars, Carnivals, Festivals, and similar fundraising events. To mitigate this risk, parishes are required to adhere to the following:

- All vendors are required to furnish Certificates of Insurance and supported by written contracts containing insurance requirements, hold harmless, and other applicable language. Contact the Diocesan Legal Department to review and approve vendor contracts.

See Appendix M for applicable requirements and vendor contract templates to be used.

8. Temporary Liquor (Beer) Permit

- Contact State Dept. of Liquor Control (860-713-6200) or www.ct.gov/dcp for application.
- Submit application to local police/municipality at least 10 weeks before the event.
- The Pastor must sign the application.

- Tickets (not cash) must be used at the point of purchase for alcoholic beverages.
- Conspicuously post the permit on the day of the event.

9. Food

- Contact the local health department for permit/licensing requirements before any food sale event.
- Food sales may be subject to sales tax beyond the five tax-exempt days.

10. Scrip (Gift Cards or Vouchers)

- Parish purchases gift cards at a discount (90–96% of face value) and sells at face value; earnings equal the discount.
- Must be run entirely by volunteers to avoid IRS "unrelated business income" classification.
- Record purchases in Account 1202 (Inventory of Scrip Vouchers); sales in Account 4124.
- Reconcile physical inventory to accounting records at least monthly (unannounced).
- Maintain a list, with serial numbers, of all Gift Cards purchased and sold. Do not accept check payments for Scrip without identification or from unknown persons. Contact the Diocesan Parish Finance Office if you need a template.
- Unsold Scrip and cash must be secured in the parish safe immediately after sales.

11. Accounting and Recordkeeping

- Record all gross receipts and expenditures in the parish accounting system using appropriate accounts and functional activity sub-classes.
- Pay applicable state/local taxes within 30 days of the event.
- Event chairs should report results to the Pastor, Parish Finance Council, and parishioners.
- Reports should be used to determine if the event achieved the budgeted net proceeds target, and how to modify the event to achieve the best results going forward.
- Submit required CT/local reports within the required timeframe (typically 10–30 days after the event).

IX. PARISH INVESTMENT POLICY

1. Purpose and Scope

This policy provides Pastors (and/or Administrators) and Parish Finance Councils with the framework to invest excess cash and/or endowment funds of the Parish.

2. Types of Investable Funds

- **Excess Cash:** The Parish should maintain enough cash liquidity in its bank accounts to cover 60 days of projected expenses without incoming revenue. Funds in excess of 60 days projected expenses (up to 6 months or 180 days) may be invested in short-term investment vehicles (as noted in Investment Policy Statement in *Appendix N*).

- **Intermediate to Longer-term Funds:** Beyond 6 months of projected expenses, funds may be invested in short to intermediate to longer term investment vehicles - with the advice of the Parish Finance Council (and/or Investment Sub-Committee) **and** Pastor approval according to the IPS guidelines in *Appendix N*, based on parish short to intermediate needs.
- **Permanently restricted endowments:** Principal invested in perpetuity; income used as specified by donor. Governed by CT UPMIFA. Consult Diocesan CFO upon receipt.

3. Investment Committee

Pastor, with the advice of Parish Finance Council, may establish an Investment Sub-Committee if investable funds require additional oversight beyond Parish Finance Council regularly scheduled meetings.

If an Investment Sub-Committee is established, members should have significant investment expertise. To avoid any potential conflicts of interest, no Parish Finance Council or Investment Sub-Committee member should have any financial interest in an entity doing business with the parish. If, however, any potential conflict exists, the Parish Finance Council and/or Investment Sub-Committee Member must disclose it, recuse himself and leave the room during related deliberations.

4. Investment Policy Statement

The Investment Policy Statement (IPS) is a formal document that governs the investment decisions of the Parish and defines how parish funds are invested, emphasizing preservation of capital, prudent growth and the liquidity needs of the Parish.

Parishes with intermediate to longer term investments are required to complete an IPS, follow it and provide it to the investment manager(s) and custodian bank (if applicable) upon retention. If at any point the IPS is modified or changed, the Parish should provide the updated IPS to the retained investment manager(s) and custodian bank (if applicable).

It is the responsibility of the Parish Finance Council to review the IPS regularly but no less than every 18-24 months, or sooner, with any significant changes to the overall investments of the parish.

See Appendix N for a sample Investment Policy Statement (IPS), which provides the allowable investments for Parish and list of investments strictly prohibited, without prior written approval of the Bishop and/or Diocese of Bridgeport Finance Council.

5. Investment Guidelines

Time horizon:

- **Cash (1-6 months):** Use of little to no risk investments such as bank savings accounts, checking accounts or money market accounts.

- **Short-term (7–18 months):** Use of low-risk investments such as: money market accounts, bank savings accounts, checking accounts, certificates of deposits (CDs), or U.S. treasury bills.
- **Intermediate to Longer-term (19 months–5+ years):** Broader asset classes with conservative-to-moderate risk tolerance.
- **Permanently Restricted Funds/Endowments:** Principal invested as donor directed or as deemed appropriate based on the investment horizon. Excess funds over the principal amount, may be invested in broader asset classes with generally higher return expectations, provided donor has not imposed any restrictions on the amount over principal.

Opening investment accounts: Requires approval from the Parish Finance Council and the Bishop of Bridgeport. Three authorized signatories are required for buy/sell orders and must be: 1) the Bishop, 2) the Vicar General, and 3) the Pastor. The Pastor may select one alternate in case the Pastor is not available at the given time.

Selecting Investment Managers: Parish Finance Council (and/or Parish Investment Sub-Committee, if applicable) must interview at least three investment management firms, who are registered with the SEC under the Investment Advisors Act of 1940. Investment management firms should be evaluated based on firm, organization history, stability of investment professionals, investment management team experience, performance and fee structure. No Parish Finance Council and/or Investment Sub-Committee member may act as a compensated Investment Manager or work for any firm being considered or retained.

Additional details on investment manager criteria for retention, acceptable investments, asset classes and appropriate ranges, performance monitoring, etc. can be found in the IPS Sample in *Appendix N*.

6. Accounting

All investment account activity should be recorded in the Parish Accounting System. Sub-accounts should be established for each financial institution in which the Parish has investments.

Transactions including transfers should be recorded on the date of execution. The monthly statement from each institution should be reconciled promptly in the Parish Accounting System including the recording of interest, dividends, realized and unrealized gains or losses and fees.

X. FINANCIAL ACCOUNTABILITY AND TRANSPARENCY

Transparent financial reporting builds trust, encourages stewardship, and demonstrates that parish resources are managed responsibly in support of its mission. This section contains procedures to ensure transparency and accountability. In addition, all Parish Finance Council chairs and members meet annually with the Diocesan Bishop and CFO on a date and location established by the Bishop to foster transparency among the parishes, share combined

accountability Sunday report information, as well as present diocesan financial data. In addition, the CFO conducts periodic virtual workshops for Parish Finance Council Chairs.

1. Reporting Requirements

1.1 Annual submissions due June 1:

- Operating and capital budgets.
- Schedule of all bank, investment, credit card, and banking services accounts with authorized signatories.
- List of all Investment Managers.
- Property and Equipment Inventory.

1.2 Weekly: Publish prior week's total collections including in-person and online giving, in the bulletin or website, with comparison to the same week of the prior year.

1.3 Quarterly (within 90 days of quarter end):

- Distribute to the Parish Finance Council: Comparative Statement of Financial Position, Comparative Statement of Activities (quarter and year-to-date), budget-to-actual variances (explain variances of 10% and at least \$2,000+ from budget to actual).

1.4 Program/Ministry reports: For any program generating 10%+ of total operating revenue or expense, report direct revenue, direct expense (including dedicated staff costs), and surplus/deficit as part of annual reporting.

1.5 Accountability Sunday - Annual Reporting to Parishioners: Report fiscal year (ending June 30) results on "Accountability Sunday" using the standardized template set by the Bishop.

1.6 Annual Representation Letter: Signed by the Pastor, Trustees, and Finance Council Chair confirming compliance with all reporting requirements; sent to the Bishop, Secretary of the Curia, and CFO.

See Appendix O for Financial Report Templates.

1.7 Compliance Reporting

Form 1099: Issue to all unincorporated independent contractors and all law firms paid \$2,000 or more in a calendar year as of 2026 (Check IRS annually for dollar threshold changes); must be mailed by January 31. Requires W-9 on file. The accounting software tracks vendor payments and generates required reports. *(see section VI 3 Cash Disbursements section for discussion of Independent Contractor/Employee determination).*

XI. CYBER SECURITY AND ARTIFICIAL INTELLIGENCE

1. Cyber Security

The following is a list of best practices to combat typical scams and security threats. Failure to follow these rules can have significant negative financial and other impacts on your parish. See the Parish Administration Manual for detailed discussion of cyber security.

- Screen for common email or text scams.
- Do not respond to suspicious emails or texts.
- Confirm verbally with person sending the email or text, even if you are familiar with the sender.
- Do not click on any links or download or open any attachment in an email or text unless you know that email is from a trusted source and you are expecting it.
- Never enter your password except when logging into your computer or accessing your email via the application you download.
- Never provide your password to anyone unless it is a verified IT administrator.
- Never provide access to your computer to any outside company.
- Never send money, gift cards, or respond to purchase anything from an email request.

2. Artificial Intelligence (AI)

While there are great efficiencies that can be achieved with AI, there are risks, and procedures should be followed to mitigate those risks. See the Parish Administration Manual for a thorough explanation on the use of AI.

XII. PARISH DEVELOPMENT

1. Overview

This chapter offers an introduction to parish development concepts that will strengthen ongoing financial support including increased offertory collections, stewardship, and legacy planned giving. It also offers a description of the Annual Bishop's Appeal and the process for the parish to consider conducting a capital/endowment campaign. The Diocesan Development Office collaborates with parishes on major gift prospects (\$50,000+).

2. Increased Offertory Campaigns

A three-weekend campaign format is recommended:

- **Weekend 1:** Pastor introduces the need and financial context; sends personalized letters and emails.
- **Weekend 2:** Parishioner witness presentations; second letter with commitment card and link to online giving.
- **Weekend 3:** In-pew Sunday; commitment cards collected with basket.
- **Follow-up:** Letters of appreciation to respondents; follow-up mailing to non-respondents.

3. Online Giving

Electronic giving (automatic debit from checking, savings, or credit card) has been shown to systematically increase giving, simplifies contributions and improves budget reliability. Furthermore, it allows for offertory to be collected during slow attendance days, inclement weather, and from parishioners who are traveling. **If your parish does not have an online giving program**, Contact the Diocesan Parish Finance Office for assistance.

- Online offertory should be separately identified in the bulletin.
- We recommend that on-line giving should be promoted on the parish website. Periodically, the office should check the accuracy of any QR codes or website links to ensure they have not been changed.
- Parishes wishing to use an electronic giving kiosk must obtain prior diocesan approval. If approved, parishes should use establish procedures for proper fund designation, recording, reconciliation, access control, and protection of donor information.

4. Stewardship

Stewardship invites parishioners to share time, talent, and treasure as a way of life. Key components:

- Form a Stewardship Committee (meets monthly; 2-year commitment).
- Establish a Parish Directory of Ministries.
- Encourage annual talent/gift commitments.

5. Legacy Planned Giving

Every parish should have a legacy gift program to encourage planned giving that sustains the parish's mission beyond current offertory and ensures long-term financial stability. Such programs allow parishioners to leave a lasting expression of their faith while providing critical resources for future ministry, facilities, and outreach.

Planned giving tools include:

- **Funeral and Cemetery Planning:** Encourage parishioners to document preferences in advance.
- **Bequests:** Naming the parish in a will, trust, or beneficiary designation.
- **Life Income Gifts:** Charitable gift annuities or charitable remainder trusts providing income for life plus a charitable deduction.
- **Donor Advised Funds:** Professionally managed charitable assets with full tax deductibility.
- **Charitable Lead Trusts:** Payments to the parish for a set term; remainder to heirs.
- **Outright gifts** of non-cash assets (tangible property, privately held securities, real estate): consult the Diocesan Development Office.

Consult a tax advisor regarding specific planned giving vehicles. IRS information available at www.irs.gov (Publications on Charitable Contributions, Determining Value of Donated Property; Form 8283). *See Appendix D* for detailed information on Development programs.

6. Annual Bishop's Appeal (ABA)

The ABA is the Diocese's primary source of funding for Diocesan ministries, pastoral services, Catholic education, and clergy support. The appeal runs late winter through spring (with optional fall extension). Parishioners are solicited by mail, email, online, and in-pew weekends. Contact the Development Office for materials and coordination. *See Appendix D* for detailed information on the Annual Bishop's Appeal.

7. Capital/Endowment Campaigns

A capital/endowment campaign is any effort seeking pledges of at least twice the parish's annual offertory income, payable over 3–5 years.

7.1 Approval:

- Renovation/construction campaigns: follow Building & Sacred Arts Commission guidelines defined in the Parish Administration Manual
- Debt reduction, endowment, or other capital campaigns: submit a written request to the Bishop's Office. No fundraising commitments until written approval is received.
- Gift solicitations of \$50,000+ must be coordinated with the Diocesan Chief Development Officer.
- Consultants should be hired for all capital / endowment fundraising campaign goals as required.
- The Annual Bishop's Appeal is recommended to be included in the overall campaign total for the year that pledges are requested to avoid soliciting parishioners twice in a single year.

7.2 Feasibility Study: Recommended before beginning a capital campaign; results communicated to the Bishop for final approval. Coordinate with the Diocesan Development Office throughout.

8. Donations of Real Estate or Securities

A parish may accept donations of real property and securities, such as stocks, bonds, etc. For real property, all transfers must be made to the parish corporation. Please consult with diocesan legal counsel to ensure proper transfers of real property. Once the transfer is made, the Pastor should consult with the Bishop and other diocesan representatives (Director of Real Estate, Diocesan legal counsel, etc.) to determine how best to use the property for the Parish, including but not limited to leasing, development, or sale.

A donation of any type of marketable security (stocks, bonds, etc.) should be liquidated immediately and used by the parish according to the specified donor intent. The diocese

maintains an investment account, which parishes may utilize for these donations. The broker of this account immediately liquidates the investment, and the diocese forwards 100% of the net proceeds to the parish.

XIII. MISCELLANEOUS

1. Not-For-Profit 501(c)(3) Status and Parish Tax ID

Parishes are tax-exempt under the IRS Group Ruling (renewed annually) and listed in the Official Catholic Directory. Evidence of tax-exempt status is available from the Diocesan General Counsel Office (Group Ruling, annual USCCB letter, and OCD pages). Following are three key prohibited activities:

- **Private benefit/inurement** – No part of any earnings or assets of the Parish shall inure to the benefit of, or be distributable to the Member, its directors, officers, or other private Person, except the Corporation shall be authorized and empowered to pay reasonable compensation for goods and services rendered.
- **Lobbying** – No substantial part of the Parish's activities shall consist of carrying on propaganda, lobbying, or otherwise attempting to influence legislation.
- **Political campaign activity/electioneering** – The Parish shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Parish tax identification numbers are restricted to parish activities only. Allowing outside organizations to use the parish tax ID is **strictly prohibited**.

2. Record Retention

2.1 Diocesan Parishioner Contribution

This Parish Finance Manual addresses financial records. Requirements for Sacramental records are detailed in the separate *Parish Administrative Manual*.

The Diocesan Parishioner Contribution helps parishes of all sizes reduce their administrative burdens in recordkeeping. It is a cloud-based church management software that includes family and member records, parishioner portal, online giving, volunteer management, and more.

The use of Diocesan Parishioner Contribution and Sacrament System to record all donations to the parish is **mandatory**.

Some Development mailings query from the Diocesan Parishioner Contribution; a review of the query should take place to ensure appropriate solicitations are being made.

2.3 Parish Records

Retained permanently: Annual Corporation Meetings, Finance Council meetings, Pastoral Council meetings, Daily Mass Record and Intentions.

2.4 Financial Records

Record	Retention
Annual Reports	Permanent
Auditor Reports	Permanent
Bank Statements	Current + 7 years
Bank Reconciliations	Current + 3 years
Statement of Financial Position and Activities & Cash Flows (Fiscal Year End June 30)	Permanent
Bank Deposit Slips	Current + 7 years
Canceled Checks	Current + 7 years
Cash Count Sheets (Forms CR-1 & 2)	Current + 7 years
Check Registers	Current + 5 years
Computer Backups (365 Cloud)	Permanent
Contracts – Purchases	Current + 7 years
Contracts – Construction and Renovation	Permanent
Contracts – Sale and Purchase of Land	Permanent
Donation Acknowledgements (\$250+)	Current + 3 years
Donor Envelopes	Current + 3 years
Employee Expense Reports	Current + 3 years
Employee Files (Individual)	Permanent
Employment Applications/Resumes	Current + 3 years
Fundraising Licenses and Permits	Current + 5 years
Loan and Line-of-Credit Agreements	Life of Loan + 6 years
Legal Correspondence	Permanent
Minutes of Parish Finance Council Meetings	Permanent
Parish Organization Records	Permanent
Personnel Evaluations	Permanent
Purchase Invoices – Property & Equipment	Asset Life + 3 years
Purchase Invoices – General Purposes	Current + 7 years
Payroll Records – Payroll Journal	Current + 7 years
Payroll Records – Form I-9	7 years after termination
Payroll Records – Form W-4 (State and Federal)	7 years after termination
Payroll Records – Form W-2	Current + 7 years
Payroll Records – Form 941	Current + 8 years
Payroll Records – State Withholding Reconciliations and Reports	Current + 8 years
Payroll Records – Timecards and daily time reports	Current + 7 years
Tax Records – Form W-9	Current + 7 years
Tax Records – Form W-2G	Current + 7 years
Tax Records – Form 1099	Current + 8 years
Tax Records – Form 945	Current + 8 years
Tax Records – Form 1096	Current + 8 years
Rental Agreements and Insurance Certificates	Current + 7 years
Restricted Donation Records (Bequests and Endowments)	Permanent
Tuition Records and Contracts	Current + 3 years

Note: A permanent record of destruction of documents after expiration of their retention period must be maintained.

3. New Pastor Checklist

Upon a change in pastor:

- New Pastors should open all mail for the first 1-3 months to obtain an understanding of incoming communications.
- Update signatories on all bank and investment accounts (remove former pastor; add new pastor). Send signature paperwork requiring Bishop's/Vicar General's signatures to the Diocesan Parish Finance Office.
- Update all credit and store cards.
- Update all miscellaneous financial accounts (PayPal, Square, Visanet, etc.).
- Update Parishioner Contribution Software System contacts and passwords (notify the Diocesan Parish Finance Office of the change).
- Update online giving bank paperwork and passwords (contact Pat Krause).
- Update parish website and diocesan website with new pastor information (contact Diocesan Internal Webmaster).
- Update envelope vendor (Diocesan standard: Our Sunday Visitor).
- Establish a Permanent File containing bank operating agreements with signature cards, Certificate of Incorporation, and all system passwords (Parishioner Contribution Software, Right Networks, accounting software, payroll, Virtus, online giving).

4. Minimum Standards for Parish Bookkeepers (including Parish Accountants)

4.1. Background:

- Associate or bachelor's degree in accounting, business administration or equivalent experience.
- Two (2) years minimum professional experience (non-profit environment, preferred).
- Knowledge of bookkeeping and accounting principles.
- Knowledge of non-profit accounting a plus.
- Knowledge of parish operations.
- Knowledge of regulatory requirements.
- Experience with the current accounting software system or similar accounting/financial software.
- Proficiency with Microsoft Office products including Word and Excel.

4.2. Capabilities:

- Data entry with attention to detail.
- Ability to keep records and files organized.
- Good communication skills to interface with the Clergy, Accountant, Finance Council, ministry leads and parishioners with whom there is interaction on financial matters.

- Ability to complete tasks timely with respect for deadlines; to provide a “no surprise” environment for the leadership of the parish.
- Knowledge of what is going on in the parish to assist in interpreting results and projecting futures.
- Courage of their conviction to challenge leadership when appropriate.

4.3. Basic Functions handled by a parish bookkeeper:

- Perform general bookkeeping duties, including posting information to accounting software and regularly reconciling accounts.
- Pay debts as they come due for payment, including necessary bills as well as supplier and vendor invoices.
- Obtain necessary tax forms from new vendors.
- Maintain the general ledger and chart of accounts.
- Perform reconciliations of bank accounts monthly to ensure accuracy.
- Make deposits and record all cash receipts.
- Process company payroll.
- Manage the parish petty cash fund.
- Maintain an organized and streamlined accounting system.
- Provide administrative support to clergy.

4.4. Hiring

- The Parish Finance Council should review and provide feedback to the Pastor on finalists for parish Accountants, Bookkeepers and Business Managers.
- It is recommended that the Pastor seek the opinion of the Diocesan Parish Finance Office prior to hiring.
- The Diocesan Parish Finance Manager and Diocesan HR department must be notified upon hiring a parish accountant or bookkeeper.
- Pastors are encouraged to explore cost-saving measures such as the Diocese's shared bookkeeping program or the sharing of employees between parishes, in consultation with the Parish Finance Council. Due to the administrative complexities involved in shared staffing arrangements — including the allocation of time, salary, and benefits — a formal agreement is required. Pastors should contact the Diocesan Parish Finance Manager before pursuing either option.

5. Parish School Leases

Schools on parish/diocesan property are tenants under a lease with the property owner. To the extent that rent is paid, rent should be maintained (up to 100%) in a Capital Reserve Account for major school building capital needs. Contact the Diocesan General Counsel Office for lease documents.

6. Financial Parish Review

The Diocesan Internal Audit Department and CFO conduct periodic reviews of parish internal controls and financial statements. Reviews are conducted as determined by Diocesan leadership (including at times of pastor changes or other significant circumstances). Results are communicated to the Parish and the Bishop. The cost of the review is the responsibility of the parish.

APPENDICES

- A. *Chart of Accounts and Detail Description of Accounts*
- B. *Banking Services Policy (e.g.: Stripe, PayPal, Apple Pay, Square, etc.)*
- C. *Offertory Collections and Other Receipts*
- D. *Development Programs and Annual Bishop's Appeal*
- E. *Donor Acknowledgement*
- F. *Electronic Bill Pay*
- G. *Expense Reimbursement Policy*
- H. *Policy on Electric Vehicle Charging Using Parish-Owned Chargers*
- I. *Cathedraticum Assessment*
- J. *CERT-119 (Sales Tax Exemption Form)*
- K. *Property & Equipment Inventory Form*
- L. *Human Resources Payroll Paperwork and Procedures*
- M. *Raffle/Bingo/Bazaar Reporting Requirements & Sample Forms*
- N. *Parish Investment Policy*
- O. *Financial Report Templates*

Appendix A

Diocese of Bridgeport



Parish Chart of Accounts

September 30, 2026

DIOCESE OF BRIDGEPORT										
PARISH CHART OF ACCOUNTS 2026										
REVENUES & EXPENSES										
				Pastoral & Liturgical Services	Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offertory and Misc. Rev.	
Control Accounts				Rectory	Church Programs					
CHANGES IN UNRESTRICTED NET ASSETS										
REVENUE										
	4500	OFFERTORY COLLECTIONS (SUBJECT TO CATHEDRATICUM)		Do not assign revenues to this class					Do not assign revenues to this class	X
	4100	OTHER REGULAR REVENUE			X	X	X			X
	4200	UNUSUAL (NON-SCHEDULED) REVENUE								X
EXPENSES				Expense items must be assigned to a class(es)						
	5200	COMPENSATION AND BENEFITS							Do not assign expenses to this class	
	5100	CONTRIBUTIONS AND ASSESSMENTS								
	5300	PROFESSIONAL FEES AND INSURANCE								
	5300	SUPPLIES, REPAIRS, MAINTENANCE & OTHER SERVICES								
	5400	UTILITIES								
	5600	INTEREST								
	5500	PROPERTY TAXES (ONLY APPLICABLE TO RENTAL PROPERTY)								
	5700	DEPRECIATION								
	6000	UNCATEGORIZED - DO NOT USE - DEFAULT ACCOUNT FOR ERRORS								
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS										
	7000	TEMPORARILY RESTRICTED CONTRIBUTIONS					X			
CHANGES IN PERMANENTLY RESTRICTED NET ASSETS										
	8000	PERMANENTLY RESTRICTED CONTRIBUTIONS					X			
1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations										
2. Fund raising Activities of Parish Organizations and Other e.g. Carnivals										
3. Includes Buildings & Grounds										

DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

Control accounts	1st tier sub accounts	2nd tier sub accounts	Examples of transactions included in the account	"X" indicates classes most likely used for the corresponding revenue & expense account					
				Pastoral & Liturgical Services	Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offeritory and Misc. Rev
				Rectory	Church Programs				
CHANGES IN UNRESTRICTED NET ASSETS									
REVENUE									
4000	OFFERTORY (collections subject to Cathedraticum)			Do not assign revenues to this class				Do not assign revenues to this class	
	4010	SUNDAY	Regular weekly collections including envelopes received in the mail						x
	4020	HOLY DAY	Holy Day collections including envelopes received in the mail						x
	4030	MONTHLY	Monthly collections including envelopes received in the mail and all other contributions received on a monthly basis e.g. credit cards and Automated Clearing House (ACH) receipts						x
	4040	ANNUAL	Annual collection						x
	4050	OTHER	Collections designated for a parish's specific purpose e.g. parish needs, schools, flowers, heat, etc.						x
4100	OTHER REGULAR REVENUE								
	4110	EXEMPTED	Collections which the Bishop has designated in writing as being exempt from Cathedraticum						x
	4115	FUNDRAISING AUXILIARY	Fundraising for parish groups like youth group or for charities				x		
	4120	FUNDRAISERS							
	4121	Bingo	Gross receipts from bingo				x		
	4122	Carnivals/Bazaars	Gross receipts from Carnivals/Bazaars				x		
	4123	Raffles	Gross receipts from raffles				x		
	4124	Scrip Voucher	Gross receipts from sale of scrip vouchers				x		
	4125	Other Fund Raisers and Organization Events	Gross receipts from all other Parish fundraisers				x		
	4126	Bulletin Revenue	Gross receipts for bulletin advertising				x		
4130	INVESTMENT INCOME								
	4131	Realized Gains (Losses)	Gain or loss as a result of a sale of securities held						x
	4132	Interest	Interest earned on savings, checking and investment accounts						

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
2. Fund Raising Activities of Parish Organizations and Other e.g. Carnivals
3. Includes Buildings Grounds

DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

Control accounts	1st tier sub accounts	2nd tier sub accounts	Examples of transactions included in the account	"X" indicates classes most likely used for the corresponding revenue & expense account						
				Pastoral & Liturgical Services		Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offeritory and Misc. Rev
				Rectory	Church Programs					
		4133	Dividends							
			Net appreciation/Depreciation in Market Value of Securities							X
		4140	PRE-SCHOOL AND CHILD CARE SERVICES				X			
		4150	RELIGIOUS EDUCATION FEES			X				
		4160	RENTAL AND LEASE REVENUE				X			
		4168	DIOCESAN RESIDENCY STIPENDS				X			
		4170	VOTIVE CANDLES					X		
		4180	CEMETERY							
		4181	Sale of Lots and Foundations				X			
		4182	Interments				X			
		4183	Net appreciation/Depreciation in Market Value of Securities							X
		4184	Interest & Dividend Revenue				X			
		4185	Perpetual Care Revenue				X			
		4186	Other Revenue				X			
		4190	MASS STIPEND REVENUE		X					X
		4195	FUNERAL MASS FEES		X					X
					X					X

Do not assign revenues to this class

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
2. Fund Raising Activities of Parish Organizations and Other e.g. Carnivals
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DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

Control accounts		1st tier sub accounts		2nd tier sub accounts		Examples of transactions included in the account		"X" indicates classes most likely used for the corresponding revenue & expense account							
								Pastoral & Liturgical Services		Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offeritory and Misc. Rev	
								Rectory	Church Programs						
4200 UNUSUAL (NON-SCHEDULED) REVENUE															
							All gifts from individuals that are unrestricted Also includes voluntary contributions for weddings, baptisms and funerals See also Account 8000 for restricted gifts and bequests								X
							All bequests from estates that are unrestricted See also Account 8000 for restricted gifts and bequests								X
							GAIN/(LOSS) ON SALE OF LONG LIVED ASSETS - BUILDINGS, EQUIPMENT ETC. (EXCLUDING INVESTMENTS)								X
							ASSETS RELEASED FROM RESTRICTION - FOR CAPITAL PROJECTS								X
							ASSETS RELEASED FROM RESTRICTION - FOR SPECIFIC EXPENSES								X
EXPENSES															
5000 COMPENSATION AND BENEFITS															
							5010 SALARIES AND WAGES								
							5011 Lay Employees	Full and part time lay employees	X	X	X	X		X	
							5012 Clergy	Clergy salary and Order Priest payments (salary)		X					
							5013 Pastor / Administrator Allowance	Pastor's or Administrator's administrative allowance		X					
							5015 Religious Allowance	Stipend, retirement, housing & healthcare allowances paid to Religious Orders of Sisters and Brothers		X	X	X			
							5016 Extra Priests	Priests that occasionally come to say masses		X					
							5017 Deacon Expense Allowance	Deacon's monthly stipend		X					
							5018 Priest Stipends	Stipends given to priests for the celebration of Mass		X					
							5030 PAYROLL TAXES								
							5031 FICA	Parish's share of FICA tax	X	X	X	X		X	
							5032 Medicare	Parish's share of Medicare tax	X	X	X	X		X	
							5040 EMPLOYEE BENEFITS			X					

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
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DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

Control accounts			1st tier sub accounts	2nd tier sub accounts	Examples of transactions included in the account	"X" indicates classes most likely used for the corresponding revenue & expense account						
						Pastoral & Liturgical Services		Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offertory and Misc. Rev
						Rectory	Church Programs					
				5041	Medical/Dental Insurance-Clergy	Clergy medical and dental insurance		X				
				5042	Pension-Clergy	Clergy pension		X				
				5043	Medical/Dental Insurance-Lay	Lay employees medical and dental insurance, net of employee portion of medical insurance expense	X	X	X	X		X
				5044	Pension-Lay	Lay employees pension costs	X	X	X	X		X
				5045	Life Insurance	Life insurance	X	X	X	X		X
				5046	Workers Compensation	Workers compensation insurance	X	X	X	X		X
5100 CONTRIBUTIONS AND ASSESSMENTS												
5110 CONTRIBUTIONS AND ASSESSMENTS												
				5111	Charitable Contributions to Organizations	Parish contributions made to a bona fide organization, i.e. Red Cross, another parish		X				
				5112	Charitable Gifts to Individuals	Payments made for a needy family, to pay school tuition etc.		X				
				5113	Cathedralicum	Assessment of offertory for support of the Diocese					X	
				5114	School Contribution	Assessment of offertory for support of the Diocesan elementary & middle schools					X	
				5115	Shortfall on ABA	Assessed payments for the shortfall from the Annual Bishop's Appeal goal					X	
5200 PROFESSIONAL FEES AND INSURANCE												
5250 PROFESSIONAL FEES												
				5251	Accounting, Bookkeeping and temporary Office Help	All accounting fees, including payroll costs, QuickBooks charges, temporary office help					X	
				5253	Continuing Education & Development	Costs related to training and development of parish employees		X	X	X		X
				5254	Legal	All legal fees				X	X	
				5255	Non-Employee Musicians and Others	Musicians and others who are not employees		X	X	X	X	X
				5257	Safe Environment	Expenses related to the Safe Environment Program		X				
				5258	Speakers, Retreats, Workshops	Expenses for guest speakers, retreats, conferences, workshops, etc		X			X	

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
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DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

Control accounts	1st tier sub accounts	2nd tier sub accounts	Examples of transactions included in the account	"X" indicates classes most likely used for the corresponding revenue & expense account					
				Pastoral & Liturgical Services	Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offertory and Misc. Rev
				Rectory	Church Programs				
		5270 INSURANCE							
		5271 Auto - Parish	Insurance cost for parish owned vehicles					X	
		5272 Auto - Clergy	Insurance for clergy owned vehicles	X					
		5273 Insurance - Property, Casualty etc.	Special Multi-Peril - property, casualty, liability and other insurances	X	X	X	X	X	
		5300 SUPPLIES, REPAIRS & MAINTENANCE, AND OTHER SERVICES							
		5310 SUPPLIES AND EQUIPMENT PURCHASED FOR <\$2,000							
		5311 Textbook & Classroom Supplies	Textbooks, publications and supplies for preschool, etc. (Post Rel. Ed textbooks & supplies to 5950)		X	X	X		
		5312 Food and Beverage	Food and beverage	X	X	X	X	X	
		5313 Catering	Outside catering for parish functions		X	X	X	X	
		5314 Liturgical Consumables (Bread, Wine, Candles, votives etc.)	Bread, wine, candles etc. used for Mass		X		X		
		5315 Liturgical Flowers and Decoration	Flowers for the altar		X				
		5316 Liturgical Missalettes & Workbooks	Missalettes, ministry and sacrament workbooks		X				
		5317 Liturgical Vestments, Ritual and Appointment Books	Vestments/appointment books associated with the mass		X				
		5318 Janitorial, Office and Miscellaneous Supplies	Maintenance and miscellaneous supplies including rectory needs	X	X	X	X	X	
		5319 Appliances, Equipment & Tools Expensed	All equipment purchased for less than \$2,000	X	X	X	X	X	
		5330 REPAIRS AND MAINTENANCE							
		5331 Automotive	Gas, oil, tires, fees, licenses, repairs of parish owned vehicles only					X	
		5332 Building Repairs & Maintenance	Building repairs	X	X	X	X	X	
		5333 Computers & Office Equipment	Computers and other office equipment	X	X	X	X	X	
		5334 Outside Janitorial Services	Outside janitorial services	X	X	X	X	X	
		5335 Landscaping	Landscaping other than lawn care					X	
		5336 Lawn care	Lawn care					X	
		5337 Snow Removal	Snow removal					X	

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
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DIOCESE OF BRIDGEPORT													
PARISH CHART OF ACCOUNTS 2026													
REVENUES & EXPENSES													
Control accounts		1st tier sub accounts		2nd tier sub accounts		Examples of transactions included in the account		"X" indicates classes most likely used for the corresponding revenue & expense account					
								Pastoral & Liturgical Services	Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offertory and Misc. Rev
								Rectory	Church Programs				
5350 OTHER SERVICES AND MISCELLANEOUS CHARGES													
				5351	Subscriptions	Newspapers, magazines, periodical subscriptions	X	X	X	X	X	X	
				5352	Bank Charges	Bank service charges, deposit slips, bounced check fees						X	
				5354	Credit Card Fees for Parishioner Contributions	Credit card processing fees for offertory (Does not include interest expense)						X	
				5355	Dues & Memberships	All fees relating to civic, fraternal, business and professional associations including buying clubs e.g. Costco, B.J's		X	X			X	
				5356	Leasing and Rentals	All equipment rentals and leasing including carnival rides		X	X	X	X	X	
				5357	Other Services	Costs relating to Facilities, equipment, etc. (exclude items relating to capital building)		X	X	X	X	X	
				5358	Permits, Fees, Licenses	Permits, fees and licenses (exclude items relating to capital building)		X	X	X	X	X	
				5359	Postage and Delivery	All postage and delivery costs		X	X	X	X	X	
				5360	Printing & Reproduction	Envelope, bulletin and other printing		X			X	X	
				5361	Advertising & Promotion	Advertising in newspapers and other media		X	X	X	X	X	
				5362	Travel & Lodging (overnight)	Travel on parish business to include hotels, air and car rentals/mileage allowance/meals		X	X	X	X	X	
				5363	Bad Debt Expense	Uncollectible amounts on various receivables (excluding Pledges Receivable) e.g. Pre-school tuition				X			
5400 UTILITIES													
5460 COMMUNICATIONS													
				5461	Alarm Monitoring & Security	Alarm system costs and maintenance	X	X				X	
				5462	Cable TV (& Internet)	Cable and internet when included in cable bill	X	X	X	X		X	
				5463	Telephone (& Internet)	Telephone and internet when included in telephone bill	X	X	X	X		X	
5470 POWER AND WATER													
				5471	Electric	Electricity	X	X	X	X		X	
				5472	Gas	Natural gas for heating and cooking	X	X	X	X		X	
				5473	Oil	Heating oil	X	X	X	X		X	
				5474	Water & Sewer	Water and sewers, including assessments	X	X	X	X		X	

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
2. Fund Raising Activities of Parish Organizations and Other e.g. Carnivals
3. Includes Buildings Grounds

DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

				"X" indicates classes most likely used for the corresponding revenue & expense account						
Control accounts	1st tier sub accounts	2nd tier sub accounts	Examples of transactions included in the account	Pastoral & Liturgical Services	Religious Education	Other Parish Activities (1)	Fundraising (2)	General & Administrative (3)	Offeratory and Misc. Rev	
				Rectory	Church Programs					
5500	INTEREST									
	5510	INTEREST EXPENSE	Interest and financing costs					X		
5600	PROPERTY TAXES									
	5610	PROPERTY TAXES	Only applicable to property taxes on parish owned property that is rented out			X				
5700	DEPRECIATION									
	5702	DEPRECIATION	To be implemented							
5800	OTHER EXPENSES									
	5810	AUXILIARY FUNDRAISING EXPENSES					X			
	5820	FUNDRAISING EXPENSE								
		5821	Bingo Expenses	Prizes paid or purchased for winners of bingo and raffles			X			
		5822	Carnival/Bazaar Expenses	Expenses paid to conduct Carnivals/Bazaars			X			
		5823	Raffle Expenses	Expenses paid to conduct raffles			X			
		5824	Scrip Voucher Expenses	Expenses for sale of scrip vouchers			X			
		5825	Other Fundraiser Expenses	Gross expenses from all other Parish fundraisers			X			
		5826	Bulletin Expenses	Expenses paid to produce bulletin			X			
	5840	RENTAL PROPERTY EXPENSE								
5900	PROGRAM EXPENSES									
	5940	PRE-SCHOOL & CHILD CARE SERVICES EXPENSES								
	5950	RELIGIOUS EDUCATION EXPENSES			X					
6000	UNCATEGORIZED - DO NOT MAKE ENTRIES TO THIS ACCOUNT									
	6010	UNCATEGORIZED	Default account for items erroneously not categorized							
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS										
7000	TEMPORARILY RESTRICTED NET ASSETS									

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
2. Fund Raising Activities of Parish Organizations and Other e.g. Carnivals
3. Includes Buildings Grounds

DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026
REVENUES & EXPENSES

Control accounts	1st tier sub accounts	2nd tier sub accounts	Examples of transactions included in the account	"X" indicates classes most likely used for the corresponding revenue & expense account						
				Pastoral & Liturgical Services		Religious Education	Other Parish Activities (1)	Fundrais-ing (2)	General & Administrative (3)	Offertory and Misc. Rev
				Rectory	Church Programs					
			Pledges made for capital campaigns excluding pledges with permanent donor imposed restrictions					X		
		7010 CAPITAL CAMPAIGN PLEDGES								
		7011 OTHER CONTRIBUTIONS	Contributions designated by the donor for a specific purpose but not permanently restricted		X					
		7020 UNCOLLECTED PLEDGES	EXPENSE - Estimated uncollectible pledges					X		
		7030 INVESTMENT INCOME	INCOME/EXPENSE - gain/loss on investments and earnings on restricted funds					X		
		7040 ASSETS RELEASED FROM RESTRICTION - FOR CAPITAL PROJECTS	Assets released from restriction for capital projects		X					X
		7041 ASSETS RELEASED FROM RESTRICTION - FOR SPECIFIC EXPENSES	Assets released from restriction to pay specific expenses					X		
CHANGES IN PERMANENTLY RESTRICTED NET ASSETS										
8000	PERMANENTLY RESTRICTED NET ASSETS									
		8010 RESTRICTED GIFTS	Gross receipts from gifts and bequests that are permanently restricted by donor. These monies have been designated by donors to be invested in perpetuity					X		
		8030 INVESTMENT INCOME only if required by donor or law	INCOME/EXPENSE - gain/loss on investments and earnings on permanently restricted funds					X		

1. Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations
2. Fund Raising Activities of Parish Organizations and Other e.g. Carnivals
3. Includes Buildings Grounds

**DIOCESE OF BRIDGEPORT
PARISH CHART OF ACCOUNTS 2026**

PARISH FUNCTIONAL ACTIVITIES (called CLASSES in QuickBooks)

Required classes →		<u>Pastoral & Liturgical Services</u>	<u>Religious Education</u>	<u>Other Parish Activities (1)</u>	<u>Fundraising (2)</u>	<u>General & Administrative (3)</u>	<u>Offertory and Misc. Rev.</u>
		No revenue is assigned to this class				No revenue is assigned to this class	
Required sub-class →		Rectory	Church Programs				
Types of expense categories to be included in the above functional activities		Rectory	Liturgy	Adult Programs (Non-Catechist)	Cemetery	Carnivals/Bazaars	Church Building & Maintenance
			Music	Catechists	Day Care	Raffles	Other Buildings
			Charitable Outreach, Sick & Shut-ins	Sacramental Prep & RCIA	Nursery	Various Societies	Grounds/Landscaping
			Youth Ministry		Pre-School		Office
					Bookstore		Cathedraticum
					Rental properties		School Contribution
1. Includes Nursery School, Child Care, Cemetery, Rental Properties and Social Activities of Parish Organizations							
2. Fund raising activities of Parish Organizations and Other e.g. Carnivals							
3. Includes Buildings & Grounds							

Diocese of Bridgeport					
Parish Chart of Accounts 2026					
Statement of Financial Position					
			CONTROL ACCOUNTS	1ST TIER SUB ACCOUNTS	2ND TIER SUB ACCOUNTS
	ASSETS				
		new #			
		1000	CASH		
		1100	RECEIVABLES		
		1200	OTHER ASSETS		
		1300	PROPERTY & EQUIPMENT		
		1400	INVESTMENTS		
	LIABILITIES				
		2000	ACCOUNTS PAYABLE		
		2030	CREDIT CARDS		
		2050	SPECIAL COLLECTIONS		
		2100	OTHER ACCRUED EXPENSES & LIABILITIES		
		2200	PAYROLL LIABILITIES		
		2300	LOANS PAYABLE		
		2400	DEFERRED REVENUE		
	NET ASSETS				
		3000	NET ASSETS		

Diocese of Bridgeport				
Parish Chart of Accounts 2026				
Statement of Financial Position				
		CONTROL ACCOUNTS	1ST TIER SUB ACCOUNTS	2ND TIER SUB ACCOUNTS
ASSETS				use decimals starting with .01
	Account #			
	1000	CASH		
			1001 Operating Checking Account	
				sub-accounts 1001.01 etc.
			1002 Second Checking Account- permission required	
			1003 Third Checking Account- permission required	
			1004 Bingo (Legally mandated checking account)	
			1005 Sealed Ticket (Legally mandated checking account)	
			1006 Other Diocesan Approved Checking Account	
			1010 Savings Account	sub-accounts 1010.01 etc.
			1011 Money Market Account	sub-accounts 1011.01 etc.
			1015 We Stand with Christ Account	
			1016 Payroll Protection	
			1017 Deferred Maintenance Account	
			1020 Petty Cash	
			1030 Banking Services	
			1090 Other Checking Accounts	
	1100	RECEIVABLES		
			1101 Accounts Receivable	
			1102 Allowance for Uncollectible Receivables	
			1103 Pledges Receivable	
			1104 Allowance for Uncollectible Pledges	
	1200	OTHER ASSETS		
			1201 Deferred or Prepaid Expenses	
			1202 Inventory of Scrip Vouchers	
			1203 Inventory (e.g. bookstore)	
			1204 Undeposited Funds (QuickBooks clearing account)	
			1205 Payroll Advances	
	1300	PROPERTY & EQUIPMENT		
			1301 Land	
			1302 Land Improvements	
			1303 Buildings	
				sub-accounts 1303.01 etc.
			1305 Furniture & Fixtures	
				sub-accounts
			1308 Equipment	
				sub-accounts
			1310 Automobiles and Trucks	
			1312 Leasehold Improvements	

Diocese of Bridgeport	
Parish Chart of Accounts 2026	
Statement of Financial Position	

CONTROL ACCOUNTS		1ST TIER SUB ACCOUNTS	2ND TIER SUB ACCOUNTS
			sub-accounts
		1313 Construction-in-progress	
		1322 Accumulated Depreciation - Land Improvements	to be implemented
		1323 Accumulated Depreciation - Buildings	to be implemented
		1325 Accumulated Depreciation - Furniture & Fixtures	to be implemented
		1328 Accumulated Depreciation - Equipment	to be implemented
		1330 Accumulated Depreciation - Automobiles and Trucks	to be implemented
		1332 Accumulated Depreciation - Leasehold Improvements	to be implemented
			sub-accounts
	1400 INVESTMENTS (includes CD's, Stocks, Mutual Funds etc.)		
		1401 Certificates of Deposit	sub-accounts
		1402 Mutual Funds	sub-accounts
		1403 Corporate Equities	sub-accounts
		1404 Corporate Debt	sub-accounts
		1405 Government Debt	sub-accounts
	LIABILITIES		
	2000 ACCOUNTS PAYABLE		
		2005 A/C Payable (Vendors/Others)	
		2010 Payables to Diocesan Entities	
	2030 CREDIT CARDS		
		2031 Credit Card Obligations	
	2050 SPECIAL COLLECTIONS		
		2051 Co-op Mission Sunday (SPOF)	
		2052 Catholic University of America	
		2053 World Mission Sunday (SPOF)	
		2054 Catholic Campaign for Human Development	
		2055 Retirement Fund For Religious	
		2056 Church in Latin America (SPOF)	
		2057 Loaves and Fishes	
		2058 Catholic Relief Services and Aid to the Church in Eastern Europe	
		2059 Holy Land	
		2060 Catholic Home Missions and Black and Indian Missions	
		2061 Catholic Communications	
		2062 Peter's Pence	
		2063 Other	
		2064 Annual Bishops Appeal	
		2065 Archdiocese Military Services USA Collections	
		2066 Health-Welfare Fund for Priests	
		2067 Seminarian Fund Drive	

Diocese of Bridgeport				
Parish Chart of Accounts 2026				
Statement of Financial Position				
		CONTROL ACCOUNTS	1ST TIER SUB ACCOUNTS	2ND TIER SUB ACCOUNTS
		2100 OTHER ACCRUED EXPENSES & LIABILITIES		
			2101 Accrued Expenses	
			2102 Security Deposits	
		2200 PAYROLL LIABILITIES		
			2201 Federal Withholding	
			2202 State Withholding	
			2203 FICA	
			2204 TDA-403(B)	
			2205 Garnishments	
			2206 Flexible Spending	
			2207 Direct Deposit Liability (QB clearing account)	
			2208 Employee Only Insurance Deductions	
			2209 Voluntary Vision	
		2300 LOANS PAYABLE		
			2301 Unsecured Bank Loans	
			2302 Diocesan Loans	
			2303 Mortgage Loans (subsequent to 2004 no longer allowed)	
			2304 Parishioner Loans	
			2305 Capitalized Lease Obligations	
		2400 DEFERRED REVENUE		
			2401 Deferred Religious Ed Fees	
			2402 Deferred Tuition	
			2403 Deferred Other	sub-accounts
		NET ASSETS		
		3000 NET ASSETS		
			3001 Opening Balance Equity	
			3002 Retained Earnings	
			3003 Unrestricted	
			3004 Temporarily Restricted	
			3005 Permanently Restricted	
			Balance end of year	

Appendix B

Banking Services Policy (e.g.: Stripe, PayPal, Apple Pay, Square, etc.)

Banking services allow our parishes to process cashless transactions for Religious Education fees, fundraising, offertory, etc. using Stripe, PayPal, Apple Pay, Square, etc.

Banking services accounts must be set up meeting the standards outlined for online banking in the Cash Disbursement section of this manual (Chapter V). Parishes should obtain approval from Parish Finance prior to using an online bank service.

The Parish is required to establish controls with their use of the account that will require timely recording of income and the proper authorization by the Pastor to process refunds.

Each individual with access to the banking services account, including the Pastor, must have their own user id and password. **Sharing login credentials is strictly prohibited.**

The following procedures are required for banking services accounts:

- Parishes are prohibited from maintaining more than a \$500 balance in the account. Account 1030 Banking Services must be added to the Parish QuickBooks chart of accounts for any banking services account which maintains a balance. For example, 1030.01 Stripe.
- The Payout schedule of the account **should be set to daily, if available, to ensure the parish is paid promptly.** If payout schedule is not set to daily, then deposits must be recorded in QB timely.
- Refunds, that have been approved by the Pastor, are the only disbursements allowed from the account.
- On a monthly basis, the vendor statement should be reconciled to the bank statement and the general ledger to ensure that all electronic donations, fees, deposits and withdrawals are properly recorded timely. The pastor should review and document his review with the date and his initials.
- Any discrepancies identified by the Pastor's designee must be brought to the Pastor's attention immediately and resolved.

Appendix C

Offertory Collections and Other Receipts

Overall Control Environment for Parishes

From the time collections leave the baskets during Mass until they are deposited in the bank, the collections should either be:

- In possession of three unrelated individuals OR
- In a sealed, *serially numbered* tamper-evident bags stored in the Church safe (affixed) OR
- After counting, in a locked or sealed bank deposit bag in the Church safe or a locked, fireproof cabinet.

Parishes should document collection, counting, and deposit procedures. These procedures should be communicated to those involved and volunteers appropriately trained. All ushers, counters and employees with responsibilities related to Offertory should attend training on the parish counting procedures and cash controls annually.

Procedures for Collections

Prior to the weekend or Holy Day Mass(es), the Parish Business Manager/Accountant/Bookkeeper or other authorized individual creates a master list of prenumbered tamper evident bags assigned for each Mass and places the necessary numbered tamper- evident bags in a designated place for the ushers to access. The bags should be pre- labeled with the date and time of Mass, and the name of the second collection (if applicable). The individual who keeps the inventory of bags should not have access to the parish safe.

After collection, the funds are placed in the assigned serially numbered tamper-evident bag, the bag is sealed then either placed in full public view in the Sanctuary until the end of the Mass or secured by the ushers for transport for counting.

At no time must the collection be left unattended, except when it is in full public view in the Sanctuary, or if it has been placed immediately by the ushers before the end of the Mass in a safe or a locked, fireproof cabinet.

Procedures if a collection is not counted immediately after each Liturgy:

If the collection is not transported immediately after Mass by the ushers to the counting team, it must be placed in the *serially* numbered tamper-evident bag by at least two unrelated individuals. The bag is sealed, initialed, and transported to the Church safe where it will stay until it is counted. Access to the Church's safe should be limited to authorized personnel only. A list must be maintained of individuals who have keys or combinations for the safe. The lock should be re-keyed or combination changed as necessary.

If possible and available, a security camera should be positioned with a view of the safe.

Weekend offertory should be counted and deposited into the operating checking account no later than the next day (Monday; Tuesday if Monday is a holiday).

Procedures if the collection will be counted immediately after each Mass:

Two unrelated individuals will transport the collection proceeds to the counting area immediately and give the monies to the count team.

Counting and Depositing

Counting must be performed in a secure location. During the counting and depositing of monies, no unauthorized personnel should be allowed access to the counting room. In addition, under no circumstances are the counters to “cash a check” from the cash on hand for any individual, with no exceptions.

Count Teams

There must be at least three unrelated people on each count team. The count team individuals should be rotated periodically. A list of the count team members (names and addresses) is maintained by the Parish Secretary and forwarded annually to Parish Financial Services. The Pastor or Business Manager is responsible for screening and maintaining the count team. Parish employees are prohibited from being on the count teams. An exception can be granted in the event of an emergency by the Pastor.

****As part of current Diocesan policy for volunteers, count team members are subject to the Safe Environments Policy of the Diocese.****

Collections

Collections should be counted as soon as possible by a count team. All collections must be counted on Parish premises.

The Pastor or his designee removes the tamper-evident bags from the safe or other locked, fireproof cabinet and delivers them to the count team. The count team verifies that all bags are accounted for by comparing the number of bags with the number of collections that were taken. The count team also notes the condition of the bag to assess any evidence of tampering with the bag seal. Any evidence of tampering, missing bags or extra bags (not on the list) must be reported to the Pastor or his designee immediately.

Counters must use the Parish Offertory Count Sheet(s) (*Form CR- 1, Appendix D*), which itemizes the denominations of cash, coin and the checks received in that collection. The count team must sign this form indicating verification of the process. The information contained on each Parish Offertory Count Sheet is then summarized and totaled on the Deposit Slip Summary (*Form CR-2, Appendix D*), which shows the amount counted from each bag. This should be prepared in ink and signed and dated by at least three counters.

The Deposit Slip Summary has space to list any miscellaneous receipts and is used to prepare the bank deposit slip. The deposit slips are then filed in the Parish Office. The bank deposit

slip must be signed and dated by the individual making the deposit.

Counting Procedure

The count team opens the tamper-evident bag and separates the envelopes, loose checks, and loose cash. Updated detailed procedures for use of check scanners will be released in an update at a later date. The counting procedure follows:

Envelopes

One count team member opens the envelopes and ensures that the contribution agrees with the amount indicated on the envelope. If this is not the case, then the counter crosses out the incorrect amounts and writes in the correct amount on the envelope. Envelopes should be saved for entry into the Parishioner Contribution Software System. Checks should immediately be restrictively endorsed with a stamp of:

“For Deposit Only”

Name of Church

Name of Bank

Operating checking account number

Loose Collection

Currency should be sorted by denomination and counted by the first count team member. Checks should immediately be restrictively endorsed with a stamp of:

“For Deposit Only”

Name of Church

Name of Bank

Operating checking account number

Checks not in envelopes should be photocopied and the copies kept with the opened envelopes. The second count team member re-counts and verifies the total of checks and currency. The totals are compared to the Count Sheet Summary. The count team opens the next bag and repeats the procedure until all the bags have been counted. All currency and checks are wrapped. The bank deposit slip is then prepared by the count team from the information on the Deposit Slip Summary (*Form CR-2*).

Summary (*Form CR-2*) amounts must equal the bank deposit slip. The bank deposit slip must be signed and dated by the individual making the deposit. All empty bags, counting forms, and envelopes are then forwarded to the Parish Business Manager/Accountant/Bookkeeper for recording, reconciliation, and filing.

Depositing Procedure

If the contents exceed the capacity of a single bank deposit bag, a second bag with a second deposit slip should be used. The currency, checks, and the deposit slip should be locked or

sealed in a bank deposit bag. Alternatively, checks may be scanned directly for deposit into the parish bank account. Detailed procedures will be released at a later date.

Collections must be deposited to the bank within 24 hours and the receipted bank deposit slip returned to the Parish Business Manager/Accountant/Bookkeeper. It is preferable that at least 2 unrelated people other than the Parish Business Manager/ Accountant/ Bookkeeper deposit the money in the bank. The bank deposit slip must be signed and dated by the individual making the deposit. All offertory is to be deposited intact, including all coins if possible. Refer to the bank's policy on coins.

Reconciliation and Approval of all Bank Deposits

The Parish Business Manager/Accountant/Bookkeeper is responsible for comparing the receipted bank deposit slip to the completed Deposit Slip Summary (*Form CR-2*) and reconciling any differences when the deposit slip is received. The forms and the receipted bank deposit slip should be presented to the Pastor for his initials and date indicating his review and acceptance. Any discrepancy must be investigated by the Parish Business Manager/Accountant/ Bookkeeper and brought to the attention of the Pastor.

Recording

All cash receipt activity should be recorded in the accounting software system in a timely manner. The Parish Business Manager/Accountant/Bookkeeper will use the Deposit Slip Summary (*Form CR-2*) to enter each revenue item to the correct account and file as backup documentation for the bank deposit entry. A person separate from the count process will compare the count sheets to the bank statements monthly.

The Parishioner Contribution Software System is used to track all contributions. Parishioners receive yearly contribution statements on an annual calendar basis for contributions that aggregate \$250 or more. Include all required IRS acknowledgment elements (year-end statements are acceptable): A single year-end contribution statement may be used to substantiate gifts of \$250 or more, provided it lists the parish's legal name, the donor's name, the date(s) and amount(s) of contributions (or an annual total with dates available upon request), and a statement such as: "*No goods or services were provided in exchange for these contributions,*" or a good-faith estimate of any goods/services provided.

The Parishioner Contribution Software System contribution reports should be reconciled to the accounting software system accounting records monthly. All Offertory receipts must be reported in the proper Offertory Revenue accounts. All collections received at Mass and other liturgies, except diocesan Special Collections and Exempted Offertory, are offertory revenue subject to the Cathedraticum assessment. Exempted offertory is a one-time special collection which has been specifically exempted in writing by the Bishop at the request of the pastor. All monies received in the mail or in person that bear no indication of the purpose will be considered offertory.



**DIOCESE OF BRIDGEPORT - PARISH OFFERTORY COUNT
SHEET INDIVIDUAL BAG(S) FOR EACH MASS COLLECTION**

Bag #: _____
 Mass Date: _____
 Mass Time: _____

☐ 1st Collection
☐ 2nd Collection

2nd Collection Purpose: _____

Denomination	Loose Currency		Currency In Envelopes		Total Currency \$ Value
	# of Bills	\$ Value	# of Bills	\$ Value	
\$1					
\$2					
\$5					
\$10					
\$20					
\$50					
\$100					
Total Currency Value →					

Denomination	Loose Coins		Coins In Envelopes		Total Coins	
Total Coins →						

Denomination	Loose Checks		Checks In Envelopes		Total Checks	
Total Checks →						

Total Collections →			
--------------------------------	--	--	--

Counted By:

OPTIONAL Collection Statistics:	
# of loose checks	_____
# of envelopes containing cash	_____
# of envelopes containing checks	_____
Total # of envelopes	_____
Total number of items (# of envelopes plus # of loose checks)	_____
Total loose cash from above	_____

Print Name / Signature

Verified by:

Print Name / Signature

Print Name / Signature

Date: _____

Prepared By: _____

Posted by: _____

[illegible]

OFFERTORY:

Annual	4040
Holy Day	4020
Monthly	4030
Other	4050
Sunday	4010

Co-op Mission Sunday	2051
Catholic University	2052
World Mission Sunday	2053
Catholic Campaign for Human Development	2054
Retirement Fund for Religious	2055
Church in Latin America	2056
Loaves & Fishes	2057
Catholic Relief Services-Aid to Eastern Europe	2058
Holy Land	2059
Catholic Home Missions & Black & Indian	2060
Missions Catholic Communications	2061
Peter's Pence	2062
Other Special Collections	2063
Annual Bishops Appeal	2064
Archdiocese Military Services USA Collections	2065
Priests of the Diocese of Bridgeport	2066
Seminarian Fund Drive	2067

Accounts Receivable	1101
Pledges Receivable	1103
Payroll Advances	1205

Gifts	4210
Bequests	4215

Restricted Gifts	8010
------------------	------

Capital Pledges	7010
Other Purposes	7011
Invested Inc.-Restricted on restricted acct's.	7040

Auxiliary Fundraising	4115
Bingo	4121
Bulletin Revenue	4126
Carnivals/Bazaars	4122
Child Care Services	4140
Exempted Offertory	4110
Funeral Mass Fees	4195
Mass Stipend Income	4190
Other Fund Raisers & Events	4125
Raffles	4123
Religious Ed Fees	4150
Rental & Lease Revenue	4160
Rental Inc. - Charter Schools	4165
Scrip Voucher	4124
Votive Candles	4170

<u>CEMETERY REVENUE:</u>	4182
Interments	4185
Other Cemetery Revenue	4181
Sale of Lots & Foundations	

Appendix D

Development Programs and Annual Bishop's Appeal

This appendix offers an introduction to Parish Development concepts that will strengthen ongoing financial support including increased offertory collections, stewardship, and legacy planned giving. It also offers a description of the Annual Bishop's Appeal and the process for the Parish to consider conducting a capital/endowment campaign.

The Diocesan Development Office aims to collaborate with the Parish to approach leading prospects with the capability for donations of \$50,000 and above.

1. Increased Offertory Campaigns

1.1 Introduction

An increased offertory campaign is a vital program that can boost Parish support, create important stewardship opportunities for parishioners and help the Parish family grow and prosper.

1.2 Process

The most common increased offertory campaign involves direct mail solicitations along with pulpit, bulletin announcements, and email messages. A link to the donation page of the parish website should be promoted directing parishioners to set up a pledge.

1.3 Sample Program

The increased offertory program is conducted over a three-week period to include a homily presentation by the Pastor and witness presentations by individual parishioners. Following the presentations, parishioners receive personal letters to request an increase in offertory giving.

Weekend 1: Pastor Introduces Program

- The Pastor encourages parishioners to become aware of the need for their participation in all areas of Parish life, including financial support.
- Review the current financial status of the Parish and the need to increase the offertory.
- Outline the relationship between the weekly offertory collection and the operating budget.
- Following the homily, all registered parishioners should receive personalized letters and an email from the Pastor that restates the themes from the homily and requests increased financial support through the Sunday collection.
- Stress the importance of online giving.

Weekend 2: Witness Presentations by Individual Parishioners

- Select parishioners to speak at Mass about their involvement in the Parish and express the importance to support the weekly offertory collection either by envelope or online.
- The presentation explains Parish services, including important programs for children,

young adults, families, and seniors.

- Following the presentations, parishioners receive a second letter and/or email from the Pastor that reinforces the themes of the previous week. This letter should include a commitment card and return envelope, as well as a reminder to create an online pledge.

Weekend 3: In-Pew Sunday

- Celebrant recaps the current process and the need to increase the offertory and thanks those who have already returned their commitment card to the Parish or made their pledge online.
- Commitment cards are provided in the pews, and time is allotted following the homily for parishioners to complete the cards.
- Ushers should be encouraged to collect the commitment cards with the basket.

Program Follow-Up

- Approximately one month later, the Pastor should mail a personal letter of appreciation to those parishioners who completed and returned commitment cards as well as those who created their pledge online.
- A notice thanking all parishioners who participated should be on the parish website.
- A follow-up mailing and email message could then be sent to those individuals who have not responded, along with another commitment card and link to the donation page of the parish website.
- All commitment cards should be recorded and filed for review later in the year.

Emergency Offertory Appeal

- The steps above in Section 1 may be utilized in the event your parish needs to run an emergency offertory appeal.

2. On-Line Giving

- Online Giving is a direct payment program whereby your contribution is debited automatically from your checking, savings, or credit card (if applicable) account into your church's bank account.
- It makes it easy to fulfill stewardship commitments, even when you can't attend church. You never have to bring cash or checks to church. Giving electronically also helps the church save money and improve its budget!
- Once you complete the online registration form, the contribution amount you specify will automatically be transferred from your bank account to the church's bank account.
- Your electronic contribution will be debited on the date you specify on the donation form.
- Our Sunday Visitor is the preferred vendor of the Diocese for on-line giving. Please contact Parish Finance for additional information.

3. Stewardship

3.1 Introduction

Stewardship is an important priority for active Parish life. Parishioners are invited to

participate in a spiritual journey by sharing their individual time, talent, and treasure with their Parish family.

3.2 Process

Stewardship is more than offering contributions to address the important operation and maintenance of our Church. It is encouraged to serve as a way of living. It is comprised of four parts:

- Receiving the gifts of God with gratitude.
- Cultivating those gifts responsibly.
- Sharing gifts lovingly in justice with others.
- Standing before Our Lord in a spirit of accountability.

3.3 Important Questions to Consider

- What resources, talents, and abilities has God given me and do I use them in service to others?
- What qualities in the life of Jesus provide a model for living and an example of good stewardship? How might they compare to my own life and lived experience?
- To be an effective Steward, what will it cost in terms of personal sacrifice?
- How am I reaching out to invite others to recognize their gifts?

3.4 Key Components of the Parish Stewardship Process

- The Parish should recruit a Stewardship Committee comprised of parishioners willing to meet once per month, read and study the U.S. Bishops' Pastoral Letter, reflect on Scriptural passages, and work in a group process of prayer, consensus building, and planning for approximately two years.
- A Parish Directory of Ministries is established and shared with parishioners.
- Parishioners are encouraged to make personal commitments of Gifts/Talents for the coming year.
- The Pastor prepares a letter of introduction before Stewardship Commitment Weekend.
- The Parish Council offers a Parish Pastoral Report during Stewardship Commitment Weekend, and parishioners are encouraged to pledge involvement and support.
- On a quarterly basis, a reminder letter is mailed from the Pastor with a report on Stewardship activities. The same letter may be emailed to parishioners as well.

4. Legacy Planned Giving

4.1 Introduction

Legacy Planned Giving provides the tools for parishioners to determine funeral plans, cemetery plans and legacy estate plans. Legacy Planned Giving enables parishioners to make all legacy plans consistent with their Catholic faith. Thorough planning is an act of Christian stewardship and can serve as the cornerstone of all estate planning.

Every Parish should have an approach to promote Legacy Planned Giving among its parishioners. In addition, it is important to share at the same time the importance of end-of-

life planning from a Catholic perspective. The recommended approach is:

- Share the Diocesan Legacy Gift Presentation with the members of the Parish Finance Council and discuss the parishes approach. Contact the Office of Development if a copy is needed.
- Locate a competent attorney or expert in the field of planned giving (often it may be a parishioner advertising in the bulletin). If the parish has trouble locating someone, the diocese can help in this regard. Please contact Joe Gallagher for assistance.
- Arrange for a time to have the expert give a presentation along with the Pastor to the parish community (maybe in the parish hall). It is important to ensure that the speaker is a qualified attorney or estate planning expert that is known by the parish (please share the contact information and parish plans with the diocesan development office, as this information will help other parishes who struggle to find a competent expert).
- Advertise the event through pulpit announcements, bulletins, and on the website.
- Post information on your website regarding planned giving.

Legacy Planned Giving includes the following:

- **Funeral Planning**—It is recommended that all parishioners document where they would like their funeral Mass to be held. They can also specify which readings and music to utilize. This will make planning easier on one's family and ensure the individual's Catholic intentions are realized.
- **Cemetery Planning**—It is recommended that families pre-plan their cemetery arrangements in accordance with Catholic teaching. The benefit is the peace of mind families will have known that arrangements have been completed without the added burden of planning a funeral at the same time the family encounters the grief that accompanies an unexpected death.
- **Estate Planning**—Legacy Giving is a wonderful tool that can enable donors to reach more significant levels of giving to the Parish than they ever dreamed possible, while at the same time cementing their legacy well after their time of death.

A properly planned gift will:

- Cost the donor nothing in his/her lifetime.
- Provide an income for life for the donor or a designee.
- Reduce or eliminate capital gains taxes, gift and estate taxes.
- Generating a charitable income tax deduction.
- Provide a much larger gift to the Parish than was ever thought possible.

4.2 Types of Planned Gifts

- **Bequests**—are an important option for parishioners to consider ensuring the vitality of the Parishes for many years to come. Many donors, after evaluating family and philanthropic goals, make bequests to their Parish to help support many vital programs. Bequests (also referred to as Testamentary Gifts) are gifts that take effect at someone's death. Donors can simply name their Parish as the beneficiary of a charitable gift contained in a will, revocable "living" trust, or on a beneficiary designation form for life insurance or a retirement account.
- **Life Income Gifts**—benefit both the Parish and the donor. Donors may receive

numerous tax and financial benefits by creating a life income gift, such as a charitable gift annuity or charitable remainder trust. The donor makes an irrevocable contribution of assets to fund the trust or annuity, gets an immediate income tax deduction for part of the contribution's value, and receives income for life or a term of between 1 and 20 years. When the trust or annuity term ends, the remaining assets can be directed to support the Parish.

- **Donor Advised Fund**—One of the main benefits of a donor advised fund is that it allows individuals with philanthropic intent to have their charitable assets professionally managed and distributed to desired causes at a fraction of the cost of a private foundation. Donor advised funds also offer a number of creative financial planning opportunities. Chief among these is their tax deductibility.
- **Charitable Lead Trusts**—can make an agreed payment to the Parish for a specific term of years or for someone's life. Thereafter, the lead trust assets are either returned to the person who created the lead trust (this person also receives an income tax deduction when the trust is created or passed on to children, grandchildren, or other loved ones (applicable estate or gift taxes on the value of the gift to the child or other heir are reduced or completely eliminated)).

One should check with their tax advisor regarding the benefits and suitability of Life Income Finds, Donor Advised Funds or Charitable Lead Trusts.

- **Outright gifts**—of assets other than cash and publicly traded securities can have differing tax consequences depending upon how long that asset has been held, and whether it is related to the charitable purposes of the Parish. These questions should be evaluated prior to making the gift. The Diocesan Development Office can help assess and direct a gift of tangible personal property, privately held securities, or real estate so that it meets philanthropic goals.

4.3 Tax Facts

Helpful information is available from the Internal Revenue Service at www.IRS.gov under "Forms and Publications." For example, please access:

- IRS Publication: "Charitable Contributions"
- IRS Publication: "Determining the Value of Donated Property"
- IRS Form 8283: "Non-cash Charitable Contributions" (a.k.a. "appraisal summary")

5. Annual Bishop's Appeal

5.1 Introduction

- The Annual Bishop's Appeal (ABA) provides the single most important source of funds for the daily operation and overall Diocesan mission of renewal through works of charity, pastoral services, Catholic education and provides assistance to clergy and seminarians.
- In addition, funding from the ABA establishes new opportunities for services and ministries, and expands programs that support faith, Catholic education and charity through the Bishop of Bridgeport's vision for the Church in Fairfield County.
- The ABA provides funding for the immediate needs of the people of the Diocese, while other campaigns generate funding for long-term initiatives.

5.2 Process

- The Appeal begins in late winter of the New Year and continues through spring with the option of resuming in the fall depending on the needs of the diocese and achievement of the overall goal.
- Parishioners receive an initial solicitation letter from the Bishop along with a brochure outlining the programs and services supported by the campaign. Additional letters are sent, including a letter from the pastor, until a donation has been received. Parishioners may make their pledge through the mail, on the Appeal website on-line donation page or by Texting-to-Give on their smart device.
- Each parish promotes the Appeal during Mass, at receptions, through In- Pew weekends, personal visits, and phone calls.
- Diocesan Development staff work together with Pastors, Parish Administrators and volunteer committee members. Materials are provided to promote the Appeal in the parish and on the website such as the Pastors' Leadership Guide, posters, videos, along with other resources to help each Parish achieve its goal. There are opportunities to attend Appeal receptions in person and through technology, such as Zoom conferencing.
- Through these efforts, the objective is to encourage all members of your parish to contribute to the Appeal. The Development Staff refers to this as the participation rate.
- Your parishioners can contribute on a monthly basis to help drive the participation rate.

6. Capital/Endowment Campaigns

6.1 Introduction

A Parish capital/endowment fundraising campaign is defined as any Parish effort, which seeks to raise an amount of at least twice the Parish's annual offertory income in pledges payable over three-to-five years. The funds raised may be used for new construction, renovations or restoration, debt reduction or retirement, with or without donor restricted endowment, special programs, or other capital needs.

6.2 Approval Process

- **Fundraising for Construction, Renovation, Repair, or Restoration Projects.** If the purpose of the fundraising is for the renovation, repair, or restoration of Parish property, or new construction on Parish property, the process for approval of the fundraising program is set forth in the Building & Sacred Arts Commission Guidelines.
- **Fundraising for Debt Reduction or Retirement, Endowments, Special Programs, or Other Capital Needs Projects.** If the fundraising is for a project not subject to the Diocesan Building & Sacred Arts Commission process, a letter requesting approval should be sent to the Bishop's Office outlining the project and fundraising effort. The Bishop will consult with Diocesan Finance and/or Diocesan Development Office's, as necessary, and request any required additional information from the Pastor. After consideration, the Bishop will inform the Pastor of his decision on the Parish's request for approval of the fundraising campaign.
- Commitment by the Pastor/Parish to raise funds should not be made until the appropriate approval has been provided.
- The Diocesan Chief Development Officer and the Office of the Bishop should be aware of all donors identified for gift solicitations at \$50,000 and above.

Feasibility Study

Prior to beginning a Parish capital campaign, a Feasibility Study must be conducted to determine the Parish's ability to complete a successful capital campaign. It will be important to communicate with the Diocesan Chief Development Officer to confirm the Feasibility Study process.

The results of the Feasibility Study will be communicated to the Office of the Bishop for final approval to proceed with a capital/endowment campaign. Feasibility Studies and Capital Campaigns require coordination with the Diocesan Development Office.

6.3 Conducting Capital/Endowment Campaigns

All individual gift requests of \$50,000 and above should be submitted for review to the Diocesan Development Office.

Parishes should hire fundraising consultants for all capital/endowment fundraising campaign goals as required.

The Annual Bishop's Appeal is recommended to be included in the overall campaign total for the year that pledges are requested. In this way, parishioners will avoid being solicited twice in a single year.

Appendix E

Donor Acknowledgement

- Include all required IRS acknowledgment elements (year-end statements are acceptable): A single year-end contribution statement may be used to substantiate gifts of \$250 or more, provided it lists the parish's legal name, the donor's name, the date(s) and amount(s) of contributions (or an annual total with dates available upon request), and a statement such as: *"No goods or services were provided in exchange for these contributions,"* or a good-faith estimate of any goods/services provided.
- Add special language when applicable: For any contribution of \$250 or more (whether acknowledged individually or via the year-end statement), include the required language above. For non-cash gifts, describe the property but do not assign a value; if only intangible religious benefits were provided, include: *"The only goods or services provided were intangible religious benefits."*
- Issue timely acknowledgments and retain records: Send the year-end statement by January 31 (or before donors file), deliver it in writing (mail or email), and retain electronic copies for seven years after the tax year of the donation, along with supporting records (donor reports, deposit records, and any quid-pro-quo valuations) for audit support and donor inquiries
- Donation letters can be mailed or made available online through a login to the vendor or parish secured site. The Internal Revenue Service allows charitable acknowledgments to be furnished electronically if the donor affirmatively consents.
- Parishes must provide written acknowledgment for any contribution of \$250 or more. This may be done through individual letters or an annual statement, provided each qualifying contribution is separately listed by date and amount
- Annual Tax Donor Statements: Parishes are required to issue letters to donors listing contributions to all donors with aggregate donations during the calendar year of \$250 or more.
- **\$75 threshold:** For fundraising payments over \$75 that are partly a contribution and partly for goods/services, provide written acknowledgement with a good faith estimate of goods/services value. IRS penalties for non-compliance can reach **\$5,000 per event**.

Donor Acknowledgement Letter

The acknowledgement letter should contain at least:

- Name of organization (use of letterhead will suffice)
- A statement of the amount of the donation, if cash
- A description of the property donated (no estimate of value required)
- A statement of whether the goods or services were provided in return for the payment, *and*
- For any non-cash contribution of \$250 or more, provide a written acknowledgment stating the parish name, donor name, date, and a description of the donated property or services (without assigning value), along with a statement that no goods or services were provided in return for the donation. If goods or services provided consisted entirely of intangible or religious benefit to the donor, a statement that that was the case (this is acceptable by the IRS and does not reduce the value to the donor)

Examples of written acknowledgements:

Sample letter for cash contribution

Thank you for your cash contribution of \$_____ that (organization's name) received on date. No goods or services were provided in exchange for your contribution.

Sample letter for cash contribution where goods or services were received

Thank you for your cash contribution of \$_____ that (organization's name) received on date. In exchange for your contribution, we gave you a cookbook with an estimated fair market value of \$_____.

Sample letter for contribution of goods or services

Thank you for your contribution of a used oak executive desk that (organization's name) received on (date). No goods or services were provided in exchange for your contribution.

Appendix F

Electronic Bill Pay

A parish may use online banking or an electronic bill payment service when it maintains reasonable safeguards over access, approval, payment, and review. The controls below are intended to protect parish funds while remaining practical for parishes with limited staff.

1. Two-person payment control

- One person may prepare or enter a payment, but a different authorized person must review and approve the payment before it is released.
- The Pastor should ordinarily serve as the approver. The Pastor may designate another authorized approver when necessary, but the person who prepared the payment may not approve it.
- When the bank permits dual approval, the parish should configure the system so that the preparer cannot release a payment without the approver's action. For example, some banks will allow the accountant to prepare all the payments, and the Pastor to log in once a week/month to approve the on-line payments.

2. Supporting documentation and approval

- Each payment must be supported by an invoice, contract, reimbursement request, or other appropriate documentation showing the parish purpose and amount due.
- The approver must review the payee, amount, due date, and supporting documentation. Approval may be recorded electronically in the payment system, by email, or by signature or initials on the invoice or a payment summary.
- Routine recurring payments, such as utilities, payroll-related payments, taxes, or debt service, may be established with the Pastor's initial approval. They do not require a new signature each month if the amount is reviewed through the monthly bank-statement process and unusual changes are investigated.

3. Secure access and vendor changes

- Each user must have an individual user ID and password. Shared credentials are prohibited, and multi-factor authentication must be used when available.
- Access must be limited to the functions needed for the person's responsibilities and removed promptly when duties change or employment ends. The Pastor or designee should review user access at least annually.
- A new vendor or a change to a vendor's banking instructions must be independently verified before payment. Verification should be made using trusted contact information already on file, not contact information contained only in the change request (i.e. new payment information on email or an email attachment).

4. Monthly reconciliation and independent review

- The bank account must be reconciled monthly, normally within 30 days after month-end.
- The Pastor should review and the monthly bank statement and completed reconciliation together, paying particular attention to electronic payments, new vendors, unusual amounts, checks, withdrawals, and transfers. The reviewer must document the review by signature, initials, or electronic approval.

- If the person who prepares payments also performs the reconciliation because of limited staffing, the documented monthly review by the Pastor or other independent authorized signer serves as the required compensating control.

Records and Exceptions

The parish must retain the supporting documentation, evidence of payment approval, bank statements, reconciliations, and evidence of monthly review in accordance with the Diocesan records retention policy.

Appendix G

Expense Reimbursement Policy

Clergy, employees, religious, and volunteers will, at times on an exception basis, make purchases for parish activities and require reimbursements. Such expenses should be pre-approved, necessary, and reasonable expenses incurred in the course of Church-related activities in order to be reimbursed.

Personal expenses are not reimbursable. Parish expenses reimbursed to individuals should be properly documented and supported or the IRS could consider the reimbursement to be taxable income. See appendix XX for an IRS compliant Expense Reimbursement Form.

Reimbursable Expenses

Eligible expenses include, but are not limited to:

- **Travel and Transportation**
 - Mileage for personal vehicle use at the current IRS standard rate for employees and volunteers. Note: Priests assigned or appointed within the Diocese of Bridgeport are not eligible for mileage reimbursement.
 - Public transportation (bus, train, airfare) for approved parish-related travel
 - Parking fees and tolls
- **Meals and Hospitality**
 - Meals incurred during approved parish business or travel
 - Modest hospitality expenses for parish meetings, ministry gatherings, or pastoral outreach
- **Lodging**
 - Reasonable lodging expenses for approved overnight travel related to parish or diocesan activities
- **Supplies and Materials**
 - Office supplies, ministry materials, or educational resources purchased for Church use
- **Training and Formation**
 - Registration fees, books, or materials for approved workshops, retreats, conferences, or continuing formation related to parish duties

Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Personal expenses unrelated to parish work
- Commuting between home and regular place of employment
- Expenses incurred without proper authorization

Approval Requirements

- All expenses should be **pre-approved** by the Pastor, Administrator, or designated supervisor

Documentation and Submission

To be reimbursed:

- A completed **Expense Reimbursement Form** should be submitted
- Original, itemized receipts are required for all expenses (except mileage, which requires a mileage log)
- Expenses should be submitted within **30 days** of being incurred

Incomplete or late submissions may result in delayed or denied reimbursement.

Method of Reimbursement

Approved reimbursements will be paid by check or direct deposit, in accordance with parish accounting procedures. Reimbursements are not considered taxable income when properly substantiated.

Compliance and Oversight

All reimbursements are subject to review by parish finance staff, the Parish Finance Council, and diocesan auditors, as applicable. Any misuse of parish funds may result in denial of reimbursement and/or corrective action.

Exceptions

Any exceptions to this policy should be approved in advance by the Pastor and documented in writing.

Parish Name _____
Clergy / Employee / Volunteer Expense Reimbursement Request Form

NOTE: MILEAGE REIMBURSEMENT NO LONGER INCLUDED HERE. SEPARATE FORM CREATED FOR 2026

REQUESTED BY:

Name: _____ Department Name: _____

Home Address: _____ Department / Ministry: _____

City, State, Zip: _____ Bus. Phone #: _____

DATE: _____ Date Submitted: _____

Payroll Use Only

AUDITED AND APPROVED FOR PAYMENT:

Editor

Abstract

[illegible]

** If listing an expense as Misc., provide the applicable sub-account in the Description

Associate's Signature

Manager's Signature	Date
---------------------	------

Pastor Approval _____ Date _____

Instructions: Record personal EV charging activity performed on parish-owned charging equipment. Business-use charging is not reimbursable to the parish. Enter estimated or actual kWh usage.

Total Due: 0

Date:

PETTY CASH FUND REIMBURSEMENT REQUEST

AMOUNTS TO BE REIMBURSED

Date	Name of Purchaser	Item/Purpose	Amount

Total to be reimbursed _____
Cash on Hand _____
Imprest Amount _____

Petty Cash Custodian:

Name (print) _____
Signature: _____
Supervisor Approval: _____
Date: _____

Appendix H

Policy on Electric Vehicle Charging Using Parish-Owned Chargers

Diocesan / Parish Policy Guidance

This policy establishes guidelines for priests, employees, and other authorized individuals who charge electric vehicles (“EVs”) using parish-owned charging stations or electrical outlets where the parish pays the utility costs. The purpose of this policy is to ensure fair reimbursement to the parish for substantial personal vehicle charging while recognizing legitimate parish business use.

Scope

This policy applies to priests assigned to the parish, parish employees, and other individuals specifically authorized by the Pastor or Parish Administrator to use parish-owned EV charging equipment or electrical service for vehicle charging.

General Principles

- EV charging related to parish business use is permitted without reimbursement to the parish.
- Personal EV charging that results in substantial electrical usage should be reimbursed to the parish.
- Occasional or minimal charging may be treated as de minimis and may be waived at the discretion of the Pastor.
- The Pastor retains discretion to authorize occasional charging by guests, volunteers, or visitors without reimbursement when appropriate.

Business vs. Personal Use

For priests and employees who use their personal EV for both parish business and personal use, only the personal-use portion of the charging costs should be reimbursed to the parish. Business use generally includes travel for parish assignments, pastoral ministry, diocesan meetings, hospital visits, school visits, parish events, and other authorized church-related activities. Personal use includes commuting, vacations, personal errands, and other non-business travel.

Reimbursement Methodology

When reimbursement is required, the reimbursement amount should be calculated using the following formula:

$\text{Personal kWh Used} \times \text{Applicable Utility Rate per kWh} = \text{Reimbursement Amount}$

The applicable utility rate should generally be based on the effective per-kWh rate reflected on the parish electric bill, including supply and delivery charges.

Example:

- Personal charging usage: 150 kWh
- Parish electric rate: \$0.28 per kWh

- Reimbursement due: $150 \times \$0.28 = \$42.00$

Tracking and Documentation

Individuals who regularly charge EVs at parish facilities should maintain reasonable documentation of charging activity. Acceptable methods may include:

- Vehicle or charging application reports
- Smart charger reports
- Manual logs
- Estimated allocations based on business and personal mileage
- When exact kWh usage is unavailable, a reasonable good faith allocation may be used

De Minimis and Occasional Charging

The parish does not intend to require reimbursement for minor, infrequent, or incidental charging that results in insignificant electrical cost.

As general guidance, reimbursement may be waived for:

- Occasional guest or volunteer charging
- Emergency charging
- Infrequent minimal charging
- Other nominal usage approved by the Pastor

The Pastor or Parish Administrator may determine when charging activity becomes substantial enough to require reimbursement.

Accountability and Compliance

All individuals using parish electrical resources for EV charging are expected to act in good faith and with sound stewardship of parish resources.

Nothing in this policy alters any diocesan mileage reimbursement policy or accountable reimbursement plan already in effect.

Effective Date

This policy becomes effective upon approval by the parish and may be revised periodically as EV usage, technology, and utility costs evolve.

Approved By:

Date

Appendix I

Cathedraticum Assessment

The Cathedraticum assessment helps to support the Diocesan ministries and necessary administrative services that directly benefit the Church. The Cathedraticum assessment is charged on certain revenues of the parish, as per the issued Decree.

- A 13.25 % tax for all non-Bridgeport parishes and a 6% or 9% tax for all Bridgeport parishes on revenue, which includes offertory, investment income (interest, dividends and realized gains), rental income, votive candles and gifts and contributions (excluding bequests)
- A 3% tax on gross fundraising revenue for all parishes (excluding auxiliary activities, such as youth group activities, mission trips, etc.)

Income Subject to Assessment

Offertory Income

All parish offertory income, received in the pews, in the mail or through online giving is subject to the assessment. Offertory includes Sunday, Monthly for specific purposes such as maintenance, utilities, etc., Holy Day, Annual, and other offertory for flowers, etc. Parishes are encouraged to save for future capital needs. Therefore, offertory income deposited onto a separate savings account for capital deferred maintenance reserve will be exempted up to \$10,000 each year.

In order to accurately apply credits to offertory income on the Cathedraticum assessment, parishes who have deposited offertory income into a deferred maintenance account between January 1 and December 31 and have met the following conditions:

- The parish has recorded an operating surplus for the prior fiscal year.
- At the time of the deposit, the parish is current (12 prior months) with all Diocesan obligations (priest pension, medical, self-insurance – property, casualty and workers compensation).
- A separate bank account has been established.
- The diocesan CFO should be notified in writing (letter or email) if a pastor establishes and contributes to such an account.

To utilize these funds for a future different purpose needs written authorization of the Diocesan Bishop or Vicar General.

Investment Income

Interest, dividends and realized gains on unrestricted and restricted investments are assessed. Unrealized gains as a result of increases in market values of securities held are not assessed. Realized gains resulting from portfolio rebalancing may be exempted from assessment upon approval from the Bishop.

Rental Income

One of the universal principles applied to the new tax structure is that gross, and not net, income will be taxed, and no exception will be made for rental income. With the tax on income from rental properties, pastors are encouraged to work with their finance councils to create leases that would, for example, transfer some of the expenses of maintaining these properties to the lessee and reduce the amount of rent paid. This would result in a lower tax but would not affect the net income of the parish.

Diocesan residency stipends for priests who are in full-time diocesan work and stipends paid for diocesan use of parish facilities will not be subject to the assessment.

Votive Candles

Gross receipts from votives are subject to the assessment.

Gifts and Contributions

Bequests left to a parish from a Last Will and Testament will not be assessed. However, contributions made for projects that are part of the normal upkeep and maintenance of a parish (e.g. new signs, painting, sacramental items, etc.), even those given to a Guild or Parish Wish-List, are not tax-exempt.

Pastors are required to submit to the Diocesan Bishop any requests for gifts for major parish improvements to be exempt from cathedraticum assessments.

Fundraising

Gross income from fundraising revenue is taxed at only 3%.

Capital campaigns that itemize capital repairs may be eligible for exemption from the assessment. However, permission should be obtained before the campaign is started by submitting an exemption request to the Diocesan Bishop. Campaigns and other parish fundraising for capital projects to be identified will not be exempted. If the funds are restricted for capital projects only, they will be assessed at 3%. If the funds are not restricted for capital projects or deferred maintenance of capital items, they will be assessed as gifts. Any fundraising activity that is geared toward a specific event or group within the parish will not be taxed. This includes, but is not limited to auxiliary fundraising for youth groups, mission trips, etc. Annual Bishop's Appeal over goal is exempted from the assessment.

Proceeds from Sale of Property

Proceeds from the sale of any parish property will be classified as ordinary income for the fiscal year in which the proceeds are received, subjecting it to the assessment. Pastors may request a partial or total exemption from the assessment to be levied on such proceeds.

Appeals Process

Appeal Committee: A committee of five pastors will be appointed by the Bishop to review appeals proposed by pastors for (1) reconsideration of the cathedraticum assessment for proceeds from the sale of parish property or (2) the parish's annual cathedraticum

assessment due to extraordinary circumstances faced by the parish. The pastors will serve a term of three years that is not renewable.

If any member of the committee wishes to make an appeal, he should recuse himself both from the discussion and resulting recommendation. All appeals should be made in writing by the respective pastor and submitted directly to the Office of the Diocesan CFO, with a copy sent to the Office of the Bishop. All recommendations regarding appeals will be forwarded to the Office of the Bishop for final consideration.

Proceeds from the Sale of Parish Property

Appeals for reduction in assessment (whether partial or for the full amount) can be made based on the following grounds:

- Funds needed for necessary capital repairs or improvements
- Funds to be utilized to reduce obligations to the Diocese or outside entities
- Funds needed to balance the parish's operational budget

Cathedraticum Assessment

Appeals for reduction in assessment for a given year can be requested in the event of a major, unusual event resulting in severe financial hardship for the parish such as:

- Prolonged closure of parish resulting in loss of revenue
- Major damage to the parish from a storm requiring expenditures in excess of insurance coverage
- Unexpected major repairs required to the parish to keep the parish open

Billing

The Diocesan Parish Finance Office will prepare and send to the parishes the Cathedraticum assessment in April prior to the upcoming fiscal year budget package. Each parish will be billed monthly throughout the fiscal year.



By the Grace of God and the Authority of the Apostolic See
Bishop of Bridgeport

**DECREE
FOR
PARISHES, QUASI-PARISHES AND SHRINES**

+ In the name of our Savior Jesus Christ. Amen.

After prayerful consideration and careful analysis of the overall financial situation of the Diocese, in accord with c. 1263 of the Code of Canon Law, I, Most Reverend Frank J. Caggiano, fifth Bishop of the Diocese of Bridgeport, have determined that the current tax assessment for the above-mentioned institutions will be modified in the following manner:

1. The annual diocesan tax assessment (*Cathedraticum*) will be increased from 12.5% to 13.5%, using the same formula, currently in effect, to calculate the assessment.
2. Bridgeport Parishes will be placed on a two-tier scale for assessment, depending on the financial situation of each parish:
 - a. An assessment of 6.0% will be applied to those parishes that have a net annual income less than \$25,000 and liquid assets less than \$100,000.
 - b. An assessment of 9.0% will be applied to those parishes that have a net annual income greater than \$25,000 and liquid assets greater than \$100,000.

Specific details regarding the above assessments will be sent from the Diocesan Finance Office to the proper administrators (see c. 1279) responsible for the administration of goods of the above-referenced institutions.

These new provisions will go into effect on July 1, 2025 and supersede any previous assessments established by me.

I order that the provisions of this decree have firm and stable effect, notwithstanding anything to the contrary, even if worthy of special mention, and that they be promulgated by inclusion in the official diocesan newspaper, The Fairfield County Catholic. Furthermore, I order that the present provisions be communicated both electronically and by ordinary mail to all the proper administrators in charge of parishes, quasi-parishes and shrines subject to these provisions.

Given at the Catholic Center on May 21, 2025.

Most Reverend Frank J. Caggiano
Bishop of Bridgeport

Deacon Patrick Toole
Chancellor



By the Grace of God and the Authority of the Apostolic See
Bishop of Bridgeport

DECREE

+ In the name of our Savior Jesus Christ. Amen.

After prayerful consideration and analysis of the overall financial situation of the Diocese, in accord with c. 1263 of the Code of Canon Law, I, Most Reverend Frank J. Caggiano, fifth Bishop of the Diocese of Bridgeport, have determined that the current tax assessment (commonly known as the *Cathedraticum*) for the parishes (including quasi-parishes and shrines) of the diocese will be modified in the following manner:

Proceeds from the sale of any parish property will be classified as ordinary income for the fiscal year in which the proceeds are received, subjecting it to the tax assessment. An appeal process will also be established by which pastors may request a partial or total exemption from the assessment to be levied on such proceeds. This process will be distributed among the pastors of the Diocese and published for the faithful no later than May 31, 2021.

In addition, solely for the fiscal year 2021-22, the method by which the assessment is calculated will be modified in the following manner. A three year average (fiscal years 2018, 2019 and 2020) of all eligible revenue subject to the assessment as stipulated in the 2017 decree will serve to determine the amount that will be assessed for the 2021 fiscal year. The formula stipulated in the 2017 decree will return into effect for the 2022-23 fiscal year.

Specific instructions regarding the above assessments will be sent from the Diocesan Finance Office to all pastors, administrators or clerics responsible for parish finances.

These new assessments supersede any previous assessments established by me.

I order that the provisions of this decree have firm and stable effect, notwithstanding anything to the contrary, even if worthy of special mention, and that they be promulgated by inclusion in the official diocesan newspaper, *The Fairfield County Catholic*, entering into force on July 1, 2021. Furthermore, I order that the present provisions be communicated both electronically and by ordinary mail to all pastors, administrators or clerics in charge of parishes, quasi-parishes and shrines that are subject to these provisions.

Given at the Catholic Center on May 4, 2021.

Frank J. Caggiano

Most Reverend Frank J. Caggiano
Bishop of Bridgeport

Robert M. Kinnally

Reverend Robert M. Kinnally
Chancellor



By the Grace of God and the Authority of the Apostolic See
Bishop of Bridgeport

DECREE

+ In the name of Our Savior Jesus Christ. Amen.

After the prayerful consideration, hearing the opinion of the Presbyteral Council and the Finance Committee (can. 1263), and after consultation with the Diocesan Presbyterate, I, Frank J. Caggiano, the Fifth Bishop of Bridgeport hereby establish the new norms for a tax for the needs of the Diocese, commonly known as Cathedratium, to be imposed on the parishes of the Diocese of Bridgeport in the following manner:

1. The tax rate of 12.5% will be imposed for all non-Bridgeport parishes. The tax will be calculated on all offertory, investment income (interest, dividends, realized gains), rental income, votive candles, gifts and contributions (excluding bequests).
2. The tax rate of 5.5% tax for all Bridgeport parishes. The tax will be calculated on all offertory, investment income (interest, dividends, realized gains), rental income, votive candles, gifts and contributions (excluding bequests).
3. The tax rate of 3% tax will apply to all parishes on their fundraising efforts with the exclusion of auxiliary activities, such as youth group, mission trips, etc.
4. With such calculated diocesan tax, if any parish experiencing an increase of \$20,000 or more in their annual tax assessment, this increase will be implemented with the help of the Diocesan Finance Office in over two years period.

Further, specific instructions will be sent from the Diocesan Finance Office.

Given at Bridgeport on first day of June, in the Year of Our Lord 2017. This new tax comes to effect on July 1, 2017.

Frank J. Caggiano

Most Reverend Frank J. Caggiano
Bishop of Bridgeport

Robert M. Kinnally

Reverend Robert Kinnally
Chancellor

Appendix I

Department of Revenue Services
State of Connecticut
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

(Rev. 05/04)

CERT-119

Purchases of Tangible Personal Property and Services by Qualifying Exempt Organizations

General Purpose: A qualifying exempt organization must issue this certificate to retailers when purchasing items to be used by the organization exclusively for the purposes for which it was established. Under Conn. Gen. Stat. §12-412(8), a **qualifying exempt organization** is either:

- An organization issued an exemption permit by the Department of Revenue Services (DRS) under Conn. Agencies Regs. §12-426-15, if the permit has not been canceled or revoked by DRS; or
- An organization that is exempt from federal income tax under I.R.C. §501(a) and has been issued a determination letter by the U.S. Treasury Department as an organization described in I.R.C. §501(c)(3) or (13), if the determination letter has not been revoked by the Internal Revenue Service (IRS).

A qualifying exempt organization may use this certificate to purchase any tangible personal property for resale at one of five fundraising or social events of a day's duration during any calendar year. The event must be exempt from tax under Conn. Gen. Stat. §12-412(94). Otherwise, exempt organizations are not allowed to purchase tangible personal property for resale with this certificate. See **Special Notice 98(11)**, *Exemption From Sales and Use Taxes of Sales by Nonprofit Organizations at Fundraising or Social Events*.

Purchases of Meals and Lodging: In general, qualifying exempt organizations may not use this certificate to purchase meals and lodging, but must get preapproval from DRS for these purchases, and use **CERT-112**, *Exempt Purchases of Meals and Lodging by Exempt Entities*, or **CERT-123**, *Blanket Certificate for Exempt Qualifying Purchases of Meals or Lodging by an Exempt Entity*.

However, a qualifying exempt organization may purchase meals tax exempt using this certificate, without prior approval from DRS, when it will resell the meals at one of five fundraising or social events per year exempt under Conn. Gen. Stat. §12-412(94). See **Policy Statement 2003(4)**, *Purchases of Meals of Lodging by Exempt Entities*.

If the purchaser is not a qualifying exempt organization or does not use the property or services purchased exclusively for the purposes for which the organization was established, the purchaser owes use tax on the total purchase price of the property or services.

Statutory Authority: Conn. Gen. Stat. §12-412(8) and (94).

Instructions for the Purchaser: An officer of a qualifying exempt organization must issue and sign this certificate to advise the seller of tangible personal property or taxable services that sales and use taxes do not apply to the purchase. Keep a copy of this certificate, the documents attached, and records that substantiate the information entered on this certificate for at least six years from the date this certificate is issued.

The purchaser must attach to this certificate a copy of the:

- Exemption permit issued to the organization by DRS under Conn. Agencies Regs. §12-426-15; or
- Determination letter or group exemption letter issued by the IRS which establishes that the organization has been determined to be an exempt organization described in I.R.C. §501(c)(3) or (13).

For purchases made on or after January 1, 1996, a qualifying exempt organization covered by a group exemption letter, and that was **not** issued an exemption permit by DRS under Conn. Agencies Regs. §12-426-15, must attach to this certificate a copy of:

- The group exemption letter issued by the IRS to subordinate organizations (including the qualifying exempt organization) on whose behalf a central organization applied for recognition of exemption;
- The organization's written consent to the central organization to be covered by the group exemption letter; **and**
- The central organization's written notification to the IRS that the organization consents to be covered by the group exemption letter.

Instructions for the Seller: Acceptance of this certificate, when properly completed, relieves the seller from the burden of proving the sale and the storage, use, or consumption of the tangible personal property or taxable services are not subject to sales and use taxes. This certificate is valid only if taken in good faith from a qualifying exempt organization. The good faith of the seller will be questioned if the seller knows of facts that suggest the purchaser is not a qualifying exempt organization.

Keep this certificate, the documents attached, and bills or invoices to the purchaser for at least six years from the date the items or services were purchased. The bills, invoices or records covering the purchase made under this certificate must be marked "Exempt Under CERT-119" to indicate the purchase was exempt.

This certificate may be used for a single exempt purchase, in which case the box marked "Certificate for One Purchase Only" must be checked. This certificate may also be used for a continuing line of exempt purchases, in which case the box marked "Blanket Certificate" must be checked. A blanket certificate remains in effect for three years unless the purchaser revokes it in writing before the expiration of the three-year period. CERT-119 may not be used as a blanket certificate for purchases of tangible personal property for resale at any one of five fundraising or social events per calendar year exempt under Conn. Gen. Stat. §12-412(94).

An exempt organization must pay for its exempt purchases by a check drawn on its checking account or by a credit card issued in its name (and not in the name of any of its members or officers). An exempt organization may make a purchase of \$10 or less using cash from the organization's own funds. However, a blanket CERT-119 may not be used for a cash purchase, and a properly completed CERT-119, with the appropriate documents attached, must be issued to the retailer at the time of each cash purchase.

For More Information: Call DRS at 1-800-382-9463 (in-state) or 860-297-5962 (from anywhere). TTY, TDD, and Text Telephone users only may transmit inquiries 24 hours a day by calling 860-297-4911. Preview and download forms and publications from the DRS website at www.ct.gov/DRS

Name of Purchaser	Address	CT Tax Registration Number (If none, explain)	Exemption Permit # (If any)
			Federal Employer ID #
Name of Seller	Address	CT Tax Registration Number (If none, explain)	Federal Employer ID #

Check one box:

- ☐ Blanket certificate (CERT-119 may not be used as a blanket certificate for purchases of tangible personal property for resale at any one of five fundraising or social events per calendar year exempt under Conn. Gen. Stat. §12-412(94). See below.)
- ☐ Certificate for one purchase only
- ☐ Purchases that qualify for exemption under Conn. Gen. Stat. §12-412(94). Indicate the number of prior fundraising or social events during this calendar year for which you claimed exemption under Conn. Gen. Stat. §12-412(94): _____

Check the appropriate box and provide a written description of each item purchased:

- ☐ Tangible Personal Property ☐ Taxable Services

Description:

Declaration by Purchaser

The qualifying exempt organization declares that the tangible personal property or taxable services described above will be used exclusively for the purposes for which the organization was established, including the purchase of tangible personal property or meals for resale at one of five fundraising or social events per year exempt from tax. The organization further declares the exemption permit, determination letter, or group exemption letter (as the case may be) attached to this certificate has not been canceled or revoked.

According to Conn. Gen. Stat. §12-412(8) or Conn. Gen. Stat. §12-412(94), the purchase of the item(s) is exempt from sales and use taxes.

I declare under penalty of law that I have examined this certificate (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Name of Purchaser

By:

Signature of Authorized Person

Title

Date

Appendix K

Property and Equipment Inventory as of _____

Name of Parish

Location

[illegible]

Parish Representative

Pastor

Date _____

Appendix L

Human Resources Payroll and Procedures

Human Resources to add forms and procedures outline.

Payroll

This section provides guidance to Parishes in the processing and recording of payroll. Due to federal reporting mandates, all payroll will be processed with the payroll vendor as selected by the Diocese.

Payroll for all Parishes will be processed through the global Diocesan payroll vendor. This system will calculate the payroll, payroll deductions and net checks. Through this program, the Parish will process the payroll checks and/or Direct Deposit checks.

Under no circumstances will lay employees start employment without required documentation defined by the Diocesan Human Resource Department. Additionally, all employee compensation will be paid through payroll, NO EXCEPTIONS. Cash payments are prohibited.

1. Clergy

Diocesan Priests and Permanent Deacons (employed in an ecclesial role—Clergy) are “**dual-status**” employees:

- For Federal and State income tax purposes, Priests and Deacons are employees. Their wages are reported on Form W-2 and they pay federal and state income taxes on their wages. The Priest may elect to have the Federal and State income tax withheld from his wages.
- For Social Security and Medicare purposes, **Diocesan Priests** are self-employed and, therefore, should pay self-employment tax on their wages. This tax cannot be withheld from their wages. Rather, the Priest pays it himself in the form of an estimated tax payment, usually quarterly.
- If the Priest elects to have Federal and State income tax withheld, then he can increase the amount of Federal income tax withheld to cover the Social Security and Medicare liability and not pay the quarterly estimated tax payments.
- Priests should confer with their individual tax advisor to determine proper individual course of action.
- The monthly stipend payment to Permanent Deacons is an unaccountable expense reimbursement for IRS purposes and is reported on Form W-2. Deacons can deduct their actual expenses on their personal tax returns.

Members of Religious Communities

- Those who have taken a vow of poverty are not subject to income tax on wages, fees, or other compensation paid to the religious community for their services. Check payments for religious should be made payable to the religious order (the religious person may be listed but only if the religious order is named also). This is important so that the IRS does not consider the payment a taxable event.
- The Parish does not need to prepare either a W-2 or a 1099 in these cases.

2. Lay Employees

Legally mandated deductions from wages

- All lay employees are subject to Federal and State income tax withholdings on their wages.
- All lay employees are subject to Social Security and Medicare withholdings on their wages.
- All lay employees are subject to Connecticut Paid Family Leave tax on their wages.
- Any lay employee is subject to a wage garnishment if documentation is provided by a court of law or state or federal agency.

Voluntary deductions from wages

- Any employee can authorize a voluntary deduction such as:
 - 403(b) Tax Sheltered Annuity
 - Roth Savings Account
 - Direct Deposit Savings

3. Compensation

All compensation paid to Clergy and lay employees should be reported to Federal and State taxing authorities, with taxes and deductions withheld as required by law and the employees' written authorization.

Compensation includes gifts and bonuses, overtime pay, and pay for any and all additional services performed for the same employer. All are subject to tax and reporting requirements.

4. Employee Setup

Every employee who will be paid, including clerical personnel, will be set up in the centralized Diocesan payroll system. The setup will include such information as required by law and as evidenced on the new hire employment forms defined by the Diocesan Human Resources Department including, but not limited to: legal name, address, Social Security or tax identification number (TIN), pay rate, pay frequency, direct deposit bank account(s), details of paycheck deductions such as number of dependents, filing status, rate or amount of 403(b) deduction. Current forms are maintained on the Diocesan website under Human Resources.

The global Diocesan payroll system can track paid time off (PTO) as well. This method should be used. If PTO is not tracked in the payroll system, it should be tracked manually and a file maintained with this information.

5. Payroll Setup

Every payroll earning and deduction as well as payroll expenses for the Parish should be defined in the payroll system. The expense account and class to be charged will be designated in this setup.

All new earning codes, deduction codes, and class designations in the payroll system should be requested from the Diocesan Payroll Administrator.

6. Creating Paychecks

Paychecks will be calculated and processed through the global Diocesan payroll system. The payroll system will direct deposit net pay for participating employees. Net pay checks for employees not on direct deposit will be printed at the Parish out of the accounting software system. Payroll will be processed and paid according to the Parish pay schedule.

Hourly employees should complete electronic timesheets through Paycor or complete, sign and submit a paper timesheet indicating the number of hours to be paid in the pay period before any paycheck is generated. This time sheet should be reviewed by the employee's supervisor or the Pastor who should initial it, indicating approval of the hours to be paid. Also, the time sheet should clearly evidence any PTO to be paid. In this way, the PTO can be tracked in the payroll system or other recording keeping mechanism and kept in the employee's employment file.

Exempt employees should also complete a time sheet indicating the period worked and any PTO that is to be paid.

Refer to the payroll system manual for technical guidance as to how to enter payroll and create paychecks or direct deposit transactions.

7. Payroll Taxes and Other Payroll Deductions

Payroll should be created 2 days prior to the pay date on the paychecks. This allows the payroll vendor time to process the automatic payment of the payroll taxes which occurs on the paycheck date. For example, if payday is May 17th, then the payroll should be created in the payroll system by May 15th for the electronic transactions to be done in a timely fashion.

The payroll program calculates the total amount of payroll taxes to be paid and electronically transmits those payments to the proper taxing authorities on the paycheck date. The amount of payroll taxes paid (together with the total amount of direct deposit net pay) is electronically removed from the Parish's operating checking account on the day before paycheck date.

Other payroll deductions, such as 403(b) contributions, may be remitted manually as had been done in the past or electronically as service from the payroll vendor. An inventory of electronic payments of deductions can be requested from the Diocesan Payroll Administrator.

Payroll tax tables will be automatically updated by the payroll vendor at no extra charge to the Parish as part of this service.

8. Recording and Reporting

- **Quarterly:** Federal Form 941 and Connecticut Form CT-941.

- **Annually:** Federal Forms W-2 and W-3, and Connecticut Form CT-W-2.
- **Other deductions:** as required by the type of deduction.

All payroll transactions must be recorded in the Parish accounting software system through a memorized transaction or an interface file imported from the payroll system. A reconciliation of payroll tax filings and the Parish accounting software system must be performed quarterly.

The global Diocesan payroll system creates all the quarterly payroll reporting required by law. These reports will be transmitted electronically to the taxing authority. The Parish must print out a hard copy to retain in its files. Any reports required with respect to the withholding and payment of garnishments (government/civil claims against an employee's wages) must be done manually by the Parish as these differ by type of garnishment. Contact the Diocesan Finance Office for assistance in processing Garnishments or any similar court order.

The annual payroll reports such as W-2s will be created by payroll system and transmitted electronically to the taxing authorities. **Employee may obtain copies of their W-2s from the payroll system. The Parish must print W-2s for employees who do not have access to computers.**

Payroll Taxes Responsibilities

Parish	Payroll Service
• Set up and maintain employee information and tax setting in payroll system; • Grant employees access to their information in the payroll system; • Print and distribute employee copy of W-2; • Reconcile tax filings to the accounting software system; • Maintain copy of tax forms for 7 years plus current year.	• Calculate payroll taxes; • Remit payroll taxes; • File tax forms: - Federal 941 - CT 941 - W-2 - W-3

Appendix M

Guidelines for Tax Withholding for Raffles/Prizes

1. For prizes valued at \$5,000 or more, calculate and collect taxes

- a. If prize is valued at \$5,000 or more, federal and state taxes must be collected from winner. For cash prizes, deduct the taxes and disburse the balance to winner. For non cash prizes, winner must provide a payment of taxes at time winnings are disbursed.
- b. Federal tax calculation if winner is paying taxes: Federal taxes = (Prize value less Ticket cost) x 24%. *Consult the most recent IRS publication Instruction for forms W-2G and 5754*
- c. Federal tax calculation if school is paying taxes as part of the prize: Federal taxes = (Prize value less Ticket cost) x 31.58%. Note: if parish is paying taxes as part of prize, you must add the tax amount to the fair market value of prize and report that total as the prize value in Box 1 of Form W-2G.
- d. Connecticut state tax calculation = 6.99% of prize value.

2. Tuition Raffles

- a. If the tuition raffle is paid to a party other than the winner (university or school), the school/parish must provide Form 5754 to the recipient to complete and return to the school/parish with the winner's relevant tax information.
- b. Tuition raffle awarded is more than \$5,000, a Form W-2G must be furnished to the recipient by January 31st of the year after the year of the raffle. Calculate and collect taxes as in #4 above.

3. Pay taxes

All taxes must be paid online and within 30 days of the raffle drawing.

- a. Business manager will enroll the parish in the Electronic Federal Tax Payment System (EFTPS) and obtain a login pin number. Once the pin is received, the parish must pay the federal tax online. This should be done at the same time winnings are disbursed to winner.
 - b. Bookkeeper will enroll the school with the CT Department of Revenue and obtain a login pin number. Once the pin is received, the school must pay the CT tax online. This should be done at the same time winnings are disbursed to winner.
- #### **4. Business manager prepares consolidated federal and state tax forms at year end**
- a. Form 945 and Form CT-945 by January 31st
 - b. Form 1096 with Copy A of Form W-2G by January 31st
 - c. Form CT-1096 with Copy 1 of Form W-2G by January 31st

For Official Use Only

SAMPLE

Application for a Permit to Conduct a Raffle

Instructions:

1. The completed form shall be submitted to:
at least fifteen (15) days prior to the start of the raffle.
2. This application must include a sample draft of the raffle ticket.
3. Applying organization must be a qualifying non-profit functioning for a minimum of six (6) months.
4. Your application must be completed, signed, and accompanied by a check or money order made payable to:

Name of Sponsoring Organization St. John's Church - <u>Mens Club</u>			
If this organization previously held a raffle permit, list permit number: RAFF.9999.CL5		FEIN 06-1122334	IRS Exempt Status Code 501 (C) 3
Street Address 263 Cedar Mountain Rd		City Anytown	State CT
			Zip Code 06000
Mailing Address (if different than above) PO BOX 1		City Anytown	State CT
			Zip Code 06000
Telephone Number (with area code) (860) 555-5309		Email Address stjohnsmen@gmail.com	
Contact Person for this Application William Couto	Contact Telephone Number (860) 555-5555	Contact Email Address wcouto@gmail.com	
Organization Category (check only one):			
☐ An educational or charitable organization		☐ An officially recognized organization or association of veterans of any war in which the U. S. was engaged	
☐ A civic, service, or social club		☐ An officially recognized volunteer fire company	
☐ A fraternal or fraternal benefit society		☐ A political party or town committee of the municipality in which the raffle is to be held	
☒ A church or religious organization			
Give the names of the three (3) Designated Active Members of the sponsoring organization under whom the raffle is to be conducted. These individuals will affix their signature to the statement form. The three (3) Designated Active Members must be residents of the state of Connecticut.			
First Name William	Last Name Couto	Telephone Number (with area code) (860) 555-5555	Date of Birth 07/16/1942
First Name Trevor	Last Name Smith	Telephone Number (with area code) (860) 555-7236	Date of Birth 08/27/1967
First Name Edward	Last Name McDonald	Telephone Number (with area code) (860) 555-6391	Date of Birth 03/04/1953
Ranking Officer Name William Couto		Title President	Date of Birth 07/16/1942
Residence Street Address 263 Pumpkin Delight		City Anytown	State CT
			Zip Code 06000

Raffle Classification:					
☐ Class I \$.00 Max. aggregate prize total of \$15,000 Max. time 3 months Allowed 1 per year	☐ Class II \$.00 Max. aggregate prize total of \$2,000 Max. time 2 months Allowed 3 per year	☐ Class IV \$.00 Max. aggregate prize total of \$100 Max. time 1 month Allowed 1 per year	☒ Class V \$.00 Max. aggregate prize total of \$50,000 Max. time 9 months Allowed 5 per year	☐ Class VI \$.00 Max. aggregate prize total of \$100,000 Max. time 12 months Allowed 5 per year	
Raffle Description: (Check Only One)					
☒ Winner Need Not Be Present		☐ Duck Race		☐ Winner Must Be Present (must be on ticket)	
☐ Cow Chip		☐ Frog Race			
☐ Cash Prize (dedicated bank account info required)		Bank Name		Dedicated Account Number	
☐ Special Tuition (dedicated bank account info required)		Bank Name		Dedicated Account Number	
Starting Date of Sales January 25, 2015		Drawing Date May 25, 2015		Time of Drawing 06:00	☐ AM ☒ PM
Number of Tickets to be Printed 10,000			Unit Price of Tickets to be Sold (only one price) \$5.00		
Place Where Drawing is to be Held:					
Name of Place St. John's Church Hall					
Street Address 263 Cedar Mountain Rd			City Anytown		State CT
					Zip Code 06000

List the items of expense intended to be incurred or paid in connection with the holding, operating, and conducting of such raffle and the names and addresses of the persons to whom, and the purposes for which, they are to be paid.
 *Attach additional sheets as necessary.

Expense (\$)	Name	Street Address	City	State	Purpose
\$40.00	Town of Anytown	105 Cedar St.	Anytown	CT	Permit Fee
\$250.00	Quick Printing Shop	93 Tremont St	Anywhere	CT	Raffle ticket printing
\$1,500.00	Scenic Travel Agency	1 Reynolds Ln	Anywhere	CT	Trip to Florida
\$32,000.00	Larry's Cadillac	95 Curtiss St	Anywhere	CT	Raffle prize

Separately list in detail all items offered as prizes in connection with such raffle, indicate whether or not the items were donated, list the price to be paid by the organization or the retail value of any prize donated, and the names and addresses of persons from whom the items were purchased or by whom donated.
 *Attach additional sheets as necessary.

Merchandise	Donated Yes/No	Retail Value	Amt. Paid by Org.	Name	Street Address	City	State
2014 Cadillac CTS	no	\$32,000.00	\$ 32,000.00	Larry's Cadillac	95 Curtiss St	Anywhere	CT
Trip to Florida	no	\$1,500.00	\$ 0.00	Scenic Travel Agency	1 Reynolds Ln	Anywhere	CT
Kenwood CD player	yes	\$239.99	\$ 0.00	The Music Shop	1125 Park Ave	Next-Town	CT
At&t cordless phone	yes	\$127.00	\$ 0.00	Bill's Phone & Appliance	12 Franklin Ave	Next-Town	CT

State the specific purpose to which the entire net proceeds of such raffle are to be devoted.

To Help balance the budget for St. John's Catholic school	
I certify, under penalty of law (Sec. 53a-157b, Class A Misdemeanor), that the information provided on this application is the truth to the best of my knowledge.	
Signature of Ranking Officer <i>William Couto</i>	Date 10/15/2014

SAMPLE

**STATEMENT OF ACTIVE MEMBERS DESIGNATED BY SPONSORING
ORGANIZATION UNDER WHOM THE RAFFLE IS TO BE HELD, OPERATED OR
CONDUCTED**

We, the undersigned, do hereby EACH make the following statement under the penalty of False Statement with respect to the foregoing application:

1. I am a resident of the state of Connecticut.
2. I am a bona fide active member of the sponsoring organization making this application to conduct a raffle and all statements contained in this application are true to the best of my knowledge and belief.
3. I will be responsible for the holding, operation and conduct of such raffle in accordance with the terms of the permit, the provisions of the Act, and regulations.
4. I have never been convicted of a felony.
5. I am familiar with the provisions of the Act which PROHIBIT:
 - a. The giving of cash prizes, except with an approved "Class No. 1", "Class No. 2", "Class No. 4", cow-chip, duck-race, golf ball drop ("Class No. 6" only), or frog-race raffle permit.
 - b. The giving of alcoholic beverages as prizes.
 - c. The giving of prizes redeemable for cash.
 - d. The paying of commission, salary, compensation, reward or recompense, directly or indirectly, to any person holding, operating, conducting or assisting therein in the operation of a raffle.
 - e. The promotion or operation of a raffle by other than duly qualified members of the sponsoring organization.
 - f. The giving of pay to any member for his time or effort in connection with a raffle.
 - g. The promotion, conduct or operation of a raffle by a person under the age of 18 or the permitting of same by the sponsoring organization.
 - h. The selling or promoting of the sale of raffle tickets by persons under the age of 16 years, or the permitting of the same by the sponsoring organization.
 - i. The use of funds derived from the raffle for purposes other than as stated in this application.
 - j. The paying of any monies except in reasonable amounts for goods, wares and merchandise furnished or services rendered which are necessary for the operation of a raffle.
6. I am familiar with the provisions of the Act which:
 - a. Provide that each raffle ticket shall have printed thereon the time, date and place of the raffle, the three most valuable prizes to be awarded and the total number of prizes to be awarded.
 - b. Require all proceeds from cash prize raffles to be deposited in a special checking account established and maintained by the sponsoring organization, and all raffle expenses and cash prizes awarded shall be paid from such account.
 - c. Require all proceeds from special tuition raffles to be deposited in an approved dedicated bank account and all raffle expenses shall be paid from such account.
 - d. Make mandatory the immediate revocation of a permit to conduct a raffle for a violation of the provisions of the Bazaar or Raffle Act, and which provide that an organization whose permit has been revoked for a violation shall not be granted another permit for a period of three years.
 - e. Provide a fine of not more than one thousand dollars or imprisonment for not more than one year or both for a violation of the Act.

PRINTED NAMES AND SIGNATURES OF DESIGNATED ACTIVE MEMBERS:

NAME (Please print)	NAME (Please print)	NAME (Please print)
1. Trevor Smith	2. William Couto	3. Edward McDonald
SIGNATURE AND DATE	SIGNATURE AND DATE	SIGNATURE AND DATE
<i>Trevor Smith</i> 10/15/2014	<i>William Couto</i> 10/15/2014	<i>Edward McDonald</i> 10/15/2014

RAFFLE

**ST. JOHN'S CHURCH
MEN'S CLUB**

Sponsored by
ST. JOHN'S CHURCH - MEN'S CLUB

To benefit
St. John's Catholic School's Budget

SIX (6) PRIZES TO BE AWARDED

NAME _____

ADDRESS _____

TOWN _____

STATE _____ ZIP _____

PHONE () _____

- 1st PRIZE:** 2015 Cadillac CTS
Air conditioning, power locks and windows, cruise control, and
AM/FM stereo with CD player
- 2nd PRIZE:** Trip for 2 to Orlando, Florida. Includes 6 days/5 nights hotel
accommodations and round trip airfare (value \$1,500.00)
- 3rd PRIZE:** 50" flat screen TV
- 4th PRIZE:** Apple iPhone
- 5th PRIZE:** \$50.00 gift certificate redeemable at Taylor's Food Mart,
Market Plaza, 5 Market Road, Anytown, CT
- 6th PRIZE:** 2 tickets to a performance of Madame Butterfly redeemable at the Winter
Garden Theater

DRAWING TO BE HELD: May 25, 2015 at 11:00 p.m.
St. John's Church Hall
263 Cedar Mountain Road
Anytown, CT 06000

Ticket holders need not be present to win
PRIZES NOT REDEEMABLE FOR CASH AND EXCLUDE ALCOHOLIC BEVERAGES

No. 00000

No. 00000

Price: \$5.00

INSTRUCTIONS TO COMPLETE A RAFFLE APPLICATION

Please complete each section on the Application for a Permit to Conduct a Raffle form, the Statement of Active Members form, and provide a sample raffle ticket. A step-by-step set of instructions is listed below in order to ensure proper completion of the forms.

APPLICATION FOR A PERMIT TO CONDUCT A RAFFLE

1. If the organization has a determination letter from the IRS confirming the organization's exempt status, please include a copy.
2. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.
3. Provide a complete mailing address (number, street, city/town, state, zip) of the sponsoring organization.
4. Provide a telephone number and email address.
5. Provide the name, telephone number, and email address of the contact person for this application.
6. Choose one of the seven (7) categories that applies to your organization.
7. Give the complete name, telephone number, and date of birth (month, day, year) for each of the three Designated Active Members
Note: The three Designated Active Members **MUST** be residents of the State of Connecticut and at least eighteen years of age.
8. Provide the complete name (first, middle, last), title, complete date of birth (month, day, year), and complete home address (number, street, city/town, state, zip) for the officer of the sponsoring organization.
9. Choose the raffle classification for this application.
10. Choose the description that best describes this raffle (only choose one).
11. Complete bank information if applicable.
12. Provide the starting date and the terminating date (month, day, and year) of the raffle, along with the time (including a.m. or p.m.) for the raffle drawing.
13. Provide the number of tickets to be printed and the uniform price (~~ie:~~ no discounting for volume).
14. Provide a complete address (name of place, number, street, city/town, state, zip) of the place where the raffle drawing is to be held.
15. Provide all of the expenses directly incurred for the raffle activity including permit fees and ticket printing etc. and the names and addresses to whom they were paid.

Sample Raffle Application Instructions

16. Provide all the merchandise information that will be awarded for the raffle activity including the names and addresses of the persons/organizations from whom the items were purchased or donated.

Note: If an item is donated then the "Retail Value" must be completed.

If the item is purchased then the "Amt. Paid by Org." must be completed.

If an item is purchased at a reduced price, complete the "Amt. Paid by Org."

17. Provide the specific purpose of the entire net proceeds.
18. The ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.

Note: Only the individual listed on the front of this application is recognized as an officer and may sign as the ranking officer.

STATEMENT OF ACTIVE MEMBERS

The three Designated Active Members listed on the application must read the information provided on the Statement of Active Members form, print their names in the designated areas and affix their signatures to the form.

ALLOWABLE RAFFLE PRIZES

All prizes given at any raffle shall be merchandise, tangible personal property or a ticket, coupon or gift certificate, entitling the winner to merchandise, tangible personal property, services, transportation on a common carrier by land, water or air and to any tour facilities provided in connection therewith, or to participation in a lottery conducted under Chapter 226. Such ticket, coupon or gift certificate shall not be refundable or transferable. No cash prizes or prizes consisting of alcoholic liquor shall be given, except as provided in Section 5 of the Bazaar and Raffle Act, and no prize shall be redeemed or redeemable for cash, except tickets for a lottery conducted under Chapter 226. Coins whose trading value exceeds their face value and coins not commonly in circulation shall not be deemed a cash prize. Section 5 of the Act provides that a sponsoring organization with a "Class No. 1", "Class No. 2" or "Class No. 4" traditional, cow-chip, duck- race, golf ball drop, or frog-race raffle permit may award cash prizes in addition to the aforementioned prizes.

EACH TICKET MUST HAVE PRINTED THEREON:

- The name of the sponsoring organization.
- The date (month, day, year), time (including a.m. or p.m.), and place (number, street, city/town, state) of the drawing.
- The price of the ticket.
- At least the three most valuable prizes to be awarded.
- The total number of prizes to be awarded.
- Each ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder.

Note: A sample of the raffle ticket must be attached for approval. A printer's proof or a legible specimen ticket may be provided. **UNDER NO CIRCUMSTANCES may an organization print tickets prior to receiving a raffle permit, which may only be issued by the appropriate municipal official.**

HELPFUL REMINDERS

The name of the sponsoring organization must appear exactly the same as the name that has been printed on the application form. It must be apparent to the purchaser of a ticket which organization is “sponsoring” the raffle.

The drawing information, such as the date, time and place of the drawing, should appear in one general area on the ticket.

The unit price of the raffle ticket must be printed on the ticket. Please note that all tickets shall be sold at a uniform unit price for each ticket without any discount or allowance for the purchase of more than one ticket.

The three most valuable prizes to be awarded must be printed on the raffle ticket. An organization may, however, list all prizes to be awarded if it desires to do so.

The total number of prizes to be awarded **must** be printed on the ticket (even if only one prize is to be awarded).

The organization **must** label each prize (example: 1st prize, 2nd prize, etc.) regardless of the number of prizes to be awarded.

The sample ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder. An organization may indicate on the sample ticket where each ticket will be numbered by using one of the following:

# #	XXXX
00	TICKET NO.

If the presence of the winner is required at the raffle drawing, this statement must be printed on the raffle ticket.

ACCEPTABLE WORDING OF PRIZES PRINTED ON A RAFFLE TICKET MERCHANDISE PRIZES: **(example: lamp, cordless phone, dvd player, etc.)**

- Merchandise prizes should be listed with a description of the item.
- The name of the place or business where the prize was obtained may **not** be listed on the ticket, since it would be considered advertising matter, which is prohibited (**unless** it is a gift certificate redeemable at that specific location). This information may be placed on any other material an organization may distribute such as pamphlets, flyers or posters, but it may **not** appear on a raffle ticket.
- The value may be listed after the description of the item of merchandise, but is not required to be printed on the ticket.

* May Word As: *20" Color TV With Remote Control*

Floral Wreath (Value \$50.00)

CHOICE OF MERCHANDISE PRIZES:

- The choice of merchandise prizes is allowed, provided that the choice is limited to not more than one of two specific items of merchandise of equal value, and a complete description of each item must be printed on the raffle ticket.
- The choice of a prize is strictly limited to merchandise items, and is not allowed for any other type of prize that may be offered in a raffle.

* **May Word As:** *Crystal Bowl **OR** Crystal Vase*

GIFT CERTIFICATES:

- Gift certificates entitle the holder to exercise his/her option in the choice of an article of merchandise. Gift certificates that are redeemable at restaurants, grocery stores, malls, etc. where alcoholic beverages may be obtained must bear a notation, which states that the gift certificates may not be redeemed for alcoholic beverages. In offering a gift certificate as a prize, an organization cannot describe what the holder will receive when they redeem the gift certificate at a particular establishment. In other words, if an organization wants to award a specific item of merchandise, it cannot offer a gift certificate as the prize. In such a situation, it should simply offer the item it desires to award rather than the gift certificate.

* **May Word As:** *\$200.00 gift certificate redeemable at Sam's Music Center*

*\$50.00 gift certificate redeemable at Lucian's
Restaurant (EXCLUDES ALCOHOLIC BEVERAGES)*

SERVICES: (example: haircut, manicure, oil change, etc.)

- When a service is offered as a prize, it must be awarded as a gift certificate. This is to prevent organizations from giving the winners cash in order to pay for the service. However, since the original intent was to award a particular service to the winner, the organization may describe the kind of service(s) the winner will receive. If the service to be awarded must be completed within a certain period of time (example: 1 hour) or is limited to a certain number of people or objects, that information must be provided as part of the prize description.

* **May Word As:** *\$25.00 gift certificate for haircutting services for 1 person redeemable
at Sue's Beauty Salon*

*\$100.00 gift certificate for oil change and tune-up services for one vehicle
redeemable at Ron's Auto Service Center*

*\$75.00 gift certificate for two hours of house cleaning services for
one home redeemable at Neat and Clean*

- This is the **only** exception allowed in the awarding of gift certificates. All other gift certificates must be worded as previously mentioned.

Sample Raffle Application Instructions

AIRLINE TICKETS:

- Must be treated in the same manner as a gift certificate by using the words "*redeemable at*".
- Must also state if the tickets are roundtrip or one-way.
- Tickets must be to a specific destination.

*** May Word As:** *2 roundtrip airline tickets to Orlando, Florida redeemable at Cougar Airlines*

MEMBERSHIPS: (example: health club)

- Must be treated in the same manner as a gift certificate by using the words "*redeemable at*".
- Must also state length of membership and the number of members involved.

*** May Word As:** *1 Year Membership for one person redeemable at Best Fitness Center*

GAME OR SHOW TICKETS: (example: sports games, plays or theater)

- Must be treated in the same manner as a gift certificate by using the words "*redeemable at*".
- May also list the date of the game or performance.

*** May Word As:** *4 tickets to the New York Yankees vs. Boston Red Sox game on 9/06/14 redeemable at Yankee Stadium*

2 tickets for the performance of Madame Butterfly redeemable at the Winter Garden Theater

TRIPS/PACKAGE DEALS: (example: trips including airfare, accommodations, etc.)

- The organization must provide a complete destination, the number of people the prize will accommodate, the length of time involved, and specify what is included in the package such as accommodations, airfare, meals, etc.
- Must print the words "*Excludes Alcoholic Beverages*" in parentheses directly after the description of the prize, or the words "*Prizes Exclude Alcoholic Beverages*" somewhere on the body of the ticket, whenever alcohol may inadvertently be obtained with a prize, such as with meals.

*** May Word As:** *Trip for 2 to Long Beach, California, includes roundtrip airfare, 7 days/6 nights' accommodations at the Sunrise Hotel, and dinner each evening*

LOTTERY TICKETS:

- Must print a specific description of the amount and type of Connecticut State Lottery tickets to be awarded as a prize.

*** May Word As:** *25 Connecticut Instant Lottery Tickets
5 Connecticut Advanced Action Lotto Tickets*

RAFFLE AND BAZAAR PERMIT FEES

Type	Permit Fees: Municipality may charge up to:	Maximum Aggregate Prize	Deadline for holding event
Class 1	\$75	\$15,000	3 months
Class 2	\$30	\$2,000	2 months
Class 3	\$60/day	BAZAAR	BAZAAR
Class 4	\$15	\$100	1month
Class 5	\$120	\$50,000	9 months
Class 6	\$150	\$100,000	1 year
Class 7	\$300	\$50,000	15 months (allows 12 prize drawings on separate dates)

APPLICATION FOR PERMIT
TO CONDUCT BINGO
CHARITABLE GAMES

SAMPLE

INSTRUCTIONS:

- 1. Print or type and, if necessary, use additional sheets. Have application notarized.
- 2. The completed form must be mailed to:

TO:		PERMIT NUMBER	
NAME OF ORGANIZATION		IDENTIFICATION NUMBER	
St. John's Church - Men's Club		1700005	
ADDRESS OF ORGANIZATION (No. and Street)		(City or Town)	(State) (Zip Code)
263 Cedar Mountain Road,		Anytown,	CT 06000
DATE ORGANIZED		06/20/65	
MAILING ADDRESS (No. and Street)		(City or Town)	(State) (Zip Code)
c/o Reverend Smith, 261 Cedar Mountain Road,		Anytown	CT 06000
TELEPHONE NUMBER		(860) 555-1000	
OFFICERS OF THE ORGANIZATION			
NAME (Last, First, Middle)		TITLE	
1. Couto, William E.		President	
2. Smith, Trevor J.		Vice President	
3. McDonald, Edward T		Treasurer	
4.			
ORGANIZATION MEMBERS WHO ARE HOLDERS OF PERSONAL IDENTIFICATION NUMBERS			
(Designate Member-In-Charge's Name With An Asterisk)			
NAME (Last, First, Middle)		P.I.N.	
1. ** Boudreau, Alan**		016275B	
2. Cuoto, William E.		015327B	
3. Levesque, Henry		016276B	
4. Markow, Brian M.		014412B	
5. McDonald, Edward T.		016162B	
6. Rogers, Leonard A.		016277B	
7. Thom, Ned (applying for no.)			
8. Yas, John (applying for no.)			
MEMBER IN CHARGE: Is the Member in Charge a bona-fide, active member of the organization and a member in good standing for at least six months?			
YES NO			
Check Type of Permit Applied for and Indicate Day(s) and Date(s):			
☐ CLASS A (One day each week from issue date to 9/30) (Fee: \$75.00)			
☐ CLASS B (Maximum of ten successive days) (Fee: \$5.00 per day)			
DAY OF WEEK: Monday TIME: 7:00 pm TO: 10:00 pm			
DATE: TO: TIME: TO:			
☐ CLASS C (One day each month from issue date to 9/30) (Fee: \$50.00)			
JAN / / FROM: am TO: am			
JUL / / FROM: am TO: am			
FEB / / FROM: pm TO: pm			
AUG / / FROM: pm TO: pm			
MAR / / APR FROM: pm TO: pm			
SEP / / FROM: pm TO: pm			
/ / MAY / FROM: pm TO: pm			
OCT / / FROM: pm TO: pm			
/ FROM: pm TO: pm			
NOV / / FROM: pm TO: pm			
JUN / / FROM: pm TO: pm			
DEC / / FROM: pm TO: pm			
ADDRESS WHERE BINGO WILL BE PLAYED (No. and Street)			
263 Cedar Mountain Road,			
(City or Town)			
Anytown			
(State) (Zip Code)			
CT 06000			
MAXIMUM SEATING			
CAPACITY ACCORDING TO LAW: 250			
WHO OWNS THESE PREMISES? (Name)			
(No. and Street)			
(City or Town)			
(State) (Zip Code)			
St. John's Church 263 Cedar Mountain Road, Anytown CT 06000			
RENTING PREMISES? YES NO			
FOR OFFICE USE ONLY			

BINGO SUPPLEMENTAL FORM

INSTRUCTIONS:

1. Print or type, and attach all required material.
2. The completed form must be mailed to:

TO: DEPARTMENT OF CONSUMER PROTECTION

IDENTIFICATION NUMBER

1700005

MEMBER IN CHARGEName (please print): Alan BoudreauHome telephone number: (860) 555-3200Work telephone number: (860) 555-3750

I, the undersigned Member In Charge of the subject organization, do hereby state that I have read the Connecticut General Statutes governing Bingo and the Administrative Regulations, Operation Of Bingo Games, and that I will be responsible for the holding, operation and conduct of all Bingo sessions in accordance with the terms of the permit, and the provisions of the Bingo law and the administrative regulations governing Bingo.

Alan Boudreau08/28/11

SIGNED (Member In Charge)

DATE (Mo., Day, Yr.)

BINGO SESSIONProvide the time the doors open to the public: 5:00 pmProvide the time the sale of cards or sheets begins: 5:30 pmProvide the time balls will be drawn for the bonanza game (if any): 6:45 pmProvide the time the bingo games will commence: 7:00 pm**SPECIAL BINGO BANK ACCOUNT**Account number: 10 0003629900Attach a voided (not cancelled) check from the special bingo bank account in the space provided below:

Special Bingo Bank Account I.D. #1700005		Class A	<u>51-3849</u>	1016
St. John's Church - Men's Club			<u>3204</u>	
263 Cedar Mountain Road, Anytown, CT 06000				
DATE:				
PAY TO THE ORDER OF:		\$		
		DOLLARS		
THE FIRST NATIONAL BANK				
MEMO		SIGNED		
:320438491 :10 0003629900 " 1016				

ATTACHMENTAttach one original identifiable admission card, sheet or ticket. A photocopy is not acceptable.

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR BINGO PERMIT

1. **Do NOT fill-in a permit number.** A new permit number is assigned to each organization annually.
2. Print or type the name of the sponsoring organization, the complete organization address (**number, street, town, state, zip**), and a complete mailing address. If renewing a permit, please use **exactly the same organization name** given on previous applications.
3. List the seven (7) digit organization Identification Number previously assigned by the Department.
4. Provide the complete date (month, day, year) the organization was organized.
5. Print the telephone number of the sponsoring organization.
6. List the complete name (last, first, middle) and the title of each officer of the sponsoring organization. An additional sheet may be attached, if necessary.
7. List the complete name (last, first, middle) and Personal Identification Number (PIN) of **all members** of the sponsoring organization assigned to assist in the operation or conduct of bingo. Additional sheets may be attached, if necessary. **Please Note: Members who desire to apply for and receive a PIN should submit an application along with this application form and should also be listed under the section titled Holders of Personal Identification Numbers. A notation must be made beside their name that an Application for Personal Identification Number (PIN) Bingo form is also attached and submitted for approval.**
8. Designate **only ONE individual** as Member In Charge of the bingo sessions. **In order to designate the Member In Charge, an asterisk (*) must be placed beside the name of one of the individuals listed in the section titled Holders of Personal Identification Numbers.** Please take note that the designated Member In Charge must have previously applied for and received a PIN for the organization that he/she will be the Member In Charge of, or an Application for Personal Identification Number (PIN) Bingo form must be submitted for this individual along with this application form.
9. Answer the question in regard to the Member In Charge by indicating whether or not the Member In Charge is a bona-fide, active member of the organization and a member in good standing for at least six months.
10. Check the type of permit for which your organization is applying. 'Class A' bingo permits allow bingo sessions to be conducted one day per week for the current calendar year, (Jan 1 through December 31); 'Class B' bingo permits allow an organization to conduct bingo up to ten successive days; and 'Class C' bingo permits allow bingo sessions to be conducted one day per month for the current calendar year. (Jan 1 through December 31); If applying for a 'Class A' bingo permit, the day of the week the sessions will be conducted must be provided along with the commencing time and the terminating time (including a.m. or p.m.) of the sessions. If applying for a 'Class B' bingo permit, the commencing date and the terminating date (month, day, year) the sessions will be held must be provided along with the commencing time and the terminating time (including a.m. or p.m.) for each day the sessions are to be conducted. If applying for a 'Class C' bingo permit, the complete date (month, day, year) the sessions will be held for each month must be provided, along with the commencing time and the terminating time (including a.m. or p.m.) for each date the sessions are to be conducted.
11. Print the complete address (**number, street, town, state, zip**) of the location where the bingo sessions will be held, and indicate who owns these premises by providing a complete name and address (**name, number, street, town, state, zip**).
12. Print the maximum seating capacity according to law, and answer the question in regard to renting or leasing the premises where the sessions are to be conducted.
13. Have the application signed and dated by one of the ranking officers of the organization. **Please take note that only individuals listed on the application in the section titled Officers Of The**

Organization qualify as ranking officers.

14. The application form must be signed and dated by an authorized Notary Public. Please be sure that the notary seal and/or the date the Notary Public's commission expires are used on this document. Applications will not be accepted without this important information.
15. *Attach a check, made payable to the "" for the appropriate permit fee. Please take note that checks must be drawn from the sponsoring organization's "Special Bingo Bank Account" when applying for a 'Class A' or 'Class C' bingo permit.*
 - a) 'Class A' bingo permit fee - \$.00
 - b) 'Class B' bingo permit fee - \$.00 per day (maximum of ten consecutive days)
 - c) 'Class C' bingo permit fee - \$.00

Please Note:

Organizations applying for a Class B bingo permit need to understand that due to the nature of the activity to be conducted (a special event bingo game), the member in charge of the organization may be required to attend a pre-bingo meeting as a prerequisite of obtaining a permit.

Timely submittal of applications for bingo permits is imperative. Applications should be submitted at least ten days prior to the date of an event in order to provide enough time for the processing and issuance of a permit.

INSTRUCTIONS FOR COMPLETION OF THE BINGO APPLICATION SUPPLEMENTAL FORM AND RELATED INFORMATION

1. Print the seven (7) digit organization Identification Number previously assigned.
2. Clearly print the complete name (first, middle, last) of the designated Member In Charge, and provide a home and work telephone number where we may reach this individual, if necessary.
3. The designated Member In Charge must sign his/her name and date the form in the space provided in order to signify that he/she has read the Bingo law and the administrative regulations governing Bingo, and understands he/she will be responsible for conducting Bingo in accordance with the terms of the permit and the provisions of the Bingo law and administrative regulations.
4. Provide the time (including a.m. or p.m.) the doors open to the public.
5. Provide the time (including a.m. or p.m.) the sale of cards or sheets begin.
6. Provide the time (including a.m. or p.m.) balls will be drawn for the bonanza game (if any).
7. Provide the time (including a.m. or p.m.) the bingo games will commence.
8. Provide the complete checking account number of the sponsoring organization's "Special Bingo Bank Account", if applying for a 'Class A' or 'Class C' bingo permit.
9. In the space provided, staple a **voided** (not cancelled) check from the sponsoring organization's "**Special Bingo Bank Account**", if applying for a 'Class A' or 'Class C' bingo permit.
10. Attach **one original** identifiable admission card, sheet or ticket.

INSTRUCTIONS FOR COMPLETION OF THE BINGO PRICE SHEET

- Complete the Bingo Price Sheet in duplicate. The name and address of the sponsoring organization must be printed on each page. This information must be listed exactly as it was on the organization's approved bingo registration. Page numbers should be printed in the upper left-hand corner of each page. The Organization I.D. # and the type of permit (BA, BB, BM) should be printed in the upper right-hand corner of each page.
- **Identifiable admission:** Provide information regarding the identifiable admission card, sheet

or ticket that each player is required to have at an authorized bingo game. Simply provide the color and type of identifiable admission card, sheet or ticket, the number of faces and sheets (if any), and the cost (if any) in the spaces provided.

- **Package sales:** A “regular game” package is simply listed as a “package”. Acceptable special game packages are as follows: “early bird package”, “special package”, or “quickie package”. Package colors must be listed in the order that they are played, and the number of sheets must equal the number of colors available. Every sheet must be identified as a border, solid, tint, shaded or striped. The exceptions to this rule are “pre- printed” or “tear-open” sheets, but a color still needs to be mentioned. Any color that is also available separately must be noted. **Please Note: Bingo cards or sheets must be sold at a uniform unit price, and when a specific colored sheet is sold for a particular game or games, that same color may not be used again during the same bingo session.** For example: A package contains a 3 face red border and there is also a 1 face red border listed as a special. **This is not allowed.**
- **Individual sales:** These must be listed in the order that they are to be played, and numbered accordingly. These games must be identified as “special”, “bonanza”, “quickie”, “early bird”, “50/50”, “WTA”, and “progressive” games. If a game is also sold in a package, it must be noted accordingly.
- **Minimum required admission:** The first line must contain information regarding the identifiable admission card, sheet or ticket. If there are any packages or special games the organization requires each patron to purchase, they must be listed on the lines below the identifiable admission information.
- **Member In Charge:** Both copies of the Bingo Price Sheet must be signed and dated by the designated Member In Charge. Keep one copy for the organization’s internal records, and attach one of the signed and dated copies to the application for the permit.
- **Amendments:** If any information must be changed after the Bingo Price Sheet has been approved as part of the organization’s application, an Application to Amend – Bingo must be completed and submitted for consideration of approval. The last original price sheet that was approved must also be submitted with the desired changes noted in yellow highlight or in red or blue ink, and it must contain the original signature of the member in charge and the current date. Changes may not be implemented prior to receiving an approved amend form, aside from one exception; paper colors may be changed on the Bingo Price Sheet without an approved amendment to the permit. All other changes require approval.

INSTRUCTIONS FOR COMPLETION OF THE BINGO PRIZE SHEET

- Complete the Bingo Prize Sheet in duplicate. The name and address of the sponsoring organization must be printed on each page. This information must be listed exactly as it was on the organization’s approved bingo registration. Page numbers should be printed in the upper left-hand corner of each page. The Organization I.D. # and type of permit (BA, BB, BM) should be printed in the upper right-hand corner of each page.
- **In order to complete the Bingo Prize Sheet, first list each game number to be played. An organization may play a minimum of 15 games or a maximum of 40 games per permitted bingo session. Please bear in mind that a multiple-part Winner-Take-All game (WTA) is considered only one game. On the prize sheet, a WTA game is a one- line entry, where the winning arrangement must be listed as “Caller’s Choice” and the prize must be listed as “TBA”. Only two WTA games are allowed per bingo session.**

- Print the name of the game in the “Game Description Type” column for all games other than regular bingo games.
- For each game, print the number of faces, the color of the sheet and the type (border, solid, tint, shaded, sealed, pre-printed or striped) to be used in the “Number of Faces per Cards/Sheets and Color” column.
- A winning arrangement must be provided for each game played. Please bear in mind that “To Be Announced” (TBA) is not allowed as an acceptable winning arrangement. “Callers Choice” is acceptable as a winning arrangement **only** for WTA games.
- List the prize amounts for each game while keeping in mind the allowable prize limits for each type of game to be conducted.
 - **Regular game prizes** – Prizes may be up to \$250 each.
 - **Special game prizes** – Prizes may range from \$251 up to \$750 each, provided that the total doesn’t exceed \$2,500 on any one day.
 - **Special Grand Prize** – The rollover amount for a Special Grand Prize may not exceed \$500, and the maximum prize that may accumulate for up to sixteen weeks is \$5,000.
 - **Winner-Take-All (WTA) Game Prizes** – Ninety percent (90%) of all receipts from the sale of bingo cards for the WTA game or series of games must be awarded as prizes, and each prize awarded may not exceed \$500 in value.

- If there are different prize schedules based on attendance, the column headings should be listed as in the following example:

<u>Prizes</u>	<u>Prizes</u>	<u>Prizes</u>
80 or More	79 – 70	69 or Less
Players	Players	Players

- If the last attendance column has an ending number of players instead of the words “or less”, the following statement must appear on the last line of the prize sheet: **Bingo will be cancelled if attendance is ## or less.** Example:

<u>Prizes</u>	<u>Prizes</u>	<u>Prizes</u>
80 or More	79 – 70	69 – 50
Players	Players	Players

Bingo will be cancelled if attendance is 49 or less.

- A maximum of two progressive games are allowed per session. If conducting a progressive game, certain wording is required to be listed on the line(s) below the progressive game information. The name of the winning arrangement and the words “in ?#’s or less wins jackpot, plus game prize” must be listed, along with the special grand prize/rollover amount, as in the following example:

**cover all in ?#’s or less wins jackpot, plus game prize.*

***special grand prize/rollover amount \$500.00**

- If your organization intends to conduct a 50/50 game, a maximum payout amount must be listed, as in the following example:

“50/50 max. \$75.00”

- Both copies of the Bingo Prize Sheet must be signed and dated by the designated Member In Charge. Keep one copy for the organization’s internal records, and attach one of the signed and dated copies to the application for the permit.
- If any information must be changed after the Bingo Prize Sheet has been approved as part of the organization’s application, an Application to Amend – Bingo must be completed and submitted

for consideration of approval. The last original prize sheet that was approved must be also be submitted with the desired changes noted in either red or blue ink, and it must contain the **original** signature of the member in charge. Changes may not be implemented prior to receiving an approved amend form, aside from two exceptions. Winning arrangements and paper colors may be changed on the Bingo Prize Sheet without an approved amendment to the permit. All other changes require approval.

IMPORTANT INFORMATION

Please Remember:

- A winner-take-all game (WTA) is the **ONLY** game that can be played in parts. The progressive jackpot game must say “**JACKPOT. PLUS GAME PRIZE**”. The game prize must be paid with the jackpot! Example: If the jackpot is worth \$2,000.00, the winner will receive \$2,100.00 (\$2,000.00 plus the game prize of \$100.00).
- **In the event an admission coupon or ticket is part of an admission package, the price of the admission coupon or ticket, if any, must be noted separately.**
- **ONCE A BINGO PERMIT HAS BEEN ISSUED, AN “APPLICATION TO AMEND” MUST BE APPROVED BEFORE ANY CHANGE CAN TAKE PLACE!**
- **Please Note:** Bingo cards or sheets must be sold at a uniform unit price, and when a specific color sheet with the same number of faces is sold for a particular game or games, that same color sheet with the same number of faces may not be sold again during the same bingo occasion or session. Also, you may change the color of your sheets without having to file an Application to Amend – Bingo; however, if you are going to change the price of admission, sheets of paper, or add or delete any games, you must submit and receive an approved amendment application before any changes can be implemented. **Each organization desiring to amend the price of admission, sheets of paper, the number of games being played or change its bingo prizes or pricing must provide an Application to Amend - Bingo form, and a copy of the approved bingo prize and/or price sheet(s) with the desired change(s) marked in red or blue ink. In addition, each prize or price sheet submitted with changes must be signed by the bingo member in charge.**
- **Organizations applying for a Class B bingo permit need to understand that due to the nature of the activity to be conducted (a special event bingo game), the member in charge of the organization may be required to attend a pre-bingo meeting as a prerequisite to obtaining a permit.**
- **TIMELY SUBMITTAL OF APPLICATIONS FOR BINGO PERMITS IS IMPERATIVE. APPLICATIONS SHOULD BE SUBMITTED AT LEAST TEN DAYS PRIOR TO THE DATE OF AN EVENT IN ORDER TO PROVIDE ENOUGH TIME FOR THE PROCESSING AND ISSUANCE OF A PERMIT.**

**APPLICATION FOR PERSONAL
IDENTIFICATION NUMBER
(P.I.N.) BINGO**

INSTRUCTIONS:

1. Print or type.
2. Complete and attach Notice and Statement of Applicant.
3. Mail application forms to:
4. A Personal Identification Number (P.I.N.) will be issued upon approval.

TO:				P.I.N.	
NAME OF APPLICANT (Last) (First) (Middle)				SOCIAL SECURITY NUMBER - -	
ADDRESS OF APPLICANT (No. and Street) (City or Town) (State) (Zip Code)				TELEPHONE NUMBER	
HOW LONG AT PRESENT ADDRESS?		PREVIOUS ADDRESS (No. and Street) (City or Town) (State) (Zip Code)			
DATE OF BIRTH (Mo.) (Day) (Yr.) 		PLACE OF BIRTH		SEX M ☐ F ☐	
				HEIGHT	
				WEIGHT	
Have you EVER been convicted of any crime, felony, misdemeanor, disorderly persons offense or other offense other than a traffic violation?				YES ☐ NO ☐	
IF "YES", GIVE DETAILS:					
ORGANIZATION REPRESENTED (Name) (No. and Street) (City or Town) (State) (Zip Code)					
ORGANIZATION'S IDENTIFICATION NUMBER			HOW LONG HAVE YOU BEEN A BONAFIDE MEMBER OF ORGANIZATION? Please specify in terms of years or months.		
			YEARS MONTHS		
Have you ever applied for a P.I.N. to operate bingo games for any other organization? YES ☐ NO ☐					
IF "YES", GIVE DETAILS: (Organization Name) (No. and Street) (City or Town) (State) (Zip Code)					ASSIGNED P.I.N.
APPLICANT'S SIGNATURE (Please sign with blue or black ink only)				DATE (Mo., Day, Yr.)	
I hereby certify that the above named applicant is a bonafide member of the represented organization.					
SIGNATURE OF ORGANIZATION RANKING OFFICER (Note: The applicant may not sign as an officer)				DATE (Mo., Day, Yr.)	
DO NOT WRITE BELOW THIS LINE					
APPLICATION FOR P.I.N. IS APPROVED			DATE (Mo., Day, Yr.)		

INSTRUCTIONS:

1. Please sign this form in the two areas provided below.
2. Mail form to:

NOTICE

The purpose of this notice is to advise that all applications for registrations/permits are individually checked for convictions of any crime other than traffic violations.

Your failure to truthfully disclose any such convictions, either for yourself or your spouse may result in the denial of your application for registrations/permits.

Similarly, your failure to provide all of the details of ANY conviction, such as the date of the conviction, the offense of which you were convicted, the court location where you were convicted and the disposition made by the court location where you were convicted and the disposition made by the court in your case – i.e., 30 days - \$50.00 fine, probation, etc. will also be cause for denial of the registration/permit.

In addition, any falsification or untruthful answer to any other question on the application may result in a denial of the registration/permit.

Please sign this form where indicated below.

I hereby acknowledge that I have read the foregoing notice.

Printed Name of Applicant

Signature of Applicant

Date

STATEMENT OF APPLICANT

BY THE ACCEPTANCE OF ANY REGISTRATION/PERMIT issued pursuant to this application: I agree to abide by the applicable Regulations.

I HEREBY CERTIFY that I have read the foregoing application and affirm that every statement contained therein is TRUE, COMPLETE AND CORRECT. I understand that if I misstate or omit any fact, I am subject to the penalties provided by law and by the above-mentioned applicable regulations.

I HEREBY AUTHORIZE the _____ to investigate any and all records concerning my background including, but not limited to, any criminal convictions. I FULLY UNDERSTAND the preceding WAIVER.

Printed Name of Applicant

Signature of Applicant

Date

APPLICATION FOR REGISTRATION
AMUSEMENT AND RECREATION BINGO OR

PARENT TEACHER ASSOCIATIONS

INSTRUCTIONS:

1. **Print or type.** Attach payment of the \$.00 registration fee, payable to "_____".
2. **The completed application and fee must be mailed to:**
3. **An Identification Number will be issued upon approval.**

TO:			IDENTIFICATION NUMBER <i>(To be assigned)</i>	
NAME OF ORGANIZATION				TELEPHONE NUMBER
STREET ADDRESS	City	State		Zip
MAILING ADDRESS: (Name)	No. & Street	City or Town	State	Zip
LIST OF OFFICERS OF THE SPONSORING ORGANIZATION				
NAME <i>(Last, First, Middle)</i>	TITLE	NAME <i>(Last, First, Middle)</i>	TITLE	
1.		4.		
2.		5.		
3.		6.		
I, the undersigned ranking officer of subject organization, do hereby state that all Bingo sessions operated by subject organization under this registration will be conducted in compliance with the Connecticut General Statutes and with all Administrative Regulations concerning Recreational Bingo for Parent Teacher Associations.		SIGNED <i>(Ranking Officer)</i>		
		PRINTED NAME <i>of Ranking Officer</i>		
		DATE <i>(Mo., Day, Yr.)</i>		
OATH				
Personally appeared the signer of the foregoing statement and made oath before me to the matter contained herein.				
SIGNED <i>(Notary Public)</i>		MY COMMISSION EXPIRES:		DATE <i>(Mo., Day, Yr.)</i>
ATTEST				
To the best of my knowledge and belief, information contained in this application is:				
☐ True and correct and subject organization qualifies for and SHOULD be issued a registration and an Identification Number. ☐ Not true or correct and subject organization SHOULD NOT be issued a registration and an Identification Number.				
COMMENTS				
SIGNED <i>(Chief of Police or First Selectman)</i>				DATE <i>(Mo., Day, Yr.)</i>
APPLICATION FOR REGISTRATION AMUSEMENT & RECREATION BINGO FOR A PARENT TEACHER ASSOCIATION IS APPROVED		DATE <i>(Mo., Day, Yr.)</i>		

INSTRUCTIONS:

- | | | | |
|--|--|---|--|
| TO: | | IDENTIFICATION NUMBER (To be assigned) | |
| NAME OF ORGANIZATION | | | TELEPHONE NUMBER |
| STREET ADDRESS\$ (No. and Street) | | (City or Town) | (State) (Zip Code) |
| MAILING ADDRESS\$ (Name) | | (No. and Street) | (City or Town) (State) (Zip Code) |

INDICATE DAY(S) OF WEEK AND HOURS OF BINGO OPERATION

ADDRESS WHERE BINGO WILL BE PLAYED (No. and Street)	(City or Town)	(State)	(Zip Code)

DATE (Mo., Day, Yr.)

Personally appeared the signer of the foregoing statement and made oath before me to the matter contained herein.

DATE (Mo., Day, Yr.)

To the best of my knowledge and belief, information contained in this application is:

- COMMENTS:**

DATE (Mo., Day, Yr.)

For Official Use Only

Application for a Permit to Conduct a Class 3 Bazaar

Instructions:

1. The completed form shall be submitted to:
at least fifteen (15) days prior to the start of the bazaar.
2. Applying organization must be a qualifying non-profit functioning for a minimum of six (6) months.
3. Your application must be completed, signed, and accompanied by a check or money order made payable to
" Permit Fee is \$.00 per day for up to ten (10) consecutive days.

Name of Sponsoring Organization St. John's Church - Men's Club			
If this organization previously held a bazaar permit, list permit number: BAZR.9999		Federal ID Number 06-1122334	IRS Exempt Status Code 501(c) - 3
Street Address 263 Cedar Mountain Road	City Anytown	State CT	Zip Code 06000
Mailing Address (if different than above) PO Box 1	City Anytown	State CT	Zip Code 06000
Telephone Number (with area code) (860) 555-7562	Email Address stjohns@gmail.com		
Contact Person for this Application William Couto	Contact Telephone Number (860) 555-5309	Contact Email Address wcuto@gmail.com	
Organization Category (check only one):			
☐ An educational or charitable organization		☐ An officially recognized organization or association of veterans of any war in which the U. S. was engaged	
☐ A civic, service, or social club		☐ An officially recognized volunteer fire company	
☐ A fraternal or fraternal benefit society		☐ A political party or town committee of the municipality in which the raffle is to be held	
☒ A church or religious organization			
Give the names of the three (3) Designated Active Members of the sponsoring organization under whom the bazaar is to be conducted. These individuals will affix their signature to form CGR-1A. The three (3) Designated Active Members must be residents of the state of Connecticut.			
First Name Brian	Last Name Markow	Telephone Number (with area code) (860) 555-9540	Date of Birth (mm/dd/yyyy) 06/17/1959
First Name William	Last Name Couto	Telephone Number (with area code) (860) 555-5309	Date of Birth (mm/dd/yyyy) 07/16/1963
First Name Leonard	Last Name Rogers	Telephone Number (with area code) (860) 555-8650	Date of Birth (mm/dd/yyyy) 04/07/1947
Ranking Officer Name Trevor Smith		Title Vice President	Date of Birth (mm/dd/yyyy) 01/04/1952
Residence Street Address 13 Holly Hill		City Anytown	State CT
			Zip Code 06000

Bazaar Description:			
Provide the <u>date(s) and starting and ending time(s) for each day</u> the bazaar will be conducted:			
May 23, 2014 6pm to 10 pm; May 24, 2014 6pm to 10:30pm; May 25, 2014 5pm to 11pm			
Place Where Bazaar is to be Held:			
Name of Place			
St. John's Church grounds			
Street Address		City	State
263 Cedar Mountain Road		Anytown	CT
Zip Code		06000	
Types of Games and Total Number to be Operated:			
✓ Blower Ball/Cage Ball Total: <u>1</u>		✓ Teacup Raffle Total: <u>1</u>	
✓ 50/50 (up to 3 drawings per day) Total: <u>1</u>		✓ Other: <u>finish line game</u> Total: <u>1</u>	
If applicable, from whom are the games of chance equipment to be obtained:			
Registered Dealer Name		Dealer Registration Number	Equipment Rental Fee Paid
Dealer Equipment Compan		7537245	\$450.00

List the items of expense intended to be incurred or paid in connection with the holding, operating, and conducting of such bazaar and the names and addresses of the persons to whom, and the purposes for which, they are to be paid.

*Attach additional sheets as necessary.

Expense (\$)	Name	Street Address	City	State	Purpose
\$30.00	Town of Anytown	Cedar St.	Anytown	CT	Municipality Permit Fee
\$450.00	Dealer Equipment Company	7 Hope Street	Anytown	CT	Equipment Rental
\$49.99	Anytown Department Store	963 Berlin Street	Anytown	CT	Drill Bit Set
\$29.99	Anytown Department Store	963 Berlin Street	Anytown	CT	Discman
\$27.89	Anytown Department Store	963 Berlin Street	Anytown	CT	Dust Buster
\$45.00	Fran's Part Shop	37 Sunset Blvd.	Anytown	CT	50/50 & Teacup tickets

Separately list in detail all items offered as prizes in connection with such bazaar, indicate whether or not the items were donated, list the price to be paid by the organization or the retail value of any prize donated, and the names and addresses of persons from whom the items were purchased or by whom donated.

*Attach additional sheets as necessary.

Merchandise	Donated Yes/No	Retail Value	Amt. Paid by Org.	Name	Street Address	City	State
Baked Goods	Yes	\$200.00	\$0.00	Eva Smith	10 Jolly Drive	Anytown	CT
Lamp	Yes	\$75.00	\$0.00	Charles Cicone	102 Kettle Street	Anytown	CT
Hand Made Afghan	Yes	\$55.00	\$0.00	Lillian Turgeon	71 Maple Street	Anytown	CT
Drill Bit Set	No	\$49.99	\$49.99	Anytown Dept. Store	963 Berlin Street	Anytown	CT
Discman	No	\$29.99	\$29.99	Anytown Dept. Store	963 Berlin Street	Anytown	CT

State the specific purpose to which the entire net proceeds of such bazaar are to be devoted.

The net proceeds will be used to help balance St. John's Catholic School's budget.
--

I certify, under penalty of law (Sec. 53a-157b, Class A Misdemeanor), that the information provided on this application is the truth to the best of my knowledge.

Signature of Ranking Officer	Date
------------------------------	------

SAMPLE

**STATEMENT OF ACTIVE MEMBERS DESIGNATED BY SPONSORING
ORGANIZATION UNDER WHOM THE BAZAAR IS TO BE HELD, OPERATED OR
CONDUCTED**

We, the undersigned, do hereby EACH make the following statement under the penalty of False Statement with respect to the foregoing application:

1. I am a resident of the state of Connecticut.
2. I am a bona fide active member of the sponsoring organization making this application to conduct a bazaar and all statements contained in this application are true to the best of my knowledge and belief.
3. I will be responsible for the holding, operation and conduct of such bazaar in accordance with the terms of the permit, the provisions of the Act, and regulations.
4. I have never been convicted of a felony.
5. I am familiar with the provisions of the Act which PROHIBIT:
 - a. The giving of alcoholic beverages as prizes.
 - b. The paying of commission, salary, compensation, reward or recompense, directly or indirectly, to any person holding, operating, conducting or assisting therein in the operation of a bazaar.
 - a. The promotion or operation of a bazaar by other than duly qualified members of the sponsoring organization.
 - b. The giving of pay to any member for his time or effort in connection with a bazaar.
 - c. The promotion, conduct or operation of a bazaar by a person under the age of 18 or the permitting of same by the sponsoring organization.
 - d. The use of funds derived from the bazaar for purposes other than as stated in this application.
 - e. The paying of any monies except in reasonable amounts for goods, wares and merchandise furnished or services rendered which are necessary for the operation of a bazaar.
6. I am familiar with the provisions of the Act which:
 - a. Make mandatory the immediate revocation of a permit to conduct a bazaar for a violation of the provisions of the Bazaar or Raffle Act, and which provide that an organization whose permit has been revoked for a violation shall not be granted another permit for a period of three years.
 - b. Provide a fine of not more than one thousand dollars or imprisonment for not more than one year or both for a violation of the Act.

PRINTED NAMES AND SIGNATURES OF DESIGNATED ACTIVE MEMBERS:

NAME (Please print)	NAME (Please print)	NAME (Please print)
1. Brian Markow	2. William Couto	3. Leonard Rogers
SIGNATURE AND DATE	SIGNATURE AND DATE	SIGNATURE AND DATE
<i>Brian Markow</i> 10/15/2014	<i>William Couto</i> 10/15/2014	<i>Leonard Rogers</i> 10/15/2014

INSTRUCTIONS TO COMPLETE A BAZAAR APPLICATION

Please complete each section on the Application for a Permit to Conduct a Bazaar form, and the Statement of Active Members form. Please keep in mind that a bazaar event only encompasses games of chance and not games of skill.

APPLICATION FOR A PERMIT TO CONDUCT A BAZAAR (CGR-1)

1. If the organization has a determination letter from the IRS confirming the organization's exempt status, please include a copy.
2. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.
3. Provide a complete **mailing** address (number, street, city/town, state, zip) of the sponsoring organization.
4. Provide a telephone number and email address.
5. Provide the name, telephone number, and email address of the **contact** person for this application.
6. Choose one of the seven (7) categories that applies to your organization.
7. Give the complete name, date of birth (month, day, year) and telephone number for each of the three Designated Active Members

Note: The three Designated Active Members **MUST** be residents of the State of Connecticut and at least **eighteen** years of age.

8. Provide the title, complete name (first, middle, last), complete home address (number, street, city/town, state, zip) and a complete date of birth (month, day, year) for the officer of the sponsoring organization.
9. Provide the date(s) (month, day, year), along with the commencing time and terminating time (including a.m. or p.m.), for each day the bazaar is to be conducted.
10. Provide a complete address of the place where the bazaar is to be held (name of place, number, street, city/town, state, zip).
11. Please check the types and number of games to be operated.
12. Provide the registered dealer information if applicable.
13. Provide all of the expenses directly incurred for the bazaar activity including permit fees and coupon ticket purchases etc. and the names and addresses to whom they were paid.
14. Provide all the merchandise information that will be awarded for the bazaar activity including the names and addresses of the persons/organizations from whom the items were purchased or donated.

Note: If an item is donated then the "Retail Value" must be completed. If the item is purchased then the "Amt. Paid by Org." must be completed. If an item is purchased at a reduced price, complete the "Amt. Paid by Org."

15. Provide the specific purpose of the entire net proceeds.
16. The ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.

Note: Only the individual listed on the front of this application is recognized as an officer and may sign as the ranking officer.

Sample Bazaar Application Instructions

STATEMENT OF ACTIVE MEMBERS

1. The three Designated Active Members listed on the bazaar application must read the information provided on the Statement of Active Members application, print their names in the designated areas and affix their signatures to the form.

ALLOWABLE BAZAAR PRIZES

All prizes given at a bazaar shall be ***merchandise**. There is an exception, however, which provides for cash awards for **only** two specific types of bazaar games, which are the “fifty-fifty” coupon game and the blower ball cash game. Any organization conducting a bazaar may operate three “fifty-fifty” coupon drawings each day of a permitted bazaar event and must award cash prizes of fifty percent of “fifty-fifty” coupon game sales for each coupon drawing conducted. Blower ball games were already approved for use with merchandise prize awards; however, the law now allows for cash prizes up to \$50.00 each to be awarded, as well. These are the only exceptions that have been made with respect to the type of prizes that may be awarded at a bazaar. Therefore, any qualifying organization that has obtained a bazaar permit **may only award merchandise prizes for every other permissible bazaar game.**

*Merchandise includes gift certificates. Gift certificates must be a value redeemed at a business i.e.: \$50.00 gift certificate redeemable at Kohl's. It **cannot** be a certificate for a specific service or item such as a haircut or ice- cream cone.

Appendix N

Parish Investment Policy

DRAFT AS OF SEPTEMBER, 2026

(Name of Parish)

| Statement of Investment Policy

Approved (INSERT DATE)

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BACKGROUND

(PARISH name) (the “Parish”) has developed the following policies, objectives and guidelines for the ongoing management and evaluation of the investment program for the assets of the Parish. The guidelines and objectives for the Parish Investment Assets (“Assets”) are more fully described later in this policy in the section entitled “Investment Objectives”

Name of Parish

Address

Phone

Primary Contact:

Plan Assets as of 7/1/20XX:

PURPOSE

This Statement of Investment Policy (“Investment Policy”) shall serve as the official communication regarding the investment practices for the Assets. The policies in this document have been adopted by the Parish’s Pastor, who has the duty of overseeing the Parish’s investments. The policies in this document are not to be deviated from by any responsible party without the written permission of the Pastor, with Diocesan approval by the Bishop and/or the Diocese of Bridgeport Finance Council.

This Investment Policy serves the following purposes:

- Sets out specific duties and responsibilities for the investment-related parties as they carry out their specific roles towards achieving the objectives of the Assets..
- Provides a written document of the Parish’s expectations regarding the investment program.
- Documents risk guidelines for the overall Assets and individual portfolios.
- Establishes individual, as well as overall, objectives and guidelines for the investment of the assets of the Parish, which are consistent with the Parish’s overall financial goals.
- Outlines criteria and procedures for the ongoing evaluation of the investment program.
- Provides a communication vehicle for the Parish’s investment managers.

This Investment Policy will be updated and revised as appropriate to reflect the Parish’s current investment goals.

DELEGATION OF RESPONSIBILITIES

The Pastor, along with any and all other fiduciary service providers are responsible for ensuring that the Assets of the Parish are properly managed effectively and prudently, in full compliance with all applicable laws and regulations.

Following is a list of the primary responsibilities of various parties related to the Parish Assets.

RESPONSIBILITIES OF THE PARISH PASTOR (OR ADMINISTRATOR)

- Overseeing the overall investment program of the Parish.
- Having authority for planning, directing, coordinating and executing administrative and investment functions in consultation with the Parish Finance Council (and/or Parish Investment Sub-Committee, if applicable).
- Creating an Investment Sub-Committee of the Parish Finance Council, if the Assets require more attention than can be given at regularly scheduled finance council meetings, and/or the Assets require additional oversight from experienced investment professional.
- The Pastor (or Administrator) may delegate administrative functions to the Parish office staff.
- Overseeing and approving the annual budget and managing the administrative expense of the Assets.

RESPONSIBILITIES OF THE FINANCE COUNCIL (AND/OR INVESTMENT SUB- COMMITTEE) FOR THE PARISH

- Working with the Pastor (or Administrator) to determine the appropriate risk and return postures for the investment program of the Assets.
- Reviewing the risk and return posture of the Assets as established by the Pastor (or Administrator).
- Receiving and reviewing periodic reports from the Investment Consultant in order to make recommendations to the Pastor (or Administrator).
- Reviewing and modifying, as appropriate, investment policies, objectives and administrative procedures related to the investment of Assets, including the asset allocation of the total program and individual funds.
- Reviewing compliance of investment managers with the Investment Policy and the terms of the investment management agreement.
- Recommending appointment and removal of investment managers and other professionals who assist in administering the investment program.
- Establishing review and other procedures designed to assure compliance with all applicable rulings, regulations, and legislation.
- Monitoring investment manager performance and the conduct of professionals associated with the Assets.
- Communicating policies and objectives relating to the investment of the Assets to the investment managers.
- Maintaining records concerning Finance Council (and/or Investment Sub-Committee) proceedings.

If the Pastor (or Administrator) creates an Investment Sub-Committee of the Finance Council, this Investment Sub-Committee may perform the above responsibilities of the Finance Council but will update Pastor (or Administrator) and Finance Council, as needed, but at a minimum, at regularly scheduled quarterly Finance Council meetings.

RESPONSIBILITIES OF THE CUSTODIAN

- Acting in accordance with relevant custody agreements.
- Complying with all applicable rulings, regulations, and legislation.
- Reporting all financial transactions to the Finance Council (and/or Investment Sub-Committee) and prepare periodic summaries of transactions, asset valuations and other related information as deemed appropriate by the Finance Council (and/or Investment Subcommittee).
- Accepting and holding cash prior to allocating it to an investment manager and investing such cash in liquid, interest-bearing instruments.

RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

- Acting in accordance with relevant consulting agreements.
- Measuring the investment performance results and evaluating the investment program on an ongoing basis and advising the Finance Council (and/or Investment Sub-Committee) as to the performance and continuing appropriateness of each manager.
- Recommending modifications to the investment policies, objectives, guidelines, asset allocation and investment managers utilized, as appropriate, to the Finance Council (and/or Investment Sub-Committee).
- Meeting with the Finance Council (and/or Investment Sub-Committee) and keeping members informed of current investment trends and issues.

RESPONSIBILITIES OF THE INVESTMENT MANAGERS

- Managing the portion of the Parish's assets under their control in accordance with the policy objectives and guidelines included herein and in accordance with prudent standards.
- Complying with any applicable legislative or regulatory stipulations and the terms of the Investment Management Agreement.
- Exercising full investment management discretion within the policies and standards included herein for all assets under management.
- Promptly informing Finance Council (and/or Investment Sub-Committee) and/or its designated agent regarding significant matters pertaining to the investment of the Parish's Assets. This includes, at a minimum, the following:
 - Quarterly portfolio asset and transaction statement.
 - Substantive changes in investment strategy and portfolio structure
 - Significant changes in ownership, organizational structure, financial condition or professional staffing.
- Initiate written communication with the Investment Consultant and/or the Finance Council (and/or Investment Sub-Committee) whenever the investment manager believes that this Investment Policy should be altered. No deviation from guidelines and objectives established in the Investment Policy should occur until after such communication has occurred and the Pastor (after consultation with the Finance Council and/or Investment Sub-Committee) has approved such deviation.

- The investment managers responsible for the equities shall have complete discretion with respect to the voting of proxies while keeping in mind the investment directives outlined in this policy statement.
- Providing input as appropriate regarding progress toward the specific objectives developed herein.

INVESTMENT OBJECTIVES

The primary investment objective for the total assets of the Parish is to meet the short, intermediate, and longer-term financial needs and/or goals of the Parish.

The Finance Council (and/or Investment Sub-Committee) will use the Parish's asset allocation as the primary tool to achieve this goal.

The Parish's Assets are expected to meet or exceed the following objectives, net of all fees and expenses:

The total assets are expected to provide for the short, intermediate and longer-term financial needs while preserving capital and maintaining the purchasing power of the Assets.

The following objectives apply to the short to intermediate term Assets (which includes at least 2 months of the Parish's operating needs):

Horizon	Index
0-18 months	Meet or exceed the appropriate short-term cash or Money Market benchmark
18 months up to 3 years	Meet or exceed the appropriate short to intermediate cash T-Bill or Treasury Bond index.

The following objectives apply to the intermediate to longer term Assets:

Horizon	Index
Less than one market cycle.(Rolling 3-year periods)	Exceed the Policy Index. ¹
One market cycle. (Rolling 5-year periods)	Exceed the Policy Index. ¹

¹ The Policy Index will be decided for the parish consultation with the investment consultant and the Parish Finance Council (and/or Parish investment Sub-Committee) based on the appropriate risk/reward deemed appropriate given the Parish's financial needs and goals/objectives of the Assets.

A general guideline for the intermediate to longer term asset allocation would be well diversified, so as not to take on any unnecessary market risk:

60% Equities (MSCI All Country World or Wilshire 5000)

40% Fixed Income (Bloomberg Barclays's Aggregate Bond Index)

In addition to relative rates of return, the Total Assets' performance will be evaluated based on its relative risk profile as measured by its standard deviation, beta, correlation to the Policy Index, risk adjusted returns as measured by the portfolio's Sharpe ratio and performance in up and down markets.

Note: These investment objectives do not apply to assets where a donor has placed restrictions on the nature of how specific assets are to be invested. Those assets shall be governed and invested in accordance with specific donor documentation.

USCCB CONSIDERATIONS

While it is not currently mandatory for a parish to utilize the Socially Responsible Investment Guidelines of the United States Conference of Catholic Bishops (USCCB), a review of Parish mutual funds may be advised at the time of investment (or with existing mutual funds).

The Diocese retains a third party USCCB screening service which Parish may access with the assistance of the Diocese of Bridgeport Finance Council (and/or Diocese of Bridgeport Investment Committee Chair). Since all new investments must be approved by the Bishop and/or Diocese Finance Council, any new investments (via mutual funds) can be screened prior to investing.

ASSET ALLOCATION

In establishing the asset allocation policy for the Assets, the following factors are considered:

- The Parish's financial condition and longer-term goals, including the philosophy and attitudes toward investment return and risk.
- Historical and prospective risk and return characteristics associated with various asset classes and investment management styles.
- Unique characteristics such as liquidity requirements, risk preferences or return requirements.

Sample target allocations and ranges for each sample asset class are outlined below. Market conditions, portfolio needs and constraints or an investment transition (asset class or manager) may require an interim investment strategy and therefore, a temporary imbalance in asset mix.

Asset Class	Target	Minimum	Maximum
U.S. Large Cap Equity	40%	40%	60%
U.S. Small/Mid Cap Equity	10%	10%	15%
International Developed Equity	10%	0%	20%
TOTAL EQUITY	60%	50%	70%
Core Bonds	38%	30%	50%
Cash Equivalents	2%	0%	5%
TOTAL FIXED INCOME	40%	30%	50%

Note: The Asset Allocation guidelines stated above do not apply to assets where a donor has placed restrictions on the nature of how specific assets are to be invested. Those assets shall be governed and invested in accordance with the specific donor documentation.

REBALANCING AND LIQUIDITY

The Pastor (or Administrator) manages liquidity and rebalancing with the assistance, advice and recommendation of the Investment Consultant and/or the Finance Council and/or the Investment Sub-Committee, if needed. As a result of actual investment experience over time and cash flows into and out of the investment portfolios, the actual asset allocation of the Parish may vary from the target asset allocation. On an ongoing basis, contributions to and withdrawals from the Parish Assets will be made to rebalance the overall allocation toward the target.

The allocation of the Parish's Assets will be monitored on a monthly basis by office staff and the investment consultant; and on a quarterly basis (at a minimum) by the Finance Council and/or Investment Sub-Committee. When the actual allocation moves outside the allowable range the portfolio will be rebalanced back within allowable ranges. The Investment Consultant will monitor the allocation on a monthly basis and assist the Pastor (or Administrator) to rebalance the portfolio.

INVESTMENT MANAGER STRUCTURE

It is the intention of the Parish to utilize outside investment managers for the investment of the Assets. Managers will be identified and evaluated by the Investment Consultant and evaluated by the Finance Council and/or Investment Sub-Committee.

In selecting investment managers to implement the asset allocation policy, a specific process of identification and evaluation of candidate firms will be followed. Candidate organizations for each role will be identified by the Investment Consultant according to criteria established by the Investment Consultant with the concurrence of the Finance Council and/or Investment Sub-Committee. Evaluation of organizations will include an analysis of

organizational structure, professional personnel, investment philosophy and process, portfolio characteristics, fees and performance, as well as the ability to serve the Parish's specific needs.

Candidate organizations must pass the Investment Consultant's due diligence and qualification process. Once qualified, the Finance Council and/or Investment Sub-Committee will select the most appropriate firm, given the Policy objectives and guidelines, and generally after a formal presentation by one or more candidate organizations.

The selection of an investment manager also considers the correlation with other existing investment managers in the program. Consideration is also given to the benefits of diversification within capitalization segments by investment style or focus.

EVALUATION AND REVIEW PROCEDURES

The Finance Council (&/or Investment Sub-Committee) and the Investment Consultant will review the performance and portfolios of each of the underlying investment managers on a quarterly basis to determine the progress toward achieving the investment objectives specified herein and whether they have adhered to the restrictions applicable to the assets under management.

An Investment Manager failing to meet the expectations in the guidelines may be cause for termination. In addition to absolute and relative performance objectives, managers are regularly reviewed based on the following qualitative criteria:

- Significant change in the ownership or control of the Investment Management Firm.
- Significant change in the Investment Manager's process or philosophy.
- Any style drift from the stated strategy or style of the investment manager.
- Departure of key personnel responsible for the management of the strategy in which the Parish is invested.
- Any pending litigation or SEC or other state or federal regulatory agency investigation or action.

In addition, the Pastor (or Administrator), in consultation with the Finance Council (&/or Investment Sub-Committee) and assistance of the Investment Consultant, will review the overall investment program on an ongoing basis. Key issues reviewed will include:

- Current trends and developments in the capital markets and within the investment management industry.
- Changes in the financial goals of the Parish.
- The ongoing appropriateness of the policies included herein.

INDIVIDUAL MANAGER/PORTFOLIO GUIDELINES AND OBJECTIVES

Allowable investments:

Well Diversified Mutual Funds with Daily Liquidity whose underlying investments may include:

Exchange-Traded Stocks,

American Depositary Receipts (ADRs)
Real Estate Investment Trusts (REITS)
Exchange Traded Funds (ETFs)
Investment Grade Bonds
Money Market Funds (and/or Cash Equivalents)

Prohibited investments* include:

Separately Managed Accounts,
Individual Stocks or Bonds (other than in diversified mutual funds)
Real Estate (outside of Parish property),
Alternatives (such as: Private Equity, Venture Capital, Long/Short Equity, & other Hedge Fund vehicles)
High-yield bonds (i.e. below investment grade/junk bonds)
Closed-end Mutual Funds
Commodities or Precious Metals
Leveraged Exchange Traded Funds
Derivatives (including options, futures, warrants, collateralized debt obligations (CDOs) and collateralized loan obligations (CLOs)
Sector or Industry Specific Funds
Crypto Currency

*Unless specifically approved, in writing, by the Bishop. Investments in diversified mutual funds may include some of the prohibited investments since there is no control of investors to stipulate the actual holdings of a mutual fund; however, the actual allocation to prohibited investments, in aggregate, should be minimal (less than 5% historically, of the total mutual fund) and discussed prior to investing.

The Parish Finance Council (and/or Parish Investment Sub-Committee), with the assistance of the Investment Consultant, will be responsible for reviewing and approving the investment guidelines governing all mutual funds used.

On a quarterly basis, the performance of each of the investment managers will be compared to a relevant benchmark index and to a relevant universe of peer investment management firms. The ongoing review and evaluation of manager results and identification of specific benchmarks will be the responsibility of the Finance Council (and/or Investment Sub-Committee), with the assistance of the Investment Consultant.

The primary emphasis of the review of each manager will be placed on relative rates of return and risk as compared against relevant benchmarks, peers and expectations for each specific manager.

Over a market cycle (usually 3-5 years), the following are the performance expectations for each portfolio:

- The net of fee total return of each portfolio should exceed the total return of the relevant index referenced in the Appendix A.

- The net of fee total return of each portfolio should rank median or higher when compared to the relevant peer group referenced in Appendix A.
- The net of fee total return of each portfolio should rank median or higher in at least two of each consecutive three rolling 12-month intervals when compared to the relevant peer group referenced in Appendix A.

In addition to relative rates of return each portfolio's performance will be evaluated based on its relative risk profile as measured by its standard deviation, beta, correlation to the relative risk index, risk adjusted returns as measured by the portfolio's Sharpe ration and performance in up and down markets.

Passive portfolio allocations are expected to approximate the risk and return profile of the appropriate benchmark.

A P P E N D I X A

CURRENT INVESTMENT MANAGER STRUCTURE (Sample)

The Finance Council (and/or Investment Sub-Committee) with advice and consultation from the Investment Consultant has determined that the Benchmarks and Peer Group Comparison Universes listed below are appropriate for evaluating the respective individual manager/strategy performance.

Portfolio	Benchmark	<i>Peer Group Comparison Universe</i>
Passive Large Cap Core	S&P 500	Median eA Large Core
Large Cap Value	Russell 1000 Value	Median eA Large Value
Large Cap Growth	Russell 1000 Growth	Median eA Large Growth
Small Cap Value	Russell 2000 Value	Median eA Small Value
Small/Mid Cap Growth	Russell 2500 Growth	Median eA Small/Mid Growth
International Developed Market Equity	MSCI EAFE	Median eA EAFE Large Cap Value Equity
International Developed Market Equity	MSCI ACWI ex-US	Median eA ACWI ex US Large Cap Equity
Passive Core Fixed Income	Bloomberg Barclays Aggregate	Median eA Core Bond
Core Fixed Income	Bloomberg Barclays Aggregate	Median eA U.S. Core Plus Bond

*****Benchmarks used above are examples for the listed given asset classes which may or may not be appropriate depending on the mutual funds used by the Parish and should be adjusted accordingly. Similarly, while separate asset classes are listed, all investments should be diversified and not style or sector specific, unless approved by Bishop and/or DOB Finance Council.***

A P P E N D I X B

Historical Target Allocations for the Policy Index (Sample)

Policy Index

12/31/2000 – current: The index consists of 35.0% S&P 500, 12.5% Russell 2000, 12.5% MSCI EAFE, 40.0% Bloomberg Barclays US Aggregate.

Appendix O

Financial Report Templates

1. Accountability Sunday

Sample Parish Statement of Financial Position - Unaudited June 30,

	2025	2024
ASSETS		
Cash	XX	XX
Receivables	XX	XX
Prepaid Expenses	XX	XX
Investments	XX	XX
Total Assets	XX	XX
LIABILITIES & NET ASSETS		
Liabilities		
Accounts Payables to Vendors & Others	XX	XX
Due to Diocese	XX	XX
Special Collections	XX	XX
Other Accrued Expenses	XX	XX
Payroll Liabilities	XX	XX
Deferred Religious Ed Fees, Tuition, Other	XX	XX
Loans Payable	XX	XX
Total Liabilities	XX	XX
Net Assets		
Without Donor Restrictions	XX	XX
With Donor Restrictions	XX	XX
Total Net Assets	XX	XX
Total Liabilities & Net Assets	XX	XX

Sample Parish
Statement of Activities - Unaudited
July 1 through June 30,

	2025	2024
REVENUE, SUPPORT AND OTHER CHANGES		
Offertory Income	XX	XX
Religious Education Program	XX	XX
Votive	XX	XX
Mass Stipends	XX	XX
Gifts and Bequests	XX	XX
Fundraising, Net	XX	XX
Total Revenue, Support and Other Changes	XX	XX
EXPENSES		
Personnel Costs - Lay Employees	XX	XX
Personnel Costs - Clergy	XX	XX
Charitable Contributions to Organizations and Individuals	XX	XX
Cathedraticum Assessment	XX	XX
Professional Fees	XX	XX
Insurance	XX	XX
Supplies, Repairs & Maintenance and Other Services	XX	XX
Utilities	XX	XX
Religious Education Program Expenses	XX	XX
Total Expenses	XX	XX
Income (Loss) from Operations before Depreciation	XX	XX
Depreciation Expense	-	-
Income (Loss) from Operations Before Other Income / Expenses	XX	XX
OTHER INCOME / EXPENSES		
Pre-School and Child Care Services, Net	XX	XX
Net Investment Income	XX	XX
Rental and Lease Revenue, Net	XX	XX
Cemetery Revenue	XX	XX
Gain and Loss on Sale of Assets	XX	XX
Interest Expense	XX	XX
Property Taxes	XX	XX
Restricted Contributions	XX	XX
Assets Released From Restriction - Capital Projects (Revenue)	XX	XX
Assets Released From Restriction - Specific Expenses (Revenue)	XX	XX
Assets Released From Restriction - Capital Projects (Expense)	(XX)	(XX)
Assets Released From Restriction - Specific Expenses (Expense)	(XX)	(XX)
Net Other Income / Expenses	XX	XX
Change in Net Assets	XX	XX