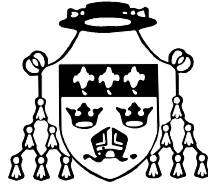


DIOCESE OF EAST ANGLIA



Diocesan Financial Structures *(as at 1.1.2007)*

The Diocesan Structure

This document presents only the basic outlines of our diocesan financial structures.

1. The Bishop has appointed an **Episcopal Vicar for Finance**, whose specific role is to oversee in his name financial and other related procedures undertaken within the diocese and its parishes, with a view to ensuring that these are conducted in accordance with the diocesan trust deed and diocesan policies, and meet the requirements of the Charity Commission. He also acts as Vice-Chairman of the Diocesan Finance Board and Chairman of the Diocesan Buildings Sub-Committee (see below). This appointment is aimed in particular at supporting parishes so that they all conduct their finances and building projects within the requirements laid down by Canon Law, civil law and the diocese. This includes the establishment and full use of a Finance Committee in accordance with the diocesan guidelines, together with the preparation of annual parish budgets (Canon 1284). Comprehensive guidelines to assist our parish priests in the application of Canons 1280 & 1284 are provided in the Parish Handbook, first issued in 1997 and since updated at intervals.
2. The Diocese of East Anglia is registered with the Charity Commission, and has the benefits of full charitable status. **The East Anglia Roman Catholic Diocese Trustee** is a company limited by guarantee and acts as a Custodian Trustee Company. The Trustees (the Bishop, four priests, and four or five lay people with particular areas of expertise) have a special responsibility for ensuring that the diocese pursues its objects as set out in the Trust Deed, that it acts within the civil law, that all its money and assets are prudently managed and efficiently and properly used, that adequate financial procedures are in place and observed, etc.
3. The Trustees meet quarterly, sitting as the **Diocesan Finance Board** together with other lay advisors who include the Financial Administrator, the Bishop's Financial Secretary and a representative from the firm of accountants appointed by the diocese. The financial affairs of the diocese are overseen by this Diocesan Finance Board (cf. Canon 492) which receives financial reports from the Financial Administrator. The Finance Board exists to advise the Bishop in his administration of the temporal goods of the diocese.
4. All the financial activities of the Bishop, Diocesan Finance Board and Diocesan Financial Administrator are subject to the provisions of Canons 1273-1289 of the *Code of Canon Law*.
5. The work of the Diocesan Finance Board is supported by the **Diocesan Buildings Sub-Committee** which advises on the prudent use by parishes of their funds in building projects, and the **Diocesan Schools Service Commission**, which works closely with the Finance Board on the largest area of diocesan spending, that of our Catholic schools.
6. The day-to-day financial affairs of the diocese are administered by the **Diocesan Finance Office** in liaison with a firm of external accountants.
7. The Diocesan Finance Office staff comprises the Diocesan Financial Administrator (cf. Canon 494), the Bishop's Financial Secretary and the Financial Assistant.
8. Besides the duties outlined in Canon 494, the **Diocesan Financial Administrator** has been entrusted by the Bishop in accordance with Canon 1278, with the administration of all the goods of the diocese (cf. Canon 1276.1), always subject to the Bishop and the Diocesan Finance Board.

‘In each diocese a financial administrator is to be appointed by the Bishop, after consulting the College of Consultors and the finance committee...’ (*Canon 494.1*)

‘It is the responsibility of the financial administrator, under the authority of the Bishop, to administer the goods of the diocese in accordance with the plan of the finance committee, and to make those payments from diocesan funds which the Bishop or his delegates have lawfully authorised.’ (*Canon 494.3*)

‘At the end of the year, the financial administrator must give the finance committee an account of income and expenditure.’ (*Canon 494.4*)

‘Beside the duties mentioned in Canon 494, the diocesan Bishop may also entrust to the financial administrator the duties mentioned in Canon 1276.1 and 1279.2.’ (*Canon 1278*)

‘Ordinaries must carefully supervise the administration of all the goods which belong to public juridical persons subject to them, without prejudice to lawful titles which may give the Ordinary greater rights.’ (*Canon 1276.1*)

9. **‘Public juridical persons’** above includes all the parishes of the diocese (*Canons 113-123*).
10. The audited financial accounts of the diocese as a whole, inclusive of parish funds (which are separately identified), are published annually.
11. The funds belonging to parishes and other trusts are reported half yearly and reviewed by the Diocesan Finance Board.
12. **Those funds belonging to the diocese** rather than to Parishes and Trusts are separately identified and categorised as follows:
 - 12.1 **The Diocesan Unrestricted Fund**
This fund comprises monies which may be utilised at the discretion of the Diocesan Finance Board towards meeting general running costs such as payment of salaries, professional advisors’ fees and costs of operating the various diocesan commissions and services.
 - 12.2 **The Diocesan Schools Service Commission Fund**
This fund is restricted for use towards the running costs of the Diocesan Schools Service Commission and the cost of upkeep of our schools’ premises.
 - 12.3 **The Diocesan Priests’ Pension Fund**
This fund is restricted for use towards the cost of providing an income for our diocesan priests in their retirement.
 - 12.4 **The Diocesan Priests’ Training Fund** (re-established in September 2006)
This fund is restricted to the seminary formation and ongoing formation of priests.
 - 12.5 **The Diocesan Ministerial Training Fund**
This fund is restricted for use for the initial and ongoing formation and training of our priests, deacons and lay people involved in ministry.
- 13 **Notes on the above funds**
 - 13.1 Income to each of these 5 diocesan funds comes primarily from an annual levy on each parish, calculated as a percentage of Offertory Collection. The levy required to support each fund is reviewed every three years by the Diocesan Finance Board and agreed after consultation with the Council of Priests. The levy is deducted half yearly from each parish account held with the Diocese, in accordance with the guidelines provided in the Parish Handbook. (*Canon 1263*)
 - 13.2 Budget forecasts for use of each fund are presented annually to the Diocesan Finance Board.
 - 13.3 Performance of each fund is reviewed half yearly by the Diocesan Finance Board
 - 13.4 The accounts for each fund are published annually to parishes
- 14 As required by Canon 1274.1, there is also within the diocese **The East Anglia Diocesan Sick and Retired Priests’ Fund** to ensure social welfare for priests in time of infirmity, sickness or old age. ‘The purpose of this Fund is to assist the Bishop of the Diocese in the care of Secular Priests of the Diocese of East Anglia, who are permanently or temporarily incapacitated by old age, infirmity, illness or accident’ (*Rules of the Fund, Chapter 1, I*).