



**JEFFREY**

**By Appointment of the Apostolic See  
BISHOP OF STEUBENVILLE**

**DECREE**

**Diocese of Steubenville**

**The establishment of Catholic School Finance Councils and By-laws**

**WHEREAS**, In order to assure that expertise is available to assist with decisions made relative to temporal goods, Universal Church Law prescribes the forming of finance councils at the diocesan and parish level,

**WHEREAS**, after consultation with the Diocesan Finance Council, it seems good and advisable to expand this requirement to all Catholic schools of the Diocese of Steubenville,

**I HEREBY** decree that all Catholic schools of the Diocese of Steubenville shall establish a finance council and that those finance councils shall operate in accordance with written by-laws. The establishment of school finance councils and the written by-laws that govern them, shall comply with the approved diocesan *Guidelines for Catholic School Finance Councils* (attached), which shall become an addendum to Chapter I of the diocesan *Handbook for Schools*, effective April 1, 2017.

GIVEN at the chancery in Steubenville, Ohio this 27<sup>th</sup> day of March in the Year of Our Lord, 2017.

Most Reverend Jeffrey M. Monforton  
Bishop of Steubenville

Mrs. Linda A. Nichols  
Chancellor

# GUIDELINES For CATHOLIC SCHOOL FINANCE COUNCILS

## Diocese of Steubenville

Each Catholic school in the Diocesan of Steubenville shall have a finance council, which functions independently of the Parish Finance Council. In this council, the Christian faithful, selected according to the following norms, aid the school Pastoral Administrator, supporting Pastors, the school Principal, and the school LEAC (Local Educational Advisory Committee) in the financial operation of the school(s). In cases where more than one school shares in the same administration, building, or governing Board of Pastors, it is advisable for those schools to also share in a single finance council.

The following guidelines shall apply to already existing school finance councils and/or newly formed finance councils.

### I. Development of School Finance By-Laws

1. Pastoral Administrators and Boards of Pastors shall develop school finance council by-laws that reflect these diocesan guidelines as well as the particular needs and circumstance of the local Catholic school or community of Catholic schools.
2. It is recommended that the Diocesan Guidelines for Catholic School Finance Councils be used as a template for the creation of the school finance council by-laws.
3. Such proposed by-laws shall be submitted to the diocesan Finance Office and the diocesan Office for Christian Formation and Schools for review and final approval.

### II. Membership

1. The Ex-officio members of the school finance council shall include the Pastoral Administrator(s), the Principal(s), and the school treasurer/finance officer. Ex-officio members are non-voting.
2. The school finance council shall consist of at least three additional members, who are knowledgeable persons with some financial background or at least a sound business sense. Of that membership, there shall be at least one representative from each of the school's supporting Pastors; OR, in cases where a single finance council serves a community of Catholic schools (as in the City of Steubenville), membership shall be determined by the governing Board of Pastors, however, each school shall have equal representation, and that total membership shall consist of at least three voting members.
3. The term of office for finance council members shall be three (3) years. Terms of office shall not be coterminous. Members may be re-appointed for additional terms, but shall not serve for more than two (2) consecutive terms.
4. Members of the school finance council shall be active practicing Catholics in good standing.
5. A member of the school finance council shall not serve simultaneously as a member of the school LEAC.
6. It shall be noted within the school finance council by-laws that, while an integral part of a school's successful operation, the school finance council is an advisory body.

### III. Functions of the Finance Council

1. The primary responsibilities of the school finance council are to: a) approve for recommendation the annual operating budget for the school(s); b) review and advise in the implementation of that school budget; c) give a complete financial report to the Pastoral Administrator/Board of Pastors at least ~~quarterly.~~  
semi-annually

#### **Additional responsibilities:**

2. To advise the Pastoral Administrator(s), the school Principal(s), and LEAC in major financial matters.
3. To advise the Pastoral Administrator(s), the school Principal(s), and LEAC in financial investments and long-range financial planning.
4. To review and make recommendations to the Pastoral Administrator(s), the school Principal(s), and LEAC relative to maintaining and/or increasing school income in order to meet the operational needs and educational goals of the school.
5. To review the school financial statement/balance sheet at least quarterly, and make recommendations as needed.
6. To review all extraordinary expenditures that exceed \$500.00
7. To review all contracts over \$5,000.00 between the school(s) and outside parties. All contracts with outside parties as well as expenditures that exceed \$5,000.00 shall be submitted to and approved in writing by the Diocesan Vicar General.
8. To advise in the implementation of, and the annual review of, the school's salary/pay scale. The school finance council SHALL NOT review individual employee/faculty contracts.
9. To review the annual financial report sent to the diocesan Finance Office.
10. The school finance council shall meet at least four times a year.

#### **IV. Operational Procedures**

1. Leadership Positions: a) The Chair shall be selected by the consensus of the full finance council (including ex-officio members). The Chair shall serve as the meeting coordinator. This person will prepare the agenda in consultation with the school treasurer/finance officer; b) The Vice-Chair shall be selected in like manner as the Chair and will direct the meetings and prepare the agenda in the absence of the Chair; c) The Recording Secretary shall be a member of the school finance council or a member of the school community (in which case the school community member is to be regarded as ex-officio), and shall be selected to maintain minutes of all meetings.
2. Meetings shall require the presence of the ex-officio members and a majority of the school finance council's members to constitute a quorum. When a quorum is present, a majority of the voting members is required to obtain a consensus for recommendation on matters under consideration.
3. In the event that a vote ends in a tie, the vote of the Pastoral Administrator(s) shall break that tie.
4. Notice of the time and place of a school finance council meeting, the agenda for that meeting, and all appropriate background materials to allow finance council members time to prepare for the meeting shall be provided in writing (including the use of email) at least one (1) week in advance of the meeting.
5. Members are expected to attend all meetings. A failure by a finance council member to attend three (3) consecutive finance council meetings shall constitute grounds for removal of that member (in the Pastoral Administrator's reasonable discretion).
6. A copy of the minutes for each school finance council meeting shall be submitted to the Office of Christian Formation and Schools.