

Diocese of Covington

Policies & Procedures Manual

Section: Expenses

Policy: Extraordinary Expenditures



Extraordinary expenditures are those which involve contracts, purchases, repairs or indebtedness which go beyond the limits and procedures of ordinary administration and are governed by [Canon 1281](#).

Ordinary administration includes expenditures necessary for the normal upkeep of church property, e.g. making ordinary and routine repairs, buying supplies, and in general doing those things which need to be taken care of at fixed intervals (monthly, quarterly, annually) as well as those which are necessary for the customary transaction of business.

Extraordinary administration covers acts which do not occur periodically or which are by their very nature of greater importance, e.g. installing a new heating system or a new roof, purchasing property, constructing, razing, or restoring church buildings, making extraordinary repairs upon them, opening a cemetery, establishing a school or any other similar parish institution. In questionable cases, the amount of money involved should be used somewhat as a guideline. If the money involved is more than 5% of the ordinary parish income, it should be treated as an extraordinary expense.

Parishes are to consult the [Project Planning Procedures Manual](#) for proper handling of facility improvements and/or repair items. If the expenditure involves a major capital improvement or repair that is covered in that Manual, the policies and procedures in the Manual supersede any and all other diocesan or parish disbursement and expenditure policies.

The pastor must consult with parish council on all extraordinary expenditures. In addition to these policies, each parish may also develop more stringent policies if desired.