

INTERIM GUIDELINES FOR PARISH REQUESTS FOR CAPITAL PROJECTS OR FUNDING

FOR FINANCIAL REQUESTS

Withdrawals from CTF shall require approval from:

- Parish Vestry and A&F (or its successors) for amounts of \$30,000 or more
- Parish Council and Regional Archdeacon for amounts of at least \$10,000 but less than \$30,000
- Parish Corporation and Regional Archdeacon for amounts of less than \$10,000

Withholding of bequests and gifts shall require approval from:

- Parish Vestry and A&F (or its successors) for amounts of \$30,000 or more
- Parish Council and Regional Archdeacon for amounts of at least \$10,000 but less than \$30,000
- Parish Corporation and Regional Archdeacon for amounts of less than \$10,000

Requests for withdrawal of CTF funds shall include:

- Detailed plan for how the funds will be used
- Details on which fund(s) to draw from
- Proof of sufficient capital in the fund(s)
- In cases where the Parish Corporation alone has made the request, an indication that the Parish Council has been informed of the request for withdrawal and its intended use

Requests for the withholding of bequests and gifts shall include:

- Copy of the relevant portions of the will (in the case of a bequest)
- Detailed plan for how the funds will be used
- In cases where the Parish Corporation alone has made the request, an indication that the Parish Council has been informed of the request for withholding and its intended use

In the case of bequests, gifts and CTF withdrawals, at the latest 18 months after the date of approval for withdrawal or withholding, the parish shall:

- Supply the approving authority with an account of how the funds were used
- Deposit any unused portion of the funds in the CTF and/or obtain an extension by the approving authority

FOR CAPITAL PROJECT REQUESTS

Capital projects (independent of any funding request that may also be required) shall require approval from:

- Parish Vestry and Executive Committee (on recommendation by A&F or its successors) for projects costing \$30,000 or more
- Parish Council and Regional Archdeacon for projects costing at least \$10,000 but less than \$30,000
- Parish Corporation for projects costing less than \$10,000