

The application form to apply for the appropriate approvals

Click [here](#) for a copy of the form, which has a number of sections that deal with:

- Consolidated Trust Fund (CTF) withdrawals of \$30,000, or 30% of Assessable Income or more
- Rectory Trust Fund (RTF) withdrawals of \$30,000, or 30% of Assessable Income or more
- Approvals in principle for projects costing \$30,000, or 30% of Assessable Income or more
- Final approvals for projects costing \$30,000, or 30% of Assessable Income or more
- Permission to withhold gifts or bequests from the CTF
- Permission to sell properties
- Approvals of a leases
- Loans from the Church Extension Fund (CEF)

Please note that there are **two tier thresholds** relating to CTF and RTF withdrawals, as well as for capital project approvals. If a parish's average Assessable Income (AI) for the previous three years is *below \$100,000*, then the threshold for approval is \$30,000 for withdrawals from a trust fund or the cost of projects. However, if three year average Assessable Income is *above \$100,000*, then the threshold for approval by the committee is 30% of that amount.

Although the form includes all possible requests that parishes typically make of the Property and Finance Committee, **when a parish applies for committee approval only the relevant sections need to be filled out and sent in.** For example, those who are filling out the form need to:

- 1) check all the appropriate boxes on the first page to indicate the type of application that is being made,
- 2) answer all the questions in the relevant sections so indicated
- 3) provide all the requested material asked for in those sections,
- 4) have three members of Parish Corporation (Priest, and two Churchwardens) sign the application (see section 8) and then
- 5) **submit only the relevant sections and supporting documentation.**