

ST. BARBARA FINANCE COUNCIL
PROCEDURE NO. A5-1

SIGNATURES ON BEHALF OF THE FINANCE COUNCIL

PURPOSE: The “Norms for Parish Finance Councils” requires that certain documents and reports be signed off by officers and/or members of Finance Councils and kept on file. This procedure is to establish the process for doing so.

EXAMPLE: Norms #A5: “Review in their entirety and sign all financial reports prior to submission to the diocesan Pastoral Center.”

PROCEDURE:

Originator	Send document via email or hardcopy to all council members along with any pertinent comments and the date signature is required.
	Schedule special meeting if signature is required before next scheduled meeting.
Council members	Review document and provide any comments to the responsible Lead.
	Bring personal copy of document to Council meeting
Lead	Develop (with team participation as needed) a summary of the document impact and issues and a recommendation for Council actions
	Present impact and issues to Council at designated meeting
	Enter a motion to take recommended action(s) and invite discussion
Council	Discuss merits of recommendation and alternatives, if any
	Revise motion if discussion dictates
	Second motion
	Vote on motion (Repeat cycle until consensus is achieved)
Originator	Circulate original document to signatories if vote affirms
Secretary	Record the approved action in the minutes of the meeting
	File copy of the signed document with minutes and Council files