

Saint Michael Catholic Parish

General Procedure for Project Approval Requests

This document is written to provide the strategic framework for St Michael's Catholic Church Projects, the approval process, and appropriation of funds for given projects. This is a general procedure which should be followed for all projects expecting to exceed \$2,000.00 in monies whether through a capital expense account or a budgeted expense.

General Considerations:

1. Initiate a Project Approval Request (Exhibit A)
2. Provide a project scope of work to include quotes, drawings, sketches etc. Specifications for materials and workmanship quality, project schedule and firm bids need to be provided.
3. No change in the scope of work is allowed without additional written approval.
4. Approval will be determined at the onset of the project and will change based on level of cost and the extensiveness of the project.
5. The finance council will determine who approves the project.
6. Only individuals who possess the necessary knowledge and skill set will oversee projects at St. Michael's Catholic Parish.

Funding:

1. All funds required for the project must be in hand of the church and in designated project account before any expenditures are committed for.
2. If the project costs exceed the on-hand funds, the project work will cease until funds can be secured either through campaign or transfer from another account.
3. Any funds above the cost of the project will be handled in one of the four ways listed below:
 - a. Return to donor(s)
 - b. Re-Allocated to another project
 - c. Re-Allocated to operating income
 - d. Re-Allocated to other fund

Communication:

After project is approved it will be communicated to the parish.

No monies will be paid without the completion of the Project Approval Request.