

INTRODUCTION

This **Parish Finance Manual** was originally presented by the Diocesan Presbyteral Council for use in parishes and institutions throughout the Diocese of La Crosse. All forms, policy statements and procedures concerning financial matters are assembled in this binder. It is our hope that the revised and updated manual will make easier the task of researching the best procedures to use in the ever-delightful task of managing the business affairs of a parish.

Every page in this manual bears an indexing mark in the upper right corner corresponding to its place in the outline of the Table of Contents (e.g., "Fin.III.A.page 1"). It is our hope that this coding system will facilitate the removal and replacement of items for specific use as well as the updating of sections as diocesan policies and forms undergo redesign.

The **Parish Finance Manual** is the property of the parish, not the pastor or pastoral associate. Rather than keeping it with the pastor's personal books it would be advisable to place it in the parish office where it can be a ready reference for all pastoral and support staff. Please note that the *Parish Administration Manual* is no longer used.

Please note that the Parish Personnel Policies and the Clergy Compensation Schedules are now in the **Parish Finance Manual**.

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