



Appendix D

The Roman Catholic Diocese of East Anglia

Parish Spending Approval Form (PSAF)

This form should be completed by parishes proposing expenditure, other than works to their buildings, in excess of £5000; this includes proposals to employ staff.

The completed form should be submitted to the Director of Finance and Resources and copied to the Lead Trustee for Finance.

Office use only: PSAF file reference



Section 1: Basics

1. Name of parish.....
2. Parish Priest name and email address.....
3. Name of person completing form.....
4. Email address and telephone number of person completing form
.....

Data protection: contact details you supply will be held by the Diocesan Finance office and may be used to contact you on Diocesan business.



Section 2: The Spending Proposal

7. Brief Description of the spending proposal

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Feel free to attach relevant background documents. If the proposal involves an employed post, please attach the proposed job description.

Section 3: Cost and funding

Cost

You must seek three quotations from professionally qualified suppliers (where appropriate) for any services over the value of £5,000. An explanation must be provided where three quotations cannot be obtained. All quotations obtained must be submitted with this form.

8. Please confirm that three quotations been sought from appropriately qualified suppliers.....



8a If three quotations have not been successfully obtained, please give the reason

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9. Estimated cost of the work, including VAT and professional fees, if any

£.....

Funding

10. Please complete a funding plan for the works using the template at appendix A.

11. If the funding plan requires a loan from the Diocesan Trust, please indicate how much is required and over what time

Amount of loan:..... Target repayment date.....

Section 4: Consultation

The Parish Finance Committee should be consulted about spending proposals which require Diocesan approval; more major projects, including projects funded by the Alive in Faith fund, may require wider parish consultation.

12. Please confirm what parish consultation has taken place

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A minute of the Parish Finance Committee should be attached to this application.

The Dean must also be consulted on all major parish spending proposals.

16. Please attach a copy of the Dean's comments.



Section 5: Recommendation to Trustees

I recommend the spending proposal described in this form to the Diocesan Trustees and consider that it represents a proper use of the Diocese's money in pursuit of the Church's mission and the charitable purposes of the Diocesan Trust, and will provide good value for money.

Signed by

Parish Priest

Date.....

Person completing the form (if different)

Date.....

If you would like any help with this form, please contact the Diocesan Finance Office on 01508 492540 or at finance@rcdea.org.uk.

Section 6: Decision

I am very pleased to confirm that the proposal described in this form has been approved by the Diocesan Trustees up to an expenditure figure of £ . In the event that the project costs are likely to exceed that figure, a further request for authorisation must be made to the Trustees.

The Diocesan Trustees will require a report on the successful completion of the project including a statement of outturn cost.

Any other conditions on this approval are attached separately.

Date

Signature



Director of Operations and Finance/Secretary to the Trustees



PSAF Appendix A: Funding Plan

	£	Source of donation/grant	Loan term
Total estimated cost, including VAT and fees			
Funded by:			
- Parish unrestricted funds			
- Parish restricted funds (eg targeted fundraising campaign or a restricted legacy or donation)			
- Alive in Faith donations			
- External grants			
- Loan from the Diocesan Trustees		years
- Loan from other source		years
Memo:			
Current Balance with the Diocese			
Current Balance in local bank account			
Current Balance in any other accounts			
Current market value of investments held e.g. DITS			