

## **Monthly Financial Reports and Remittances Circular 2005-15**

**To: All Parish Priests of the Diocese,**

The parish is not an isolated or autonomous unit but an integral part of the Diocese. The parish may have a vision/mission to respond to its unique situation, but its vision/mission is broadened and enhanced by the Diocesan vision/mission based on common concerns and aspirations shared by all parish communities.

This relationship of Diocese and parish is translated in a concrete way by the support they give to each other. The Diocese creates and sustains programs and services that parishes can avail of to implement more effectively its own programs and services. The Diocese maintains the Chancery Office as nerve center of communication and information, and a Pastoral Center to coordinate the various ministries, programs and concerns on the Diocesan level. The Diocese needs the Bishop's leadership and guidance, and in doing so, the Diocese assumes the responsibility for providing for his personal needs and ministerial work. The Diocese takes care of its Clergy in terms of providing for their needs from formation to subsidies. These programs and services of the Diocese obviously could not be implemented without the financial support coming from the parishes.

The financial support every parish owes the Diocese is determined by an honest and dutifully prepared monthly financial reports. Whether we are managing a parish with a huge income or a parish struggling financially, whether the parish earns a net income during the Christmas and Easter seasons or incurs a deficit on 'lean months', whether we have an on-going construction of some structure or we are engaged in fund-raising activities, we are accountable of every single peso that comes in and out of the parish burse due to these tasks. We prove our sense of stewardship **precisely through these activities**. Thus, the activities mentioned above **can never be acceptable reasons not to be able to submit the financial reports**.

Nor can a parish priest simply excuse himself from this responsibility by being contented with remitting the parish's monthly share to the Diocese. Obviously, the financial report is the basis on which the parish priest remits his share. Submitting financial reports promptly is a reflection of the value of

accountability; paying remittances on time is a reflection of the value of solidarity. We are called to live both values.

In view, therefore, of the above considerations:

1. I am obliging all parish priests to submit their parish income statements on a **monthly** basis. These reports should be submitted within the first **ten days** of each month.
2. I am now abrogating the privilege given previously to some parishes to share a fixed quota from the income of the parish. For the sake of fairness, consistency and practicality in computation, I am requiring starting this September 2005, that every parish remits **10% of its gross income**.
3. I am exempting newly-established parishes from this obligation to remit **only during the first three years** from the month of its establishment. Parish priests assigned to such parishes, however, are still obliged to submit their financial reports in the manner I indicated in #1.

I look forward to the implementation of these instructions as a necessary step in our formation as stewards of the Church's temporal goods.

Given in the Chancery in Fairview, Quezon City, this 24<sup>th</sup> day of August, in the Year of Our Lord, 2005.

**Most Rev. Antonio R. Tobias, DD**  
Bishop

Attested to by,

**Rev. Fr. Jaime Z. Lara**  
Chancellor