

Parish Inventory
Circular 2006-02

To: All Parish Priests

Since the establishment of the Diocese of Novaliches, we have not established the listing of inventory in the parishes. There were some transfers of parish priest in the past but no proper turnover of properties and equipments were made. Some of the parishes have partial listings while some others have no listings at all.

The inventory listing of properties and equipments is very important in establishing the properties of the parishes and the personal property of the parish priest or of the Congregation for the parishes under the Religious. In case of transfers of the Secular Priest, the personal property of the parish priest is properly segregated from those of the parish. The inventory listing will determine if all the remaining properties and equipment are intact.

For accounting purposes, all acquisitions and purchases are properly recorded in the books of accounts to determine the ownership of the parish. These acquisitions, if properly recorded and submitted in the yearend audit of RCAM, will form part of the assets of the parish. The Accountant/Bookkeepers, in particular, keep track of the records of the parish. Upon transfer of the parish priest, the listing is properly turned over by the incoming parish priest. Every end of the year, the accountant/bookkeeper should update the inventory. Internal control demands that everything owned by the parish are accounted. The listing of the inventory should indicate the location of the items.

Before the general transfer in 2007, the Pastor will enter the items in the attached form and should be submitted by the end of April 2006 in the Chancery. This should be signed by the Accountant/Bookkeeper, Secretary and the Parish Priest. The listing should be updated from time to time, kept in a clear book and should be open for inspection anytime. The Parish Priest is responsible for this.

This inventory is important for the Diocese and will assist the outgoing and incoming parish priest to determine the actual properties of the parish. Thus will be enhanced the stewardship of the Parish Priest with respect to the properties of the parish. This will be a big step forward for a smoother transfer in 2007.

Given in the Chancery in Fairview, Quezon City, this 23rd day of February, in the Year of Our Lord, 2006.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested by:

Rev. Fr. Jaime Z. Lara
Chancellor