

**Standardization of Fees, Cash Bonds, and Extra and other Funds  
Circular 2011-25**

**To: The Parishes and Diocesan Schools**

Starting this Calendar Year 2012, the Bishop proposes for immediate implementation the following:

1. For those parishes that use the services of an Accountant in the preparation of their monthly Statement of Account and Statement of Assets and Liabilities, the Bishop proposes a following standard fee depending on the class of parish served:
  - a. Parishes under Religious                      1,000
  - b. Diocesan Parishes                                      2,000
  - c. Middle parishes                                      3,000
  - d. Big Parishes    5,000
  
2. The following positions in the Diocese whether in schools or in parishes must be covered by a CASH BOND deposited in a stable Insurance Company the amount of which depends on the kind of Parish:

The Bishop	300T			
The Oeconomo	200T			
Finance Officers	150T			
	Big	Middle	Poor (Diocesan)	Poor
Treasurer/Comptroller	100T	75T	50T	50T
Cashier				
Accountant				

3. The Remaining Funds of a school or a Parish at the end of a Calendar Year must either be invested at *Bahay Pari* Cooperative in the name of the Diocese or submitted to the Diocese for investment in solidum. Funds from the Parishes will form a Trust Fund for the Parish. Funds from the schools will not be returned to the individual school but will form a Trust Fund for our schools as a consortium.
  
4. The Budget Hearings from now on will be more comprehensive than in the past and will include Construction Fund or any other Fund being held by the PPC and the Columbarry Fund for those parishes with Columbarry.

Given in the Chancery in Fairview, Quezon City, 14 November 2011.

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

Attested by:

**Rev. Fr. Jerome U. Rosalinda**  
Chancellor