

**Accounting Resolutions
Circular 2016-05**

To: All Parish Priests

After the recently concluded Budget Hearings of all Parishes and Diocesan Ministries, held last November/December 2015, the Curia came up with the following resolutions to address most of the problems that surfaced:

1. Petty Cash Fund for Big, Medium, and Small Parishes will be at PhP 20,000, PhP 15,000, and PhP 10,000 respectively. Parishes under religious communities will maintain their current Petty Cash Fund set-up.
2. Maximum limit of Petty Cash Fund release per Petty Cash Voucher be increased from PhP 1,000 to PhP 2,000. Disbursement below PhP 2,000 can now be taken from the Petty Cash Fund. Higher than that is to be check withdrawn.
3. Parish shall keep only one set of Petty Cash Fund. Revolving Fund is not allowed because it is a form of riddance from check preparation and it allows cash disbursement beyond the restriction of Petty Cash Fund.
4. Official Receipts as well as Check Vouchers and Petty Cash Vouchers shall be pre-printed and pre-numbered.
5. Trust Funds Account shall be limited to what are really necessary (i.e. Construction Fund, Columbarry Fund, and Mass Fund). Trust Fund account shall not take the form of income receipt that is subject to taxation.
6. PIMS is a must. Cashier shall encode to PIMS received on a daily basis. Reports submitted to the Chancery shall be PIMS generated.
7. The Parish shall maintain only one set of book of accounts to record all the parish financial transactions namely: Cash Receipt + Cash Disbursement + General Journal + General Ledger. The summary of these set of books shall be the sole basis of their monthly Financial Report. No separate books for Mass Fund and Other Trust Funds shall be allowed, except for Construction Fund if maintained by the PPC or PFC.
8. If Parish has other financial undertakings such as Religious Store/Columbarry/Income Generating Projects, they shall be allowed a separate book of accounts for (each of) them. The monthly income or loss of each project shall be shown in the Parish Fund Report as Trust Fund.

Given in the Chancery in Fairview, Quezon City, 8 March 2016.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested by:

Rev. Fr. Reynaldo Percival S. Flores
Chancellor