

Reminders for Improvements Circular 2019-01

My Brother Priests

After so many years of Budget Hearings, we have improved from year to year. Please accept my heartfelt thanks for your cooperation. The Audit by Ms. Liza Mallari, our Internal Auditor of the parishes, have pointed ways to improve our Parish Financial Statements to achieve greater transparency reporting according to our approved Guidelines. After the recent Budget Hearing last November, here are reminders:

1. The prescribed Baptism Stipend for the minister is a flat rate of P300 regardless of the number of children baptized. Solo Baptism stipend is P200.
2. Follow the prescribed Mass Stipend rate to avoid comparison among parishes with means and those with tight financial budget.
3. Get Mass Collection counters who can do the job better and correctly.
4. Cashiers count the money received before issuing OR on the day the money is received.
5. Parishes, especially the bigger ones, should put in place stricter ways of handling Mass Collections from safekeeping to counting to depositing in the bank.
6. Bookeepers on retainer are incompetent if they do not do the bank Reconciliation. These remain in the Parish they are assigned to and should not be brought along during re-shuffles, general or partial.
7. It is not the job of the Internal Auditor to do the Bank Reconciliation. Bank Recon still to be done by the Auditor delays further the audit.
8. The following are the accredited Retainer Bookeepers in the Diocese:
 - a. Diego Abarracoso
 - b. Ryan Domingo
 - c. Nida Domingo
 - d. Eileen Vergara
 - e. Gemma Solis
 - f. Emma Dumapit
 - g. Antonio de Castro

- h. Maribel Mascariñas, provided and on condition that she attends the Budget Hearing as everyone of the above does it.
9. From the 2019 General Re-Shuffle onwards, in order to have uniformity of standards, the management of all Columbarium in the Diocese will be supervised by our Econome, the Vicar General for Administration and the Chancellor of the Diocese.
10. Deduction for Mass Collection for any reason is not allowed. Disbursement must always be documented by vouchers.
11. The PPAF and the stipends received by Religious Priests must be receipted by OR of the Religious Community.
12. Circular 2016-05 limits Trust Funds into three only: Masses Fund, Parish Fund, and Construction Fund. Multiplying more Trust Funds than these minimizes the required percentage of Parish Remittance and maximizes the PPAF of the Religious Community. The correct way to get a bigger PPAF of the Religious Community is by control of its expenses.
13. Masses Fund are strictly for payment of Mass Stipends only. Transferring Mass Fund Balance to Parish Fund or to Construction Fund is in violation of our Guidelines.
14. Summer Outing/Team Building being converted to cash incentives is not allowed as a general rule. For special consideration only, the Bishop will require a written permission.

Please be guided accordingly.

Given in the Chancery in Fairview, Quezon City, 9 January 2019.

Most Rev. Antonio R. Tobias, DD
Bishop

Attested by:

Rev. Fr. Reynaldo Percival S. Flores
Chancellor