

**DIOCESE OF VENICE
REQUEST FOR PARISH AUXILIARY ACCOUNT**

I, the undersigned pastor/administrator, am familiar with the requirements of the *Financial Policies and Procedures Manual for Parishes*, specifically the policy regarding Parish Bank Accounts, which states: "each parish shall maintain only one bank account through which all the financial transactions of the parish and parish organizations shall pass (Central Bank Account) except that auxiliary accounts may be established upon written request identifying the need for same with the written authorization of the Diocesan Finance Department."

I hereby request that an auxiliary account be authorized for the following purpose/activity/program: _____

(e.g. thrift store, carnival, raffle, significant ethnic apostolate, etc.)

Reason for exception:

_____ I exercise no control or responsibility over the activities which are handled through this account. (e.g. ethnic apostolate with other priest in charge; still financially accountable to pastor.)

_____ My bookkeeping staff is not, or does not feel qualified to account for the activity through the parish central bank account.

_____ The activity is a substantial fund raiser (in excess of \$50,000) involving multiple transactions over a short period of time and the account will be closed within the year.

_____ Other: Please identify in detail:

Signature of Pastor/Administrator _____ Date: _____

Parish/Entity _____

FINANCE DEPARTMENT USE ONLY

Approved by _____ Date: _____

Denied by _____ Date: _____

Explanation: _____

Parish Bank Accounts