

**URSULINE SISTERS OF THE CENTRAL PROVINCE  
Sponsorship Program**

**FINANCIAL TABLES FOR MINISTRY**

The annual budget is presented by the Chief Financial Officer/Business Manager to the Board of Trustees for approval.

A deficit budget in excess of 10% of revenue is reserved to the approval of the members.

The annual budget makes provisions for all ordinary expenses and for extraordinary expenses which can be foreseen and which do not exceed the limits below.

I. EXTRAORDINARY AND CAPITAL EXPENDITURES

Board of Trustees	Members (Provincial Team)	General Council *
May authorize expenditures up to:  \$1,250,000	May authorize expenditures up to:  \$3,000,000	May authorize expenditures up to:  \$5,705,000

II. LOANS \*\*

Board of Trustees	Members (Provincial Team)	General Council
May authorize loans up to:  -0-	May authorize loans up to:  \$2,000,000	May authorize loans up to:  \$5,705,000 *

\* For over \$5,705,000 the General Council must have recourse to the Holy See (limit set by the U.S. Bishops' Conference).

\*\* If the property is owned by the local community and is encumbered by the loan, the Board of Trustees must also secure the permission of the Local Council.

The Board of Trustees may authorize the acceptance of restricted gifts up to an amount determined by the Members from time to time. At this time the amount is \$100,000. It is understood that gifts given for an approved Capital Campaign/Fund Drive may be accepted without further authorization.

Ordinarily, before the Board of Trustees presents a request to the members for authorization for a project, 60% of the total project cost must be available.

In the case of a building project or extensive renovation project, the architect's plans are to be submitted with the request.

*approved 6/09  
revised 12/13*

*‘Cultivating the Vine Entrusted to Us...’*

## **Clarification**

*Acceptance of Gifts* (refer to financial tables): The Board of Trustees can accept gifts up to the amount stated (\$100,000). Beyond this amount, the provincial prioress with her council can authorize a ministry to accept a gift, up to \$400,000. Permission to accept gifts of more than \$400,000 is granted by the Prioress General after the approval of the Provincial council.

*Use of Gifts*: As the authority to spend money depends on the amount involved and its projected use, the general council gives the following clarification: The acceptance of a gift intended for extraordinary expenditures requires the approval of the competent council.

**ACCEPTANCE AND USE OF EXTRAORDINARY GIFTS BY A SPONSORED  
MINISTRY AND ACCEPTANCE OF GIFTS RECEIVED DURING A CAPITAL  
CAMPAIGN/FUND DRIVE**

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<u><i>Person</i></u>	<u><i>Action</i></u>
Appropriate Local Ministry Authority	1. Explains the terms of the transaction.
Appropriate Local Ministry Authority	2. Discusses the financial aspects and the use to be made.
Chair of the Board of Trustees	3. Takes the deliberative vote of the Board.
Chief Administrator/Board Chair	4. Fills out the form requesting permission to accept the extraordinary gift and the form requesting permission for the use of the gift.
Chief Administrator/Board Chair	5. Sends the two forms to the provincial prioress.
Provincial prioress with her council	6. Reviews the request.
Provincial prioress	7. Takes the deliberative vote of her council.
Provincial prioress	8. Returns one copy of the request form to the local ministry.
<u>If the amount involved requires it:</u>	
Provincial prioress	9. Sends the request to the prioress general.
Prioress general with her council	10. Reviews the request.
Prioress general	11. Takes the deliberative vote of her council.
Prioress general	12. Returns one copy of the request form to the provincial prioress.
Provincial prioress	13. Returns one copy of the request form to the Chief Administrator/Board Chair.

**REQUEST FOR PERMISSION FOR THE USE OF EXTRAORDINARY GIFTS  
BY A SPONSORED MINISTRY**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate Title \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Description of Gift \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount to be spent \_\_\_\_\_

Use to be made \_\_\_\_\_

Donor \_\_\_\_\_

\_\_\_\_\_ Vote: \_\_\_\_yes \_\_\_\_no \_\_\_\_abstention  
Date approved by Board of Trustees

\_\_\_\_\_ Board Secretary (signature) \_\_\_\_\_ Board Chair (signature)

\_\_\_\_\_ Vote: \_\_\_\_yes \_\_\_\_no \_\_\_\_abstention  
Date approved by provincial prioress  
w/ her council

\_\_\_\_\_ Provincial Secretary (signature) \_\_\_\_\_ Provincial Prioress (signature)

\_\_\_\_\_ Decision of Prioress General w/ her council \_\_\_\_\_ Date

\_\_\_\_\_ Secretary General (signature) \_\_\_\_\_ Prioress General (signature)

(Submit three copies)

*approved 7/07  
revised 12/13*

**REQUEST FOR PERMISSION FOR  
THE ACCEPTANCE OF GIFTS RECEIVED DURING A CAPITAL  
CAMPAIGN/FUND DRIVE BY A SPONSORED MINISTRY**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate title \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Description of Gifts \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount \_\_\_\_\_

Use to be made: \_\_\_\_\_

Donor(s) \_\_\_\_\_

\_\_\_\_\_ Vote: \_\_\_\_yes \_\_\_\_no \_\_\_\_abstention  
Date approved by Board of Trustees

\_\_\_\_\_ Board Secretary (signature) \_\_\_\_\_ Board Chair (signature)

\_\_\_\_\_ Vote: \_\_\_\_yes \_\_\_\_no \_\_\_\_abstention  
Date approved by provincial prioress  
w/ her council

\_\_\_\_\_ Provincial Secretary (signature) \_\_\_\_\_ Provincial Prioress (signature)

\_\_\_\_\_ Decision of Prioress General w/ her council \_\_\_\_\_ Date

\_\_\_\_\_ Secretary General (signature) \_\_\_\_\_ Prioress General (signature)

*approved 7/07  
revised 12/13*

## UNDERTAKING A LOAN OR A MORTGAGE

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Approval of each loan is required according to the limits fixed by the General Chapter of 2013. Debts may not be contracted unless it is certain that the interest can be paid from the current income and that the amortization payments can be made within a reasonable time.

### **Definitions**

By loan is meant borrowing from a bank and/or other source(s) to cover operations or capital expenditures.

By mortgage is meant a type of security a borrower may be required to furnish when requesting a loan for a relatively large sum of money. A mortgage is a claim placed by a lender on property owned by a borrower.

<b><u>Person</u></b>	<b><u>Action</u></b>
Appropriate Local Ministry Authority	1. Prepares a contract and amortization schedule.
Chair of the Board of Trustees w/ the Board	2. Decides to request permission to undertake a loan or mortgage.
Chair of Board of Trustees/Chief Administrator	3. Fills out the request for permission to undertake the loan or mortgage in triplicate.
Chair of Board of Trustees/Chief Administrator	4. Sends to the provincial prioress three copies of the form, and three copies of the proposed contract and amortization schedule.
Provincial prioress with her council	5. Reviews the request.
Provincial treasurer	6. Reviews the financial situation to see if a loan is advisable.

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|--|---|
| Provincial treasurer                       | 7. Explains to the provincial council the ability of the sponsored ministry to meet the amortization and interest payments.   |
| Provincial prioress with her council       | 8. Decides whether to authorize the request. <sup>1</sup>   |
| Provincial prioress                        | 9. If approved, sends to the prioress general three copies of the form, one copy of the contract and the amortization schedule, and the written consent of the local ordinary, if required. |
| Prioress general with her council          | 10. Reviews the request.  |
| Prioress general with her council          | 11. Decides whether to authorize the loan or mortgage, when the amount is within their competence.  |
| Prioress general                           | 12. If approved, returns to the provincial prioress two copies of the form giving the authorization.  |
| Provincial prioress                        | 13. Returns to the Board Chair/Chief Administrator one copy of the form.  |
| <b>If the amount involved requires it:</b> |   |
| Prioress general with her council          | 14. Decides to send the request to the Congregation for approval.   |
| The Congregation                           | 15. Sends the indult approving the loan or mortgage.  |

<sup>1</sup>Since undertaking a loan or mortgage is a form of alienation, the approval of the Holy See is required if the sum to be borrowed is greater than that authorized by the General Council.

Prioress general

16. Sends the original indult and copies of the form to the provincial prioress.

Provincial prioress

17. Makes copies of the indult, form and contract; keeps one of each for provincialate files and sends copies of each to appropriate local community and ministry officials. If necessary, sends original Indult to the Prioress General.



**REQUEST FOR PERMISSION TO UNDERTAKE A LOAN OR A MORTGAGE  
BY A SPONSORED MINISTRY**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate Title \_\_\_\_\_

Address \_\_\_\_\_

Purpose of loan \_\_\_\_\_

Amount of loan \_\_\_\_\_ Annual payments \_\_\_\_\_

Period of amortization \_\_\_\_\_ Interest rate \_\_\_\_\_

Lender: 1) person \_\_\_\_\_  
2) company \_\_\_\_\_  
3) institution \_\_\_\_\_

Value of land, buildings, fixed equipment: \_\_\_\_\_

If mortgage, state property to be encumbered: \_\_\_\_\_

Itemization of present indebtedness:

	<u>Amount Owed</u>	<u>Creditor</u>
a)	_____	_____
b)	_____	_____
c)	_____	_____

Three-year record of operating receipts and disbursements fiscal years ended  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_

Operating income: \_\_\_\_\_

Operating expenses: \_\_\_\_\_

Balance: \_\_\_\_\_

Source of funds for amortization payments: \_\_\_\_\_

\_\_\_\_\_  
Date approved by the Board of Trustees

Vote: yes\_\_\_\_ no\_\_\_\_ abstention\_\_\_\_

\_\_\_\_\_  
Board Secretary (signature)

\_\_\_\_\_  
Board Chair (signature)

\_\_\_\_\_  
Date approved by the Local Council<sub>2</sub>

Vote: yes\_\_\_\_ no\_\_\_\_ abstention\_\_\_\_

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by the Provincial Prioress w/her council

Vote: yes\_\_\_ no\_\_\_ abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of the Prioress General with her council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary General (signature)

\_\_\_\_\_  
Prioress General (signature)

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<sup>1</sup>Submit in triplicate. Include one copy each of the contract, the amortization schedule, and if required, the written consent of the local ordinary.

<sup>2</sup>If the property is owned by the local community and is encumbered by the loan, the Board of Trustees must also secure permission of the Local Council.

*approved 7/07  
revised 12/13*

**ALIENATION OF PRECIOUS OBJECTS**  
**(catalogued as such by a competent organization)**

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**Definition**

By precious objects or objects of significant value is meant those which have a notable value for artistic or historical reasons or because of the material of which they are composed. In alienating them, the necessary permission must be obtained from state and ecclesiastical authorities. The permission of the Holy See is always necessary, whatever the value of the precious objects.

<b><u>Person</u></b>	<b><u>Action</u></b>
Appropriate Local Ministry Authority	1. Has appraisal made of precious objects.
Chair of Board of Trustees w/ Board	2. Decides to request alienation by the owners.
Chair of Board/Chief Administrator	3. Fills out the request for alienation and get signatures of Local Officials, if applicable. <sup>1</sup>
Chair of Board/Chief Administrator	4. Sends to the provincial prioress three copies of the request form and the statement of appraisal.
Provincial prioress with her council	5. Reviews request.
Provincial prioress with her council	6. Decides whether to request authorization for alienation.
Provincial prioress	7. Sends to the prioress general three copies of the form requesting permission, the statement of appraisal, and the written consent of the local ordinary.
Prioress general with her council	8. Decides whether to submit the request to the Holy See.
The Congregation	9. Sends the indult for the alienation of precious objects.
Prioress general	10. Sends the original indult and two copies of the form to the provincial prioress.

<sup>1</sup>If the object is owned by the Local Community, the approval of the Local Council is required.

Provincial prioress

11. Makes copies of the Indult and forms; keeps one of each for provincialate files and sends copies of each to appropriate local community and ministry officials. If necessary, sends original Indult to the Prioress General.

**REQUEST FOR PERMISSION FOR ALIENATION OF PRECIOUS OBJECTS  
BY A SPONSORED MINISTRY<sub>1</sub>**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Description of precious object \_\_\_\_\_

Reason for alienation \_\_\_\_\_

Is there any restriction on the precious object connected with alienation? \_\_\_\_\_

Appraised value<sup>2</sup> \_\_\_\_\_ Appraiser \_\_\_\_\_

Proposed price \_\_\_\_\_

Purchaser \_\_\_\_\_

Terms of purchase \_\_\_\_\_

Use of funds \_\_\_\_\_

\_\_\_\_\_  
Date approved by Board of Trustees

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Board Secretary (signature)

\_\_\_\_\_  
Board Chair (signature)

\_\_\_\_\_  
abstention

Vote: \_\_\_ yes \_\_\_no \_\_\_

Date Approved by Local Council <sub>3</sub>

\_\_\_\_\_

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by provincial prioress w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of Prioress General w/ her council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary General (signature)

\_\_\_\_\_  
Prioress General (signature)

- <sup>1</sup> Submit in triplicate. Enclose also the written consent of the local ordinary.
- <sup>2</sup> Attach a copy of the appraisal.
- <sup>3</sup> If the object is owned by the Local Community, the approval of the Local Council is required

*approved 7/07*  
*revised 12/13*

## ALIENATION OF PROPERTY

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In order to alienate property belonging to the Institute above the limit fixed by the General Chapter of 2013 for the province, the approval of the general council is required. When the value of such property exceeds the amount fixed by the Holy See for the country, approval of the Holy See is required.

### **Definition**

Property includes land, buildings, improvements other than buildings, and equipment.

By alienation of property is meant any legal act by which the right of ownership, either in whole or in part, or personal or real property, is transferred to another party.

<b><u>Person</u></b>	<b><u>Action</u></b>
Appropriate Local Ministry Authority	1. Explains the terms of the transaction.
Appropriate Local Ministry Authority	2. Has appraisal made of property.
Chair of Board of Trustees w/ Board	3. Decides to request the alienation by the owners.
Chair of Board/Chief Administrator	4. Fills out the request for alienation in triplicate, identifying the type of approval required, and gets the signatures of the Local Officials, if applicable. <sup>1</sup>
Chair of Board/Chief Administrator	5. Sends to the provincial prioress the three copies of the request and the statement of appraisal.
Provincial prioress with her council	6. Reviews the request.
Provincial treasurer	7. Explains the financial consequences of the transaction for the community involved.
Provincial treasurer	8. Reviews the proposal, assuring that all legal matters and other formalities have been taken into consideration.

<sup>1</sup>If the property is owned by the Local Community, the approval of the Local Council is required.

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|--|--|
| Provincial prioress with her council       | 9. Decides whether to request authorization for the alienation.  |
| Provincial prioress                        | 10. If approved, sends to the prioress general three copies of the form requesting permission for the alienation, the statement of appraisal, and the written consent of the local ordinary if the amount involved is greater than that authorized by the Holy See. <sup>1</sup> |
| Prioress general with her council          | 11. Reviews the request.   |
| Prioress general with her council          | 12. Decides whether to authorize the alienation when the amount requested is within their competence.  |
| Prioress general                           | 13. If approved, returns copies of the form to the provincial prioress who, in turn, sends one to the local ministry.  |
| <b>If the amount involved requires it:</b> |  |
| Prioress general with her council          | 14. Decides to send the request to the Congregation for approval.  |
| The Congregation                           | 15. Sends to the prioress general the indult for the alienation of property.   |
| Prioress general                           | 16. Sends the original indult and two copies of the form to the provincial prioress.   |
| Provincial prioress                        | 17. Makes copies of the Indult and forms; keeps one of each for provincialate files and sends copies of each to appropriate local community and ministry officials. If necessary, sends original Indult to the Prioress General.   |

<sup>1</sup> In this case, the prioress general presents the request to the Holy See.



**REQUEST FOR PERMISSION FOR ALIENATION OF PROPERTY  
BY A SPONSORED MINISTRY<sup>1</sup>**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Description of property \_\_\_\_\_

Reason for alienation \_\_\_\_\_

Site \_\_\_\_\_ Acreage \_\_\_\_\_

Appraised value<sup>2</sup> \_\_\_\_\_ Appraiser \_\_\_\_\_

Proposed selling price \_\_\_\_\_

Purchaser \_\_\_\_\_

Terms of purchase \_\_\_\_\_

Use of funds \_\_\_\_\_

\_\_\_\_\_  
Date approved by the Board of Trustees

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Board Secretary (signature)

\_\_\_\_\_  
Board Chair (signature)

\_\_\_\_\_  
Date Approved by Local Council<sub>3</sub>

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Local Secretary (signature)

\_\_\_\_\_  
Local Prioress (signature)

\_\_\_\_\_  
Date approved by provincial prioress  
w/ her council

Vote: \_\_\_yes \_\_\_no \_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of Prioress General w/ her council

\_\_\_\_\_  
Date

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Secretary General (signature)

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Prioress General (signature)

<sup>1</sup> Submit in triplicate.

<sup>2</sup> A copy of the appraiser's estimate is to be enclosed, and if required, the written consent of the local ordinary.

<sup>3</sup> If the property is owned by the Local Community, the approval of the Local Council is required.

*approved 7/07*  
*revised 12/13*

## **EXPENDITURES REQUIRING APPROVAL/BUILDING PROJECTS<sup>1</sup>**

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<b><u>Person</u></b>	<b><u>Action</u></b>
Appropriate Local Ministry Authority	1. Explains the terms of the transaction.
Chair of Board of Trustees w/ Board	2. Decides to undertake expenditure requiring approval/building project.
Board Chair/Chief Administrator	3. Fills out in triplicate the request for authorization for the expenditure being planned, or the request for authorization to undertake a building project.
Local prioress with her council <sup>1</sup>	4. Local Prioress, with her council, approves of building project.
Board Chair/Chief Administrator	5. Sends the three copies of the form to the provincial prioress. If the request is for a building project, includes plans and contractor's estimate.
Provincial prioress with her council	6. Reviews the request.
Provincial treasurer	7. Explains to the provincial council the method of financing and the consequences of the action for the ministry involved.
Provincial prioress with her council	8. Decides whether to submit the request to the prioress general.
Provincial prioress	9. If approved, sends the three copies of the form to the prioress general. If the request is for a building project, she includes one copy of the plans and one copy of the contractor's estimate.
Prioress general with her council	10. Reviews the request.  11. Decides whether to authorize the extraordinary expenditure/building project.

<sup>1</sup>If the property on which the building is placed is owned by the Local Community, the approval of the Local Council is required.

Prioress general

12. If approved, returns to the provincial prioress copies of the request form giving the authorization.

Provincial prioress

13. Provincial prioress sends copies to the Local ministry.

N.B. Ordinarily, 60% of total project cost is available before making request.

**REQUEST FOR PERMISSION TO UNDERTAKE  
A BUILDING PROJECT BY A SPONSORED MINISTRY<sup>1</sup>**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Description of Project: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_

Method of Financing:

- a. Funds available: \_\_\_\_\_
- b. Gifts or Grants: \_\_\_\_\_
- c. To be Borrowed<sup>2</sup>: \_\_\_\_\_
- d. Other: \_\_\_\_\_

Present Indebtedness: \_\_\_\_\_

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
<sup>3</sup>Date approved by Board of Trustees

\_\_\_\_\_ Board Secretary (signature) \_\_\_\_\_ Board Chair (signature)

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by Local Council

\_\_\_\_\_ Local Secretary (signature) \_\_\_\_\_ Local Prioress (signature)

\_\_\_\_\_ Vote: \_\_\_yes \_\_\_no \_\_\_abstention  
Date approved by provincial prioress w/ her council

\_\_\_\_\_ Provincial Secretary (signature) \_\_\_\_\_ Provincial Prioress (signature)

\_\_\_\_\_ Decision of Prioress General w/ her council \_\_\_\_\_ Date

\_\_\_\_\_ Secretary General (signature) \_\_\_\_\_ Prioress General (signature)

<sup>1</sup>Submit this form and the architect's plans in triplicate.

<sup>2</sup>If a loan is necessary, the form requesting permission for the loan must also be completed.

<sup>3</sup>If the property is owned by the Local Ursuline Community, approval of Local Council is needed.

*approved 7/07*  
*revised 12/13*

**REQUEST FOR PERMISSION REQUIRING APPROVAL**

**FOR EXTRAORDINARY EXPENDITURES BY A SPONSORED MINISTRY <sup>1</sup>  
(other than a building project)**

Province \_\_\_\_\_ Ministry Site \_\_\_\_\_

Corporate title \_\_\_\_\_

Address \_\_\_\_\_

Request \_\_\_\_\_

Estimated cost \_\_\_\_\_ Present indebtedness \_\_\_\_\_

Reason for transaction \_\_\_\_\_

Method of financing<sup>2</sup> \_\_\_\_\_

\_\_\_\_\_  
Date approved by Board of Trustees

Vote: \_\_\_\_yes \_\_\_\_no \_\_\_\_abstention

\_\_\_\_\_  
Board Secretary (signature)

\_\_\_\_\_  
Board Chair(signature)

\_\_\_\_\_  
Date approved by provincial prioress  
w/ her council

Vote: \_\_\_\_yes \_\_\_\_no \_\_\_\_abstention

\_\_\_\_\_  
Provincial Secretary (signature)

\_\_\_\_\_  
Provincial Prioress (signature)

\_\_\_\_\_  
Decision of Prioress General w/ her council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary General (signature)

\_\_\_\_\_  
Prioress General (signature)

<sup>1</sup>Submit in triplicate.

<sup>2</sup>If a loan is necessary, the form requesting permission for the loan must also be completed.

*approved 7/07*