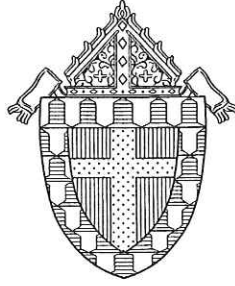


Diocese of Lafayette



Extraordinary Administration


In keeping with canon 1292 §1, effective immediately, I hereby raise the sum for which written permission, i.e. acts of extraordinary administration, must be sought from the Bishop and a corporate resolution signed for expenditures to **\$50,000 or 10% of the total income** of that institution for the previous fiscal year, whichever is less. This policy replaces all previous policies for extraordinary administration.

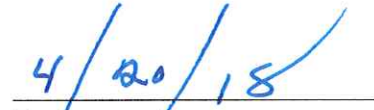
This policy shall apply to all Catholic parishes (diocesan or religious), missions, parish owned schools/cemeteries, service centers, and diocesan institutions.


Nonetheless, written permission of the Bishop and (ordinarily) a corporate resolution shall be required for the following:

- Change orders to contracts when the aggregate (total) amount of payment exceeds the limits set for extraordinary administration as detailed above.
- Purchase or sale of real property (real estate) for any amount;
- Initiating or responding to lawsuits;
- Borrowing money for any amount;
- Use of fixed capital for any reason beyond that which it was initially dedicated by the donor or competent authority;
- Oil, gas and mineral leases;
- Granting of easements, rights of way or usufructs;
- Rental/lease of property, whether as lessor or lessee, in any amount for longer than three (3) months, and, also, when the aggregate (total) amount of payments exceed the limits set for extraordinary administration detailed above.
- Investing money or selling stocks, bonds, mutual funds, or any other financial instrument;
- Acceptance of a restricted gift in any amount. (NB This is to ensure that the restriction imposed by the donor is reasonable, can be satisfied and does not negatively impact the Parish, School or institution receiving the gift);

- Opening of new bank accounts of any kind;
- Sale or donation of any property of historic or of important artistic value;
- Wiring of international bank drafts;
- Unusual transactions or business arrangements which are not normally conducted by Catholic institutions (e.g. engaging in secular business).


Approved and Promulgated


Date


Very Reverend W. Curtis Mallet, JCL
Ecclesiastical Notary

