

The Roman Catholic Diocese of East Anglia

Parish Spending Approval Form (PSAF)

This form should be completed by parishes proposing expenditure or financial commitments in excess of £5000 other than that which is in connection with works to Parish buildings.

Please note that for expenditure relating to buildings works, a PPAF should be completed.

The completed form should be submitted to:-

The Finance Office, the White House, 21 Uppgate, Poringland, Norwich NR14 7SH

Date.....

Parish.....

Contact Details.....

Brief Description of Proposed Expenditure.....

.....
.....

Has the proposed spending been discussed and minuted at a Parish Finance Committee meeting? Yes No

Has the Dean been consulted? (Diocese will notify the Dean) Yes No

What is the approximate amount to be spent? £.....

Only an estimate of the cost is required at this stage. Until a project has been approved, every effort should be made to avoid incurring expenditure on professionals' fees

Can the Parish fund the cost of the project? Yes No
If No, does the Parish intend to apply for a loan from the Diocese? Yes No

If Yes, please indicate the amount required £.....and complete the following:-

Current Balance with the Diocese	£.....
Current Balance in other local bank account	£.....
Current Balance in any other accounts	£.....
Current market value of investments held e.g. DITS	£.....

What other sources of funds will be available towards the cost of the project?

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Please indicate if the following are attached

Drawings	Yes	No
Breakdown of Costs	Yes	No
Budget forecast (to evidence ability to repay a loan from the Diocese)	Yes	No
Other	Yes	No

Signature of Parish Priest

*If you require any assistance with the completion of this form, please telephone
The Diocesan Finance Office on 01508 492540*

We have pleasure in confirming that the Project has been approved by the Diocesan Trustees up to an expenditure figure of £ . Conditions attached to this approval are detailed overleaf.

Date

Signature

Diocesan Finance Office
dfo 3rd January 2007