

Protocols for Handling Funds by and on behalf of Lay Associations within the Diocese

On behalf of the Office of Finance of the Diocese of Raleigh, enclosed is important information to ensure compliance with diocesan financial protocols as well as civil reporting obligations related to the handling of collections, deposits, and transfers of funds by and on behalf of lay associations operating within the Diocese, including the Charismatic Renewal Association.

The Diocese's financial protocols require that no cash from a collection may be used directly to pay stipends, musicians, or other expenses. It is recommended that all Mass collections be first remitted to the parish for secure counting and deposit. This response pertains exclusively to a previously approved diocesan liturgical activity. The association may also engage in other economic activities that do not involve liturgical acts and may require a different approach.

From there, one of three options may apply depending on the nature of the event and diocesan preference:

- 1. Parish-Sponsored Mass**

The parish retains responsibility for both the deposit and any payments related to the celebration, following standard procedures. Surplus funds are held in restricted accounts or forwarded to the Diocese as directed.

- 2. Association-Sponsored Mass**

The parish counts and deposits the collection, then remits the full amount to the association's treasury. If the association already has its own bank account, the transfer should be made directly into that account. The association pays all expenses from its own resources, ensuring transparency and accountability.

- 3. Hybrid Accountability Model**

The parish counts and deposits the collection but then transfers the full proceeds by check or electronic transfer to the association's bank account. From that point forward, the association holds full responsibility for the revenues, including the payment of expenses and stewardship of any surplus. The safeguard here is that the association never directly handles raw cash; all transactions occur through traceable and auditable channels.

This approach honors the rights of lay associations to manage their own resources (cf. c. 319), while ensuring compliance with diocesan standards of financial stewardship and civil reporting requirements.

Please also note: **all lay association bylaws in the Diocese are currently under review.** This process may result in adjustments to how finances are managed and reported. All associations are to follow existing diocesan protocols strictly until updated guidelines are promulgated.

Please contact Christine Passaretti Norwood at Christine.Passaretti@raldioc.org with any questions.