

## ARCHDIOCESE OF CAPE TOWN

### RULES FOR THE PARISH BUILDING FUND

July 2018, updated Jan. 2020, Jul. 2022

The aim of this policy is to encourage parishes, by means of a levy rebate, to plan for, raise and save funds for the maintenance of their existing buildings and the construction of new buildings.

- A. Each parish in the Archdiocese of Cape Town, excluding religious orders that own parish buildings, shall establish a **Parish Building Fund (PBF)** for the parish, which will be subject to the regulations laid out in this policy. Religious orders that own parish buildings may establish a PBF provided the parish and religious order comply with the regulations laid out in this policy.
- B. To make use of the PBF, a parish must complete and return to the Vicar for Property a **maintenance check-list** and rolling **ten-year maintenance schedule** for the parish, approved by the Vicar for Property. The check-list and schedule shall be **updated each year** and submitted to the Vicar for Property.
- C. The PBF will be a separate savings and/or investment deposit account held in the **Archdiocesan Treasury**.
- D. The PBF will be used solely for **major building work**, i.e. any work that costs R10,000 or more, which has been approved by the Vicar for Property according to the current Archdiocesan Permissions and Procedures. This work must be used for maintenance, repairs, renovations, or improvements to existing buildings, or for the **construction** of new buildings, that belong to the parish or that are used by the parish.<sup>1</sup>
- E. Deposits into the PBF from **current parish income**, as well as **interest and returns** earned in the PBF, will be **exempt from the parish levy**. Accumulated savings from prior years may also be deposited in the PBF, but as such deposits are simply transfers they have no effect on the levy; subsequent growth within the PBF, however, will be exempt from the levy.

Deposits into the PBF must be made into the special Building Fund current account:

Bank: **Standard Bank**

a/c name: **Building Fund**

a/c number: **07-041-332-0**

Branch code: **020 909**

Reference: **<PARISH NAME>**

email proof of payment to **accounts@adct.org.za**

- F. **Withdrawals** from the PBF to the parish current account will be permitted for authorised **major building work** on production of valid **invoices** or **quotations** certified by the Vicar for Property. The minimum withdrawal amount is R10,000. Smaller amounts may be authorised in exceptional circumstances by the Vicar for Property.<sup>2</sup>
- G. **Withdrawals** from the PBF to the parish current account for **purposes other** than authorised major building work may be permitted in exceptional circumstances with the consent of the Financial Administrator and the Vicar for Property.<sup>3</sup> Such withdrawals will be subject to an **immediate levy at the parish's current maximum marginal levy rate plus 15%**.
- H. There is **no minimum balance** prescribed for the PBF. A **maximum balance** may be imposed by the Archdiocese, and would depend, amongst other things, on the parish's ten-year maintenance schedule, parish income, the parish's adherence to the schedule, and its adherence to this policy.
- I. Financial assistance from the **Advent Appeal** for building projects is contingent on an up-to-date maintenance checklist and schedule, approved by the Vicar for Property.

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<sup>1, 2, 3</sup> In the case of **parish buildings owned by religious orders**, this certification must be from the Major Superior in accordance with Canon law, especially Canon 635. The Major Superior may delegate this task to the Vicar for Property; if the task is not delegated then **Vicar for Property should be informed**.