

# PROVINCIAL STATUTES ATLANTIC PROVINCE

## SECTION I TITLE I

### COMMUNITY LIFE

1. The official title of the Congregation for use in the Atlantic Province is *Missionaries of the Precious Blood*. Its abbreviation is C.P.P.S.
2. The cassock with sash and mission crucifix with chain are the official insignia of membership. They are conferred at the time of definitive incorporation.
3.
  - a) Members live in the Mission House or residence to which they are assigned by the Provincial Director after consulting his Council. Mission Houses are designated, established or suppressed by the Provincial Assembly. Residences are accepted or suppressed by the Provincial Director with the consent of his Council.
  - b) Permission of the local director is required for an absence of less than 10 days, and of the Provincial Director for more than 10 days, from a member's residence for non-official reasons.
  - c) As members of a missionary community, their mobility and availability are recommended according to the needs of the Province.
4. At the time they are designated or established, an endowment fund is to be created for each Mission House and is to be used for the support and maintenance of that house. Such endowment funds will be administered by the Provincial Treasurer. The source and amount of each endowment fund is to be determined by the Provincial Director with the consent of his Council.
5. A member living outside of a Mission House or residence after 30 days, without the authorization of the Provincial Director is deprived of active and passive voice as well as his personal allowance and other benefits and expenses provided by the Province. In the meantime, the Province furthermore declines any liability for his actions. After a period of 3 months, the Provincial Director must present the matter to the Provincial Council for further action.

6. The *Manuale Precum C.P.P.S.* contains the official prayers for use in the Province. Each day the members of the community gather for prayer. The time, place and type of prayer are determined by the local congressus.
7. Every year the members gather for the annual retreat whose time and place are determined by the Provincial Director after consulting his Council. Any member wishing to make a retreat other than the provincial retreat is to inform the Provincial Director of his arrangements.
8. At the death of the Holy Father or the Moderator General, a Mass of suffrage is to be celebrated in every Mission House or residence. In addition, at the death of a member of the Province or a candidate in its formation program, a Mass is to be celebrated by each priest. All others are to participate in one such Mass.
9. Each year, in every Mission House or residence, preferably in the month of November, the following Masses are to be celebrated by every priest:
  - a) For all the faithful departed
  - b) For the deceased of the Congregation
  - c) For deceased relatives and benefactorsAll others are to participate in one Mass for each of the above intentions.
10. All income from the ministry, including benefits payable, is property of the Province.

11. a) Incorporated members receive a fitting personal allowance to be determined by the Provincial Director with the consent of his Council to take care of those things not provided for by the Congregation. Additional allowances and official expenses are determined by the Provincial Director with the consent of his Council, and are listed in the Provincial Customary.

b) Each member engaged in the active ministry should earn sufficient income to cover his personal allowance, any car or transportation allowance, other allowances and gifts, official expenses, health insurance premiums, security fund contribution, as well as a contribution to the Province.

c) The Provincial, after consulting his Council, can assign a member to a ministry which must be subsidized or for which there is no financial gain to the Province in order to serve a particular need of the Congregation or of society.

12. For extraordinary expenditures, debts or investments of the Province, the Provincial Assembly determines in its Norms and Guidelines the competency of the Assembly itself, the Provincial Director, the Provincial Director with the consent of his Council and the Local Congressus, safeguarding the decrees approved by the General Assembly.

13. Since the funds administered by each Mission House and residence are property of the Province, excess moneys should be periodically forwarded to the Provincial Treasurer. Each Mission House and residence is to submit to the Provincial Treasurer a financial statement in July and January of each year according to the form contained in the Provincial Norms and Guidelines, the fiscal year of the Province being January - December.

14. By the time of definitive incorporation each member should deposit with the provincial office a copy of his last will and testament approved by an attorney as well as instructions pertaining to burial arrangements. Members are to review these matters periodically to insure their current status. Each member is encouraged to remember in his will the needs of the Province.

15. Every member is entitled to one free day each week as well as an annual vacation of one month.

16. Communication among the members of the Province is to be fostered through a newsletter published by the provincial office.

17. If any member has a serious complaint or grievance, he has the right to present the matter to the Provincial Director. The member may also present the matter to the Provincial Council for further consideration.

18. A member may retire from the active apostolate for reasons of age, or ill health after consulting with the Provincial Director and receiving his approval. Policies governing retirement are contained in the Provincial Norms and Guidelines.

## **TITLE II APOSTOLATE**

19. The apostolate of the Province is to continue the spirit and zeal of our Founder Saint Gaspar and predecessors. The Province is open to every area of service according to the current needs of the Church in accordance with our charism and is ready to explore new avenues of service as they arise. A mission or delegation of the Province may be established or suppressed only by an act of the Provincial Assembly.

20. The Provincial Director after consulting his Council assigns individual members to the apostolate as well as accepting or suppressing works of the apostolate. However, if the acceptance or suppression of an apostolate necessitates the opening or closing of a Mission House, then the consent of the Provincial Assembly must be obtained.

21. A member's age, health and competence for a specific work of the apostolate shall be given consideration in determining both his assignment and his place of residence.

22. All assignments to an apostolate are reviewed periodically by the Provincial Director in consultation with his Council.

## **TITLE III**

### **FORMATION AND INCORPORATION**

23. In the Province a Director of Formation and Director of Vocations are to be appointed by the Provincial Director with the consent of his Council. The same person may hold both offices.
24. The Director of Formation is assisted in his work by the Formation Committee which functions according to the guidelines contained in the Program of Formation.
25. To actively promote the growth of the Province each member should feel impelled to foster vocations by his prayer, word and example. Every priest member shall offer at least one Mass yearly for vocations. All other members are encouraged to participate in at least one such Mass.
26. The detailed norms governing all levels of formation are contained in the Program of Formation [and Studies as] drawn up by the Formation Committee and approved by the Provincial Director with the consent of his Council.
27. A House of Formation is to be established in the Province. The Director of Formation is to reside there and function as its local director. He is not to have other duties which would impede the proper exercise of his office.
28. In the Province there is established St. Gaspar's Burse, interest from which is used to fund the Program of Formation at all levels. Each Mission House and residence is encouraged to contribute to the Burse through fund-raising.
29. The detailed norms governing incorporation are contained in the Program of Formation. A candidate's entrance into special formation is celebrated with a special rite.
30. Safeguarding the prescriptions of the Normative Texts, before the Provincial Director can authorize the permanent transfer of a member of another province to the Atlantic Province he must first consult the members of the Province and obtain the consent of his Council.

## TITLE IV GOVERNMENT

31. Only the Provincial Assembly has the authority to define, amend, interpret or suppress a Provincial Statute, or to add new ones. In case of doubt in interpretation of any Provincial Statute, the Provincial Director with the consent of his Council is to make a temporary decision until a judgment is made in the next provincial assembly.

32. Safeguarding the provisions of Common Law and the Normative Texts, any member who has been definitively incorporated for at least five years is eligible for the office of Provincial Director. He is elected to a term of four years, renewable once, consecutively. The Provincial Director may be elected to a third term upon receiving a two-thirds majority vote on the first ballot.

33. The Provincial Director aided by his Council is responsible for administering the Province when the Provincial Assembly is not in session. The Provincial Director, however, cannot enact policies contrary to these Provincial Statutes or contrary to a decree of a Provincial Assembly.

34. The Provincial Director is not to be impeded in the exercise of his office by additional offices or duties.

35. When the Provincial Director is incapacitated in the exercise of his office for any length of time, the Vice-Provincial Director is to act in his place for the duration.

*35a) If the provincial becomes incapacitated in any way which prevents him from being able to govern the Province it is the duty of the Vice-Provincial to consult the Council, a canonist and the Moderator General to determine what steps should be taken to safeguard both the Provincial and Members as well as the Patrimony of the Province.*

**35b) The Provincial Director can be declared incompetent and/or incapacitated and his office vacant by a two-thirds majority vote of the Provincial Assembly called, if necessary, into an extraordinary session by the unanimous vote of the Council. Any vote negatively affecting the status of the Provincial Director requires the subsequent confirmation of the Moderator General and his Council.**

*35c) In the event of the death or total incapacitation of a Provincial, if the term of office yet to be finished is less than one year the Vice-Provincial finishes the term without an election. If it is more than a year an election must be called within three months and a new Provincial elected. If the new Provincial is elected from the Council that member of the Council must be replaced by election at that time.*

**Cf (c75, C76 of Normative Texts)**

36. The Provincial Director can be declared incompetent and/or incapacitated and his office vacant by a two-thirds majority vote of the Provincial Assembly called, if necessary, into an extraordinary session by the unanimous vote of the Council. Any vote negatively affecting the status of the Provincial Director requires the subsequent confirmation of the Moderator General and his Council.

37. If the Provincial Director wishes to resign from his office, he must inform his Council, and Moderator General.

38. The Provincial Council assists the Provincial Director in carrying out his responsibilities and administering the ordinary affairs of the Province in accordance with Common Law, the Normative Texts and the Provincial Statutes.

39. The Provincial Council consists of four members, elected as first, second, third and fourth Councilors. Safeguarding the norms of Common Law and the Normative Texts, the first Councilor shall be the Vice Provincial Director; the third Councilor shall be the Provincial Treasurer; and the fourth Councilor shall be the Provincial Secretary.

40. Safeguarding the norms of Common Law and the Normative Texts, every definitively incorporated member of the Province is eligible for election to the Provincial Council.

41. Members of the Provincial Council are elected for a four year-term, renewable once, consecutively. A Provincial Councilor may be elected to a third term upon receiving a two-thirds majority on the first ballot.

42. The Provincial Council normally meets four times a year. The Provincial Director may call a meeting of the Council whenever business warrants. A council meeting may also be called when two or more members of the Council request such a meeting. To transact business validly, a quorum of three members of the Council must participate in the decisions. Decisions of the Council have deliberative or consultative voice according to the prescriptions of the Provincial Statutes and the Normative Texts and are to be communicated to the members.

43. Should the office of Provincial Director become vacant, the Vice-Provincial Director fills out the remainder of the term. The new Provincial Director with the consent of the remaining members of the Council fills the vacant seat on the Council for the completion of the term, safeguarding the norms of Common Law and the Normative Texts. Should the office of a Councilor become vacant through resignation, should a Councilor be removed due to negligence or incapacity by a decision of the Provincial Director with the consent of his Council, the above procedure is followed as well.

44. All appointments to Provincial Offices *and Committees* are open to definitively incorporated members and are made by the Provincial Director with the consent of his Council. All such appointees may be removed at any time by the Provincial Director with the consent of his Council. Such appointments are, however, automatically vacated at each electoral assembly and are subject to re-appointment by the new provincial administration.

45. The following are the Provincial Offices:
- a) Director of Formation
  - b) Director of Vocations
  - c) Mission Procurator
  - d) Regional/Delegated Director of the Union of the Blood of Christ.
46. The Provincial Secretary puts in writing the minutes of every Council meeting, has charge of the archives of the Province and conducts all official correspondence for the Province.
47. The Provincial Treasurer administers the economic affairs of the Province. Every year he will make a detailed report of the financial status to the members of the Province. Without the permission of the Provincial Director and his Council, the Provincial Treasurer may not alienate goods, use them in any other way, make contracts or borrow money in the name of the Province. The Provincial Treasurer is also to insure that the treasurer in each residence is diligent in fulfilling his duties. In all financial matters, the advice of the Provincial Treasurer is to be sought and his judgments given serious consideration.
48. The Provincial Director is ex-officio the Regional Director of the Union of the Blood of Christ. He may, however, delegate this office to another member of the Province. The Director's duties are determined by the Regional Statutes of the Union which form part of the Provincial Norms and Guidelines.
49. The Mission Procurator exercises his office with the assistance of the Mission Committee according to the norms contained in the Provincial Norms and Guidelines.
50. Local Directors are appointed by the Provincial Director after consulting his Council and the local community. They are appointed for a period of three years, renewable once, but may be removed at any time by the Provincial Director after consulting his Council. Safeguarding the prescriptions of Common Law and the Normative Texts, local directors must be definitively incorporated in the Congregation for at least three years. The local director has the authority granted to him by Common Law, the Normative Texts and the Provincial Statutes, carries out local community policy, and oversees the needs of the local community.
51. The house congressus is composed of all the members residing in a Mission House or residence. The local congressus annually elects a treasurer and secretary who may be the same person, but may not be the local director. The treasurer is responsible for the financial administration of the local residence and for submitting the required financial statements approved and signed by the local congressus. The secretary records the minutes of the house congressus and is responsible for the archives of the Mission House or residence.



52. The house congressus gathers at least once every two months or as the need arises. The congressus is called by the local director even at the request of one member. The minutes of the meeting are to be signed by all participants.
53. The following Permanent Committees are to be established in the Province which function according to their respective documents contained in the *Official Documents of the Missionaries of the Precious Blood, Atlantic Province*:
- a) The Formation Committee whose Chairman is the Director of Formation
  - b) The Mission Committee whose Chairman is the Mission Procurator
  - c) The Investment Committee whose Chairman is the Provincial Treasurer.

The Provincial Director and his Council may appoint additional committees *ad hoc*.

The Provincial Director is an *ex-officio* member of all provincial committees.

## **SECTION II THE ASSEMBLIES**

54. All delegates to the General Assembly are to be elected at large by universal suffrage expressed personally in a provincial assembly or by mail, according to the specific norms determined by the rules of procedure for electoral assemblies. The next highest name(s) in the election of delegates will automatically serve as substitute(s) for the elected delegate(s).

55. The Provincial Assembly, the supreme authority in the Province, is conducted according to the prescriptions contained in the Normative Texts and these Provincial Statutes.

56. a) A Provincial Assembly:

i) must be convened at least bi-annually either as an electoral and/or business assembly;

ii) all definitively incorporated members of the Province in good standing have the right and duty to participate in it;

iii) to transact business or conduct elections validly, a quorum of an absolute majority of the members must be present and voting;

iv) non-member experts may be called for consultation.

b) In those urgent cases which require action by the Provincial Assembly, when the Provincial Director with the consent of his Council, deems it impossible to convene such an Assembly, the members may be polled by mail.

57. The Provincial Director after consulting his Council establishes the time and place of the ordinary Provincial Assembly. An extraordinary Provincial Assembly must be called if either a majority of the members of the Province requests it, or the Provincial with the consent of his Council requests it.

58. The announcement of the Provincial Assembly must be given at least six months before the proposed date by an official letter from the Provincial Director to all the members. Any member unable to attend the Provincial Assembly must notify the Provincial Director.

59. Three months prior to an assembly, the Provincial Director and his Council will propose the agenda and invite the members to send in any suggestions they wish to add within the time limit established in the same letter. The Provincial Director and Council will then select and clarify the suggestions and prepare the agenda which will be sent to all the members.

60. The following topics are to be included on the agenda of the Provincial Assembly:

a) The reading of the Provincial Statutes pertaining to the electoral and/or business assemblies.

b) Final approval of the agenda.

c) The election of two tellers.

d) The written report and comments of the Provincial Director.

e) The written report of the Provincial Treasurer.

f) The written reports of the chairmen of the Permanent Committees, and, if necessary, any *ad hoc* Committees.

g) The written report of the Regional/Delegated Director of the Union of the Blood of Christ.

h) The selection of the recipient(s) of the annual allocation of funds for the needy, especially C.P.P.S.

In years when there is no assembly, the last item is done by the Provincial Director and his Council.

61. The Provincial Director presides over the electoral and business assemblies. In his absence the Vice-Provincial Director presides.

62. The Provincial Secretary serves as the secretary of the Provincial Assembly. He may be assisted in his duties by recorders.

63. The affairs of the Provincial Assembly are ordinarily decided by a secret ballot with an absolute majority of those present and voting unless the Assembly requires a greater majority for a particular motion. For an Electoral Assembly, those who are unable to attend have the right to submit absentee ballots. Such ballots are counted only in the first, valid vote. Having insured the validity of the vote, in order to preserve the secrecy of the absentee ballot(s), the teller opens them and counts them together with the votes of those present at the Assembly.

64. The number of votes cast must correspond to the number of voting participants, or the ballots are null and void. The majority of the vote is reckoned on those present and voting.

65. The acts of the Provincial Assembly, signed by the Provincial Director and the Provincial Secretary, will be sent to all members of the Province after confirmation by the Moderator General and his Council. The minutes of the Assembly are approved by the Provincial Director and his Council and then forwarded to the members.

66. In an electoral assembly, both the Provincial Director and his Council are to be elected.

67. There will be a nominating ballot for Provincial Director through the mail. Those nominated have the right to decline the nomination to the Provincial Director and his Council in writing. Likewise, those who have been nominated have the opportunity to withdraw their name prior to the approval of the agenda. Additional nominees may be submitted when the agenda of the Provincial Assembly is approved.

68. Those nominated for the office of the Provincial Director may, if they choose, give a statement of their vision for the Province to the Assembly.

69. The Provincial Director is elected on the first ballot by a two-thirds majority; on the second ballot by an absolute majority; and on the third ballot, the candidates will be restricted to the two who received the most votes on the second ballot, and an absolute majority is required. In the case of a tie on the third ballot, the member definitively incorporated first is elected, and if the incorporation occurred on the same date, the oldest by age is elected.

70. The Councilors are elected with separate ballots. For the first two ballots in each election, an absolute majority is required; for the third ballot, the procedure as indicated in Article #69 of the Provincial Statutes is followed.

71. When the election is completed and recognized as valid by a two-thirds vote of the Assembly, the chairman asks the one elected if he accepts. If the one elected is the chairman, the interrogation is made by the Provincial Secretary. If the elected accepts, he immediately assumes the office.

72. If the Provincial Director-elect or a Councilor-elect is not present at the Assembly, the Chairman and the Provincial Secretary must immediately notify him of his election. Meanwhile, the Assembly is suspended until such time as the intent of the person elected is made known. If, for any serious reasons, he does not accept, he must decline the election to the chairman and secretary. The members present at the Assembly then proceed to another election according to the norms of the Provincial Statutes.

# **PROVINCIAL NORMS AND GUIDELINES**

- I            PROVINCIAL CUSTOMARY**
- II            FORMATION PROGRAM**
- III          MISSION OFFICE**
- IV          SECURITY FUND**
- V            INVESTMENT COMMITTEE**
- VI          UCS**

## PROVINCIAL CUSTOMARY

**TITLE I - MISSION HOUSES**

**TITLE II - ALLOWANCES, PROVISIONS,  
and GIFTS**

**TITLE III - OFFICIAL EXPENDITURES  
AND COMPETENCIES**

**TITLE IV - MISCELLANEOUS**

**TITLE V - FINANCIAL REPORT**

**TITLE VI - RETIREMENT POLICIES**

# **SECTION I**

## **PROVINCIAL CUSTOMARY**

# **PROVINCIAL CUSTOMARY**

## **TITLE I - MISSION HOUSES**

1. The Mission Houses of the Province are:
  - a) St. Gaspar Mission House; Niagara Falls, Ontario
  - b) Merlini Study Centre; Toronto, Ontario

## TITLE II

### ALLOWANCES, PROVISIONS AND GIFTS

2. The following allowances are given in U.S. funds and measurements or their equivalent:

- a) To definitively incorporated members:
  - i) Personal allowance - \$400.00 per month;
  - ii) Car allowance for those who own or lease automobiles for ministerial use - \$400.00 per month \$44 per mile over 15,000 miles driven annually;
  - iii) Automobile insurance for those who own or lease a car which is not in use due to a provincial assignment;
  - iv) Transportation allowance for non-car owners and those who own or lease cars which are not in use due to a provincial assignment - \$180.00 per month;
  - v) Annual vacation allowance - \$500.00.
  
- b) To candidates in Special and Advanced Formation:
  - i) Personal allowance - \$150.00 per month;
  - ii) Transportation allowance as needed;
  - iii) Health insurance premiums for those not covered;
  - iv) Approved tuition and books;
  - v) Room and board.
  
- c) To candidates in Initial Formation:
  - i) Room and board;
  - ii) Necessary transportation.

3. On the occasions listed below, a definitively incorporated member shall receive the following gifts:

- a) From the Province:
  - i) Definitive incorporation - \$250.00;
  - ii) Twenty-fifth anniversary of priestly ordination - \$350.00;
  - iii) Twenty-fifth anniversary of definitive incorporation of brothers - \$350.00;
  - iv) Fortieth anniversary of priestly ordination - \$500.00;
  - v) Fortieth anniversary of definitive incorporation of brothers - \$500.00;
  - vi) Fiftieth anniversary of priestly ordination - \$600.00;
  - vii) Fiftieth anniversary of definitive incorporation of brothers - \$600.00.
- b) From the local treasurer:
  - i) Christmas and Easter - \$75.00.



**TITLE III**  
**OFFICIAL EXPENDITURES AND COMPETENCIES**

4. The following are to be considered official expenses for definitively incorporated members:

- a) extraordinary official travel expenses;
- b) health insurance premiums;
- c) medical and dental expenses;
- d) laundry and dry cleaning expenses;
- e) approved tuition and books.

5. Safeguarding the Decree of the XVth General Assembly, and when funds are available, competency is bestowed on the following for extraordinary expenditures in U.S. funds or their equivalent:

- a) the Provincial Assembly without recourse to the Moderator General and his Council - less than \$1,500,000.00;
- b) the Provincial Director with the consent of his Council - no more than \$100,000.00;
- c) the Provincial Director without recourse to his Council - no more than \$2,500.00;
- d) the local congressus in consultation with the Provincial Director - no more than \$5,000.00.

6. Safeguarding the Decree of the XVth General Assembly, competency is bestowed on the following for the sale of property in U.S. funds or their equivalent:

- a) the Provincial Assembly without recourse to the Moderator General and his Council - over \$500,000.00 but less than \$1,500,000.00;
- b) the Provincial Director with the consent of his Council - no more than \$500,000.00.

7. Safeguarding the Decree of the XVth General Assembly, competency is bestowed on the following for the incursion of debt in U.S. funds or their equivalent:

- a) the Provincial Assembly - more than \$100,000.00;
- b) the Provincial Director with the consent of his Council - less than \$100,000.00;
- c) the local congressus with the consent of the Provincial Director - no more than \$10,000.00.

8. The following persons or chairmen of permanent committees are to submit an annual budget in sufficient time for approval by the Provincial Director and his Council:

- a) The Provincial Director;
- b) The Director of Formation and Studies;
- c) The Mission Procurator;
- d) The Regional Director/Delegated Director of the Union of the Blood of Christ.

#### **TITLE IV MISCELLANEOUS**

9. Annually, each Mission House, or residence, through its treasurer, sends to the Provincial Treasurer a schedule listing salary and benefits of all members in their respective apostolates.

10. A definitively incorporated member may, with the permission of the Provincial Director and his Council, borrow by a written agreement up to \$5,000.00 U.S. or its equivalent, interest free, for the purchase of an automobile to be repaid within five years, at the rate of no less than \$1,000.00 per year.

11. Each member pays the amount allowed by his assignment to the Provincial Security Fund but which is not to be less than \$1,000.00 U.S. annually or its equivalent. If a member's assignment does not provide pension benefits, they must be taken from his salary.

12. The annual contribution to the needy shall be 10% of the Province's net income for the previous year.

**TITLE V**

**MISSIONARIES OF THE PRECIOUS BLOOD  
ATLANTIC PROVINCE - FINANCIAL REPORT**

**MISSION HOUSE:** \_\_\_\_\_

**DATE: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**INCOME:**

**BC/BS:** (taken from the place of work to reimburse the Province) \_\_\_\_\_ \$ \_\_\_\_\_

**Binations:** \_\_\_\_\_ \$ \_\_\_\_\_

**Car allowance:** (if the place of work provides for it) \_\_\_\_\_ \$ \_\_\_\_\_

**Donations:** \_\_\_\_\_ \$ \_\_\_\_\_

**Interest:** \_\_\_\_\_ \$ \_\_\_\_\_

**Living allowance:** (if provided by the place of work for room & board) \_\_\_\_\_ \$ \_\_\_\_\_

**Monthly benefit pension:** (if given as benefit from work place) \_\_\_\_\_ \$ \_\_\_\_\_

**Masses:** \_\_\_\_\_ \$ \_\_\_\_\_

**Mass Association:** \_\_\_\_\_ \$ \_\_\_\_\_

**Ministries:** \_\_\_\_\_ \$ \_\_\_\_\_

**Professional allowance:** (designated for retreats, workshops, etc..) \_\_\_\_\_ \$ \_\_\_\_\_

**Salary:** \_\_\_\_\_ \$ \_\_\_\_\_

**Stole fees:** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL:** \_\_\_\_\_ \$ \_\_\_\_\_

**RECONCILIATION: Total Income** :\$ \_\_\_\_\_

**Total Expenses** :\$ \_\_\_\_\_ **Balance:** \$ \_\_\_\_\_

(Last financial Report) **Opening Balance:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

\* **Contrib.to Prov.:** \$ \_\_\_\_\_

**Closing Balance:** \$ \_\_\_\_\_

**SIGNATURES:** House Treasurer: \_\_\_\_\_

Community members: \_\_\_\_\_

**EXPENSES:**

* <b>BC/BS:</b> (the same amount reported as income) _____	\$ _____
* <b>Binations:</b> (the same amount reported as income) _____	\$ _____
<b>Bonus/</b> Christmas-Easter-Vacation: _____	\$ _____
<b>Car allowance:</b> (for members engaged in ministries) _____	\$ _____
<b>Dining out:</b> _____	\$ _____
<b>Food:</b> _____	\$ _____
<b>Grounds maintenance:</b> _____	\$ _____
<b>House expenses:</b> (maintenance) _____	\$ _____
<b>House furniture:</b> _____	\$ _____
<b>House keeper &amp; cleaning:</b> _____	\$ _____
* <b>Mass Association:</b> (same amount reported as income) _____	\$ _____
<b>Medical:</b> _____	\$ _____
<b>Miscellaneous:</b> _____	\$ _____
<b>Monthly allowance:</b> _____	\$ _____
<b>Mortgage:</b> _____	\$ _____
* <b>Pension:</b> (amount reported above or \$ 1,300./ 1,000. per active resident)	\$ _____
<b>Room and Board:</b> _____	\$ _____
<b>Utilities:</b> (electric, gas, water) _____	\$ _____
<b>Service Charge:</b> (Bank S/C) _____	\$ _____
<b>Services:</b> (periodicals, telephone, cable, garbage) _____	\$ _____
<b>Taxes:</b> _____	\$ _____
<b>Transportation allowance:</b> (for members engaged in ministries) _____	\$ _____
<b>TOTAL:</b> _____	\$ _____

**NOTES:**

1. The financial report, checks included, is requested to be mailed to the Provincial Treasurer every six months.
2. The House Treasurer according to art. 51 of our Statutes must not be the local director .
3. A record must be kept of the minutes of house congressus and historical dates for each community house.
4. All income from ministries, not just the assigned ministries, must be turned in to the Local Treasurer.
5. Those on the BC/BS coverage of the Province are asked to send in the amount every three months in advance.
6. When applies, the amounts of the items with the asterisk must be given to the Provincial Treasurer.

## **SECTION II**

### **PROGRAM OF FORMATION**

# **SECTION III**

## **GUIDELINES FOR THE MISSION OFFICE**

## **SECTION IV**

### **GENERAL & REGIONAL STATUTES OF USC**

## **SECTION V**

# **SECURITY TRUST**



## **SECTION VI**

### **POLICIES ON RETIREMENT**