

Appendix D - Resources

Diocesan Offices

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Property & Insurance	propins@diocesetucson.org	(520) 792-3410	838-2582
Catholic Schools	cathsch@diocesetucson.org	(520) 792-3410	838-2589

Corporate Matters Web Page - This manual along with all the resources listed below can be found on the diocesan website under the appropriate department. To download the templates of sample meeting documents used in this manual, visit the Corporate Matters Website at www.diocesetucson.org/corporatematters.html and follow the resources link.

Accounting Manual for Parishes in the Diocese of Tucson - This manual is intended to assist pastors/parish administrators, directors, finance council members and administrators of parish finances in serving the financial needs of their parishes and meeting their responsibilities under the 1983 Code of Canon Law. This manual contains guidance on many facets of accounting, budgeting, financial reporting and financial review. Appendix U of the Accounting manual provides additional guidelines on formation of Finance Councils according to Canon Law and Diocesan operational practices and guidelines.

The Diocese of Tucson Building Manual - This manual provides guidelines for parishes undertaking major renovations and/or building construction. To obtain a copy contact the Property & Insurance Department.

The Diocese of Tucson Human Resources Manual - This manual provides guidelines on employment practices and policies for the Diocese of Tucson.

Question and Answers on the Web - A compilation of the questions asked during the October 2005 incorporation meetings with their answers can be found on the Corporate Matter's web page. The range of subjects on this web page includes questions about schools, taxes, composition, liability and more.

Appendix E
Parish Board Decision Flowcharts