

**VOTF Diocesan Finance Council (DFC) Governance Worksheet (Based on Canon Law) - U.S. Dioceses/Archdioceses**

Rev. January 9 2021

Date of Review: "[Enter MM/DD/YY]"

Reviewer's Initials:

Score	Description	Yes	No	Other	Links & Notes
0 - 10	<p><b>1. Does the website have a workable internet search function?</b></p> <p>a. Award 4 points if a workable internal search function can be found anywhere on the website.</p> <p>b. Add 3 points if it is on the homepage.</p> <p>c. Add 3 points if any information on the Diocesan Finance Council (DFC) can be found using the search function.</p>				
0 - 5	<p><b>2. Is contact information for the DFC posted on the website?</b></p> <p>a. Award 2 points if at least one name is posted and contact information is shown.</p> <p>b. Add 3 points if contact information is posted for more than one person, including the Chair of the DFC.</p>				
0 - 15	<p><b>3. Availability of current information about DFC members on the website</b></p> <p>a. Award 5 points if current DFC members are listed.</p> <p>b. Add 5 points if terms of service are listed for each member.</p> <p>c. Add 5 points if each member's expertise in civil law, finance or other professional experience is listed. (Canon 492)</p>				Note: A list of the Finance Council Members is considered current if it is dated and is consistent with, or more recent than, the most recently ended fiscal year
0 - 10	<p><b>4. Terms of Service for DFC Members</b></p> <p>a. Award 5 points if members serve at least one 5 year term. (Canon 492)</p> <p>b. Add 5 points if no elected or appointed members can serve more than 2 consecutive 5 year terms. (USCCB DFM)</p>				Note: US Conference of Catholic Bishops Diocesan Financial Issues Manual (DFM). Reference to terms limits on page 88 <a href="http://www.usccb.org/about/financial-reporting/upload/Diocesan-Financial-Issues-Manual.pdf">http://www.usccb.org/about/financial-reporting/upload/Diocesan-Financial-Issues-Manual.pdf</a>
0 - 15	<p><b>5. Nature of DFC membership</b></p> <p>a. Award 5 points if the Council has at least three members (Canon 492)</p> <p>b. Add 3 points if the Council has at least three lay members. (USCCB DFM)</p> <p>c. Add 5 points if the Council has a majority of lay members.</p> <p>d. Add 2 points if the Bishop delegates the role of Council Chair to a lay person. (Canon 492)</p>				

0 or 10	<b>6. Are agendas or highlights of DFC meetings posted on the Diocesan website?</b> Note: The DFC is <i>not</i> a secret council under Canon Law.				
0 or 5	<b>7. Does the posted meeting information indicate that the Bishop (or his representative) attends the meetings? (Canon 492).</b>				
0 or 10	<b>8. Is the DFC responsible for the preparation of the diocesan budget as to income and expenses for the coming year? (Canon 493)</b>				
0 - 10	<b>9. Diocesan financial review at the end of the year</b> a. Award 5 points if the DFC, at the end of the year, examines an account of revenue and expenses. (Canon 493) b. Add 5 points if the Diocesan Bishop presents a Statement of Income & Expenses and a Balance Sheet (Statement of Financial Position) to the DFC for all entities under his jurisdiction after the close of each year? (Canon 1287)				
0 - 10	<b>10. Acts of Extraordinary Administration (Canon 1277)</b> a. Award 5 points if the nature and dollar amount of acts of Extraordinary Administration are defined on the Diocesan website. b. Add 5 points if the Bishop obtains DFC approval for such acts prior to implementation.				

**TOTAL SCORE: \_\_\_\_ (Maximum score = 100. All scores are based on information that can be found on the Diocesan website)**