

**Rt. Rev. Patras Minj, S.J.**  
Bishop of Ambikapur



**BISHOP'S HOUSE AMBIKAPUR**  
P.O. Funduldihari - 497110 Ambikapur  
Dist.-Surguja (Chhatisgarh)  
INDIA  
Tel (07774)230063, 231032 (P), 321162  
Fax (07774) 230973

## **FINANCIAL MEETING AT BISHOP'S HOUSE AMBIKAPUR**

**Date – 14 & 15 of December 2015**

This Financial meeting took place at Bishop's House Ambikapur on 14 & 15 of December 2015. The meeting started with the welcome address of resource persons of Jabalpur team: Bishop Jerry Almeida, Bishop of Jabalpur Diocese, Fr. Vipin, Mr. Domnic, Mr. Henry and all participants by Bishop Patras Minj, at 3:00 pm, on 14<sup>th</sup> of December 2015. In spite of heavy schedule in the mission work in this advent season, a good number of our fellow Priests came and participated in this meeting with an enthusiastic spirit and hoped of getting something good for our Priestly life and Mission.

Bishop Jerry Almeida started with his vast experience of reuniting and guiding his sheep in his Diocese of Jabalpur. In his talk he emphasized on to:

- Make difference where eachone is placed.
- Need support from superiors, Bishop, Vicar General and Treasurer for financial support.
- Not to rely on foreign donation.
- Be committed to the Diocese.

All these matters were focused on Centralization and Fr. Vipin also highlighted this, by explaining the importance of centralization. It makes the financial system more effective. No doubt, it also reduces the unnecessary expenses. Mr. Henry and Mr. Domnic also emphasized the following:

- Benefits of centralization.
- De-merits of de-centralization.
- Management of Accounts.
- T. D. S.
- P. F.
- Cheques.
- Cash and Bank
- Budget

Discussions and exchange of ideas were made in view of improving and rebuilding the diocese strong spiritually & financially. We proposed to make an Administrative Committee of Priests to look after, Budgeting and the like for the following year. I am sure this attempt of ours will be fruitful to reunite us to work harder for the welfare of our people in the diocese.

### **Budgeting – 2016-17**

1. Society- wise the number of Schools.
2. School-wise the number of students – Primary, Middle, High/Higher Secondary Schools  
Hindi medium /English medium.  
School-wise Fee Structure.  
Society-wise Budgeting.
3. Society-wise Budgeting (in 4 copies)
4. Proposed salary to be prepared and presented.
5. Tuition fee – 70% to be spent in Teachers salary 30% has to be deposited to the Society.

6. Budget should be submitted by 23 February, 2016 by all means. It should be finalized and forwarded to parish by the end of 15<sup>th</sup> June, 2016.

#### **Implementation**

1. Forming of solid and strong financial committee.
2. Each society should have its own office/table.
3. Recruiting of responsible accountant/s.
  - Two accountants should be appointed by 30<sup>th</sup> May, 2016.
  - Salary of accountants – 5000.00 minimum and can be fixed according to their qualification.
4. Society wise representatives to the centre.
  - Uttar Purb Parikshetra – **Fr. Ranjeet Beck,**
  - Dakshin Parikshetra – **Fr. Shiv Kumar Kujur,**
  - Uttar Pashchim Parikshetra – **Fr. Anup Dev Beck, Fr. Pradeep Xalxo,**
  - Ambikapur Catholic Diocese – **Fr. Nirmal Amrit Kujur,**
  - Vianney Education Society – **Fr. Pradeep Tirkey.**

#### **1. Administrative Committee**

- |                           |                            |
|---------------------------|----------------------------|
| 1. Bishop Patras Minj     | 6. Fr. Lucian Kujur.       |
| 2. Fr. Anthony Bara V. G. | 7. Fr. Lawrence Kujur      |
| 3. Fr. Xavier Ekka        | 8. Fr. Anup Dev Beck       |
| 4. Fr. Ajay Barwa         | 9. Fr. Vijay Kumar Tirkey. |
| 5. Fr. Theodore Lakra     |                            |

#### **2. Diocese Financial Core Committee**

- |                       |                      |
|-----------------------|----------------------|
| 1. Bishop Patras Minj | 4. Fr. Ajay Barwa    |
| 2. Fr. Anthony Bara   | 5. Fr. William Urray |
| 3. Fr. Xavier Ekka    | 6. Fr. Deonis Xaxa.  |

#### **1. Administration**

- Field inspection and link with financial committee.
- Record keeping.
- Meeting with staff and students.
- Needs of the place.
- A list to be prepared for school inspection.
- Fee Collection, deposited to centre by the end of July, October, April.
- General Administrative committee will be responsible for opening New School, upgrading and closing down Schools.
- Major financial plans will be approved by the Administrative committee and forwarded to financial committee.

#### **2. Diocesan Financial Core Committee**

- General survey of each centre. (Parish, School, Hostel)
- Society-wise account keeping.
- Mode of money transfer (Surplus money)
  - A- By Cash.
  - B- Bank to bank.

#### **Use of Collected Surplus Money**

- New building construction.
- Extension of building.
- Repair and Maintenance.
- Emergency financial assistance.
- Any other –
- Payment of the accountants and other office bearers in the Centre.

- Common/office work expense.

**Process of Appointing (starting) Accountants in High Schools**

1. Each major school/High school /Higher Secondary school should have one accountant.

**Aided- Schools**

1. Possibilities – should be surveyed and studied.
  - Structure of fee collection, number of Ad hoc teachers
  - Other requirements.
  - Contingencies.

**Hostel**

**Unaided:-**

- Fee structure (Number of students)
- Mode of local payment (cook workers)
- Maintenance (Regular, annual)
- Regular – electricity, water, toilet.
- Annual – Repair, extension, white washing bed, etc.
- Mess –

**Aided**

- Departmental necessities and supply.
- Additional collection to be paid (electricity, water, building, cook, Hostel warden, emergency expense)
- Unaudited amount (bribe), etc.
- Amount to be shown as surplus if any.

**Parish**

- Farm (garden) and field, - Annual income (approximate)
- Live stock-
- Sunday collection – Cash and kind (Rice, Dal, Veg. or any other)
- Donation – Cash and kind (cloth, chair, sound system)
- Other collection – Marriage, Baptism charges.
- Holy childhood, (church collection)

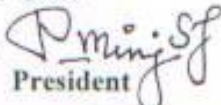
**Major Expenses**

- Mess.
- Current expenses.
- Cooks, catechists.
- Other employees.
- House-building Maintenance.
- Donation/ charity
- News papers, periodicals, Books, Magazines.
- T. V.
- Any other.
- Audit Fee.

**Priests' Maintenance**

5000.00 Each (3000.00 Mess + 2000.00 Pocket Money)

1. Mass Stipend –

+   
President

Rev. Bishop  Minj S.J.

Drafted by Administrative Committee

Fr. Anthony Bara V. G.

