

## POLICY No. 2 DIOCESAN ADMINISTRATION EXPENSE (D.A.E)

### 1. Term definitions

Diocesan Administrative Expense is a levy set by the Bishop of the Diocese of Sault Ste. Marie, following Canon 1263, to help meet the needs of the diocese in its mission of proclaiming the Gospel.

### 2. Intent of the directive

To explain the reasoning behind the necessity of providing a regular source of funding for diocesan administrative services and pastoral programs offered throughout the Diocese.

### 3. Policy

- a. All parishes must remit to the diocese the approved levy, diocesan administration expense (D.A.E), equivalent to 15% of the ordinary (gross) income from the following list:
  - i. of all Sunday Collections;
  - ii. of Christmas, New Year's and Easter collections;
  - iii. of all collections, appeals or fund-raising campaigns and special funds that do not have written D.A.E exemption from the Bishop.

Excluded from the D.A.E are:

- i. the Special Collections as ordered by the Holy See or the Bishop;
- ii. the Bishop's Annual Appeal;
- iii. specifically restricted gifts such as bequests and gifts for approved purposes;
- iv. subject to the approval of the Bishop, funds raised for capital expenditure may be exempted (Policy No. 15).

All collections include monies given by the faithful that are considered loose or merely cash donations on any of the above listed occasions.

- b. The D.A.E. is payable at the end of each month. The amount is calculated by the Diocesan Financial Administrator's office and sent out at the beginning of each new year. This assessment is based on the revenues of the previous year and adjusted at the beginning of the next calendar year.

A reduction in revenues in year X will reduce the D.A.E in year Y of the next assessment, as is also the case for an increase in revenues

- c. Following Canon 1263, an extraordinary tax may be assessed only in case of grave necessity.
- d. Questions are to be directed to the office of the Diocesan Financial Administrator.

Revision # : 2.0	Revision Date : SEPT 8, 2016	Original Issue Date: OCT 2003
------------------	------------------------------	-------------------------------