

**Documents to be kept permanently  
at the Parish Administration level**

**Parish Management Council**

- Constitution, statutes, mandates and regulations
- List of members
- Agenda and minutes
- Policies, procedures and standards
- Annual administrative reports

**Accounting**

- Annual financial statement and reports (parish fund, cemetery fund, Mass account fund and other accounts)
- Auditors' Reports
- Old check specimens

**Various contracts**

- Purchases or sales of movable property
- Significant grants
- Documents concerning loans, mortgages, debts
- Approvals by the Bishop

**Property**

- Inventory
- Plan of premises
- Plans for major renovations and repairs
- Works of art

**Graveyard**

- Establishment / modification
- Development plan
- Policy and Protocol
- Lot concessions
- Maintenance contracts
- Permit to bury and exhume
- Burial Registry