

# APPENDIX III

## PARISH INVENTORY FORM

### Rectory Inventory

Parish: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inventory date: \_\_\_\_\_

The purpose of this form is to catalogue all furniture, furnishings, fixtures, appliances, and personal property found in the rectory of the above mentioned parish. In addition, the condition of the premises should also be noted when appropriate, including newness and/or condition of carpets, paint, floors etc....

The parish finance committee should catalogue, check and note the condition and/or working condition of each item in the rectory. Immediately after, the parish priest shall review and check all listed items, indicating his agreement or his disagreement with regards to the contents and their condition. The parish priest and the parish finance committee shall then sign this document in acknowledgment of the presence and condition of the catalogued items including the following:

Item	Condition	Priest assessment: Agree/disagree & reason

### APPENDIX III

Item	Condition	Priest assessment: Agree/disagree & reason

Parish Finance Committee chair: \_\_\_\_\_

Parish Priest: \_\_\_\_\_

Date : \_\_\_\_\_