

Catholic Charities of the Diocese of Albany
Agency Name: Catholic Charities Disabilities Services

Standard Category	Fiscal
Standard Title	Line of Credit
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Regulation	N/A
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Approved by: Title, Signature	Anne M. Ogden, Executive Director

Catholic Charities Disabilities Services Procedure:

The following steps are followed in order to apply for a line of credit:

- 1) Based on need, CCDS will apply for a new line of credit or extend an existing line of credit.
- 2) A review with the CCDS finance committee will occur for initial approval.
- 3) The request will then be reviewed with the CFO of Catholic Charities of the Diocese of Albany for approval to proceed.
- 4) A request for a new or amending an existing line of credit from the financial institution will be initiated.
- 5) Following the financial institutions conditional approval, a line of credit request will be submitted to central office for formal approval by the Board of Trustees and the Roman Catholic Diocese of Albany.
- 6) The line of credit will be formally approved by the board of directors of Catholic Charities Disabilities Services.

The following steps are followed in order to access the line of credit:

- 1) Prior to accessing any line of credit, the Executive Director or designee will notify the CFO of Catholic Charities of the Diocese of Albany with the requested amount.
- 2) Upon approval from the CFO, CCDS will then access the approved amount from the financial institution.