

Diocesan Synod of Nova Scotia and Prince Edward Island

COVID-19 Financial Information Collection Instructions

As you are aware, the Parish Relations Task Group waived Parish Allotment for all Parishes for May 2020 and Diocesan Council waived Parish Allotment for all Parishes for April and May 2020. This waiver of allotment totals \$486,000 for the Diocese.

Diocesan Council further agreed to pay clergy stipendiary costs (for those parishes with less than \$500,000 in investments) for April and May 2020 and two months worth of Rectory costs. These payments will affect the Diocese's cash flow by \$754,678 in the short term and will have a cost to the Diocese of between \$323,875 and \$592,687.

The difference between the \$592,687 and \$323,875 is the Canada Emergency Wage Subsidy for which the Diocese will be applying. To make the application we do need some information from each Parish about Revenue for some key months.

Please complete the COVID-19 Financial Information Form for your Parish so that Diocesan staff are able to make the application for the wage subsidy.

INSTRUCTIONS:

Due to the calculations required, we need information by month for March, April, and May of 2019 (last year). For 2020 (this year), we need the information for January through May.

With respect to the Rows (1 through 24) there may be more categories listed than you use. In addition, there may be categories that you use that are not one this form. Ignore the lines you do not use and write in any lines that are missing. The important number is the **TOTAL REVENUE** for each of the requested months. **TOTAL REVENUE is all revenue received by the Parish using what ever your normal accounting method is.**

Please do not over complicate this. If all you currently account for is "Offerings", just record that amount and do not spend time trying to break it down between regular offerings, PAR, etc.

The question on Line 24 is open ended. We are trying to determine what the longer-term financial impacts are going to be on Parishes and the Diocese. Any information you can provide will be helpful. The more specific you can be, the better but we realize that we are all sailing on un-charted waters.

DUE DATES:

Your first report should be **submitted as soon as possible but no later than May 7**. This report should contain the data for March, April, and May 2019 as well as January, February and March 2020.

Your second report containing the data for April 2020 should be submitted by **May 21**.

Your third report containing the data for May 2020 should be submitted by **June 21**.

When completed please **email it to ggreencorn@nspeidiocese.ca**