

## **Guide to Budgets and Expenditures During COVID-19**

The “Guide to Virtual (Online) Meetings During COVID-19” (virtual meeting guide) should be consulted in conjunction with this document so councils understand how to proceed with the disbursement of council funds.

1. If a 2020 budget that detailed specific organizations to which funds would be given during the year and the amount was approved by motion at an in-person meeting, these donations can be made.

For example, if the budget included the following donations, they can all be made.

National voluntary funds	
Catholic Missions In Canada	\$200.00
Catholic Near East Welfare Association	\$200.00
Coady Institute	\$200.00
ABC Homeless Shelter	\$400.00
St. Patrick’s soup kitchen	\$500.00
Chalice – sponsorship of child	\$500.00
St. Patrick’s Parish	<u>\$700.00</u>
	\$2,700.00

2. If the council approved by motion a budget for 2020 that specified only a total amount available for donations (e.g. a line in the expenditures which read “Donations for 2020 - \$3,000”) at an in-person meeting then, if holding an online meeting, the procedures outlined in the virtual meeting guide must be followed to make the specific donations.
3. If the council did not approve a budget for 2020 and is not meeting in-person, follow the procedure outlined in the virtual meeting guide. Donations to several organizations, specifying the amount for each, can be made as one “item” submitted for acceptance.
4. A budget for 2021 should be prepared and presented at a virtual council meeting. Follow the procedure for submission of “items” in the virtual meeting guide. If the budget is approved “for recommendation,” then expenses incurred in 2021 can be paid when required. Donations can be made as explained in the first two points above.
5. Normally, a budget would not contain the specific organizations’ names to which contributions would be made but would instead have a total budgeted amount for donations. This allows for flexibility in donating to new organizations or those that may need additional assistance in a particular year. It also allows councils to decide the amount to be given based on the funds available when the donation is made. Remember that when the donation is actually going to be made, it must be approved by a motion or, if in-person meetings are still not allowed, the virtual meeting guide’s procedure should be followed.
6. Budgets are a guide for the year. They should be prepared at the end of the year for the following year or the beginning of January for the current year. They are not changed throughout the year. When financial reports are submitted at council meetings, any major

differences in income or expenditures from those budgeted should be explained. It is rare for actual income and expenses to precisely match those budgeted.

7. Because fund-raising activities have been limited in 2020, funds available for donation may be less than those approved in the 2020 budget. If donating different amounts than were previously approved in the budget, make sure to have them ratified by the council and recommended for approval at the next in-person meeting before you prepare and release the cheques.
8. If the budget has a surplus in 2020 (most likely this will apply to diocesan and provincial councils), that is fine. This may be because conventions, workshops and other such events were not held in 2020. The council does not have to spend the surplus—keep it for upcoming years to provide training, financial assistance, etc. to members.