

FINANCE & ADMINISTRATION UPDATE

Thursday, May 28, 2020

Finance

We have received financial reports from 48 parishes on a weekly basis. These reports provide us key information on different financial areas that will allow us to project our financial status for 2020.

So far, we can only project based on the reports from 48 parishes, and it shows a 41% drop in the April 2020 parish operation revenues compared to April of the previous year.

Expenses in Parishes are, as expected, showing a positive pattern mainly because of the temporary decision of not charging cathedraticum and collecting payments for Central Fund Loans.

Cash flow management and cost containment in the Diocese and the parishes will continue to be a priority.

We are hopeful about the news of the Stage I reintroduction, but we remain cautious on our cash flow situation. We are continuing with the strategy of the preservation of cash by being prudent in our operational expenses and focusing only on emergency capital projects.

Action:

- Please continue sending the Parish Financial Report on a weekly basis to finance@calgarydiocese.ca
- These financial reports are to continue in May and in the coming months
- The Pastoral Centre will reach out to those parishes that require assistance with completing the weekly financial reporting

Human Resources

1. The guidelines for the reintroduction of Public Mass provide information on the volunteer roles that you will need to fill for each Mass. Staff will not be recalled as part of the reintroduction of Mass as we need to ensure that we maintain our focus on the preservation of cash and the prudent decisions on our expenses.

The Volunteer Recruitment document that is attached to this update outlines steps and suggestions on recruiting each position.

Contact Christine in Human Resources for any volunteer related questions (Christine.parent@calgarydiocese.ca). Emails will be checked throughout the week-end to ensure that you are supported as you prepare to welcome parishioners back.

2. It is very important that you review the attached Health & Safety information that we are providing as there may be legal consequences in the form of fines and other penalties if there is an outbreak within one of our parishes or it is reported to OH&S that we are not adhering to legislation and current pandemic guidelines as established by Alberta Health Services and OH&S. Our requirement as an employer to adhere to OH&S Legislation is not new and specific to the pandemic. It is an ongoing legal requirement and we have been working on a Diocesan Health & Safety Program that will be rolled-out later this year which will include policies, forms, requirements, training, etc. For now, we will focus on the current situation and immediate needs.

Questions & Answers

1. Can an employee convert the Life Insurance coverage currently available through Sun Life to an individual policy when their coverage with the Diocese ends on July 31st?

Yes they are able to apply for individual coverage for the remainder of their temporary lay-off period. Once they are recalled to work, their coverage through the Diocese will be reinstated and they can cancel their individual policy. If they do not cancel their individual policy, the amount of coverage under the group contract will be reduced based on the amount of their individual policy.

Example:

| | |
|---------------------------------|---|
| Diocese current coverage | \$50,000 |
| Individual policy coverage | \$25,000 |
| Diocese coverage after recalled | \$25,000 if they retain their individual policy |
| Diocese coverage after recalled | \$50,000 if they cancel their individual policy |

Action: Employees interested in converting their Diocese coverage to an individual policy should contact Miriam directly. She will contact the employee and provide them with the appropriate application form

2. How do we collect premiums for Sun Life if the employee is not receiving any payment from the parish?

For payment of the Sun Life invoice from the Diocese, you would adjust the remittance to include the amount for the employee or add an additional invoice in the payables to also include the premiums on the cheque. If not, a second cheque for their premiums should be done. This would be coded to benefits in the GL. When the employee returns to work, you will add the TBEN for Life & AD&D on their first cheque and deduct any premiums paid on their behalf during the period of temporary lay-off.

3. Some employees have told us that they have received an initial payment of \$2,000 from the government and then a secondary payment of \$1,000. Is this correct?

The government has made statements to the public saying that this is not an error. Depending on when the employee applied and the CERB benefit period that their application fell into they may have received two payments. This will be reconciled as payments continue and doesn't affect any payments that the parish is making to them.

4. Employees have asked if they will need to return any money to the government if they are earning more through CERB (\$2,000/month) than they would normally earn through the parish.

The government has confirmed that some employees will be paid higher than their regular earnings through the CERB program and will not have to repay any monies. Their decision was to pay a flat rate regardless of the individuals' regular earnings and hours of work.