



## **PLR COVID GRANT AND LOAN REPORTING GUIDELINES**

### **INTRODUCTION**

PLR COVID Emergency Relief Aid is made possible by the generosity of PLR congregations through mission giving, the wise stewardship of presbytery leaders and the generous support of the Synod of Southern California and Hawaii. The presbytery established the COVID Emergency Relief Fund with the following initial resources: \$500,000 from redirected SCT Funds supplemented by the PLR Investment Pool. Additionally, PLR received a Synod Grant in the amount of \$150,000 for COVID Relief to congregations.

The funds may only be used for the purpose intended. Should any funds remain at the conclusion of the recovery effort, they are to be returned to the Presbytery so they may be used to respond to other needs. You may also direct remaining funds toward payment of your 2020 Per Capita and/or General Mission Giving. Should you decide to do this, please document this in your narrative and financial report.

### **1. REPORTS TO BE SUBMITTED**

A COVID Emergency Relief Grant/Loan is to be treated separately from the normal activities of your faith community. The SCT requires a Final Narrative and Financial Report to be received within nine months of receiving the grant, or one year on receipt of a loan. An extension can be agreed upon if a request is made to SCT prior to the nine-month date. No additional grants or loans will be considered until this (or any other SCT) grant has been satisfactorily reported.

### **2. RECORDS TO BE KEPT BY THE GRANT/LOAN RECIPIENT**

#### **a. Narrative Reports**

The Grant/Loan Recipient shall report statistical and other data about how funds were used. This information will form part of the Narrative Report and will support the information provided in the narrative description of activities. You are welcome to send photo images or newsletter articles that speak to the way funds were used.

The report should include:

1. Description of the impact COVID Pandemic had on your faith community
2. Priorities applied and constraints faced
3. Detailed description of the way the funds were used
4. Objectives achieved, activities developed, lessons learned

#### **b. Financial Reports**

The Grant/Loan Recipient shall keep fully documented financial records, which may include all cash books, journals, computer transactions, receipts, payments, invoices, checks, bank statements, purchase orders, quotations, etc. The accounts should be kept in an Excel or Quickbook accounting format and submitted with the final narrative.

**Unused funds should be returned to the Presbytery in the form of General Mission Giving and cannot be redirected for other purposes without the approval of the Strategic Coordinating Team.**