

**Recommended Responsibilities and Procedures for
Finance Committee & Executive Council in the
Allocation of Expanding Horizons Campaign Funds
2 November 2020**

These are the recommendations of the sub-committee to the Bishop, Finance Committee, and Executive Council.

1. That Executive Council in consultation with the Bishop develop guidelines for the use of EH Capital Campaign funds based on priorities set out in the DioCal Campaign Policies document (attached).
2. That item 13 in the current DioCal Campaign Policies document be deleted.
3. That Executive Council in consultation with the Bishop develop procedures for the allocation of EH funds as follows:
 - a. Proposals for allocating EH Capital Campaign funds must either originate from or be sponsored by one of the following:
 - i. The Bishop's office
 - ii. A congregation or institution of the Diocese
 - iii. A member of an Episcopal congregation in our Diocese
 - b. Proposals for funds allocation be received by the Canon to the Ordinary by the end of the month for vetting by the Bishop's office, after which the CFO refers the proposed expenditure to the Finance Committee of the Diocese for review at the next month's meeting. Finance Committee then makes a recommendation on the proposed expenditure to Executive Council and Executive Council in consultation with the Bishop approves or denies.
 - c. The budgets for proposals should be approved in total. Expenses toward proposals may then be allocated without separate approval from Finance Committee or Executive Council.
 - d. The following thresholds for allocation review be established:
 - i. Expenditures up to \$10,000 be referred to Finance Committee for review and if Finance Committee advises, be added to the consent agenda for Executive Council. If Finance Committee recommends against the expenditure, the request must be taken up by Executive Council for consideration.
 - ii. Total expenditure of allocations up to \$10,000 per request cannot exceed \$100,000 in a calendar. Once that threshold is met, all allocation requests must be reviewed by Finance Committee and voted on by Executive Council for approval or denial.

- iii. All expenditures in excess of \$10,000 must be reviewed by Finance Committee and presented to Executive Council for approval or denial.
 4. Strategic Planning for Expanding Horizons expenditures and how projects fit within the established percentages of the Campaign rests with the Chief Financial Officer of the Diocese, who shall report on Expanding Horizons expenditures regularly or as needed to Executive Council.

Sub-Committee Members:

The Rev. Chip Larrimore

Mr. Lane Ringlee

Mr. Brad Barber

Mr. Davey Gerhard

Ms. Margalynne Armstrong

Mr Les Shinozawa

The Rev. Izabella Sempari

The Rev. Chris Rankin-Williams

Mr. Christopher Hayes

Adopted by resolution by the Executive Council, November 17, 2020