



# COVID-19 (Coronavirus)

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**CDF Capital CAP-19 Assistance Program  
Financial Contingency Plan Guide**

# CDF Capital CAP-19 Assistance Program Financial Contingency Plan Guide

As part of our review of your church's request, we want to understand your church's projections and plan for the balance of 2020. We are hoping you can accurately show us how your ministry plans to bridge any gap experienced and projected.

If the plan does not answer these questions, you may be asked to update it further.

**On a separate document(s)**, preferably an Excel document, please provide your Financial Contingency Plan in a monthly format, along with a narrative giving an overview of the plan. This plan will, at a minimum, address all items requested below:

- *Projected income for the remainder of 2020*
  - o General Fund, Capital Campaign, and other income
  - o Including a monthly comparison to your previously approved 2020 budgeted income
- *Projected expenses for the remainder of 2020*
  - o Give detail on specific spending reductions taken or planned (types and amounts of reductions)
  - o Break out expenses separately for Staff, Ministries, Missions, Operations, Facilities, and any other areas that are helpful
  - o Including a monthly comparison to your previously approved 2020 budgeted expenses
- *Operational strategy for the remainder of 2020*
  - o Including your strategy of how you will utilize cash on hand
  - o Highlight any expenses that may be cut (and their impact) should income projections not meet projected benchmarks

This contingency plan must show a realistic (conservative) picture of how your church can meet obligations for the remainder of this year. Any changes of income and expenses must be explained to understand the specific steps responsible for those changes.

**In addition to this plan, please provide the following to your CDF Capital Ministry Development Representative:**

- The most current Fiscal Year Profit & Loss and Balance Sheet through the most recently completed month. If you have not sent the previous Fiscal Year End information, please include this as well.
- A weekly attendance and giving report for 2020 and 2019 (for comparison) through the most recently completed week. This would show the overall weekly trend of attendance and generosity historically and how it has been affected.

In order to receive an offer in time to modify your May 2020 payment, please turn in a completed plan by **April 10**.

Please stay in touch with your Ministry Development Representative on any questions and for status.

**If the plan does not answer these questions, you may be asked to update it further.**