ECYD Administrative Support & Event Planning

Basic Principles for Operating an ECYD Section

1. All events offered by ECYD should be registered and follow the event guidelines of RC Activities at click here.
2. All adult volunteers for ECYD follow the volunteer certification process at click here.
3. The Safe Environment Policy and the Code of Conduct of RC activities apply to all adults serving in ECYD and all the safe-environment requirements and guidelines of the given diocese need to be followed and respected. Note: *Contact with any minor via social media, text, email, or phone must be approved in writing by the parents signing the standard RC Activities, Inc. minor permission forms and choosing their preferred contact option. This applies only to 15-year-olds and up, as contact with those under 15 is only permitted directly through the parents.*

Administrative Basic Principles & Accounting Practices for an ECYD Section

1. ECYD Sections in the United States are run under RC Activities, Inc. – 501(c)3 and therefore all of the administrative and accounting policies and procedures of said corporation apply.
2. Each ECYD Director is responsible for the administration/finances of their ECYD Section (Cf. ECYD Statutes #44).
3. Each ECYD Director submits an annual budget to the RC local director according to the dates indicated by the local director.
4. The funds of ECYD are restricted to the mission and ends of ECYD and are not to be used for LC or CRC community needs or other needs that don't fall under this mission and end. When an ECYD section uses the space of a community for the use of ECYD missionaries, a written memo of understanding between the ECYD section and the community needs to be established with the agreement on what will be paid for room and board or other expenses.
5. Each entity operating under RC Activities, Inc. needs to use QuickBooks as its accounting tool – if a section is not currently using this, please contact the RC Federation Administration office to help you set it up.
6. The books need to be reconciled by the 10th of each month (for the prior month).
7. Monthly Standard P&L and balance sheet report should be run, printed, signed off by the ECYD director, and kept on file after reconciliation each month.
8. Quarterly financial reports should be run and sent to the ECYD director for review and then to the RC local director.
9. The Federation and each one of its entities within (sections, works of apostolate, programs, etc.) are working to be self-sustaining. (Cf. #96, 98, and 99 of the Statutes of the Regnum Christi Federation). The goal is that an ECYD Section is self-sustaining. Each locality can determine if the ECYD Director and their leadership teams are volunteer or stipend positions and determine the remuneration accordingly. Remuneration for any position follows the policy of the territory.
10. The three primary ways to receive revenue in an ECYD Section are via its operations (activities, fees, etc.), via fundraising, and by being subsidized by the RC locality. The flow of money should follow the correct channels and be properly documented. If a locality or adult section is

subsidizing ECYD, the full amount of the subsidy should be transferred to ECYD rather than having the locality or section pay the expenses on behalf of ECYD. This policy is a good business practice as it provides the locality with a clear picture of the full cost of operating the ECYD Section.

Basic Principles for Fundraising/Development of an ECYD Section

1. ECYD Directors and their teams can fundraise on behalf of ECYD and its programs.
2. Since ECYD is part of the greater RC family in a given location, fundraising initiatives should be coordinated with the RC local director and other RC entities in a given locality (e.g. Consecrated communities, LC communities, schools, retreat centers, etc.) and applying the donor-centric model.
3. Each ECYD Director works to fulfill their fiduciary responsibilities and transparency in the use of donations according to their given purpose.
4. If some type of conflict regarding fundraising, benefactors, and donations arises, the ECYD Director informs the RC local director and works to resolve the conflict as needed.