

2.0 FINANCE

2.01 Financial Policies And Procedures

Approved by Board with amendments, October 18, 2006

1. Treasurer - is a member of the Board of Directors (BOD) and also a member of the Executive Committee. The treasurer shall have fiduciary responsibility to oversee all financial aspects of the Fellowship. He/she will ensure that the assets of treasury are safeguarded and managed in order to maximize contribution to the fellowship's mission. The treasurer will attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.
2. Treasurer Duties
 - a. Organize and conduct the annual pledge drive
 - b. Track pledge contributions to commitments confidentially
 - c. Provide monthly reports to the BOD
 - d. Report any emerging financial needs, concerns or policy issues that reflect on the financial integrity of the Fellowship
 - e. Authorized to pay the minister's salary monthly and speakers as service is rendered
 - f. Authorized to pay dues to UUA in quarterly payments so as to pay in full before the end of the fiscal year
 - g. Required to keep financial records for the previous seven years
 - h. Send out reminder notices of pledges as necessary
3. Expenditures
 - a. All expenditures presented for reimbursement must have a receipt or written explanatory statement.
 - b. Any expenditure over the specified budgeted amount must have prior Board approval.
4. Fundraising ideas need to be approved by the Board
5. Speaker fee guidelines:
 - a. UU Ministers - \$300

Unitarian Universalist Fellowship of Bay County - Policies & Procedures

- b. Outside Speakers/Musicians (total program) - \$150
- c. Outside Musicians (not total program) - \$80
- d. Members, relatives of members, and Friends of the Fellowship that speak or perform in the service are considered to be giving their time and talents as a gift to Fellowship.
- e. Speakers that travel over 50 miles are reimbursed for mileage at the IRS rate
- f. Outside speaker that represent a community organization - fees will be given to the organization

Informational Note

UUFBC Checking Account, Savings Account, CD, and Endowment Fund (Savings Acct.) are maintained with Hancock Bank. UUFBC Reserve Funds and PAX Investments are with Raymond James.

2.02 Cash Handling & Deposit Preparation Policy

(Effective 3-20-2012)

1. Counting cash and checks, preparing Unitarian Universalist Income Report For Sunday Collections and Other Income Producing Events (Fund Raisers, Concerts, Social Gatherings, etc.):
 - a. The cash and checks will be counted, listed and verified on the Income Report by two people, who can be any two of a list of Congregational leaders/members pre-approved by the Board Of Directors. The approved list is as follows:
 - i. Officers of the Board Of Directors (President, Vice President, Secretary, Treasurer)
 - ii. The four at large members of the Board
 - iii. The members of the Fellowship's Finance Committee
 - b. If the Treasurer is present, he/she will be one of the two people who count the cash/checks and prepare the Income Report. If the Treasurer cannot be present, it will be his/her responsibility to ensure that at least two of the approved list above will be present each Sunday and at each income producing event, and to assign the task to them.

Unitarian Universalist Fellowship of Bay County - Policies & Procedures

- c. To facilitate the process of ensuring that two qualified people will always be present to count the cash and checks and prepare the Income Report, the Treasurer will prepare a signup sheet and ensure that two members from the approved list have signed up for each Sunday and for any other event where money will be collected.
2. The Income Report will be completed to include:
 - a. the amount and check number of each check donated, as well as the donor.
 - b. a list all cash gifts, along with names of donors if the names were provided.
 - c. The Income Report and all checks and cash will be placed in a bank bag and given to the Treasurer or his/her designee (who must be on the approved list)
 3. Preparing the actual bank deposits and making the deposits at the bank:
 - a. The Treasurer or his/her designee (who must be on the approved list) will prepare a bank deposit following normal banking procedures and using an official bank deposit slip pre-encoded with the fellowship's account number.
 - b. The Treasurer or his/her designee (who must be on the approved list) will take the deposit to the bank and make the deposit on the next business day on which the bank is open.
 - c. At the earliest opportunity, based on the information on the Income Report the Treasurer will update the Fellowship's pledge records and Income/Expense Budget Report.

2.03 Fellowship Solicitation Policy

(Effective: 21 May 2013)

No guest, friend or member shall be allowed to use any contact information list(s) of the Fellowship for the solicitation of services, products or financial support.

If a violation of this policy has been reported, the Executive Board will be responsible for communicating the policy to the offender and will be charged with stopping such behavior.

2.04 UU Board Discretionary Fund

1. The goal of a discretionary fund is to enable the board and/or appropriate committee to support members who might be experiencing significant life difficulties which can be alleviated by the gift of a sum of money. Recipients of these gifts will remain anonymous except for the board's knowledge.
2. The board is not required to ask any other congregant how or when or if the discretionary fund will be used; rather, judgements related to such gifts are solely in the Board's control
3. The goal of the Treasurer shall be to add a budget item to the Operating Fund budget each fiscal year for the discretionary fund. The budgeted amount for the fund will ideally be two percent (2%) of the total annual church operating budget, or another amount approved by the board, but not less than \$800 for the year.
4. The fund's budget will be placed in the church operating account in the names of the officers who sign checks and/or of the Unitarian Universalist Church of Bay County, FL. The treasurer will sign checks and will keep a record of the monies, including the bank statements reconciliation each month. Bank statements will be sent to the board.
5. At the end of each church year, no later than June 15, the treasurer, and a member of the board selected by the board will review the account.
6. Understanding between the Board and the person disbursing the money:
 - a. Discretionary Fund monies are to be spent for members and participating friends in a crisis situation.
 - b. Discretionary Fund monies will not be given to the same person more than twice within a year.
 - c. The designated person will exercise due diligence and care in awarding gifts to individuals.
 - d. The designated person will make a report to the board in June of each year relating the amounts received and disbursed throughout the fiscal year, including how many people were helped and any appropriate anecdotal information about the gifts and their uses. Recipients' names will not be revealed.

Unitarian Universalist Fellowship of Bay County - Policies & Procedures

- e. The Discretionary Fund shall be included in the Operating Fund budget, with the amount of money set aside for each year determined by the board during the budget process.
- f. Any unused funds remaining at the end of one budget year will roll over into the next year's budget for further discretionary funds.
- g. If the gift to an individual is intended for the purpose of paying an outstanding bill or debt, the designated person will pay the bill or debt directly rather than giving the funds to the member or friend.
- h. The maximum total of gifts that can be given to one person or family in a fiscal year is \$400.00.