

**RESOLUTION NO. 2016-04
UNITARIAN UNIVERSALIST FELLOWSHIP
OF CENTRAL OREGON**

A RESOLUTION TO ADOPT A REVISED POLICY ON INCOME,
EXPENDITURES AND RELATED FISCAL MATTERS

The Unitarian Universalist Fellowship of Central Oregon (UUF) making the following findings:

- a. Newly passed bylaws require greater clarity on spending restrictions and rules for the cases of over budget or unbudgeted expenditures than the language of our existing policy, and this language now addresses the requirements of articles 11.03 and 11.04 of the bylaws passed on Nov 6 2016
- b. Greater rigor was deemed necessary in our processes for signing checks

THE BOARD OF UUF RESOLVES AS FOLLOWS:

UUF resolves to adopt the Policy modification entitled “**UUF POLICY ON INCOME, EXPENDITURES AND RELATED FISCAL MATTERS**” shown at the end of this resolutions document, which shall replace the version previously passed by the board.

This resolution takes effect immediately upon adoption

Date of first majority board vote: _____(Date)

Date of 2nd majority board vote, or first **unanimous** vote: 11/10/2016 (Date)

BOARD APPROVAL AND ADOPTION: 11/10/2016 [Date]

Mark Hickman
[Name of Board President]
Board President

Adoption and date attested by:

Sue Clarke
[Name of Board Secretary]
Board Secretary

UUFCA POLICY ON INCOME, EXPENDITURES AND RELATED FISCAL MATTERS

Date initially approved: _____

Date of last approved modification: Nov 10 2016

Date last reviewed and re-affirmed: Nov 10 2016

Deficit Spending

The Board should make every effort to cover operating expenses with operating income. If directed by the congregation's approval of the annual budget to use operating reserve funds to offset deficits; such funds can be used as approved.

Budgets

The annual budget will be prepared by the Finance Committee in cooperation with staff, presented to the Board for approval and then approved by the congregation at the annual meeting.

During the fiscal year any line item that exceeds the approved budget amount must have written approval provided to the accountant/bookkeeper before posting. The President or Treasurer can approve amounts up to \$500.00; larger amounts need prior approval by the Board. The accountant/bookkeeper should note these increases in the monthly Board financial reports.

Unbudgeted items (spending on an unforeseen category of expense), of any amount, may also be approved for amounts up to \$500 by the President or Treasurer, who must also propose a name and description for a new spending category for which this expense should be billed against, and this category name shall be provided to the bookkeeper. Such requests should be infrequent and may require the Board to review approved expense amounts. This policy does not apply to the Building Reserve balances. Projects may be proposed for the building/grounds and approved by the Board on their merits.

Income

All UUFCA funds must be deposited in our bank accounts named Unitarian Universalist Fellowship of Central Oregon.

The Sunday offertory collection will be counted in dual custody by the Treasurer and another congregant, a deposit form prepared for the accountant/bookkeeper, and a copy kept by the Treasurer for audits. Another Board member may replace the Treasurer if needed.

Other cash amounts submitted to the accountant/bookkeeper should be counted in dual custody by the responsible parties with a form showing compliance.

Pledge payments will be posted only by the accountant/bookkeeper. Individual pledge amounts can only be viewed by the Minister or Treasurer or bookkeeper. Congregants can request that only the accountant/ bookkeeper view these records and such a request will be honored and maintained in the records until rescinded.

Expenditures and Withdrawals

Withdrawals from UUFCA bank accounts can only be done by checks or similar orders such as bill-pay for recurring monthly statements. Electronic transfers between accounts may be done by the Treasurer or accountant/bookkeeper. Any electronic transfers to other parties are blocked by our banking agreements.

All checks issued must be signed by the President or Treasurer. All bill pay transactions must be authorized by the Treasurer or the President of the Board.

Credit cards may be issued to individuals upon approval by the Board. The cards will be issued by our bank and have \$5,000.00 credit limits. These are intended for use only for church related expenses and must be paid off each month. Receipts or invoices shall be provided to the accountant/bookkeeper for expenses incurred.

Periodic Review of the Financial Records

The Finance Committee will appoint an ad hoc committee of at least three members to review financial records including payroll documents. The Treasurer will be one member of the committee. This review must be done at least yearly using UUA provided guidelines for such church reviews. A written report must be provided to all Board members.