

ADOPTED BY BOARD: 3.17.2015

POLICY SET IV. Management

POLICY NUMBER: IV.E.4

POLICY NAME: Care for Financial Resources. Financial Management, Other

POLICY PURPOSE: To describe how financial management addressed in this policy is performed.

IV.E.4 Care for Financial Resources. Financial Management, Other.

A. The Administry Leader is delegated the authority and accountability for financial management of those things addressed below and excepting those things the Board has reserved for itself.

B. Financial Management, other.

1. Grants: Applications for external grants shall be made under the direction of and with the approval of Administry Leader. The Administry Leader shall inform the Board of grant applications and outcomes. Grants will be only considered which:

- a. are consistent with and the Congregation's Mission and Vision.
- b. do not jeopardize the Congregation's fiscal integrity.
- c. are requested from organizations which are consistent with UUA Principles.

2. Fundraising: The Administry Leader and the Governance-Bylaws Committee shall develop and maintain fundraising policies and procedures. All Administry Policies and Procedures related to fundraising shall be found in the Administry Manual. The Board reserves the right to approve these Administry Policies and Procedures and all amendments related to fundraising. Fundraising activities shall:

- a. be consistent with UUA Principles, the Congregation's Mission, Vision, Strategic plan, and Annual Vision of Ministry.
- b. follow state and federal laws regarding tax-exempt organizations.
- c. not overburden the Congregation with requests for money.
- d. be considered in the context of the annual operating and capital budgets.

3. Contracts and Contractors:

- a. The responsibility for all contracts and contractors is delegated to the Administry Leader. Policies and procedures for contracts and contractors shall be developed and maintained.
- b. All contracts in excess of \$5,000 over the life of the contract other than regular personnel contracts shall require Board approval.
- c. All contracts in excess of \$5,000 shall be subjected to a bidding process or value comparison as defined in Administry policies and procedures.
- d. All unbudgeted one time purchases in excess of \$5,000 shall require Board approval.
- e. No one other than the Administry Leader and/or an expressed designee(s) may execute any contract on behalf of the Congregation.
- f. Legal advice to interpret and assess contractual terms shall be sought for all contracts involving expenditures of \$25,000 or more.

4. Gifts and Memorials

- a. Administrative policies and procedures for seeking, accepting and managing gifts of cash, securities, and other tangible resources for the Congregation shall be developed by the lead administrator and Governance Bylaws Team.
- b. At minimum, these policies shall:
 - i. ensure that such gifts support the Mission and Vision of the Congregation and UU principles.
 - ii. follow state and federal laws regarding gifts to tax-exempt organizations.
 - iii. not burden the Congregation financially or result in unacceptable harm to the Congregation.
- c. Administry policies shall be written for the existing Peterson and Memorial funds.
- d. Accurate records shall be maintained.
- e. A report to the Board and Congregation shall be made at least annually.