

First Unitarian Universalist Congregation of Ann Arbor, MI

Finance Policies

Last Updated: January 4, 2012

The Senior Minister is primarily responsible for ensuring these policies are implemented with support from the Executive Director.

Check Issuance:

Checks issued by the First Unitarian Universalist Congregation of Ann Arbor from the general and restricted funds shall generally have two signatures. Typically, the two signatures shall be those of the Executive Director and the Treasurer of the Board of Trustees. In the event that the Treasurer is not available to sign a check, the second signature may be that of the Senior Minister or another officer of the Board of Trustees. To help facilitate execution of this policy, there shall be a meeting every other week between the Treasurer and Executive Director when checks shall be signed.

Credit Card Use:

In the course of conducting official business on behalf of the First Unitarian Universalist Congregation of Ann Arbor, there are instances when a credit card is the most effective and efficient way to pay appropriate expenditures. The following policies shall guide credit card use:

- While any First Unitarian Universalist Congregation of Ann Arbor paid staff member may request a credit card to use to pay organizational expenses, the Executive Director must approve all issuance of credit cards to particular staff members. Such approval will be based on the employee's proven adeptness and integrity managing expenses, his/her need to make regular and routine purchases for which a credit card is the most effective and efficient manner to make payment, and the unavailability of reasonable alternatives for payment, such as the use of petty cash or established account billing.
- Organizational credit cards may be used only for the purchase of goods or services for the official business of the organization, and may not be used to charge personal expenses. The use of credit card is limited to the following circumstances: the purchase of capital outlays up to \$1,500 for travel, meals and accommodations while on church business excluding expenses incurred in operating a privately owned automobile, and the purchase of other budgeted expenses.
- All expense and purchasing policies must be complied with when using a credit card and an original receipt for the merchandise or services must be obtained and submitted at the end of each credit card statement period. The Executive Director shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with an original receipt shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Senior Minister.
- Any employee who is issued a credit card must sign an acknowledgement of this policy and remains responsible for the protection and custody of the card. If a credit card is lost or stolen, the Executive Director shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- Intentional misuse or fraudulent abuse of any may result in disciplinary action, up to and including and/or criminal sanctions. In addition, the authorized holder of the card shall promptly reimburse the organization for any unacceptable purchases.
- The Executive Director shall approve payment of the balance, including any interest, to the entity issuing the credit card within 21 days of the statement date.

- The Executive Director shall verify the transactions of each user for each statement period.
- Any employee issued a credit card shall return the credit card to the Executive Director immediately upon termination of his or her employment or service with the organization.

Deposits and Money Counting:

It is the policy of First Unitarian Universalist Congregation of Ann Arbor that all cash contributions be counted in a manner that will place congregation members, friends and staff above suspicion.

- All cash contributions to the organization made thru Sunday morning or special collections, special event activities, sales of goods or services or any other means must be turned in to the Executive Director or Office Manager in the Church Office, as soon as feasibly possible after the activity or event has been held. In order to discriminate and track contributions for special activities or programs, monies should be submitted in a sealed and signed envelope with the specific activity or program noted on the envelope.
- In the case of Sunday morning or special plate collections, all monies should be turned in by two of the on-duty ushers immediately after the offering has been collected. All other contributions should be turned in by the paid or volunteer staff person with primary responsibility for the related activity or event where the money was collected.
- Once received, the Executive Director or Office Manager must deposit all monies into the office safe for immediate security.
- On Monday of each week, the Church Office safe is opened by the Office Manager and at least one other volunteer, and all monies are retrieved and counted.
- The Office Manager prepares a written deposit report detailing contributions for the previous week and their stated purpose. Stated purposes include pledged and unpledged contributions to the general fund, and contributions related to specific fundraising activities or programs. Any undesignated donations will be considered contributions to the general fund. This report is submitted to UUAA's bookkeeper and filed along with copies of all checks.
- The Office Manager prepares a deposit of all prior week contributions by 5:00pm on Tuesday afternoon of each week, and the Executive Director delivers the weekly deposit to the bank.

Expense and Reimbursement Payment:

- Checks to pay approved congregational expenses are processed every two weeks by an offsite bookkeeper. The Church Office does not routinely process checks onsite.
- An *Expense or Reimbursement Payment Form* must be completed for all payments made on behalf of the congregation within 45 days of the expense. Such forms are readily available in the Church Office. The only exceptions will be invoices for previously contracted services that have been approved by the Senior Minister and/or Executive Director. Such invoices need to be initialed by the Senior Minister or Executive Director.
- All payment forms must have documentation supporting the expense, such as a contract, invoice, agreement letter, order form or receipt, attached to the form. Please tape any receipts to an 8 ½ x 11 plain piece of paper.
- Leaders of formal ministry clusters, such as the Board of Trustees, Building & Celebrating the Planet, Fundraising, Membership, Music, Pastoral Care, Spiritual Growth and Development, Small Group Ministry, Stewardship, Social Justice, and Worship can submit a completed *Expense or Reimbursement Payment Form* for any budgeted expenditure. Such forms must have an approval signature from a senior staff member. Senior staff members include the Senior Minister, Associate Minister, Music Director and Executive Director.

- All nonexempt employees, including building attendants, childcare providers, and custodial staff, must submit an official timesheet signed by the employee and employee's supervisor in order to process payment.
- Staff members submitting an *Expense or Reimbursement Payment Form* that would provide payment or reimbursement to themselves must have the form signed by a senior staff member. A senior staff member must have the form signed by a different senior staff member.

Reporting:

A report that includes a balance sheet, income/expense summary and income/expense detail for the most recent closed financial period is submitted to UUAA's Board of Trustees for their review approximately one week prior to the board's monthly meeting. These same reports are posted on the UUAA website afterwards to main organizational transparency.

Purchasing:

In order to protect the financial integrity of the church, all goods or services purchased for the administration of the congregation that annually cost over \$5,000 shall go through a competitive bidding process at least ever four years. This will entail writing up of specifications and dispersing these either via fax, e-mail, or regular mail to a minimum of three bidders, and setting a deadline for receiving the bids. The best bid will be granted approval by the Executive Director. ("Best" is defined as performing the service in the least amount of time, or the soonest, or the highest quality. "Best" might be defined as recycled as opposed to non-recycled copy paper, which might cost more. Best and lowest are not necessarily identical.)

In the event of an emergency, defined as something that threatens the health, safety, or welfare of the congregation or its members (e.g., a plumbing problem), this policy will be suspended and staff will use their judgment and experience in choosing a vendor or service provider, in consultation with the Treasurer if possible, that they perceive to be able to provide the lowest and best bid. A brief, written report of the emergency which required a suspension of the policy will be presented to the board for its review at the board meeting following the emergency.

Sales of Goods and Services:

The sale of goods and services shall be permitted under the following circumstances:

- When said items are sold at the congregation for the purpose of monies earned from the sale to be donated in full to the church. Persons selling items at church shall not keep any monies resulting from said sales and sell items only with the intent of fundraising for the church. Exception is made for art displayed as part of a scheduled exhibit, where an artist can designate a percentage as a donation to the congregation.
- When said items are sold for the reason of raising funds for another non-profit cause or organization. Requests to sell such items shall be presented to the Board of Trustees for approval. The Senior Minister or Executive Director reserves the right to accept or deny requests and set guidelines for duration of sale of individual fundraising events.
- Unitarian Universalist sanctioned organizations shall be exempt from Point 1 above.
- Exceptions to any of the above shall be presented to and decided upon by the Senior Minister.

These policies are subject to change without notice pending approval by the Executive Director or Senior Minister.