

Roles and Responsibilities:

Board of Directors

The Board of Directors is responsible for the overall management of the church and, acting in this capacity, the Board exercises general supervision of the financial affairs of the church. With the assistance of the Finance Committee and the Church Treasurer, the Board is responsible for establishing financial management policies and monitoring implementation of such policies.

Finance Committee

The Finance Committee is a standing committee of the church established by the Board of Directors to coordinate the financial activities of the church, with emphasis on preparing the annual operating budget for Board review and presentation to the congregation.

Treasurer

The Church Treasurer is responsible for oversight of the financial operations of the church. The incumbent carries out his/her responsibilities with the assistance of the Bookkeeper and the Office Manager (see summaries of related duties and responsibilities below).

Stewardship Committee

The Stewardship Committee is a standing committee of the church, with responsibilities that include managing UUCSV's annual budget campaign (pledge drive) and helping to ensure that pledges are received from newly enrolled members on a year-round basis.

Endowment Fund Committee

The Endowment Fund Committee is a standing church committee, responsible for soliciting gifts and bequests to the UUCSV Endowment Fund and assisting church members and friends who are considering making a gift or bequest to the church. The committee also advises the Board on the use of fund income to improve and enhance mission-oriented activities of the church. In accordance with Article XI of the UUCSV

Constitution, the Endowment Fund proceeds are maintained separately from the church operating account and reserves.

Other Fundraising Committees and Task Forces

Committees, task forces and work crews have been formed to organize and conduct fundraising activities (e.g., grocery card sales; and coffee/candy sales) or events (annual auction, yard sale and holiday bazaar). These activities, conducted in accordance with Board-approved fundraising policies and procedures (see Manual Transmittal III-E for details), operate in accordance with the following general policies.

Investment Committee

The Investment Committee is responsible for managing the investment of reserve funds and other assets of the church designated by the Board. Investment decisions affecting Endowment Fund accounts, however, are managed by the Endowment Fund Committee.

Minister

The Minister shall offer input on all key financial decisions of the church. The Minister shall serve as a non-voting, ex-officio member of the Finance Committee, the Stewardship Committee, the Endowment Committee and the Investment Committee and shall be kept informed of all committee activities and plans. The Minister also shall work closely with the Church Treasurer to ensure the effective, efficient and transparent management of church funds.

Bookkeeper

The Bookkeeper maintains the general ledger, processes and records receipts, disbursements, payroll and payroll taxes, and prepares financial statements under the general supervision of the Church Treasurer and the Minister.

Office Manager

The Office Manager performs a wide range of administrative duties, some of which are finance-related.

Policies:

Managing the Share the Plate Program - General Policy

In administering the Share-the-Plate program, UUCSV shall seek to assist a broad cross-section of social action and justice organizations that are helping economically and socially disadvantaged individuals and families.

Submission, Review and Approval of Fundraising Activities. General Policy:

It shall be the policy of the church to encourage new fundraising initiatives that are consistent with the mission, principles and goals of the church. All proposed fundraising initiatives to be sponsored or endorsed by the church must be reviewed and approved by the Council of Committees, in accordance with this policy, prior to activation in order to avoid unintended conflicts in scheduling and space utilization. All expenditures incurred in carrying out an approved fundraising activity or event shall be deducted in calculating the net proceeds from the activity/event. Furthermore, funds raised through such events/activities, as well as related expenditures, must be transacted through the financial accounts of the church and used to advance the general goals and programs of the church unless the Board grants a special exemption from either of these requirements. This policy does not apply to fundraising activities launched prior to the adoption of the revised, updated policy, including the annual auction, yard sale and holiday bazaar as well as the sale of grocery cards and Fair Trade products (coffee, candy, etc.), unless a major change in operations and/or the use of the proceeds from such sales is contemplated.

Managing Facility Use and Rentals General Policy

Consistent with the provisions of this transmittal, space within the church building and the surrounding grounds will be available for rental and to support non-UUCSV-sponsored community activities, provided the required space is not needed to pursue church activities during the requested time period.

Accepting and Acknowledging Gifts and Donations General Policy.

It is the policy of UUCSV to accept donations and gifts and send a written acknowledgement of receipt for all non-pledge donations/gifts with a monetary value of \$100 or more. As a non-profit, charitable organization, UUCSV, however, reserves the

right to refuse gifts, donation, bequests and other planned gifts under circumstances described in this transmittal.

Managing Cash and Credit/Debit Card Transactions General Policy

In keeping with Generally Accepted Accounting Principles (GAAP), proper internal controls will be applied to ensure the integrity of all UUCSV financial transactions. One key feature of these controls is that at least two designated individuals, acting independently, will be involved in handling all cash transactions from the time funds are received until they are recorded and deposited in the church's bank account. This procedure minimizes the chances of fraud and misappropriation of funds. The net effect is to offer the congregation greater assurance that church funds are being effectively managed and secured. In addition, these procedures will reduce the chances of false allegations, thereby protecting the reputations of everyone involved in handling and accounting for UUCSV funds.

Managing Church Disbursements Basic Policy

In accordance with Article I, Section 4(a) of the UUCSV By-Laws, the responsibilities of the Church Treasurer include assuring that: (a) all church moneys are secured and "...disburse[d] under the direction and to the satisfaction of the Board of Directors;" and (b) no funds received by the church "... [are] expended without first being deposited" in a bank account or other depository designated by the Board.

Processing Credit and Debit Card Transactions General Policy.

Personal credit and debit cards may be used to purchase goods and services (grocery cards; coffee; auction items; etc.) from the church but are not accepted for pledge payments, Endowment Fund contributions and other financial donations to UUCSV. All payments, whether in cash, by check or credit/debit card, must be processed in accordance with the procedures outlined in Chapter V-A (Managing Cash and Credit/Debit Transactions).

Managing the Minister's Discretionary Fund General Policy

In keeping with UU principles, the Unitarian Universalist Church of the Shenandoah Valley (UUCSV) shall maintain a Minister's Discretionary Fund (MDF). The Minister shall be authorized to draw upon the Fund to assist a member(s) of the church or the surrounding community who have emergency financial needs and for other purposes consistent with UUCSV's mission and general principles. All disbursements from the Fund shall be treated as a confidential transaction between the Minister and the recipient(s).

Endowment fund has not been drafted.

Reserve Funds Investment Policy Statement Purpose

The purpose of this transmittal is to set forth the policies and procedures that shall guide the Board of Directors of the Unitarian Universalist Church of the Shenandoah Valley (UUCSV) in supervising and monitoring reserve fund investments.

Managing Church Reserves Basic Policy

Responsible church leaders, including the Church Treasurer, members of the Board of Directors and members of the Investment Committee, shall strive to increase church reserves through the application of effective management techniques and prudent investment strategies

Risk Management to be drafted