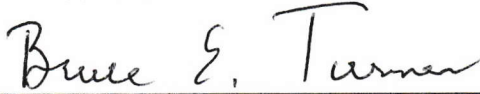
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## Management of Finances

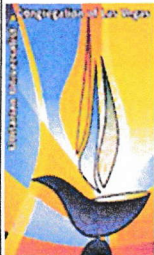
This policy applies to all members and staff, whether paid or volunteer, of the Unitarian Universalist Congregation of Las Vegas (hereafter UUCLV).

The UUCLV, as a non-profit, religious organization, has a responsibility to monitor, control, and track all funds of the Congregation to 1) ensure monies and goods collected by the UUCLV are available and used in the manner for which they were intended by the Congregation and 2) ensure there is no appearance of being a commercial activity.

The Board of Trustees (hereafter BOT), representing the Congregation, is responsible for making sure the financial activities of the UUCLV do not contravene UUCLV bylaws; the Nevada Revised Statutes, as applicable; and the Federal Income Tax Code, as applicable. The Finance Committee, with the Treasurer as Chairperson, is delegated the responsibility for collection, management and distribution of funds for the Congregation.

### RESPONSIBLE PARTIES:

Congregation and BOT: The Congregation has final approval over the annual budget of the UUCLV at the annual Congregational

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Meeting. Nothing in this policy shall be construed to override that ultimate control. Changes to the approved annual budget of UUCLV shall only occur as provided below in this policy. The duly elected Board of the UUCLV, has overall responsibility for UUCLV operations and finances.

**Treasurer:** The Treasurer is the elected party responsible for financial matters as stated in accordance with UUCLV bylaws. The Treasurer is responsible for a monthly report to the BOT to review the financial status of the Congregation. The Treasurer shall annually provide proof of financial liability insurance coverage to the BOT.

**Finance Committee:** Administration of all Congregational funds will be conducted by the Treasurer and the Finance Committee. The Finance Committee, by BOT action, consists of:

- the Treasurer;
- BOT Financial Liaison, if appointed;
- the Financial Secretary, if appointed;
- the Stewardship Chair, if appointed;
- the Fund-Raising Activities Chairs, if appointed;
- the Investment Committee Chair, if appointed;
- other financial committees' chairs,
- the President of the Board and Minister as ex- officio

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members.

In addition, the Treasurer may ask any UUCLV member to serve as needed.

The Finance Committee shall meet at least monthly, prior to the monthly BOT meeting. The Finance Committee shall review the monthly financial report, bringing any matters of concern to the Treasurer.

### **BUDGET MODIFICATION:**

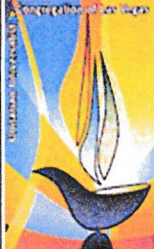
Any needed modifications of the annual UUCLV budget shall be reviewed and passed by the Finance Committee, and a record of the vote shall accompany a report of any action by the committee to the BOT, which shall ultimately vote on any modifications.

Any modification to the annual budget that exceeds \$5,000 will require approval by a vote of the Congregation.

The Finance Committee, working with the Treasurer, shall provide the BOT with the end-of-fiscal-year financial statement no later than the August BOT meeting. If this is not possible, the BOT shall decide the extension of time to be granted during an open BOT meeting.

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Other responsibilities of the Finance Committee include reviewing all financially related activities in the Congregation. It shall review all new fund-raising activities, in accordance with this policy. Any activity or event which requires funds not approved by the Congregation in the annual UUCLV budget must first be considered by the Finance Committee and then approved by the BOT.

**Affiliate Organizations:** Affiliate organizations of UUCLV shall maintain and account for their funds according to their respective bylaws and will provide an annual accounting to be appended to the annual end-of-year UUCLV Financial Statement.

**Audit Committee:** In addition to the Finance Committee, the bylaws of UUCLV provide for an Audit Committee, made up of members of the Congregation duly elected by the Congregation. This committee shall be responsible for meeting with the Finance Committee and the Treasurer within two months of the annual Congregational meeting at which they are elected to develop a timeline for the annual audit. The audit of the Congregation's books shall be performed independently of the Finance Committee, by the entire Audit Committee. The Audit Committee shall work as a committee, not as a series of individuals reviewing the books of the Congregation. The report of the Audit Committee shall be completed within the timeline set by the Audit Committee and the Treasurer, and a report shall be issued to the BOT and Finance Committee. Any concerns raised by the Audit Committee in its report shall be addressed

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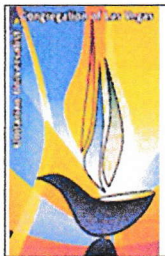
by memo from the finance committee to the BOT. It is understood, however, that the Audit Committee is ultimately responsible to the Congregation and cannot be forced to meet or accomplish its activities by the Finance Committee. If the Audit Committee fails to accomplish its role, that shall be reflected in a report to the BOT by the Treasurer and/or the Finance Committee, and shall be made a part of the open minutes of the BOT.

**Others:** Others may be responsible for the maintenance of a portion of the Congregation's funds and may include a Financial Secretary. These groups or individuals shall report in a timely manner to the Finance Committee and the Treasurer, and the reports will be approved by the BOT.

A bookkeeper may be hired or appointed, in collaboration with the Treasurer, the Minister/Head of Staff, and the Personnel Committee; with the approval of the BOT.

Individuals who handle cash or financial records are subject to confirmation by the BOT. All monies collected shall be deposited intact, with costs being paid by UUCLV check, upon presentation of a receipt and signed voucher.



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## PROCEDURES

**General statement:** All handling of UUCLV funds shall be done to best protect and serve the UUCLV. All disbursements of funds shall be in accordance with the UUCLV budget. Each committee with a line item in the budget will be allowed to expend their portion of the budget, for the purposes of the Committee's area of interest within the overall operations of UUCLV.

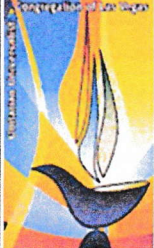
There should be four signatories for the checking account, who should be approved by the BOT at their first meeting of the fiscal year, or as required.

All checks drawn on UUCLV funds must be signed by one of the signatories and two signatures are required for amounts over \$5,000.00.

**Disbursements:** All disbursements shall be requisitioned through the Treasurer. The disbursement vouchers will be properly filed and made available. Recipients of funds may not sign their own vouchers.

For contracts more than \$5,000, the President of the Board of Trustees and one other Board member must both sign for UUCLV. If

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the President is not available, he/she must designate another Board member to sign for UUCLV.

For checks more than \$5,000, the President of the Board of Trustees and one other Board member must both sign the Expense Voucher. If the President is not available, he/she must designate another Board member to sign the Expense Voucher.

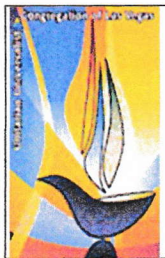
In the case of an emergency that necessitates expenditures not designated in the annual budget, (for example, plumbing emergencies or electrical outages) those payments may be authorized by the President of the Board of Directors, the Vice President or the Treasurer upon recommendation by the chair of the Facilities Committee. Where feasible, the services required should be subject to a three-bid process to establish the best price.

Each committee will inform the Treasurer and Office Administrator of committee members designated to sign disbursement vouchers.

All disbursements of cash will be made by serially numbered checks, or electronic fund transfer with appropriate documentation.

Any purchases of taxable items on behalf of the UUCLV shall utilize

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the UUCLV's tax exemption letter whenever possible.

No bills shall be paid without such a voucher, with the exception of the following, which shall be considered as having standing authorization:

- Payroll
- Advertising (when done on a monthly basis)
- Telephone
- Newsletter
- Insurance
- UUA and PSWD Dues
- Utilities

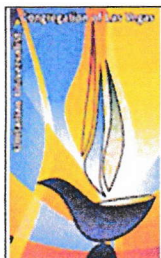
## Cash and Credit Cards

A petty cash fund may be established by the Treasurer for disbursements by the Office Administrator. The fund, which shall not exceed \$200.00, shall be replenished only upon presentation of receipts for the previous expenditures. It is the responsibility of the Treasurer to maintain oversight of such a fund.

UUCLV will maintain credit cards to help pay for incidental items during the course of regular activities. These are addressed in

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## Policy 3.03.

### **Income**


Donors may identify their donations. All donations will be recorded as to the donor. The Office Administrator will send reports semi-annually to each pledge donor on the status of their pledge payments. The Office Administrator will also send annual calendar year statements to any person making an identifiable donation to UUCLV.

A donor may request statements more frequently from the Office Administrator, if needed.

When donations are received, all checks shall be stamped with a restrictive endorsement indicating a deposit to the appropriate UUCLV bank account. The Treasurer is responsible for maintaining a record of all payments to UUCLV.

All funds shall be deposited, so far as possible, in the appropriate Congregational bank account, within one to seven business days of receipt. In the case of any funds not so deposited, a note shall be made in the records of the reason for not depositing.

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Any donation of \$2,500 or more, that is not designated as fulfillment of a pledge or otherwise designated for a specific purpose, will be allocated to funds reserved for the Growth and Renovation Fund of the Congregation.

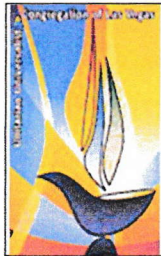
### **Other events or fund-raising activities**

Sales or the approval of the sale of products or services may be approved by the Finance Committee if the activity or event is a customary annual one. If it is a new, or not a regular annual event, it must be approved by the BOT. In any case, no member of the Congregation may receive any remuneration outside of reimbursement of actual costs paid by the member on behalf of UUCLV. This is not meant to include any items from guest speakers that might be permitted to help defray the cost of their presentation or service.

Special events for participation of members and their guests that are customarily held in a member's home need neither Finance Committee nor BOT approval, if they are not Congregationally sponsored. However, notice of such events must be calendared.

When considering fund-raising events, the Finance Committee will:

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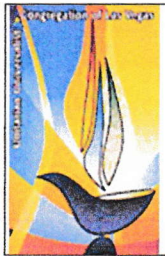
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1. Evaluate whether the proposal is in keeping with the mission of UUCLV.
2. Review the written proposal including the financial package.
3. Ensure there is no personal profit accruing to any member.
4. Review the overall fund-raising program for propriety and timing.
5. Determine any need for a waiver of liability or additional coverage.
6. Review the level of commercial activity for compliance with tax codes.
7. Review the UUCLV calendar for any conflicts.
8. Consider other factors that may affect the overall fund-raising ability of the Congregation.

If the Finance Committee rejects any event, it may be taken directly to the BOT for consideration.

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## Financial Records

All computerized records shall be backed up at least weekly. A monthly backup shall be done which shall be kept off site at a location acceptable to the BOT and Finance Committee. The Treasurer shall be responsible for the security of unused UUCLV checks and all Congregational financial records.

At each monthly meeting of the BOT, the Treasurer shall be responsible to provide the board with a financial statement, which shall have been reviewed by the Finance Committee. The treasurer is also responsible for donation records. Donation records shall be open only to the individual donor, members of the Finance Committee, the Stewardship Chair, and the Minister.

The Treasurer, with the Bookkeeper if there is one, will reconcile bank statements every month. Any discrepancies shall be brought to the attention of the Finance Committee. Any discrepancies in individual donation records shall be brought to the attention of the Bookkeeper and Treasurer. If the discrepancy cannot be resolved by the Bookkeeper and Treasurer, it shall be brought to the Finance Committee. If the discrepancy cannot be resolved in this manner, then it shall be brought to the BOT's attention for final action.

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Summary: This policy shall be in effect until revision is required, accomplished, and approved by the BOT.

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