

# Unitarian Universalist Church of Bloomington, Indiana

*Seeking the Spirit, Building Community, Changing the World*

Approved Board Minutes

August 15, 2018



<b><u>I. CALL TO ORDER (MICHELLE MONROE-COOK)</u></b>	<b>3</b>
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**Board members attending:** Michelle Monroe-Cook, Stuart Yoak, Ed Robbins, Julie Lawson, Sharon Wiseman

**Not attending:** Steven Gilbert, Helmut Hentschel

**Present by invitation of the Board:** Chris Haynes

**Ministers attending:** Reverend Mary Ann Macklin

**Submitted by:** Steven Gilbert

**Appended Documents:**

- A. Senior Minister's Report
- B. Chair's Report to the Board

- C. Undesignated Gifts Committee Report – Draft
- D. Report on Asset Protection

**I. Call to Order (Michelle Monroe-Cook)**

Michelle called the meeting to order at 7:02 p.m.

**II. Chalice Lighting and Reading (Stuart Yoak)**

**III. Check-in (All)**

**IV. Approval of the Minutes**

Stuart moved for approval of the July board minutes with Ed seconding. Motion carried.

**V. Senior Minister's Report (Reverend Macklin)**

Rev. Macklin provided a review of progress toward meeting UUCB “ends statements” (Senior Ministers Report, Appendix A, attached). September 30 was identified as a recognition date for Rev. Macklin’s 20th anniversary with UUCB. She reported that she will be putting together a sabbatical committee to guide her, to help her to connect with the congregation and help to manage services in her absence as she considers taking a sabbatical in February, July, August and September, 2019, and in February, 2020.

Chris Haynes presented a draft report from the Undesignated Gifts Committee for review (Appendix C, attached). The committee is working on messaging to the congregation but seeks to nail down content before the messaging can go forward. The point of messaging is to help members clarify their planned giving and to help clarify their intent to the church. Chris asked the board to let the committee know its thoughts as the process moves forward.

**VI. Old Business**

**A. Safety Training (Michelle Monroe-Cook)**

Michelle will be conducting a poll to determine a good date for safety training.

**B. Board Retreat (Michelle Monroe-Cook)**

The board retreat this year will be held on September 23 from 1-5 pm at the church.

## **VII. Monitoring (per Board Policies, Section IV)**

### **A. Status of Minister Agreement letters (Rev. Macklin)**

The status of the letters of agreement was tabled until the September meeting. (See Reports to the Board, Appendix B attached)

### **B. Summary of Insurance Policies, Limits and Coverage (II.F.1-2: Asset Protection) (Rev. Macklin)**

Rev. Macklin presented an Asset Protection Report (Appendix D, attached) prepared by Carol Marks.

## **VIII. New Business**

### **A. Board Policies Updated – August 2018 (Michelle Monroe-Cook)**

The board policies were updated to remove references to “program team” and have been updated on the church website. Board members were asked to review the board policies prior to their retreat on September 23.

### **B. Congregational Surveys (Rev. Macklin)**

Rev. Macklin reported good responses on congregational surveys. Feedback was all positive.

### **C. Miscellaneous Business**

Stuart Yoak will conduct September 19 board meeting as Michelle will be absent. Sharon will provide a reading. RE will be reporting as part of the board’s regular monitoring schedule.

## **IX. Executive Session**

The Board entered executive session at 8:24 p.m.

## **X. Adjournment**

Stuart moved to adjourn with a second by Sharon. The board adjourned at 8:31 p.m.

## APPENDIX A

### **Reverend Mary Ann Macklin Senior Minister Board Report August 15, 2018**

Issues concerning constraints of the Board Policies or UUCB Bylaws  
Reports of conflict of interest by the Senior Minister (Section II.G: Purchases, Grants, and Contracts) Good. Senior Minister and Chief Financial Officer met with Special Purposes Fund Committee to clarify communications and policies. This was a pro-active meeting as opposed to reactive.

Issues related to policy II.H: Communication and Counsel to the Board  
Good. Looking forward to setting date for Board Retreat so we can review aspects of policy governance.

Issues related to policy II.I: Sanctuary  
Hosting gathering for immigrants seeking legal counsel on August 18<sup>th</sup>.  
We are purposely keeping this event low key.

Issues with or proposals to improve the Board-Senior Minister relationship (IV)  
Important to meet monthly with President and Vice President.  
Setting up Working Group to explore policy governance; representatives from Board, Leadership Cultivation, Senior Minister and Vice President.

### **Progress of UUCB towards Ends: A view from August 2018 Seeking the Spirit**

We have a meaningful liberal religious experience which includes:

1. A rich diverse worship life.  
Excellent preaching—McNeill, Gilmore, Macklin, and Walker. Themes have been rich: Play, Story. Curiosity. Music, while choir was away, very diverse in composition. We are very lucky to have the depth of pianists we have and access to myriad musicians and choirs.
2. Compassionate pastoral care.  
Our triage of folks in need of pastoral care continues to improve even as our volume increases. Staff (particularly ministers and Connections Coordinator) work in collaboration with Caring Committee Chair and Health Concerns Team Chair, to insure support and care during times of need.

3. Life-long opportunities for spiritual growth through religious practice, religious education, leadership roles, and community action.

Our Adult Education, with Reverend Leite as liaison, is preparing fall offerings. We will be offering the spiritual deepening curricula, Wellspring, for two different levels in 2018-2019. Our staff retreat will include Myers-Briggs exploration which is Jungian in its origin.

4. Knowledge of denominational and congregational history and traditions.

The General Assembly participants are meeting regularly. Religious Education collected congregational stories for use in educational series. Elof Carlson continues his column in our newsletter of UU history; it is also taught as part of Exploring UU every other month.

### **Building Community**

We have a policy of nondiscrimination -- we welcome all and are supportive of people of all ages, races, gender, sexual orientation, abilities, education, and politics.

5. We are generous with our time, talent, and resources.

Again, our Spring pledge drive was very successful. Lay leaders continue to share their talent for a variety of activities. Our on-line worship services continue to expand in number (breadth and depth) Connection Coordinator interviews incoming members as to their interests in time, talent and resources.

Our building is used by support groups and is rented out for a variety of activities.

6. We actively encourage ministry, lay leadership and congregational participation in social justice and the operation of UUCB.

Associate Ministers oversees Social Justice program and lay leaders in each of thirteen social justice task forces. Senior Minister oversees operations and is exploring more balanced engagement with policy governance.

7. We responsibly manage our staff, volunteers, resources, and facilities.

Senior Minister supervises staff and will be doing goal-setting and evaluations in September. For the month of August, I asked staff to keep track areas in which they spend time for their work. Connections Coordinator and

Associate Minister actively work with Leadership Cultivation. Church administrator, Chief Financial Officer and ministers, oversee care for facilities.

8. We provide pastoral care as appropriate to the congregation's needs and our ability.

Again, through Caring Committee and Health Concerns Team. Senior Minister meets monthly with chairs. Connections Coordinator meets with Caring Committee.

### **Changing the World**

We are leaders in our community and world.

9. We are committed to social justice and equality for all people.

We have a monthly report in the pulpit from a social justice committee. Our current task forces are dedicated and active. Associate Minister oversees and creates coordination with lay leaders and their activity within the Social Justice Circle. We continue anti-oppression training. Our staff completed Anti-Bias training in August and will be doing Alzheimer Awareness training in September.

10. We advocate against prejudice, injustice, and oppression of any person or group.

We continue advocacy from our pulpit (McNeill, Macklin, Gilmore, Walker) in some fashion each Sunday. This advocacy is foundational to our life long learning religious education.

This month Senior Minister met with legal counsel and representatives of Resilience Productions to complete agreement for Resilience Productions, now housed by UUCB. A theatrical performance exploring the historical stories of African Americans in Monroe County will take place in our Meeting Room in mid October.

11. We work with other congregations and institutions with shared values and goals.

Our Chalice Circle Training on Saturday, August 18<sup>th</sup>, will include our lay leaders, leaders from the Unitarian Universalist congregations in Indianapolis and Columbus. In early August we hosted a sand mandala creation and dismantling by Tibetan Monks from India as part of our ongoing collaborations with the Tibetan Mongolian Buddhist Cultural Center. Our efforts with Shalom Center

will strengthen due to added role of Community Minister. Our outreach and collaborations with institutions continue to expand.

12. We work with the Unitarian Universalist Association and the MidAmerica Region.

Lay leaders, staff and members attended General Assembly in June. We are in ongoing contact with UUA and MidAmerica staff (email, phone, webinars). The UUA staff are supportive and serve the needs of congregations as opposed to being directive.

13. We help heal the earth.

Our new solar panels have resulted in a negative energy electric bill. Green Sanctuary Task Force and Green Grounds are creating visions for the 2018-2019 year.

## APPENDIX B

# Reports to the Board

Michelle Monroe-Cook, President

August 15th, 2018

## Old Business

### Safety Training

Board members are to select a date for safety training with head usher, John Summerlot, from the following dates:

August: 19th, 26th (or any evening that week)

September: 2nd, 16th, 23rd, 30th (or any weekday evenings with the exception of Tuesday, September 11th and Friday, September 28th)

### Board Retreat

Board members are to hold September 23rd, 1pm-5pm for their annual board retreat.

### Stewardship Committee Update: Undesignated Gifts

BACKGROUND: A committee to propose a set of bylaw and policy changes with regards to undesignated gifts has been formed. Its members are Sharon Wiseman, Libby DeVoe, Chris Haynes, and Ed Robbins. Chris Haynes will convene the first meeting. The Undesignated Gifts Committee has the charter of drafting a set of bylaw changes and relevant policies such that undesignated gifts to UUCB are well allocated strategically by UUCB ([background](#)). The committee's changes need to be endorsed by the Board, Planned Giving, and SPF and then presented to the Congregation at the December 2018 Congregational Meeting for any needed approval.

The Stewardship Committee work group dedicated to the issue of undesignated gifts to the church met on July 23rd.

# Monitoring

## Status of Minister Agreement Letters

[Letters of Agreement](#) are being reviewed by the ministers and will be finalized by church administrator, Carol Marks, prior to being submitted for signature by board president, Michelle Monroe-Cook and the Senior and Associate Ministers, respectively.

## Summary of Insurance Policies, Limits, and Coverage (II.F.1-2: Asset Protection)

[Report](#) provided by Senior Minister, Rev. Mary Ann Macklin.

# New Business

## Board Policies Updated - August 2018

The Board Policies have been updated to remove all references to “Program Team” which is an outdated practice at UUCB. The most recent version of the Board Policies have been submitted to church administrator, Carol Marks, for updating on the church website.

## Congregational Surveys

An update on the status of the congregational surveys is provided by Rev. Scott McNeill.

## APPENDIX C

# Undesignated Gifts Committee Report DRAFT

The members of this ad hoc committee, Libby DeVoe, Chris Haynes (chair), Ed Robbins, and Sharon Wiseman, were appointed in response to a charge of the Board, addressing issues summarized in the Undesignated Gifts Overview document. This report is presented to the Board, SPF, Planned Giving, and Stewardship committees for comment.

Upon mutual agreement of these committees, a congregational messaging initiative will commence beginning with planning efforts by this or a related committee.

The anticipated time frame will allow presentation of the bylaw change and, upon its approval, immediate implementation of the policies, at the December 2018 congregational meeting.

Context for the development of this document, including further information with respect to some of the decisions involved, is provided in the committee's meeting notes.

## Bylaw change

Replace the last sentence of section 7.6, which reads

*The committee would like to have by-law change crafted by Dec. congregational meeting*

If an asset is received by the Committee they shall place it in the Fund or in the Endowment as they deem appropriate, except that they will honor any instruction concerning placement which was made by the donor of the asset.

with the following sentence (which replaces the highlighted text above with the highlighted text below)

If an asset is received by the Committee they shall apportion it as they deem appropriate among the SPF general fund, SPF Endowment, operational general fund, and operational endowment, except that they will honor any instruction concerning placement which was made by the donor of the asset.

## SPF Policy on Undesignated Gifts Management

The following section is to be added to the SPF policy document, contingent upon approval of the associated bylaw change by the congregation.

### Undesignated Gifts Management

1. For the purposes of distributing undesignated gifts, four divisions of church assets are recognized:
  - operational endowment

discretion of the Board (operational side) or SPF Committee (special side). These are the only transfers between the quadrant funds that are possible (absent extraordinary circumstances provided for in the SPF bylaws).

This bylaw change leaves discretionary authority for distribution of gifts among these divisions with the SPF Committee. It is important that a committee, rather than an individual or rigid policy, have this discretion. Giving this authority to another committee (or the Board) would be a substantial change in the intent of the bylaws and more awkward to administer.

## Policy rationale

The Board and SPF Committees jointly share fiduciary responsibility for the church. In all other respects the bylaws sharply divide this responsibility, with the Board and SPF Committee having responsibility for operational and special purposes use of funds, respectively.

With respect to receipt of undesignated gifts, however, this sharp distinction does not apply. Thus it is important that the Board and SPF Committee be clear and in agreement on how undesignated gift receipt is managed, and how on occasion this policy may be modified with continued agreement.

Part 1 of the Policy outlines the gift receipt distribution possibilities enumerated in the new bylaw.

Part 2 makes explicit that the management of the operational endowment is similar to that of the SPF endowment, but with distributions directed to the operational general fund.

Part 3 specifies an equal division policy. This is of great importance, and arguments could certainly be made for other choices, but given present information equal division seems reasonable and straightforward. It is this part of the policy that is mostly likely to be revised on occasion to reflect changing needs of the church relative to its assets.

Part 4 clarifies the SPF Committee's discretionary authority in the receipt of gifts.

Part 5 reflects existing SPF policy for finalization of motions, and makes it clear that after finalization a gift distribution is not subject to change.

Part 6 effectively gives the Board veto authority over changes in this portion of SPF policy.

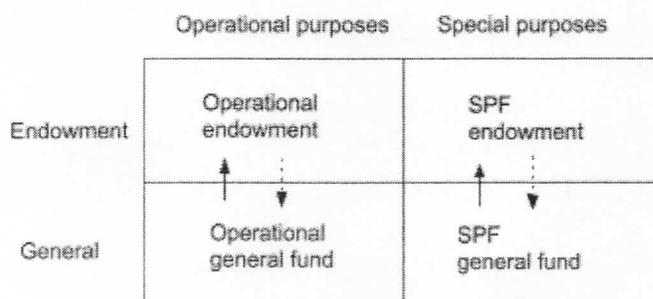
tight operating budget, such full discretion might reasonably include the allocation of some portion of unrestricted gifts for operational purposes. But this is not permitted by current bylaws.

Another problem is that instructions accompanying a bequest may be vague with respect to how much of the gift is truly unrestricted. This came to light with a substantial recent gift with accompanying letter that expressed at some length great appreciation for the mission of the church as a whole, while concluding with a short paragraph indicating special interest in fair compensation of the staff. Absent the last paragraph, there would have been no question that this was an unrestricted gift and it would have all gone to SPF, but SPF is not able to support fair compensation of staff, which is an operational budget issue. (In this case it was possible to ask the donor for clarification, but in a bequest it may be impossible to clarify intent.)

In addition to ambiguity in the division of SPF vs operational support intent, there may be need for interpretation of intent with respect to endowment vs unrestricted fund distribution. Unrestricted funds can be placed in an endowment at the discretion of its managers, but once funds are committed to an endowment, the corpus is to be held in perpetuity to provide a lasting, but strictly limited, revenue stream. (A recent bylaw change clarified that the SPF endowment "corpus" is to be managed in accord with UPMIFA guidelines, where the intention is that the distribution amounts are relatively stable and such that the corpus, adjusted for inflation, is approximately preserved.)

There are natural tensions between the needs and desires for short-term vs. long term (endowment) use, and between operational vs. non-operational ("special purpose") use. Too much flexibility to support pressing short-term and operational needs compromises long-term and special needs, but all are important.

The following diagram clarifies the relation between the four funds mentioned in the draft bylaw change. The vertical dimension of this model accounts for the need to balance discretionary vs. in-perpetuity time frames, while the horizontal dimension provides for a separation between operational (usually ongoing) and special (usually one-time) needs.



The dotted arrows represent endowment distributions (at present 1% of the endowment's 3 year average balance per quarter), designed to provide a relatively constant trickle of income in perpetuity. The solid arrows represent transfers that may be made from time to time at the

- operational general fund
  - SPF endowment
  - SPF general fund
2. Dispersal of funds from the operational general fund and SPF general fund is at the discretion of the Board and SPF Committee (SPFC), respectively. Operational endowment and SPF endowment distributions are directed to the operational general fund and SPF general fund, respectively. Endowment distributions are managed in accord with the Uniform Prudent Management of Institutional Funds Act (UPMIFA): see the [act summary](#). No other endowment fund dispersal is permitted, except in an existential emergency or as a loan managed in accord with bylaws restriction on SPF endowment management.
  3. Undesignated gifts shall be divided equally among the four divisions above.
  4. If the instructions accompanying a gift indicate that it is partially undesignated, or the instructions are vague or ambiguous, the SPFC shall determine its allocation among the four divisions above. Assessment of the donor's intentions shall have priority in such cases, and secondarily the SPFC judgement of how the gift can best serve the church's mission.
  5. The SPFC determination of the disposition of a gift shall be reflected in a motion. When the minutes of the motion's meeting are approved, the disposition is final.
  6. This section shall be amended only by joint approval motions of the Board and SPFC.

## Rationales

These rationales are to explain the bylaw change and policy suggestions developed by this committee for review by the Board, SPF, Planned Giving, and Stewardship committees.

Once the substantive recommendations have been approved by the Board and these committees, other rationale statements will be required to communicate with the congregation in various ways, including the following: Prologue notice, a white paper for discussion at a congregational forum, and presentation of bylaw revision for congregational vote.

## Bylaws change rationale

It is reasonable to assume that when making or planning an unrestricted gift the donor may be unaware that this precludes operational use, assuming instead that those entrusted with managing the church's financial resources have full discretion in choosing a suitable disposition of gifts. When the generous "unrestricted" SPF funds stands in stark contrast to the perennially

## APPENDIX D

### **II.F.1-2 Asset Protection Report**

August 10, 2018

by Carol Marks, Church Administrator  
as requested by Reverend Mary Ann Macklin, Senior Minister  
Unitarian Universalist Church of Bloomington, Indiana

Summary of insurance policies, limits, and coverage.

Our congregation is insured with a multi-peril policy and workers compensation policy through Church Mutual Insurance Company, of Merrill, Wisconsin.

Brent Phillips continues as our agent, with assistance from Amanda Hanzel. Our current policy period runs from 04/16/18 to 04/16/19. A copy of the policy is filed in the Church Administrator's office.

#### **Claims Filed**

We have filed no claims since April 2017. By August 15, 2018, we will report to Church Mutual about the efforts we have made (and accomplished) to repair damage caused to our sewer line by Indiana University and Smithville Telephone. We are not filing a claim at this time, but simply making a report. Both IU and Smithville have been requested to reimburse the church for expenses we have incurred in the last two years caused by their negligence in hiring contractors who broke our sewer line in two places, causing sewer backups in our building in December 2015 and December 2017. IU has agreed. Smithville will be speaking with Reverend Macklin concerning this request soon.

#### **Risk Control Consultant Visit**

In spring 2018, Church Mutual sent Risk Control Consultant Laura Braasch set up a water monitor in the equipment room off of Room 204 and a temperature monitor in the kitchen furnace room to alert us if there is a leak in an area of HVAC units that has leaked in the past, and to let us know if the temperature in the building drops below freezing in the winter due to HVAC malfunction, or loss of power or both.

#### **Our Coverage**

An annual review of the policy will be scheduled with Amanda Hanzel in October 2018.

The policy covers Property, including but not limited to the building and all the congregation's personal property stored inside it, personal property of the ministers, and systems and equipment breakdown (like exploding steam boilers) unless due to wear and tear.

Our building is not covered for mine subsidence but is covered for earthquake and sinkhole collapse. We are not covered for damage caused by government action, nuclear hazard, utility services, war, terrorism, or water damage unless such damage causes fire or explosion.

We have additional coverage in the amount of \$50,000 for any one occurrence in case of a mishap like a tornado, fire, or the end of the world as we know it resulting in loss of institutional income and extra expense as we recover from whatever happens.

Our property deductible was raised to \$1000 per occurrence in April 2014, except in case of earthquake, when the deductible amount is 5% of the stated value of the building. The raise in deductible from \$500 to \$1000 was done to keep our premium stable. Church Mutual declined in April 2014 to offer a deductible lower than \$1000 per occurrence.

The General Liability part of our policy covers our congregation in case of a wide variety of awful things that might happen, including bodily injury, property damage, sexual misconduct and catastrophic violence. The general aggregate limit is \$3,000,000.

In addition, we do criminal background checks on all new employees as well as childcare staff and volunteer Religious Education teachers and facilitators and they regularly receive Reducing the Risk training, to prevent child sexual abuse. Training materials are provided by Church Mutual and materials from other sources are used by our Religious Education staff.

We are also covered for theft of church money and securities for a total of \$2,000, with a deductible of \$250. We have a blanket bond for anyone handling money, in the amount of \$20,000.

Our policy covers our ministers or “employees and volunteers acting under our direction and control and within the scope of his or her duties” for counseling professional liability in the amount of \$1,000,000 per claim, with an aggregate of \$3,000,000.

We also have coverage for hired and non-owned automobile liability in case something unfortunate happens when a church event involves members going somewhere in a vehicle. Each occurrence has a limit of \$1,000,000 with an aggregate of \$3,000,000. There is also a medical expense endorsement for \$10,000 for any one person and an aggregate of \$25,000.

The Church Administrator will review the policy with a Church Mutual agent in October 2018. The total cost for the current year (2018-19) will be about \$7,100. This includes our workers compensation policy costs, which can vary depending on the size of the staff each year. Policy premiums are annually updated in April.

### **Fiscal Manual Review**

We also review our congregation’s Fiscal Manual on an annual basis. An updated copy is included, below.

Respectfully submitted,  
Carol Marks  
Church Administrator

**Fiscal Manual**  
**Unitarian Universalist Church of Bloomington, Indiana**

**Security of Cash and Checks – Protection of Assets**

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer will investigate any *outstanding checks*.
4. Chase Bank confirmed that no checks made payable to “UU Church” will be cashed at any of their branches—these will be deposited to our account only.
5. **No original financial documents** such as invoices, bank statements, or time cards should be taken out of the Church building. Special exceptions may be made if photocopies of statements are needed in order for volunteers to work on or review reports away from the building, as long as the account numbers are redacted and copies are destroyed after use.
6. The church’s **credit card** may be used only with the direct supervision of the church administrator. The credit card held by the church administrator may only be used by another staff member while in the church building and with complete documentation about the date of the transaction and the amount, plus the budget line to be charged, printed on paper and given to the church administrator within one hour of the purchase being completed. The church administrator and Treasurer will audit the credit card statement carefully on a monthly basis.

**Separation of Duties Regarding Cash Handling and Bookkeeping**

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church’s accounts.
2. Two individuals will count all cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit.
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

**Petty Cash Funds**

1. Petty cash funds for General Petty Cash (Church Administrator) and Religious Education Petty Cash (Director of Religious Education) will be reconciled monthly by someone other than the petty cash custodians.
2. Receipts for reimbursement to petty cash will be submitted monthly for payment.

**Payment of Invoices and Payroll**

1. All invoices should be stamped “paid” and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank’s website on an unannounced monthly basis. Username and password will be provided to the Treasurer for this purpose.

**Job Descriptions and Employee Status**

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Policy, Senior Minister)

**Money Management Rules: How to Handle Cash from Fundraising**

**Top 4 Guidelines**

- 1.) Arrange with the church administrator to obtain working cash if needed.
- 2.) Do not pay receipts out of cash. Submit original receipts or other requests for reimbursement via church check
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.

## Details

1. If you need start up change contact the Church Administrator, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.
2. Turn in any cash and checks to the secure drop box or a staff member within 24 hours of each event.
- 3 – 4. Trackability and accountability are important.
  - Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given to the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
  - Use Check Request Vouchers to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
  - Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums to speakers. Original receipts and a Check Request Voucher must be submitted for reimbursement checks to be generated. These vouchers and receipts should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
  - Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$50), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, Green Sanctuary coffee sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it. Ask office staff to Secure the cashbox in a locked location when not in use.

Questions, please see the Church Administrator or the Treasurer.

Revised 8-10-2018