

1.0 Purpose

This policy is designed to define the steps required for a coherent and responsible budget process and to enhance clear communications about finances among the various UUCG constituencies responsible for the *financial health of the institution*.

2.0 Revision History

Approval Date	Effective Date	Change	Ref. Section
11/14/07	11/15/07	New Procedure	NA

3.0 Church Bodies Affected

UUCG Board of Trustees, Staff, Finance Committee, Annual Budget Drive (ABD), Human Resources Committee, Strategic Planning Committee, Program Council and Committees, as well as Building/Grounds and Landscaping Committees.

4.0 Policy

The budget is prepared annually by the Finance Committee with input from various church committees (see 3.0) and presented to the Board of Trustees, which after deliberation and possible modification presents it to the congregation for final approval at the annual meeting. The Finance Committee monitors the budget throughout the year.

5.0 Definitions and Financial Responsibilities

5.1 Annual Budget Drive (ABD) is the annual campaign to raise money for the following year’s operating budget.

5.2 Congregational Administrator financial responsibilities include reconciling bank statements, handling authorized disbursements including payroll and preparing the monthly financial statements with the oversight of the Treasurer.

5.3 Finance Committee is composed of the Chair (or Co-chairs), appointed by the President; the Pledge Monitor; the Head Teller; the Internal Auditor; the Finance Secretary, the Assistant Treasurer, and the Chair (or Co-chairs) of the Annual Budget Drive. The Treasurer and the Fundraising Coordinator are ex-officio members of the Committee.

5.4 Assistant Treasurer is responsible for printing and distributing quarterly contribution statements.

5.5 Financial Secretary is responsible for recording pledges into the church database. Prepares pledge reports for ABD Committee.

5.6 Fundraising Coordinator is responsible for reporting fundraising activities to the Finance Committee in a timely manner.

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5.7 Head Teller is responsible for recruiting, training, and coordinating volunteers to count Sunday collections, prepare deposits, and take deposits to bank.

5.8 Internal Auditor conducts an annual review of church accounting records and business practices and reporting the findings to the Finance Committee and Board of Trustees.

5.9 Pledge Monitor regularly oversees pledge reports, communicates in a timely manner with those whose pledges are in arrears, and reports significant changes to the Finance Committee.

6.0 Responsibilities

The Finance Committee prepares the annual budget with input from various UUCG constituencies and presents it to the Board of Trustees. The Committee monitors the budget throughout the year and recommends to the Board any necessary changes in the budget.

7.0 Procedures

7.1 Developing the Annual Budget

7.1.1 The Human Resources Committee, after soliciting information about the Staff from, but not limited to, the Lead Administrative Officer, for the purposes of annual evaluations, will make written recommendations regarding staff salaries for the next fiscal year to the Finance Committee on or before December 15.

7.1.2 The Staff will submit detailed written professional expense requests for the next fiscal year on or before December 15.

7.1.3 All UUCG Committees will send a written budget request with a rationale and amount requested to the Finance Committee on or before December 15.

7.1.4 The Congregational Administrator will consult with the Finance Committee concerning any changes that might need to be made to expenses or income on or before December 15.

7.1.5 The ABD will begin in January and conclude by March 1. The ABD leader(s) will provide monthly updates on projected pledge income to the Finance Committee.

7.1.6 The Finance Committee will present to the Board of Trustees in its March meeting a draft budget based on the information from the UUCG Staff; the Human Resource, Strategic Planning, and various committees; and the ABD Co-chairs.

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7.1.7 The Board of Trustees will present the final budget to the congregation at its annual May meeting.

7.2 Monitoring the Annual Budget

7.2.1 If the Board makes a decision resulting in significant unbudgeted expenditure, the Treasurer will report the amount and reason for the additional expense to the Finance Committee Chair(s).

7.2.2 The Congregational Administrator will report twice monthly—immediately following the writing of checks—to the Finance Committee Chair(s) regarding any deferred bills, shortages, bank balances, unexpected gifts or expenses, and any line items that have reached 80 percent of their year-to-date budget prematurely.

7.2.3 The Treasurer will provide a draft Treasurer’s report and draft balance sheet for the previous month to the Finance Committee and the Board of Trustees by the 7th of every month, present a monthly budget report to the Board of Trustees, report budget income and expenditures to committee chairs upon request, and provide quarterly statements to pledge units.

7.2.4 The Pledge Monitor will regularly oversee pledge reports, communicate in a timely manner with those whose pledges are in arrears, and report significant changes to the Finance Committee.

7.2.5 The Fundraising Coordinator will make income and expense reports to the Finance Committee in a timely manner.