

Fiscal Policies

Approved 10/18/16

The policies below have been established to organize and streamline our previous fiscal policies and make them consistent with our practice of policy governance. These fiscal policies supersede previous policies on these matters dated prior to October 18, 2016.

1.1. Policy on Pay for Personal Services

In a volunteer organization, the contributions of time and personal services of each individual should be a valued gift to the congregation, and that no such contribution should be singled out as valuable enough to warrant remuneration. No member or friend of RRUUC, except paid staff members (including part-time employees and contractors), shall request a fee or be paid for time or services given to the RRUUC

Any fee charged shall cover only the costs pre-authorized, incurred and verified. Costs typically are for materials, equipment rentals, and software.

1.2. Policy on Fund Raising and Solicitation of Funds

1. 2. 1. General Policy

Events or fundraisers where the intent is to obtain money for RRUUC are supervised by the Board of Trustees.

1. 2. 1. 1. This policy is to ensure adequate planning and coordination of the use of RRUUC facilities and to regulate solicitations of funds or participation directed at RRUUC members and friends, while still encouraging our congregation's work toward social action and maintaining the spiritual experience for members and friends on Sunday mornings.

1. 2. 1. 2. River Road Unitarian Universalist Congregation established ministries, including task forces and committees, have the right to seek support in the form of both goods and money for their activities from the congregation at large. Activities not carried out under the umbrella of an established ministry, task force, or committee, or approved as a congregation-wide event will be considered rentals and are covered in the policy on Facilities Use.

1. 2. 1. 3. This policy covers all collections and solicitations of money or goods or sales of goods, services, or tickets for the purpose of raising money for charity or pursuing task force and committee objectives, including those where the intent is to break even.

1. 2. 1. 4. Fundraising or solicitations should not occur in the foyer on Sundays.

1. 2. 1. 5. All money collected during fundraisers must pass through the RRUUC bookkeeping system.

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1. 2. 2. The Approval Process

Approval Authority: The Board of Trustees (Board) has the authority to approve fundraisers but has delegated this authority to Administration.

1.3. Gifts

It is the policy of the Board to become involved in designating gifts or in other activities required to accept gifts, and to act upon any requirements attached to those gifts, only when a significant amount of value is involved. The Board will determine, as necessary, what constitutes a significant amount. In all cases below, the Senior Minister may act on behalf of RRUUC where a gift falls below the amount established as significant by the Board. Where a committee or other entity is named below to act upon a gift, Board or Senior Minister involvement is not required.

Gifts to the endowment fund, memorial gifts in honor of others, and gifts to special purpose funds are welcome and encouraged. These gifts, along with general bequests that are not given for a specific purpose, may require special handling. Naming opportunities – which may be associated with many types of gifts – are permissible with strict Board oversight.

1. 3. 1. Named Gifts

RRUUC may accept donations that involve naming a room, major equipment, or part of the property, in honor of a member, friend, or other person or group if the Senior Minister determines that the naming is tasteful, dignified, and appropriate in light of the donation and other circumstances. Such naming opportunities may be identified in advance in connection with a specific fund raising campaign.

1. 4. Stocks or Securities, Disposition of

1. 4. 1. Donations of Stock or Mutual Fund Shares to RRUUC.

The Board's policy is to refer donors to the Senior Minister or the Treasurer for instructions on donation procedures. Any stock or security received as a contribution to RRUUC will be sold as soon as possible.