

Policy 3.5: Record Keeping

Policy

Accounting procedures and practices shall be clearly defined and easy to follow. A minimum of two people shall be trained on each procedure. All financial records are the property of the UUFC. "Separation of duties" procedures shall be followed. Bylaws shall be followed.

This policy was approved by the Board of Trustees December 13, 2010.

Procedures

To include software, back-ups, where files reside, etc. Details to be finalized by the Finance Committee.

Policy 3.6: Credit Use

Policy

The Board Treasurer shall designate a Credit Card Administrator who will oversee the accepted procedures in conjunction with the Finance Committee. Each UUFC business credit card shall be used for valid UUFC expenditures only. Use of a UUFC credit card or UUFC store credit account for personal use is prohibited.

Only UUFC staff, committee chairs, and members who have been approved by the Credit Card Administrator may use UUFC credit cards or credit accounts.

This policy was approved by the Board of Trustees December 13, 2010.

Procedures

The Credit Card Administrator is responsible for the following:

- Creating and maintaining credit card applications and performing credit checks of employees applying for a card
- Reviewing and processing new applications
- Canceling cards of individuals who are no longer employees
- Canceling cards that have not been used for 12 months
- Managing past due cardholder account situations
- Reviewing and reconciling reports from the credit card provider with credit card holder's receipts
- Managing the relationship with the card provider
- Auditing card use to ensure cards are used only for UUFC business

Policy 3.7: Minister's Discretionary Fund

Policy

The Minister's Discretionary Fund (MDF) is a designated custodial fund of the UUFC. Any disbursements from the fund shall be authorized by the Minister (Senior Minister) to

provide loans and/or gifts to UUFC members/friends for short-term needs, at the minister's discretion.

Contributions to the MDF will be accepted from members and friends at any time.

The Minister must follow all applicable IRS regulations regarding the use of this fund.

This policy was approved by the Board of Trustees December 13, 2010.

Procedures

The minister shall authorize a disbursement from the fund and request a check from the check writer. To uphold confidentiality, the minister shall keep records of all disbursements from the fund, and need not specify to others who will be the recipient of the funds, except as defined in the foregoing policy.

Policy 3.8: Investments

Policy

The UUFC Investment Committee shall direct and control endowments and other investments for the benefit of long-term financial stability of the Fellowship. Article VII, Section 4.2 of the UUFC Bylaws states that "The purpose of the Investment Committee shall be to select specific investments for fellowship funds, including endowments. The Investment guidelines shall be set by the Board of Trustees in consultation with the Investment Committee."

The committee primarily seeks to maximize income for the congregation's operational expenses, while protecting the principal. However, as a religious organization, the congregation and its members are involved in a variety of social and environmental causes. This policy outlines how the Investment Committee might invest funds in a socially responsible manner, while at the same time achieving the committee's primary goals.

This policy was approved by the Board of Trustees December 13, 2010.

Criteria for Selection

1. The Investment Committee shall invest in socially responsible equities, funds, and bonds if they appear to provide a return comparable to that achieved by following only the primary investment purposes.
2. The socially responsible investment opportunities shall have a positive record and continue to be under competent management.
3. The socially responsible investment opportunities may:
 - a. Screen out investments in stocks and bonds of companies that have a major source of income in products used primarily by the military.
 - b. Screen for corporations whose primary source of revenue is derived from the production or sale of alcohol or tobacco products, from the generation of nuclear energy, from the extraction of fossil fuels, or from the manufacture of handguns.