

**Meeting Minutes**  
**Board of Trustees of Mount Vernon Unitarian Church**  
**14 October 2008**

**Board members present:**

Lauck Walton, Chairman  
Reid Adler  
Bill Alsmeyer-Johnson  
Bill Clontz  
Joan Darrah  
Tamara de la Camp  
Birgit Robbert  
Doug Jemison, Youth Representative

**Absent:**

Lisa Guide  
Mike Walker

**Others present:**

Rev. Kate Walker  
Ron Brandt, Church Administrator  
Al Erickson, Treasurer  
Al Robbert, Chair, Finance Committee  
Eric Pourchot, Chair, Search Committee for DOM  
Rob Dickinson, Chair, Endowment Committee

The meeting was called to order at 7:30 by Board chair, Lauck Walton.

1. The minutes of the Board meeting on 2 September 2008 were approved.
2. The minister's and DRE's staff reports are attached. Rev. Kate recommended a clarification in her letter of agreement regarding pulpit exchanges, i.e., that pulpit exchanges would be included as one of the sermons she is committed to provide each year. **The Board concurred.** She also added that Mark Zimmerman has been hired as an interim choir director only, not as a DOM. **The RE policy (attached) was unanimously approved.**
3. Al Robbert presented a proposed funds management policy (attached). **The BOT approved the policy 7-0 with 1 abstention.**
4. Al Erickson gave the Treasurer's reports (attached). Al Robbert discussed a balance sheet that indicates, among other things, accounts that have unspent funds in them. A discussion followed concerning unfunded requests, with particular interest in hiring a part-time youth advisor. A task force— Rev. Kate, Doug Jemison, Meagan, Reid, and a representative from the finance committee –will research the position and report at the November meeting.
5. Tamara gave the Program Council's report (attached). The Program Council is now meeting on the fourth Monday of each month. No one has come forth to replace Alvin Macomber as chair of the Grounds committee, but individuals continue to cover the various responsibilities of the committee.

6. Eric Pourchot reported that the DOM search committee has received a number of resumes and that the committee members will begin interviewing the candidates for the position soon.
7. Lauck reported that he has not been successful in recruiting a new chair for the Music Committee. Rev. Kate will invite Kim Cobb and Peg Bartel (Sunday Services Committee) and possibly someone from the current Music Committee to review the charters of the Sunday Services and Music Committees with the perspective of revitalizing the Music Committee structure.
8. Reid reported that he and the administrative staff search committee continue to work to define and prioritize the duties of the church administrator and other church staff in creating a position description. The committee feels that a part-time bookkeeper should be hired first, if a suitable volunteer or pro-bono provider cannot be identified.
9. Bill Clontz reported that he and Joan Darrah met with Al Robbert and Rob Dickinson to discuss hiring a consultant for the stewardship and capital campaigns. **The BOT approved (7-0, with 1 absention) the group's recommendation that Larry Wheeler, who has worked with MVUC before, be hired for the stewardship campaign for a fee not to exceed \$8,000.** Additionally, Bill will form a task force to develop a list of possible candidates, in order of priority, to replace Al Robbert as the chair of the Stewardship Committee. Al will serve on the task force to identify candidates and will assist the BOT chair in approaching/recruiting the new Stewardship Committee chair.
10. Old business:
  - Birgit reported that the UUA media campaign for the Washington-Baltimore area has not been started on the originally planned schedule, mainly due to the national economic climate.
  - Bill C. has arranged for the Fairfax County Police department to meet with interested MVUC members on October 23<sup>rd</sup> to talk about safety issues.

Action Items:

1. Reid and his committee will continue their work to devise job descriptions for the church administrator positions (item #8).
2. Bill C. will form a task force to identify possible candidates to serve as stewardship chair and will move forward in hiring a consultant for the spring stewardship campaign (item #9).
3. Doug, Meagan, Rev. Kate, Reid, and a representative from the finance committee will research the position of Youth Advisor and will report at the November meeting (item #4).
4. Rev. Kate will meet with others to explore how the Music Committee can best be structured (item #7).

The meeting adjourned at 9:40. The next regularly scheduled Board meeting will be on November 11, 2008 at 7:30.

Respectfully submitted,  
Birgit Robbert, Board Secretary

Attachments:

1. Minister's report
2. DRE's report
3. Program Council report
4. Revenue and expense report
5. Building revenue and expense report
6. RE Policy
7. Funds Management Policy

Minister's Board Report  
Mt Vernon Unitarian Church  
October 14, 2008

Action Item: We have been asked to host the fall 2009 JPD NOVA Revival. Can be late September or early October.

(Not in order of priority, but close)

1). Worship: The MVUC Choir and Music has been revitalized since hiring Mark Zimmerman as the Interim Choir Director and Music Coordinator. Mark has been enthusiastically received and been able to jump back in with few bumps.

2). Administration/staff:

a). Advertisements are out and resume's are being received for DOM position. Have had several meetings with Reid Adler on the Administrator position, including closely examining all the administrative needs of the congregation and current staffing.

b). Weekly staff meetings continue on Thursdays at 9:30 a.m., they are efficient yet friendly and supportive.

3) Social Justice:

This fall/winter I'm focusing on social justice issues through worship topics because I want to keep my energy and time concentrated on the church community. Will venture more out into the community in the spring.

4). Community Development:

I will begin to assemble interested volunteers in January to develop a Small Group Ministry program. I should be able to launch it in the fall of 2009. I have already received many interested requests in getting it started telling me the community is yearning for intimacy beyond Sunday worship and committee meetings.

5). UUA/JPD:

a). I'm attending the annual Minister's Study Group at Harper's Ferry Nov. 16-19.

b). I have a UUMA CONVO meeting in Ottawa Oct. 26-30. This is a four year commitment to organize a UUMA conference being held in Ottawa Nov. 11-16, 2009.

6). Ministerial Self Care:

I've caught up enough to know how far behind I am.

Submitted with good energy and strong enthusiasm.

Kate R. Walker

Report to the Board of Trustees  
Mt. Vernon Unitarian Church  
Meagan Henry, Director of Religious Education  
October 2008

---

The Fall RE semester continues well. There are many plans in the works for the upcoming semesters: Holiday Pageant, Jr. High OWL, 8<sup>th</sup> Grade Coming of Age class, Jr. Youth and YRUU lock-ins, Youth Sunday service, and many Intergenerational Events around the Winter Holidays.

**RE Events & Dates for Board Members Information:**

Friday, Oct 24<sup>th</sup> – Big Boo Halloween Party, All Church Activity, 6p.m.

Sunday, Oct. 26<sup>th</sup> – UNICEF Carnival, All Church Activity, between services

**RE Attendance:** numbers are steady at an average of 75 children and youth. This is consistent with Fall, 2007 RE numbers.

**Action Item:** Request approval of updated Religious Education Policies (attached)

**Program Council Agenda**  
**Thursday, September 11, 2008**  
**7:30 PM, Hollin Hall, Dining Room**

Mary Barnett  
 Kim Cobb (*absent*)  
 Tamara de la Camp  
 Meagan Henry (DRE)  
 Doug MacCleary (*absent*)

Seileen Murphy  
 Sandy Peterson  
 Georgia Pourchot  
 Kate Walker (Minister)

**Agenda**

<b>Topic</b>	<b>Comments</b>
1. Discuss change to meeting schedule	Based on minister request, group agreed to change meeting to the 4 <sup>th</sup> Monday of each month. Next meeting will be Monday, 10/27.
2. Discuss BOT Goals and ripple down effect on Program Council	What do we want to accomplish this year? Each program area is very busy and we acknowledge the need to keep one another informed.  Discussed need for a publicity person to help all program areas publicize activities and events, media placement, etc. It may be more efficient if this was a coordinated activity, rather than each group doing its own thing.
3. Review and approve RE Policy changes	Policies were discussed and approved. They will go to Board of Trustees for final approval.
4. Committees & Groups News	<b>Mary Barnett (Property):</b> Alvin Macumber has stepped down as grounds person. A meeting will be held in October for all interested parties to figure out how to move forward. <b>Sandy Peterson (Our Home Community):</b> All program areas are on track; lots of activity including a blood drive 9/27 and holiday shop preparations. <b>Georgia Pourchot (Our Larger World):</b> All program areas on track. <b>Seileen Murphy (Religious Education):</b> Fall session of youth classes are in process and going well. There are lots of fall Intergenerational Events; check the website for details.
5. Web site review and discussion	Lisa Guide attended to discuss the web site. She stated that we are in a three month test period and that policies are being drafted to govern web site activities. There are two administrators: Ron Brandt (church administrator) is content administrator; Bill Alsmeyer Johnson is system administrator. There will be training scheduled for those who want to have an active role in managing their program area's content. Any content errors should be brought to Ron's attention; look and feel issues should be brought to Lisa Guide's attention.  Georgia Pourchot walked the group through how she updates the social justice part of the web site.
6. Review tasks, pending issues	None
7. Who else needs to know about tonight's meeting?	None
8. Check out	

MOUNT VERNON UNITARIAN CHURCH							
Fiscal Year 2008-2009 Revenue & Expenses							
As of Sep 30, 2008 - 25% of the fiscal year							
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ANN	ToDate as
	Account	Jul-08	Aug-08	Sep-08	To Date	Budget	% of Budget
	<b>REVENUE</b>						
4100	Stewardship Pledges	19,719	20,618	30,254	70,591	360,000	19.61%
4200	Contributions	622	1,126	1,704	3,452	18,000	19.18%
4300	Facilities use and rental (other)	540	750	4,125	5,415	20,182	26.83%
4390	Weddings(net)	25,649	3,131	11,367	40,147	90,000	44.61%
4400	Fund Raising Income	17	8	16	41	16,000	0.26%
4500	Administrative & other income	42	0	114	156	800	19.50%
	<b>TOTAL INCOME</b>	<b>46,589</b>	<b>25,633</b>	<b>47,580</b>	<b>119,802</b>	<b>504,982</b>	<b>23.72%</b>
	<b>EXPENSES</b>						
5000	Worship programs (incl music)	0	0	0	0	4,700	0.00%
5100	RE programs incl youth ministries	167	46	756	969	7,600	12.75%
5200	Home community programs	0	0	0	0	200	0.00%
5300	Denomination Responsibilities	2,213	3,304	1,802	7,319	29,099	25.15%
5400	Our larger world/social justice	0	0	0	0	0	0.00%
5490	Virginia Interfaith	0	0	0	0	300	0.00%
5500	Administrative programs	0	0	0	0	0	0.00%
5520	Stewardship campaign	0		0	0	0	0.00%
5540	Other comm. & expenses	0	7,865	0	7,865	0	0.00%
5590	Search committees	0		0	0	3,000	0.00%
5600	Conferences & contin. edu.	241	0	0	241	6,300	3.83%
5700	Reimburse Prof. Expense	0	794	306	1,100	11,000	10.00%
6100	Operating Expense	1,385	1,927	3,479	6,791	20,500	33.13%
6200	Communications	0	320	0	320	5,700	5.61%
6300	Debt service	0	0	0	0	0	
7000	Supplies	379	619	123	1,121	19,022	5.89%
7200	Property maintenance	4,177	3,920	2,735	10,832	24,600	44.03%
7300	Utilities	762	1,317	2,150	4,229	28,450	14.86%
8100	Employment compensation				0		
8110	Minister	7,806	9,391	12,263	29,460	115,990	25.40%
8130	Staff	12,692	10,405	16,472	39,569	184,021	21.50%
8300	Employee benefits				0		
8200	Payroll taxes	1,051	1,135	2,246	4,432	22,141	20.02%
8320	Health Insurance	336	1,509	196	2,041	6,580	31.02%
8330	Pensions	1,256	866	1,424	3,546	15,779	22.47%
					0		
	<b>TOTAL EXPENSES</b>	<b>32,465</b>	<b>43,418</b>	<b>43,952</b>	<b>119,835</b>	<b>504,982</b>	<b>23.73%</b>
	<b>NET REVENUE(EXPENSES)</b>	<b>14,124</b>	<b>-17,785</b>	<b>3,628</b>	<b>-33</b>	<b>0</b>	

**MOUNT VERNON UNITARIAN CHURCH**  
**Building Fund Finance Report - August 31, 2008**

INCOME:

Amount pledged as of June 30, 2008		1,269,875.00
Amount paid as of June 30, 2008		1,028,673.00
Balance outstanding		241,202.00
Balance brought forward	1,030,965.78	1,030,965.78
Received in Sep 08		
At McLaughlin	Dividend	346.00
At MVUC	Pledges	1,650.00
Interest fm B & H	Interest	0.00
CD Matured		53,439.50
Total received for Building Fund (includes interest)	55,435.50	1,086,401.28

EXPENSES:

Paid on B&H line of credit	265,000.00	
Campaign	20,626.37	
Consultant	20,890.00	
Architect	240,160.00	
Engineers, contractors	30,261.00	
Permits, fees	4,147.00	
Other Expenses	12,005.56	
Total Expenses to Date		<u>593,089.93</u>

NET Funds on Hand for Building \$493,311.35

September Expense 0.00

WHERE FUNDS ARE:

Funds at McLaughlin Inv.	232,049.78
Cash in B&H	261,261.57
CDs at B&H	0.00
	<u>493,311.35</u>

## **X. RELIGIOUS EDUCATION**

*Adopted October 2008*

### **A. Registration**

All families must fill out registration forms each year. This enables the church and RE program to maintain accurate records regarding numbers of children in the program and special needs that staff and teachers need to be aware of. Parents who leave the area or who otherwise decide that their children will no longer be participating in the program are requested to inform the DRE or RE Assistant.

### **B. Parent Participation**

Religious Education at MVUC is a cooperative effort. Parents of children enrolled in the program are expected to help support RE. This support may take the form of teaching, serving on the RE Council, volunteering in the nursery, helping out in RE intergenerational events, or working with youth in other programs. The DRE and RE Assistant provide training, and maintain a list of volunteer preferences so that parents can be involved in appropriate ways.

### **C. Nursery**

Nursery care will be available for children ages 0-3 during Sunday services. Parents are not required to use this service, but are requested to consider the needs of others for a tranquil worship environment.

1. No fees will be charged for nursery care during church service hours.
2. At least one paid nursery provider or at least two volunteer adults (or one teen and one adult) will be assigned to the nursery when care is provided.
3. Paid nursery providers will be required to undergo criminal background checks, regardless of their age.
4. A nursery coordinator will be designated each year to monitor materials and conditions of the nursery and report to the RE Council and/or Board of Trustees as needed.

### **D. Child Safety**

#### **1. Prevention of Child Abuse**

In teacher training activities, the DRE and RE Council will provide ongoing education intended to prevent child abuse.

#### **2. Dual Responsibility**

For religious education classes or social activities involving

children and youth, two adults\* will be assigned joint responsibility for each classroom group. On occasions on which one of the two assigned adults cannot be present, the RE office will arrange for a substitute. (If necessary, the DRE or RE Assistant will substitute.) In the event of illness or other emergency situation, a group of children or youth may be supervised temporarily by one adult while a substitute is being sought.

\*For purposes of this provision, an adult is defined as a person 21 years of age or older, except that a person 15 years or older (the age required for church membership) may be the second "adult" assigned to a classroom group.

### 3. Teachers Known

To be assigned responsibility for a classroom group, adults must have been known personally for at least six months to one or more of the individuals providing leadership to the RE program and/or to others in the congregation or denomination.

### 4. References, Background Information, and Code of Ethics

a. Teachers and others offering to work with children and youth will be required to provide references and information about any charges or allegations made against them involving moral offenses.

b. In the event that the DRE decides on the basis of this information not to permit a person to teach or work with children, MVUC will provide a copy of the information to that person and allow the person an opportunity to respond. All such records, including the person's response, will be kept strictly confidential, with access limited to the individuals who need to be informed to carry out their responsibilities (ordinarily only the DRE, RE asst, and the minister).

c. All teachers will be required annually to sign a copy of the Code of Ethics.

d. These records will be kept in the DRE's office.

### 5. Adult Chaperones for Trips or Overnights

Adult chaperones who accompany children or youth on out-of-town trips or other overnight activities must be at least 25 years old and must have been found in a required background check to have no record of criminal activity. Parents of children and youth participating in such activities must sign permission forms, which will specify the names of the adult chaperones. (If the originally-identified chaperones are unable to participate, MVUC may substitute other qualified adult chaperones.)

### 6. Supervision and Visibility

Adults assigned to teach classes or supervise social activities will

make a good-faith effort to ensure that children and youth are appropriately supervised. To permit visibility from outside, such activities will ordinarily be held in rooms with windows in the doors. Youth (grades 7-12) attending overnight activities may be in unsupervised rooms as long as two adults are present in the same building and have open access to them at all times.

#### 7. Suspected Child Abuse

Anyone who is made aware of or suspects child abuse, or is concerned about safety of a child is required by law to report the information. All adults working with children or youth at MVUC will be informed that they are to report such suspicions to the RE Director and/or the minister immediately. When the minister or RE Director receives such a report, he or she will:

- a. Respect the confidentiality of all parties, informing only those individuals who have a need to know because of their official duties.
- b. Inform the chair of the Board of Trustees. (If a staff member is accused, the Board will decide what action will be taken in respect to staff responsibilities.)
- c. Inform appropriate government agencies.
- d. If a volunteer is accused, relieve the volunteer of his or her responsibilities pending outcome of the investigation. Such investigation will provide a due process opportunity for the accused person to respond to the accusations.
- e. If warranted upon completion of the investigation, take appropriate steps to support the accused individual's standing in the MVUC community and offer the accused individual an opportunity to participate in a re-screening process.
- f. If abuse took place, determine an appropriate way to communicate to the congregation what happened and what actions will be taken.
- g. Provide pastoral care to victims, families, and other affected by accusations or investigations of child abuse.

## **MANAGING FUNDS**

These policies shall govern the financial operations of the Mount Vernon Unitarian Church.

### **1. General**

#### **a. Duties and Responsibilities**

- The fiscal year shall be July 1 through June 30.
- The method of accounting shall be cash receipts and disbursements.
- All transactions shall be posted accurately and in a timely fashion.
- The Finance Committee shall recommend and the BoT shall approve the selection of all banks, financial institutions, and managers used for the depositing or investment of church funds.
- A treasurer and assistant treasurer shall be appointed by the Board of Trustees (BoT).
- The treasurer and assistant treasurer shall be signatories on operating fund accounts.
- Loans to the church must be recommended by the Finance Committee and approved by the BoT.
- The Finance Committee shall review insurance coverage at least every two years, to assure that adequate coverage is carried. The Finance Committee may recommend and the BoT may approve a change of insurance carriers or coverage.

#### **b. Finance Calendar**

July and August – summer operations

September and October – first budget review versus actual results and interim adjustments if needed.

November, December, and January – final budget interim adjustments and next fiscal year budget planning and preparation.

February and March -- Annual Stewardship Campaign.

April -- Final Budget prepared, approved by BoT and provided to Congregation at Annual Meeting.

May and June – review of policies and procedures, review building and grounds maintenance proposals for next fiscal year, final check of budget.

#### **c. Types of Funds**

- There is an operating fund which may have both undesignated and designated funds within it. Examples of designated operating funds are the Property Major Maintenance (PMM) and Partner Church funds. There is no requirement to have separate bank accounts for designated funds, but revenue, expenses, and balances for each fund shall be reported separately in monthly financial reports.
- Special funds (the Endowment Fund, Windmill Fund, Memorial Walks Fund, Susan B. Anthony (SBA)/Women's Group Fund, Minister's Discretionary Fund, Building Fund, and Greenhouse Fund) are separate from the operating

fund. These monies are to be held in separate bank or investment accounts and invested in accordance with the fund's approved investment policy.

- There is also an SBA designated fund. When the SBA/Women's Group special fund makes its annual, earmarked contribution to church operations, the contribution is treated as a debit to the SBA/Women's Group special fund and a credit to the operating fund, specifically to the SBA designated fund. The SBA designated fund is then debited as the earmarked expenses are incurred.

## **2. Internal Control Procedures for Operating Funds**

The separation-of-duties standard for internal control procedures states that different individuals shall perform the daily financial duties. The procedures shall include:

### **a. Income.**

- Sunday collection. After each service, two people shall count and record the cash and the number of checks. They shall put cash, checks and report into an envelope, date, sign it, and secure the funds properly, normally by depositing them into the locked mailbox slot in the church office door.
- Staff shall prepare the deposit summary and a bank deposit. On the deposit summary the contributor's name, contribution amount, and fund to be credited shall be noted.
- The deposit summary shall be used to update the contribution database and the bookkeeping system.
- Notices of pledge and amounts received to date shall be sent to each contributing member or friend at the end of each fiscal quarter. These notices may be sent by e-mail if authorized by the individual contributors.

### **b. Expenditures**

- The Treasurer shall pay all bills authorized by appropriate MVUC officials and within either the annual budget or a designated fund balance for type of expense. The Treasurer or Assistant Treasurer is authorized to sign checks under a \$5,000 per check limit. Amounts greater than \$5,000 require two signatures.
- The Chair of the Finance Committee is precluded from signing any check.
- The BoT must approve in advance any proposed expenditures that fall outside the annual budget or a designated fund balance for type of expense. These approvals shall be recorded in the Board minutes.
- Staff shall reconcile the monthly bank account and report any discrepancies to the Treasurer, the Chair of the Finance Committee, and the Chair of the BoT.
- Payroll expenses (compensation, benefits, and payroll taxes) shall be reconciled to expected amounts per employee contracts semiannually. For the calendar year, the quarterly payroll returns and the annual W-2s and 1099s shall be reconciled to the accounting records.

## **3. Internal Control Procedures for Special Funds**

The procedures shall include:

### **a. Income.**

- Staff shall maintain a log of checks for special funds. The log shall record the contributor's name, contribution amount, and fund receiving the contribution.
- Checks received in the church office shall be logged and given to the committee responsible for the applicable special fund.
- For checks given directly to a committee responsible for a special fund, a copy of the check shall be given to the staff, who shall log the check.
- The committee responsible for the applicable special fund shall deposit the check and update the fund's contribution and financial records.
- Annually, the staff and each committee responsible for a special fund shall reconcile the log of checks for special funds with the committee's financial records. Any discrepancies shall be investigated and resolved.
- Notices of amounts received each calendar shall be sent to each contributor at the end of each calendar year.

**b. Expenditures**

- The BoT must approve in advance any proposed expenditures from the Endowment, Building, and Windmill Funds. These approvals shall be recorded in the Board minutes.
- Funds may be withdrawn from the Endowment and Building, only with written dual authorization of (1) the Committee Chair or Deputy Committee Chair and (2) the Treasurer or Assistant Treasurer.
- Funds for minor expenses (\$500 or less) may be withdrawn from the Memorial Walks Fund at the discretion of the Memorial Walks Committee. Expenditures for expenses above this limit must be approved in advance by the BoT.
- Funds may be withdrawn and dispersed from the Minister's Discretionary Fund at the discretion of the minister. The minister is authorized to sign checks dispersing funds from the Minister's Discretionary Fund, up to the limit of the designated funds available for that purpose.
- Funds may be withdrawn from the Susan B. Anthony/Women's Group Fund at the discretion of the Women's Group.
- Funds may be withdrawn from the Greenhouse Fund at the discretion of the Greenhouse Committee.
- Exceptions to the above: if there is no active committee, minister, or Women's Group, respectively, funds may be withdrawn with dual authorization of the Treasurer and Assistant Treasurer.
- The applicable committee shall maintain financial records and report annual beginning and ending balances and a summary of transactions to the congregation in its annual report.

**4. Use of Credit Cards**

- Credit cards may be issued to staff for MVUC business purposes only.
- Each card shall have a \$2000 limit.
- The cards shall be used to purchase goods and services for MVUC only. No personnel expenses shall be incurred on the cards.

- Purchases shall be budgeted and necessary for the conduct of church business or operations. Questions about appropriateness shall be referred to the Church Administrator and/or Treasurer before a purchase is made.
- Staff using the credit cards shall turn in all receipts to the church administrator, (or if made by the church administrator to the treasurer) promptly, and in no case more than five business days after the expense is incurred.
- The Treasurer may withdraw credit card privileges from any staff member who fails to abide by policy.

## **5. Annual Budget Process**

### **a. Drafting the Budget**

The Treasurer with the assistance of the Finance Committee shall create a draft budget of the undesignated operating fund. The budget detail shall include adequate breakdown of personnel and non-personnel expenses to facilitate easy tracking and reporting. Foreseeable events that might give rise to a surplus or deficit shall be identified to the BoT.

### **b. Coordination with the Planning Process**

The budget shall be based on planned program objectives and committee activities as presented by each committee chair to the appropriate member of the Program Council. The Program Council shall present the proposed program budget requests to the Finance and Stewardship Committees at a joint meeting in the month of January. Working together, the Program Council and these Committees shall prioritize the programmatic funding requests and determine which to include in the case statement for the annual stewardship campaign. The extent to which the program requests are included in the final budget depends on the success of the stewardship campaign.

### **c. Forecast Endowment Income**

Annually, by January 31, the Endowment Committee shall forecast the amount of income available to be paid from the Endowment to support continuing operations.

### **d. Completion and Approval of the Budget**

After the stewardship campaign is completed (or using the best forecast available), the Finance Committee, with assistance from the Program Council, shall adjust the proposed budget as appropriate. A budget shall be submitted to the BoT at its April meeting. The BoT shall adjust the budget as it deems necessary and approve a budget for the coming fiscal year. The BOT shall present the budget to the membership at the Annual Meeting.

### **e. Adjustments During the Year of Execution**

At any time during the year, budget adjustments may be proposed by the Finance Committee and approved by the BoT.

## **6. Member Contributions**

- Members are encouraged to give to the Church cash, checks, securities and other liquid financial instruments in fulfillment of pledges or for other purposes. Gifts of cash and checks that are not specifically designated, for example, for a special collection shall be deposited in the operating fund account. Securities and non-cash financial instruments

shall be converted into cash and deposited in the operating fund account, also in a timely manner. The monetary value on the date of the gift or transfer is the amount that shall be credited to the member's pledge.

- Members are discouraged from giving non-cash or non-financial contributions, such as cars, boats, jewelry and other valuables, to the Church in fulfillment of their pledge. Such contributions may cause a burden to the Church to convert into cash.
- Members and friends are encouraged to give monies in memory of a loved one or for other memorial or celebratory purposes. Generally, such gifts are accepted into the Endowment Fund, Any exceptions must have BoT approval.

## **7. Reports**

- The Treasurer shall prepare monthly revenue/expense and fund balance reports for undesignated and designated operating funds and the Building Fund, which shall be reviewed by the Finance Committee before being presented to the BoT. The monthly reports shall present the month, year to date, budget, and fraction of budget spent information. Operating fund reporting shall reflect income, expenses, and balances separately for each designated fund.
- All special funds except the Building Fund shall report on the previous calendar year's activities in the MVUC Annual Report. The report shall indicate beginning and ending balances, listing revenue and expenses in enough detail to provide a reasonable sense of the year's activity. The report on the minister's discretionary fund may, at the minister's discretion, omit the names of beneficiaries or the particulars of circumstances.