

Unitarian Universalist Fellowship of Hendersonville NC, Inc
 Board Policies in Effect
 9/11/2008

Date	Main Category	Sub Category	Policy
3/18/86	Secretary	Board Policies	The Secretary shall make an annual update of this list of policy decisions and distribute copies to the new Board.
7/10/97	Records	Job Descriptions	The fellowship will maintain a file of job descriptions for all offices and tasks
4/20/92	Beacon	Submissions	Beacon items shall be restricted to Fellowship business. Other material will be used as space permits.
12/14/95	Committees	Non-elected	Non-elected committees shall serve year round through August for a smooth transfer.
3/12/96	Equipment	Loaning	The Fellowship should not lend out any equipment.
10/12/95	Facilities	Plaques	The south wall of the stairwell will be used for plaques. None are to be mounted in the foyer.
7/23/08 From 7/12/02	Facilities	Sanctuary Wall	Requests for all wall hanging in the Sanctuary shall be approved by the Arts Committee. The Arts Committee will supervise installation of the hangings to prevent damage to the walls.
2004	Facilities	Sales Tables	No sales tables are to be placed in the foyer or at the bottom of the stairwell to avoid overcrowding and for safety on the stairs.
7/23/08 from 11/18/93 And 3/13/03	Finance	Bank accounts	The Treasurer and President shall be approved for full access to banking and funds. Only one signature shall be required on all checks up to \$5,000. Checks over \$5,000 shall require signature of the Treasurer and initials of the President.
7/23/08 from 4/14/94	Finance	Travel Reimbursement	IRS allowances shall be used for mileage reimbursement.
7/23/08 from 5/26/94	Finance	Pledges	All pledges and contributions shall be integrated into the need of the fellowship except for contributions marked for funds or purposes approved by the Board.
11/19/95	Finance	Pledges and donations	Shall remain confidential
11/9/95	Finance	Record Retention	Pledge records will be kept for three years in accordance with IRS Rules. Monthly financial statements will be retained for three years. Year end statements will be retained indefinitely.
6/13/96	Finance	Endowment and Planned Giving	The Treasurer will become a member of the Special Endowment Committee and act as treasurer for the committee. The funds of the committee will not be commingled with other funds.
7/11/96	Finance	Annual Audit	An ad hoc committee from the membership of the congregation will conduct a financial audit yearly. The President will appoint one member from the Finance Committee and two others from the membership.
7/23/08 from	Finance	Honoraria	Non-member speakers shall be reimbursed as determined by the Worship Committee and budgetary limitations.

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12/11/97			Members and Friends shall not be reimbursed.
2/2/99	Finance	Interest on Bank Accounts	All of the interest from all bank accounts except for those of the Endowment Fund will go into the operating fund.
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11/11/99	Finance	Committee Expenses	All committee expenditures are to be approved by the committee chair before coming to the Treasurer. A form is available.
7/23/08 from 8/14/03	Finance	Canvass and Fund Raising	The Stewardship Committee shall screen and recommend to the Board all applications for fund raising. The Canvass Committee will conduct the canvass.
7/23/09 from 1/13/05	Finance	Loose Cash in collection	Loose cash is to be counted by both ushers. A final verification is then made by the Treasurer or book keeper. The instructions on the "Ushers Cash Collection and Attendance Report" for states, "Do not count checks, just loose cash, but put both checks, cash, and unopened envelopes in the plastic bank deposit portfolio and turn it over to the Treasurer or his/her representative." The usher's form is kept on file with the Treasurer's records for the audit
1/13/05	Finance	Check Handling	The check memo usually defines if the check is for other than a contribution or pledge. If there is no memo, it automatically becomes a pledge or contribution. If the memo indicates an established fund, the check is credited to that fund. If the check memo indicates it is for a memorial (and no other purpose is specified), the check is then deposited in the Endowment Fund. If the memo indicates that the amount is to be used for any purpose not established in the fund list, the Board is consulted and the purpose is either approved or disapproved.
3/13/03	Finance	Banking	There shall be (2) three Board Members approved for access to banking and that they be Treasurer and President; and that maximum withdrawal allowed be \$5,000.
10/12/00	Finance	Bequests	Bequests will be published.
7/10/97	Records	Mailing List	The fellowship's mailing list shall not be given out except on the rare occasion when it would be advantageous to do so for official fellowship purposes such as the pictorial directory.
2/13/85	Membership	New Member Recognition	To be held at least twice a year at a Sunday service.

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7/23/08 from 3/9/95	Minister	Discretionary Fund	The minister shall have a discretionary fund funded by contributions from the congregation or friends. The fund is to be used at the minister's discretion for charitable purposes only and is not to be distributed to the minister or any member of the minister's family. The fund will be audited at least once per year by the Committee on Ministry that shall report to the Board as to whether all distributions met the IRS requirements of any discrepancies found. Contributions made through the Unitarian Universalist Fellowship of Hendersonville NC, Inc. are tax deductible.
4/9/85	Services	Guest Speakers	Guest speakers may not direct us to donate their honorarium to a project or charity.
7/23/08 from 7/14/05 And 7/15/05	Services	Announcements	Written announcements should be turned in ahead of the service to the Board member doing announcements that morning Announcements should be brief and concise We prefer that announcements be read by the Board member representatives. If events/activities are listed in the Order of Service they will not be sited. However special events/programs such as Jubilate may be highlighted. For a schedule of Board members doing announcements, contact the Office Manager. No non-fellowship related announcements are to be made from the pulpit. Use the bulletin board instead.
7/23/08 from 6/16/93	Social Events	Financing	Should be largely self-sustaining. Costs for supplies are to be reimbursed There is no cost for children. Adult donations should be priced cover the expenses