

**First Parish Brewster Unitarian Universalist Policy**

**Policy Title:** Special Funds

**Policy Number:** 3.5

**Purpose:** Describe the use of the Special Funds checking account and the creation, management, and removal of Special Funds within that account.

**Revisions:** New

**Board Review Date:** June 18, 2024, October 15, 2024

**Congregations' Review Period:** June 28, 2024 through July 28, 2024

**Effective Date:** 10/16/2024

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**POLICY STATEMENT**

A separate checking account, referred to as the Special Funds Checking account, contains money from multiple Funds, each one managed by a person or group of people. These Funds are independent of the money used for the operations of the congregation. and each supports an aspect of the mission and vision of the congregation. FPBUU provides the financial management of these Funds because they are in alignment with the congregation's hopes and dreams.

**PROCEDURES**

**Accounting Procedures**

Accounting for each Fund is managed by the Finance Director. The money for each Fund is comingled within a single checking account, referred to as the Special Funds account. Donations and earned income are deposited into this checking account and accounted for within the appropriate Fund. Spending from the Fund is requested through standard office procedures and generated via a check, which is signed by the Treasurer, or such other method as is appropriate for the type of expense. Regular reports of the status of each Fund are provided to the congregation.

**Creation of Funds**

From time to time, a person or group of people identifies a need to manage money dedicated to a particular purpose and wishes to have FPBUU provide the vehicle for that management through the creation of a new Special Fund. The Board of Trustees must approve the creation of a new Fund. The requestor should provide to the BOT the following:

- Proposed name of the Fund

- Description of the purpose of the Fund, as well as the sources of income and the expected use of the money collected.
- The person or group responsible for managing the Fund.

The BOT should consider whether the purpose is consistent with the mission and vision of the church, and reflects the current spiritual direction of FPBUU.

Once approved, the Finance Director will set up the Fund and work with responsible parties to transfer any existing money into the Special Funds checking account. The Policy Committee should also be directed to update this Policy to include a description of the new Fund.

### **Removal of Funds**

At some point a Fund may become obsolete, for reasons such as: (a) all money has been spent and no further money is expected; (b) the group managing the Fund disbands; (c) FPBUU decides to redirect the resources; or (d) there has been no activity for an extended period of time. The individual initiating the removal of a Fund (most likely a member of leadership, such as the Finance Director, Minister, President of the Board or Treasurer) must request approval of the BOT by submitting a proposal to the BOT. The proposal should include an explanation of why the Fund has become obsolete. If there is money remaining in the Fund, the BOT will decide what to do with the money, usually in response to a recommendation from the person initiating the removal request and taking into account any prior commitments made by the BOT regarding that particular Fund.

Once approved by the BOT, any remaining money is transferred as specified by the BOT, and the Fund is deprecated<sup>1</sup> in the FPBUU Financial Systems. If appropriate, then the contact for the Fund is notified of its closure.

### **GUIDELINES**

#### **Building a Bigger Table Fund**

The purpose of the Building a Bigger Table (BBT) Fund is to provide ongoing financial assistance in accordance with its mission to “support asylum seekers, refugees and migrants.” Income is derived from individual donations and fundraisers specific to this cause.

#### **Capital Expense Fund**

FPBUU maintains the Capital Expense Fund to be used exclusively for property building projects as approved by the Board of Trustees. Money is added to this Fund when it is allocated as part

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<sup>1</sup> In several fields, especially computing, depreciation is the discouragement of use of some terminology, feature, design, or practice, typically because it has been superseded or is no longer considered efficient or safe, without completely removing it or prohibiting its use.

of an operating budget or Endowment Fund distribution, or through directed donations. Any funds provided by the Endowment Board which are not used for the project for which they are provided may only be used for another project for which the Endowment Board approves their use. The Building Maintenance Committee (BMC) will manage distributions from the Fund, providing regular status reports to the Board of Trustees and Endowment Board.

### **Heed Fund**

The Heed Fund supports urgent financial needs of individuals, as determined by the Minister or Minister designee. It is used to support both congregants and others. It may also be used to support the personal needs of staff, other than the Minister, but may never benefit the person determining the need. Disbursements are not given directly to individuals, but paid to institutions on behalf of an individual or as gift cards for specific purposes. For example, we would pay the utility bill directly to the utility or provide the individual with a grocery store gift card. The identity of the individual receiving financial support is confidential.

The Christmas Eve service is the primary fund raiser for this Fund, but additional directed donations are received throughout the year.

### **Meetinghouse Speaker Series Fund**

The Meetinghouse Speaker Series Fund supports a monthly speaker series to amplify the voices of Black and Indigenous People, of marginalized people, and of trans people in our midst.

The monthly speaker series is funded with grants from the Cultural Councils of Brewster, Dennis & Orleans, Cape Cod Five, the FPB Welcoming Congregation Committee and the FPB Social Justice Committee, as well as donations. The money is spent exclusively for speaker fees.

### **Memorial Garden Fund**

The purpose of the Memorial Garden Fund is to provide for the inscription of names of departed loved ones on a Memorial Post in the FPBUU Memorial Garden. The Fund also provides for the purchase and installation of new posts as needed, any costs associated with the annual commemoration service, and general maintenance of the Garden. The fund is supported by the fees paid for the inscription of names and other donations. The Landscape Committee manages this Fund.

### **Minister's Discretionary Fund**

The Minister's Discretionary Fund supports the mission and programs of the church. It is funded by private donations, administered by the Minister, and used for any purpose at the Minister's discretion within the context of the mission and programs of the church.

### **UU the Vote Fund**

The purpose of the UU the Vote Fund is to support FPBUU's UU the Vote Team, which is responsible for its management. This team works with the UUA's UU the Vote initiative to encourage people to vote, especially in areas of the country where voter suppression is reported.

It is funded from several sources, including private donations.

### **Welcoming Congregation Fund**

The Welcoming Congregation Fund supports the work of, and is administered by, the LGBTQ Welcoming Congregation Committee. This Committee focuses on LGBTQ initiatives on the Cape and beyond.

The most significant project supported by the Fund is the annual GAYLA Ball, a joyful Cape-wide dinner dance for the LGBTQ community and its allies. The Fund is also used for initiatives such as educational programs, demonstrations and vigils, and other LGBTQ-related events.

This Fund is partially supported by an annual bequest from the Cochran Memorial Trust Fund of the Cape Cod Foundation.

### **STANDARDS**

No standards are recommended at this time.

### **DEFINITIONS**

No definitions are recommended at this time.