

Bylaws of UUFEC Pertaining to Finances

These are extractions from the 4/27/2014 UUFEC Bylaws that pertain to the Finances

Article 8. FINANCES

8-1 The Finance Committee shall be responsible for fellowship financial operations. The activities of the Fellowship shall be financed by fellowship members who adopt an annual budget. The Finance Committee will present a proposed budget to the Board of Trustees. Both the committee and board must approve a budget to be presented to the congregation for final approval at the Annual Business Meeting in April.

8-2 During the fiscal year, the Board of Trustees may move funds between line items of the adopted budget. Cumulative annual expenditures of up to fifteen percent (15%) of the Annual Operating Budget may be approved by the Board of Trustees if operating funds are available.

8-3 The Canvass Committee, as a sub-committee of the Finance Committee, shall conduct all financial canvass operations as directed by the Finance Committee and approved by the Board of Trustees.

8-4 There will be an audit done at the end of the calendar year to correspond with the new term of the treasurer. If there shall be a change in the treasurer position at any other time of year, an audit will be done at that time also.

8-5 The Endowment Fund, overseen by the Endowment Committee, serves to enhance the mission of the UUFEC. See attached Resolution to Implement the Endowment Fund, April 27, 2003.

Article 5. OFFICERS

5-5 The Treasurer shall be a member of the finance committee but may not serve as committee chair. The Treasurer shall be guided by the policies and procedures adopted by the Finance Committee.

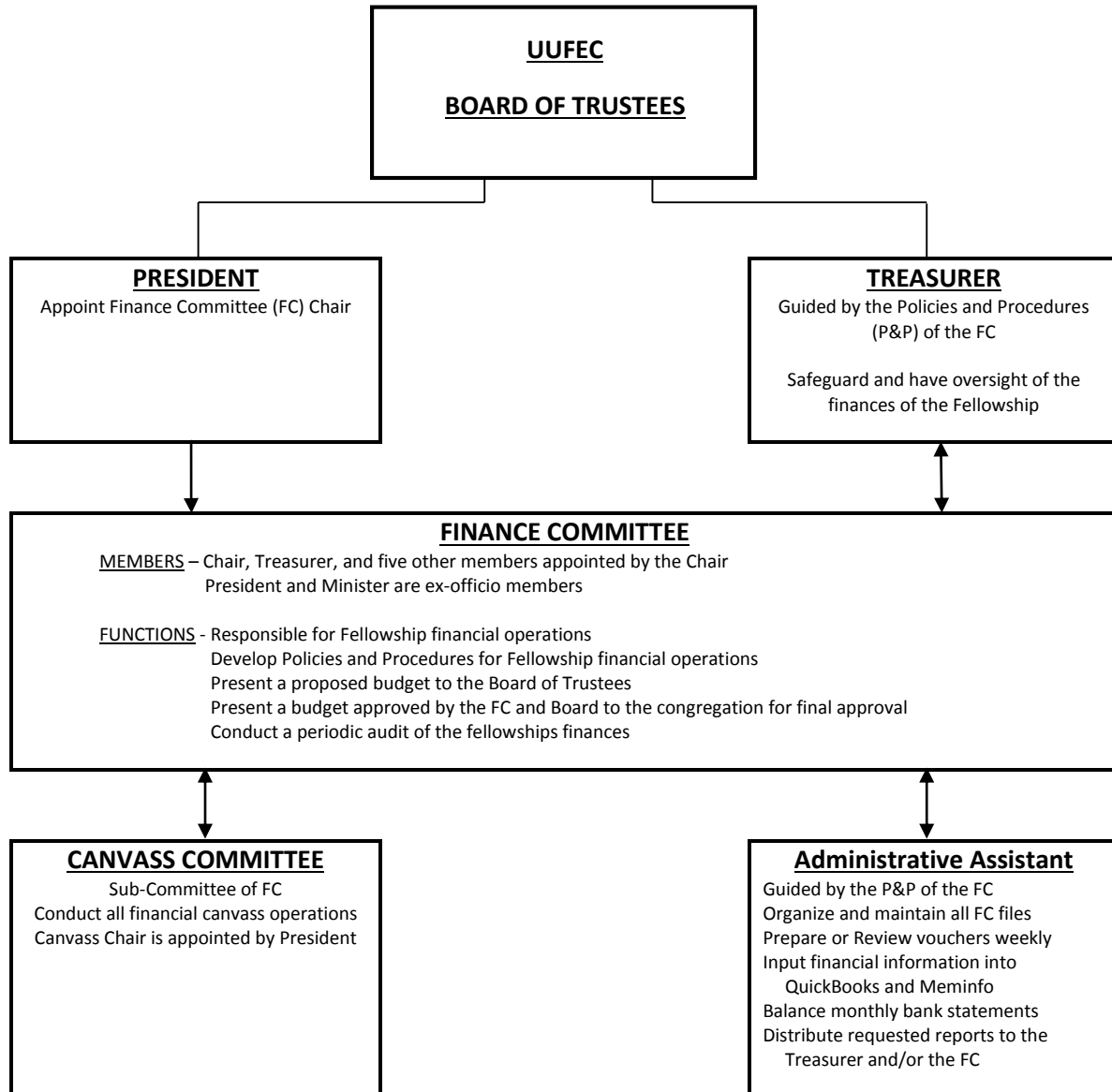
Article 7. COMMITTEES

7-1 The affairs and activities of the fellowship shall be organized around seven standing committees: Committee on Ministry, Communication, Facilities, Finance, Membership, Religious Exploration, and Religious Services.

7-2 Each standing committee shall develop a set of policies and procedures for review by the Committee on Ministry and subsequently by the Board of Trustees.

Finance Committee Flowchart

The Finance Committee Shall be Responsible for Fellowship Financial Operations



Finance Committee Membership Policy

1. The Finance Committee membership shall consist of the following:
 - The President of the Board of Trustees, an ex-officio member.
 - The Minister, an ex-officio member.
 - The Treasurer, a voting member of the committee.
 - A Chair.
 - A maximum of six (6) committee members.
2. The Chair of the Finance Committee shall be appointed by the President of the Board of Trustees. Consideration will be made to appoint a Chair who has been a member of the Finance Committee for at least a year and has demonstrated an understanding of UUFEC financial Policies and Procedures. The Treasurer may not serve as Chair.
3. Members, except the Treasurer, are appointed by the Chair of the Finance Committee. Members should have an understanding of UUFEC financial policies and procedures and have a commitment to attend monthly and called meetings and be an active member of the committee.
4. Members may be removed for missing three (3) consecutive meeting without cause.
5. There will be a maximum of eight (8) members of the committee, to include the Chair of the Committee, the elected Treasurer, and six (6) members. All committee members are voting members. Ex-officio members shall not be voting members.
6. The term limit of a member shall be three (3) years. A member may serve a maximum of two (2) consecutive terms. Terms will be staggered.

Members and terms as of 01/11/2015:

Member	First Term	Second Term
Holt, J. (Chair)	2014-2017	2017-2020
Hawkins, D.	2012-2015	2015-2018
Riley, JB.	2012-2015	2015-2018
Fowler, S.	2012-2015	2015-2018
Farley, E.	2013-2016	2016-2019
Ashley, E.	2013-2016	2016-2019
Ashley, J.	2014-2017	2017-2020

Finance Committee Meetings Policy

Finance Committee Meetings Policy Using Robert's Rules of Order - Simplified

MEETING STRUCTURE

Basic Agenda:

1. Call to order.
2. Roll call of voting members present or a sign in sheet. The sign in sheet is attached to the minutes.
3. Presentation of the agenda.
 - a. Members may propose changes to the agenda, such as adding items to new business.
 - b. The Chair calls for a vote to adopt the agenda.
4. Approval of the minutes of last meeting.
5. Treasurer's reports.
6. Committee Member's reports.
7. Special orders: Important business previously designated for consideration at this meeting.
8. Old business: Unfinished business from last meeting.
9. New business:
10. Announcements: Such as setting the date for the next meeting.
11. Adjournment.

NOTES:

1. Robert's Rules of Order - Simplified allows the meeting to be conducted without the formal wording required by Robert's Rules of Order - Revised.
2. A quorum is 50% of the voting membership of the committee. When a quorum is present, a majority vote, which is a majority of the votes cast, is sufficient for the adoption of any motion that is in order.
3. Voting is taken by a voice vote or showing of hands at the discretion of the Chair.
4. Recording of each committee meeting will rotate among committee members at the request of the Chair.
5. Occasionally a meeting calls for confidentiality, such as when sensitive personnel matters or pledges are being handled. In that case, the Chair may go into Executive Session, restricting participation to voting members and invited guests only. The minutes of an executive session are read and approved only by those members attending the executive session. If they wish, the participants may opt to make the minutes available to all Finance Committee members, but the discussion must remain confidential. Executive session minutes are kept separate from regular minutes.

Finance Committee Meeting Minutes Procedures

What to Include in the Minutes

Robert's Rules of Order, a manual for running nonprofit organizations, explains that minutes are a record of what was done at the meeting, not what was said. At a minimum, minutes should include:

1. Name and kind of meeting. Is it a regular committee meeting, an executive session, or a special meeting?
2. Date, place, and time that the meeting began and ended.
3. Names of the chair and secretary or their substitutes.
4. Names of voting members attending and whether a quorum was present. A sign-in sheet may be circulated and attached to the minutes.
5. Names of guests and their subject matter.
6. Whether minutes from the previous meeting were approved or approved as corrected.
7. Motions made. You must record:
 - the exact wording of the motion
 - who made the motion and the second
 - the result of the vote
8. Reports. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing, attach it, or tell where it may be found. An oral report may be summarized briefly.
9. Other actions, assignments and deadlines, resolutions, and recommendations can be briefly recorded.
10. Recording Member's signature once the minutes have been approved.

Summarizing Discussions

The committee may opt to go beyond the basics and include additional items. For example, a summary of a discussion can give a more complete picture of the meeting. This can be helpful to members who could not attend the meeting and to those looking back at the historical record of the organization. Summaries, if included in the minutes, should be balanced and include major opposing viewpoints, even if they are not adopted.

What to Leave Out

The minutes are a factual record of business. Do not include:

- Opinions or judgments: Leave out statements like "a well done report" or "a heated discussion."
- Criticism or accolades: Criticism of members, good or bad, should not be included unless it takes the form of an official motion. Thanks or expressions of appreciation should only be included if there was a clear consensus of meeting participants. (For example, by applause.)
- Discussion: If the organization has opted to include discussion summaries, do not personalize it by recording the views of individuals.
- Extended rehashing of reports: Just hit the highlights or key facts, particularly if a written report is attached.

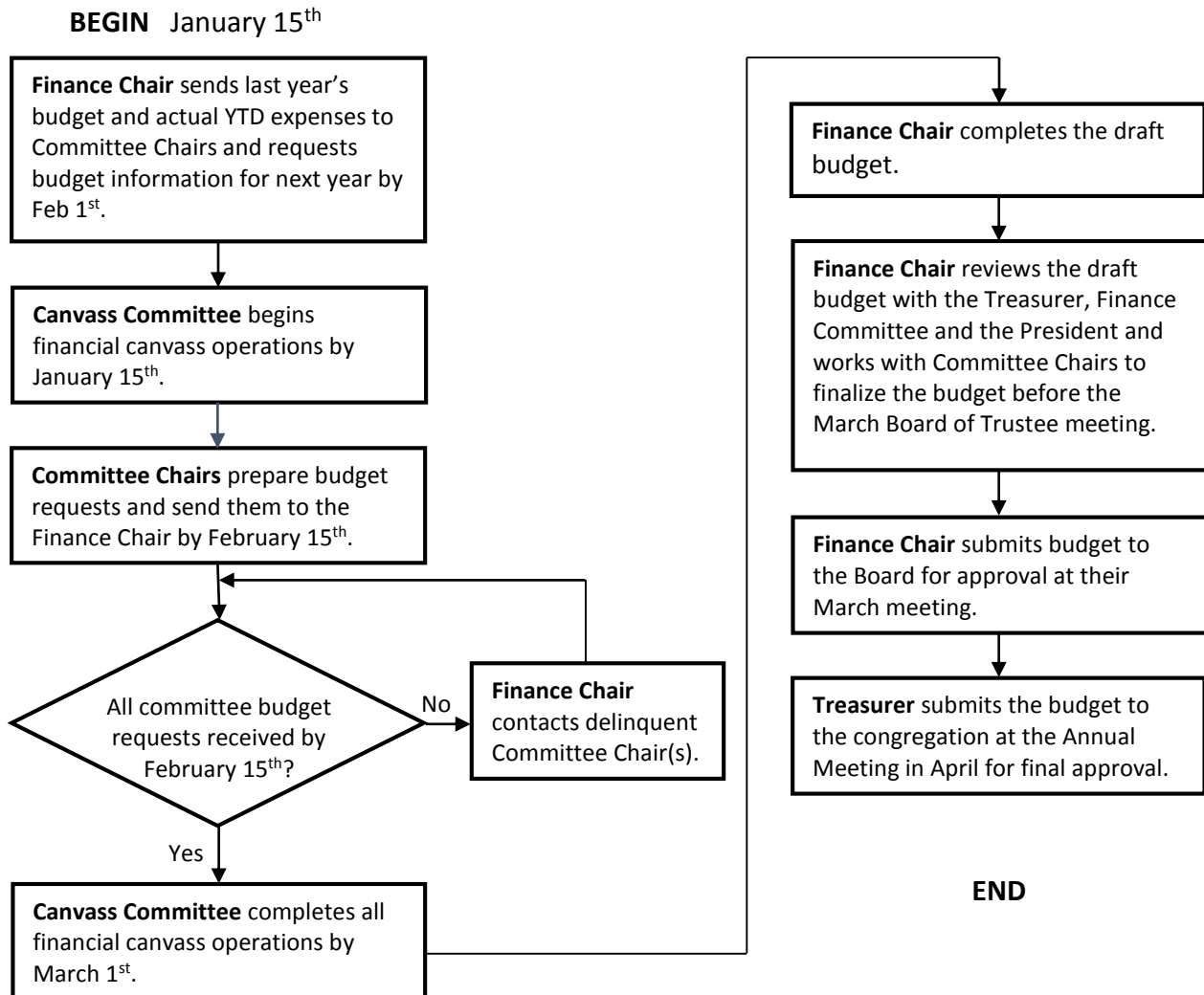
Approving the Minutes

Approval of the minutes of last meeting. Minutes are distributed before the meeting marked “Draft for approval”. The Chair says, “The minutes have been distributed to you. Are there any corrections?” If corrections are offered, the chair handles each by offering the correction to the membership, just to be sure everyone agrees that the correction is accurate. The recording member then enters the corrections on the master copy. When no (further) corrections are offered, the Chair says, “If there are no (further) corrections the minutes are approved as distributed/corrected.” The Chair signs the approved master copy of the minutes.

Confidential Items

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Finance Committee Annual Budget Development Procedure



NOTE: The Finance Chair is supported by the Finance Committee and Treasure during all stages of the procedure.

Finance Committee Sunday Offertory Procedures

The baskets will be passed to the members to collect the offerings. When done they will be taken to the front of the fellowship and placed on the shelf above the candles.

At the end of the service a Finance Committee Member shall take the baskets, the coffee donations, book sale funds, FFF funds (refrigerator) and any other periodic collections, into the office for counting. All fund sources will be kept separate. Preferably, two members of the Finance Committee shall do the count and be with the funds during the entire counting procedure. If only one Finance Committee members is available, a member of the Board of Trustees may act as the second person.

The following procedures shall be followed when counting contributions:

- Remove checks from the baskets.
- Review the comments line to determine if the check is a pledge or for some other donations. Checks with no comments are considered pledges.
- Check the cabinet for additional checks or deposits in the Finance folder.
- Give the pledge checks and checks for other donations to the Finance Committee member for entry into the computer.
- Keep ALL collected funds, including coffee funds, FFF funds, Book Sale funds, etc. separate.
- Have two people each count the cash funds separately. If the counts don't match they must be counted again until the counts match.
- Give a Finance Committee member the count from each of the funds for entry into the computer.

The following procedures shall be followed when entering Sunday contributions into the computer:

- Login to the computer.
- Open the Receipts template (on desktop).
- "save file as" using current date (file name yyyy-mm-dd).
- Type the date in the "Date" row.
- Add "Share the plate [designated charity]" to the head of a column.
- Add "Coffee Fund" to the head of a column.
- Add a header column for other miscellaneous events, if funds or checks were received, (i.e. Book Sale, FFF projects, etc.).
- Divide the offertory cash donations by 2.
 - Enter half of the donations on the donations line (row).
 - Enter the other half on the "Share the Plate [designated charity]" column "Donations" row.
- Enter pledges and donations on each row by donor (LAST NAME FIRST).
- "Sort A-Z" when all checks and donations have been entered.
- Ensure there is an [X] in the "Check" column for all checks and an [X] in the "Cash" column for all cash.
- Ensure both counters separately verify total deposit amount.

- Resolve errors before proceeding.
- Enter the names of both counters and person making the deposit at the bottom of the page.
- Print the completed Receipts Document.
- Ensure all counters and depositor sign the printed document.
- Place the completed Receipts document in the Finance folder in the locked cabinet.
- Fill out a voucher for the “share the plate” charity and complete the check for the amount (1/2 offertory proceeds).

The following procedures shall be followed when filling out deposit slips:

- Enter total cash on the cash line.
- Enter total of all checks on the check line.
- Place the total deposit and both copies of the deposit slip in the deposit bag.

Note:

Errors and Mistakes – It is important to double check both your count and entries recorded. Incorrect deposits result in deposit correction fees. Incorrect data entry results in errors to member statement, errors in the treasurer’s report and problems with tax recording.

Finance Committee Administrative Assistant Support Procedures

The Administrative Assistant will support the Finance Committee by performing the following tasks:

1. Organize and maintain all Finance Committee files.
2. Prepare and review vouchers for approval weekly.
 - a. Print all requested checks and attach checks to vouchers.
 - b. File completed vouchers and attach bill or receipt.
 - c. Log Electronic Funds Transfers (EFT), such as Gulf Power and City of Valparaiso, costs into Quick Books.
3. Setup electronic payments approved by the Finance Committee.
4. Insure funds are available to cover electronic payments and requested checks.
 - a. Immediately notify the Treasurer and Finance Chair if funds are not available.
 - b. Do not release checks that are not covered and properly approved.
5. Input financial information into QuickBooks.
6. Post donations to Meminfo and run Meminfo report weekly for filing.
7. Balance monthly bank statements and distribute requested reports to the Treasurer and the Finance Chair.
8. Prepare 1099s and W-2s before January 31st.
9. Process payroll taxes quarterly by the 15th of April, July, October, and January.
10. Prepare Annual Corporate Report for review and signature before January 31st. Prepare voucher for payment and signature.
11. Perform other duties and assignments for the Finance Committee as directed by the Finance Committee Chair.

Non-Disclosure Agreement

The protection of confidential financial and personal information is vital to the interests and success of the Unitarian Universalist Fellowship of the Emerald Coast. This information includes records of pledges, donations, payments and any other information not publically available for the fiscal well-being of the fellowship.

1. I _____ agree to hold confidential financial and personal information in trust and confidence and agree that it shall be used only for the expressed purposes of the Finance Committee, shall not be used for any other purpose, or disclosed to any third party without the permission of the Finance Committee.
2. No copies will be made or retained of any written information or prototypes supplied without the permission of a member of the Finance Committee.
3. At the conclusion of any discussions, or upon demand by a Board, Human Resources or Finance Committee representative, all confidential information, written notes, memoranda or notes taken shall be returned to the President of the Unitarian Universalist Fellowship of the Emerald Coast or Finance Committee Chair.
4. Confidential information shall not be disclosed to any employee, member, consultant or third party unless they agree to execute and be bound by the terms of this Agreement, and have been approved by the Finance Committee.
5. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.
6. This Agreement and its validity, construction and effect shall be governed by the laws of the State of Florida.

AGREED AND ACCEPTED BY:

Date: _____

By: _____

Title: _____

Witness: _____

Title: _____

Non-Disclosure Agreement

This is the approval page for the Finance Committee
P&P 12 Non-Disclosure Agreement.