

Gift, Donation, and Restricted Fund Policies

Restricted Fund Policies

Donating to a Restricted Fund

Donations to an existing Restricted Fund must meet the following criteria:

1. The restricted gift can only be given to one of our existing funds, unless the Board decides to create a New Fund (see below).

Existing Restricted Funds currently include:

Memorial Garden

Building Capital

Youth Scholarship

Larry Romans Leadership

Playground

2. GNUUC promises to spend the money in the fund to complete the mission of the Fund. However, the gifter can not dictate specifics of how the money in the fund should be spent. For example, the Playground Fund should only be used to pay for the playground. The Larry Romans Leadership Fund should only be used for leadership training. Etc.
3. There is no deadline to spend the money in the fund. The gifter can not dictate when money should be spent or saved in the fund. However, GNUUC realizes that part of the mission of the Fund is that the money be spent in order to fulfill the mission.
4. In order to take money out of the Restricted Fund, the Restricted Fund Request Form should be filled out (see below).

Restricted Fund Request Form

This form is used to request funds from one of GNUUC's Donor Restricted Accounts. It requires approval from both Finance committee and Healthy Congregations committee. Finance Committee determines if funds are available. Healthy Congregations Team determines if the request meets our mission and prioritizes requests. This form may only be submitted via a Committee Chair via Breeze.

Requestor Details

Date:

Name:

Email Confirmation to:

Restricted Account Information

From which Restricted Account are you requesting funds?

(list options: Memorial Garden, Building Capital, Youth Scholarship, Larry Romans Leadership, Playground)

Amount of Request:

Upload your budget here:

Upload quotes or other documentation justifying request here:

General Account Information

To which General Account do you want the funds transferred?

Purpose of Request

What is the purpose of this request?

How does this request support our GNUUC mission?

How does this request support your committee's mission?

Request Time Frame

Is this request time sensitive and why?

When will the requested amount be used?

What is your estimate for time of completion?

SUBMIT button

Thank you for your request. It has been sent to the Finance Chair. She will present it to the Finance Committee. If the money is available and budget is sound, she will forward it to the Healthy Congregation Team for prioritization. Healthy Congregation may ask for you to present your information to them. We will keep you informed along the way. Please contact Kristin Reveal (Finance) or Carmen Emerson (Healthy Congregation) to determine status.

Restricted Fund Request Approval Policy

The Restricted Fund Request Form must be approved by both the Finance Committee and the Healthy Congregation Team.

Finance Committee

Request Audit Process

1. Review Budget: Has a budget been submitted. If not, ask for one. Is the budget reasonable? If appropriate, is the budget balanced?
2. Supporting Evidence: Has supporting evidence (a quote, bid, price list) been submitted to justify the amount requested? If not, ask for supporting evidence.
3. Funds Availability: Are the funds available in the restricted fund? Finance may place a minimum or maximum amount that may be spend per request on each Restricted Fund.
4. Fund Long Term Viability: If we award the request, how much money is left in the restricted account for other requests?

Restricted Fund Minimum Balances

Based on the current financial circumstances of the restricted fund, Finance may determine a minimum budget or minimum request that may be made on that fund.

Finance Committee will either:

1. Approve the Restricted Fund Request Form and send it onto the Healthy Congregations Team.
2. Reject the Restricted Fund Request Form and provide justification.
3. Ask for revision of the Restricted Fund Request Form. For example, ask for better supporting evidence and ask for adjustments to the budget.

Healthy Congregations Team

The Health Congregations Team maintains the mission of each Restricted Fund.

Current Restricted Fund Missions

Contingency Fund: The contingency fund is a reserve fund to help balance our budget due to a crisis in funding, such as a loss of donors.

Building Capital Fund: The Building Capital Fund supports the growth and maintenance of our church building and grounds. It can be used for large item replacement purchases, such as air conditioners, roofing, carpeting, or repavement. It can also be used for new purchases.

Youth Scholarship Fund: The Youth Scholarship Fund / Youth Fair Trade Fund is used to send youth to General Assembly, Mountaincamp, and local youth conventions. Youth can not use the fund to go to the same event more than once.

Larry Romans Leadership Fund: The Larry Romans Leadership Fund is used for leadership training of congregational members. Priority is given to leadership that will benefit the growth of GNUUC.

Memorial Garden Fund: The Memorial Garden Fund is used to maintain and improve the Memorial Garden.

Playground: The Playground Fund is used to construct and maintain a safe playground for children and youth of the Congregation.

Request Audit Process

As Restricted Fund Request Forms come in, the Healthy Congregation Team will determine which request is best aligned with and best furthers the Fund's mission and best meets the intent of the restricted fund.

The Healthy Congregations team will either:

4. Approve the Restricted Fund Request Form and send it back to Finance.
5. Reject the Restricted Fund Request Form and provide justification. At this point the Healthy Congregations chair will discuss reasoning with the Requestor.
6. Ask for revision of the Restricted Fund Request Form. For example, ask the Requestor to coordinate with another committee or group to come to consensus about a purchase before continuing.

Final Approval

Once both Finance and Healthy Congregations have signed off on the request, the Finance committee chair will:

1. Let the requestor know the Request Form has been approved. (plus the Treasurer and Assistant Treasurer)
2. Let the requestor know when the money has been transferred to the General account.
3. Let the requestor know they can proceed with the purchase / trip planning / etc.
4. Train the requestor on how to submit Reimbursement Forms.
5. Train the requestor on how to submit the Final Report.

The Requestor should keep the Finance Chair informed of any delays in the project or hiccups along the way.

Final Report

The applicant / awardee will submit a final report that includes:

1. The Final Budget and Receipts: Include the final budget and copies of the receipts for items/services spent.
2. Project Summary: How did the project / trip go? How do you feel like it attributed to the Fund mission?
3. Fund Balance
 - If the project/trip came in under budget, we need to decide what to do with any unspent funds (return to Fund, enhance the project, etc.). The Requestor, Finance chair, and Healthy Congregations chair will discuss options.
 - If the project/trip came in over budget, we need to decide if we should reimburse the additional amount from the Fund. The Requestor, Finance chair, and Healthy Congregations chair will

discuss options. (This option is discouraged - please try to make a realistic budget when submitting the request. However, things do happen, so a conversation is worth the time.)

Replenishing Restricted Funds

Finance will audit fund balances monthly and call attention to the Board when fund balances get low.

Creating a New Restricted Fund

Creating a new restricted fund requires Board approval.

A congregation member can ask either the Finance chair or the Healthy Congregations chair to make the request.

The Finance Committee will determine the following:

- Should the New Fund be a Pass Through Fundraiser instead? A Pass Through Fundraiser is a drive for an item/trip/service/charity that will be completed within one Fiscal Year (it's balance does not carry over to the next Fiscal year.
- Does the New Fund conflict with any of the existing funds? (For example, we are not going to make a new Fund for a specific building item. The money would go into the Building Capital Fund instead.)
- Which bank account should the New Fund be associated with (or should we open a new bank account)?

The Healthy Congregations Team will will determine the following:

- What would the mission of the New Fund be?
- Does this mission support the mission of Greater Nashville UU?
- Does this mission conflict with the mission of any of the other Restricted Funds?

Once approved, the Healthy Congregations Team chair and Finance Chair will submit the New Fund request to the Board.

The Board will either:

- Approve the Request
- Deny the Request
- Send the Request back to Finance/Health Congregations to get further information.

Once approved by the Board, the Finance Committee will manage the fund and the Healthy Congregations Team will ensure spending meets the Fund's mission.

Policy for Accepting Large Unrestricted Gifts

The current Finance Policy for accepting large unrestricted gifts (\$1,000 or more):

1. The unrestricted donation goes into the checking account under 4101 Benevolence Gift Income.
2. The Finance Committee makes a recommendation to the Board on how to distribute the money to existing funds or new funds, based on our Financial Plan. If there is not a Financial Plan in place, Finance will use Budget Requests submitted during the Pledge Drive and approved by Healthy Congregations as data to distribute the money between Restricted funds. This does NOT guarantee that the budget requests would be granted; the ministry would need to re-submit their request via the Restricted Account Request Form.

FUTURE GOAL

We are working on a Financial Plan. Jesse is acting as our long range planning chair within Finance. He is also on Healthy Congregations and (after the new mission is finished) hopes to help them create a congregational survey for the different ministries to help prioritize our long-range goals. Once we have a list of goals, Finance can budget for them and determine statistical milestones that once reached will let us realize that goal. Inexpensive goals can be used by Healthy Congregations and Finance to prioritize the spending of the Restricted Funds as well. We are at least a year away from a viable Financial Plan.

3. The Board either accepts the recommendation, or throws it back to Finance for revision with a list of concerns. The process continues until a recommendation is accepted. For a substantial gift, the Board and Finance should hold a joint meeting to review our Financial Plan and make guidelines.

We don't have an amount yet to define a substantial gift. This could be a donation like the \$250,000 used to pay off our mortgage. With a future Financial Plan, we could even include a prioritization for substantial donations. If a large sum comes before then, the Board chair, Finance chair, and Healthy Congregations chairs can come to a consensus the best way to move forward.

Policy for Accepting Smaller Unrestricted Gifts

Small gifts, less than \$1,000 go to our general operating expenses under 4101 Benevolence Gift Income.

Justification: Finance is very aware we have an "Other Fundraisers" category that is budgeted for \$1,000, a rental income category budgeted for \$4,300, and a Plate in lieu of Pledge category budgeted for \$15,682. Smaller donations would first go to offset fluctuations in these categories.

Finance Authority on Creating this Policy

Based on Bylaws:

Bylaws: Finance Committee Duties. Oversees the financial management of the Congregation and its resources; prepares, coordinates, and recommends financial policy to the board; prepares the budget; conducts the Congregation canvass: its planning, development, and follow-through to completion; and oversees all other fund-raising.

Based on Finance Policy: Create fair and unbiased methods of requesting restricted funds.