

The Unitarian Universalist Fellowship of Poughkeepsie (UUFP)

Policy on Expenditures

Purpose

To effectively manage the budget of the UUFP and to provide guidelines to Committee Chairs regarding expenditures.

Policy

The budget approved by the Congregation at the Annual Corporate Meeting defines the budget for the coming fiscal year for:

- Each *Standing* Committee
- Each Elected Committee •
Each Ad Hoc Committee
- The Board of Trustees (130T)
- Each Task Force

For the purposes of this policy, the Responsible Party shall be:

- In the case of each Standing, Elected, and Ad Hoc Committee, the Committee Chair.
- In the case of the Board of Trustees, the President.
- In the case of a Task Force, the Task Force Leader.

Note that the budget for any of the above may be zero. In all cases:

1. Committee expenditures shall not exceed their budget, unless so approved by the Board of Trustees.
2. At any time during the fiscal year, a Committee may submit a request for a budget increase to the Board of Trustees. This request shall specify a specific amount and define the reasons for the request.
3. In the case of an emergency that directly affects the safety of the Congregation, the employees, or any occupant of the building, the Buildings and Grounds Chair or BOT President may immediately authorize an expenditure exceeding their respective budget.
4. The Finance Committee shall provide budget information, on a quarterly basis, to Responsible Party. This information shall consist of at least:
 - a. The amount spent up to the specified date.
 - b. The total budget.

Implementation of the Policy

Each Responsible Party is responsible for the implementation of this Policy.