

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT

Minister's Discretionary Fund Policy

Purpose: The Minister is sometimes made aware of situations where individuals or families in the congregation are in need of financial assistance. It is the intent of the Unitarian Universalist Church of the Desert (UUCOD) to provide a Minister's Discretionary Fund (MDF) so that the Minister may use the funds to confidentially respond such needs at the Minister's discretion. This policy establishes guidelines for expenditure and reporting of the Minister's Discretionary Fund monies.

Funding for Minister's Discretionary Fund

Funding for the MDF will come from donations. It is the congregation's intent to use the funds from one special collection annually, typically at the Christmas Eve service, for the MDF. The Board may decide to allocate funds from the operating budget, if deemed necessary to augment the fund. In addition, individual donations may be made to the MDF at any time.

Expenditures

The MDF will be used at the sole discretion of the Minister, for items such as, but not limited to, emergency housing and basic living needs, subject to the following restrictions.

Funds from the MDF are to be used only:

- In accordance with the mission and vision of the congregation
- For purposes in keeping with the church's tax exempt status
- As part of the congregation's ministry to members and beyond

Funds from the MDF may not be used for:

- The direct or indirect benefit of the Minister or his/her family
- Any item already covered in the UUCOD operating budget

General Provisions

Because of the dual needs for confidentiality and accountability;

- Donations to this fund will be placed into an account, separate from other UUCOD accounts.
- Only the Minister will have signatory rights and
- Statements, if any, will be sent directly to the Minister

The Minister will:

- Keep a detailed record of how monies from the account are used;
- To the extent feasible, keep receipts for purchased services and provide gift cards for food and gas *or pay the vendor directly*, in lieu of cash
- Meet annually with the Treasurer to conduct a confidential audit;

Date of Board Adoption: 10/16/18

Date of Board Revision: Revised:

- Present an annual report to the Board regarding the amounts and purposes of all dispensed funds; and

General Policies

- MDF monies that are unspent at the end of the fiscal year will be carried forward and retained for subsequent fiscal years.
- In the event of the Minister's departure, all monies in the MDF remain with the congregation.

Adopted by action of the Board of Directors at its duly noticed meeting (date of meeting)

Sarah Gonzales, President

Jane Zaun, Secretary