

## General Reserve Fund

Created: 1/15/2024

### Establishment of a General Reserve Fund:

UUCDC shall establish a General Reserve Fund to meet unanticipated needs.

### Funding of the General Reserve Fund:

The goal is to have a general reserve fund with a minimum balance of 2x average monthly operating expenses.

During the budgeting process, if the balance of the General Reserve Fund is less than the minimum balance:

- As funds are available, up to 5% of the annual Operating Budget should be allocated to the General Reserve Fund.
- In the event of a budget surplus at the end of the fiscal year, the surplus should be split evenly between the Endowment Fund and the General Reserve Fund.

During the budgeting process, if the balance of the General Reserve Fund is greater than the minimum balance:

- Up to 50% of the amount in excess of the minimum can be transferred to the operating budget and/or endowment fund at the discretion of the finance committee.

### Use of the General Reserve Fund:

Funds in the General Reserve Fund can be used to cover the costs of unbudgeted expenses such as unanticipated repairs or other critical needs. If the balance in the general reserve fund drops below minimum balance then the board must establish a plan to restore the fund. All distributions from the general reserve fund will be approved by the board.

### Adoption of the Policy

This policy by vote of the board is hereby adopted.

UUCDC By Marilyn Huff  
 [Name of Congregation] President

and Abby Houston  
 Vice President

Dated this 15 day of January, 2024.