

General Reserve Fund

Created: 10/21/2024

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 18% of the annual operating budget.

- 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.

Annual 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.

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 for Emergency Expenses:

Funds in the General Reserve Fund can be used to cover the costs of unbudgeted emergency expenses such as unanticipated repairs or other critical needs. All emergency distributions from the general reserve fund can be approved by the Minister, Finance Chair, Treasurer of the Board or Board President.

Use of the General Reserve Fund for Non-Emergency Expenses:

Funds in the General Reserve Fund can be used to cover the costs of unbudgeted expenses including, but not limited to, social activities, advocacy, events, or charitable giving. All Non-Emergency distributions from the general reserve fund need to be approved by the Finance Committee for expenses less than \$1,000. Requests greater than \$1,000 must be approved by the Finance Committee and the Board. All requests must be sent via email to FinanceChair@UUCDC.org and/or Board@UUCDC.org.

Adoption of the Policy

This policy by vote of the board is hereby adopted.

UUCDC By _____
[Name of Congregation] Marylin Huff
President

and _____
John Davies
Vice President

Dated this 21 day of October, 2024.