

**UUCSEA  
POLICY/PROCEDURE**

**POLICY: THE FINANCE COMMITTEE** is a permanent committee appointed by the Board with membership subject to annual renewal. The purpose and responsibility of the Finance Committee is to advise and assist the Board on matters related to finance. The Treasurer shall be a member, but will not chair the committee. The final financial authority will remain with the Board.

**PROCEDURE:**

1. The Committee shall prepare a budget and present it to the Board by the February Board meeting each year prior to the annual Stewardship campaign.
2. The Committee will recommend to the Board investment policies for all funds.
3. All fundraising whether internal or external must have the prior approval of the Finance Committee. Approval may be obtained by submitting a Fundraising Activity Application to the Chair of the Finance Committee.
4. Memorial funds and designated gifts over \$200 must have Board approval.

Date approved by the Board: 9-9-08

Date revised and approved by the Board: 7-26-09

Date approved by congregation if applicable: N/A

Signature Board President: \_\_\_\_\_

Signature Minister: \_\_\_\_\_