

FINANCE & ENDOWMENT
(See also Long Range Planning Committee)
April 2007

ROLE: To oversee the acquisition, budgeting, and management of the financial resources of the Fellowship as a function of priority and recurring programs. Maintain Finance and Long Range Planning Committees as parallel committees in order to recognize the relationship between financial management and program priorities. Through its activities, the Finance/Long Range Planning Committee endeavors to establish a culture of giving among members that encompasses the entire year.

RESPONSIBILITIES

- Identify Committee members in Fall (September) of each budget year, preferably maintaining at least 60 percent continuity, but endeavoring to include members who have not formerly served.
- Chair reviews annual budget/program progress monthly with the Executive Board and Treasurer/Chairperson.
- The Finance/Planning Committee reviews the *Long Range Plan* in October to affirm/add/delete priorities, reporting to the Executive Board at the November meeting.
- Committee meets in January to develop plans for the following year budget following receipt of budget/program charge from the Executive Board.
- Committee prepares form by February 1 for committee chairs, soliciting budget needs for the next year with submissions due by February 15.
- Committee prepares draft *Budget* at a meeting in late February.
- Committee submits draft *Budget* to the Executive Board at their March meeting.
- Board approves *Budget* and submits to congregation for approval on last Sunday in April.
- Prior to May 1, Finance Committee meets to develop contributions solicitation strategy.
- The pledge campaign begins with the adoption of the budget at the annual meeting. Complete pledge drive by June 1.
- Consult with the Treasurer and Chair on the management of endowment/investment accounts.
- Recommend and evaluate investments.
- Make recommendations to the Executive Board for budget approval and management during the year.

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- Ensure that fund management follows *Bylaws* guidelines.
- Review Treasurer's records of monthly income and expenditures and investment activities.
- Conduct supplementary fundraising efforts as requested by the Executive Board.
- Make recommendations to the Executive Board for generating revenue, reducing expenditures, and adjusting and balancing the Budget.
- Provide information for budget proposal at the Annual Meeting
- Attend Executive Board meetings as needed and report on committee activities.
- Schedule and facilitate committee meetings per schedule suggested.
- Review monthly Executive Board meeting *Minutes*.
- Submit information to *Newsletter* in a timely fashion.
- Make Sunday announcement as needed.
- Submit announcements for *Sunday Bulletin* by noon on Thursday.
- Check mail at the Fellowship.
- Communicate with other committee chairs as needed.
- Participate in end of year evaluation of Executive Board activities.
- Transfer materials to new Finance/Planning Chair as needed.
- Submit year-end materials to the Fellowship Administrator for filing.