



Committee Budget Authority Policy

In order to allow Committees to function more effectively and streamline operations it is necessary to distribute decision making authority among the Board and Committee Chairs. To that end, the following Committee Budget Authority Policies are being adopted.

Each committee is given a budget at the beginning of the fiscal year (July 1). Expenses should be spread throughout the year to ensure that income will meet overall expenditures and that committee will have sufficient funds to operate for the entire year. Staff should work with chair of appropriate committee on committee budget expenditures. Professional expenses are not included.

Committee Budget Increase:

- Any increase in committee funds which exceed the approved budget must be approved by the Governing Board prior to funds being spent as per the following procedures:
 - o The committee requesting the increase will submit a proposal with the committee's monthly report.
 - o The Board will review the committee's recommendation and vote on the appropriate course of action.

Committee Budget Re-allocation:

- Committees may re-allocate up to 25% of their budget within line items or up to \$200 at their discretion. Any re-allocation greater than 25% or \$200 requires Board approval following the same procedures as for a committee budget increase.

Major Expenses:

- Any one expense to the congregation in excess of \$1,000 either budgeted or not requires Board approval.
 - o The committee requesting such expense shall present to the Board three bids, with a recommendation as to which bid would maximize the value of the amount spent. The proposal shall be submitted with the committee's monthly report.
 - o The Board will review the committee's recommendations and vote on the appropriate course of action.

Competitive Bidding:

- In the event that a major expense is one where three bids can not be obtained (i.e. the expense is to purchase new books/literature from the UUA, in which UUA is the only vendor, or a good attempt was made to receive three bids but for some reason they could not be obtained) the committee Chair shall submit the available bids to the Board along with a brief explanation as to why less than 3 bids were obtained.

This policy approved by the Governing Board on August 30, 2010, a quorum being present.