

Special Funds Management Policies

Per the UUFB Bylaws, Article XIV, and the proposition passed by the Fellowship at the Annual Meeting of January 19, 2014, UUFB maintains and manages four Special Funds for the use of the Fellowship according to its mission, goals, and plans, as follows. The specific purposes of the funds, as approved by the Fellowship, are listed below.

1. Fellowship Development Fund
2. Justice and Outreach Fund
3. Capital Improvements Fund
4. Unrestricted Fund

General Purpose

These funds are established to enable UUFB to undertake special projects and new initiatives, not to fund ordinary annual operating expenses. The resources of the Special Funds may be allocated only according to the purposes of each fund as described below, the only exception allowable being one of extreme emergency, such as impending bankruptcy.

Composition of the Funds

The Special Funds will normally consist of donations or bequests of cash or cash equivalents from members and friends of the Fellowship and other individuals but may also be composed of grants or other income from within or outside the UUA structure, including allocations from other UUFB resources as agreed upon through the customary budgeting process.

Donors may designate charitable gifts in any amount to any combination of the funds. Any gift not designated by the donor for a specific fund or funds shall be allocated to the Unrestricted Fund. Donors may express preferences for the use of their gifts within the parameters of the relevant fund(s). The Board will keep a record of those preferences, and will attempt to honor them where possible, in the context of the Fellowship's mission, goals, and plans.

Non-cash donations (such as stock, bonds, and real property) may also be accepted if the Board determines that they can be managed or liquidated without imposing negative financial impacts on the Fellowship. The Board may either accept or refuse any proposed gift, as guided by the UUFB's mission and Gift Acceptance Policy in effect at the time of the proposed donation.,

Accessing the funds

Proposals for use of all or portions of any of the funds may be initiated through a standing committee or by one or more Directors.

During the budget year the Board may, as conditions and opportunities warrant, authorize expenditure from one or more of the funds, by a majority vote of sitting Directors, up to a maximum of 95% of an

individual fund's balance.

Investment Policy

The resources of the Special Funds shall be managed and invested by the Investment Committee in accordance with its policies.

Accounting and Records Policy

UUFB shall maintain separate accounting for each of the Special Funds. The funds may be commingled for ease of investment management, but shall be accounted for separately, with any investment income or changes in value proportionately distributed among the funds.

For each fund, permanent records shall be kept of all donations and other income into the fund; the sources of such income; any preferences for used donors may have indicated; annual investment gains and losses; and allocations from the funds, including the specific purposes for which the allocations were made.

Purpose of the Special Funds

1. Fellowship Development Fund

Projects and initiatives undertaken to further and improve the life of **the community within UUFB**, including

- Lifespan/religious education initiatives
- Leadership development and training
- Staffing for growth
- Planning and facilitation
- Special programs that benefit UUFB members and friends

2. Justice and Outreach Fund

Projects and initiatives intended to benefit social and/or environmental justice for **the broader community outside UUFB**, at any level, from local to international, in these general areas:

- Service
- Education
- Witness
- Advocacy

3. Capital Improvements Fund

- Facility improvement
- Major repairs and maintenance
- Extraordinary equipment needs that are not addressed within the existing budget
- Facility (or related) lease/purchase

4. Unrestricted Fund

Any special project or initiative, including those described as purposes of the other three special funds, or needs resulting from financial emergency, which the Board and/or the Fellowship determines is appropriate, given UUFB's mission and any relevant short- or long-range plans in effect.