

## Guidelines for Committee Spending and Board Approval

Approved by the Board 3/12/2026

The purpose of this document is to provide guidance related to committee spending and board approval of expenses at UUFB. We hope that it helps streamline and clarify this process for committees.

1. **The board empowers committees to conduct their own activities and manage their committee budgets.** If the activity/expense is both within the scope (charge) of the committee and within the committee's budget (i.e., the committee has funds to pay for it), board approval is not required.
2. **Requests to the board should be backed by the support of a committee rather than expressing desires of individual congregants.** If an individual identifies a particular need for funds, they should consult with the appropriate committee rather than bringing the request to the board. The committee must agree that the expense is necessary, and the request should come from the committee rather than an individual.
3. **Committees should endeavor to anticipate expenses for the upcoming year so that their budget is as accurate as possible.** Where possible, we would like to minimize surprise expenses. Budgets for the following year are typically requested from committees in September.
4. **Committees can request additional funds from the board if they have an expense that exceeds their yearly budget.** To request additional funds, please email the board president the following information: a) The amount of money requested, b) The purpose of the expense and the rationale, and c) The urgency of the request and whether the expense was anticipated or unanticipated. The request should be endorsed by the full committee. The president will share the information with the other board members. Together the board will vote on whether to approve the spending.