

Annual Operating Budget

Section:	2 Financial
Policy Number:	4
Effective Date:	January 15, 2014
Revision Number:	Final
Revisions:	
Approval:	January 14, 2014 Board of Directors Meeting

PURPOSE

Establish a policy and associated procedure to serve as the process for the development of the annual UUCC operating budget.

PERSONS AFFECTED

Staff, volunteers, members and vendors of the Unitarian Universalist Church of Cheyenne

POLICY

It is the policy of the Unitarian Universalist Church of Cheyenne that the budget be developed in a thoughtful process that includes input from the minister, church committees, the finance committee and the board of directors. The UUCC budget is ultimately voted on by members of the congregation during the annual meeting.

DEFINITIONS

UUCC-Unitarian Universalist Church of Cheyenne

Fiscal Year-July 1-June 30

Budget Committee-A committee designated by the finance Committee whose purpose is to present a recommended operating budget to the UUCC Board of Directors. All church members are welcome to participate.

Annual Operating Budget-A detailed projection of all estimated annual income and expenses required in the day-to-day operations of the UUCC to fulfill its mission.

Annual Congregational Meeting-Meeting held in May of each year to elect church officers and approve the annual operating budget and address other church business. It requires a quorum as set forth out by the UUCC by laws.

RESPONSIBILITIES

Board of Directors-Oversight of the Annual Church Operating Budget

Treasurer or Finance Committee Chair-Organizes and facilitates the budget formation by working directly with the individual committees, staff, minister, finance committee and

board to present an operating budget to the congregation at the annual meeting.

Committee Chairs and Staff-Works with Treasurer and finance committee by submitting a written annual operating budget request. Works with church administrator to ensure that spending remains within approved budget limits.

Church Administrator-Reports monthly to the finance committee on budget revenues and expenditures both actual and budgeted amounts.

PROCEDURES

1. Prior to January 1 of each fiscal year, the Finance Committee and Treasurer will propose a budget calendar to the board of directors that will allow for orderly gathering of information and budget request from staff and each committee for the following fiscal year.
2. Important dates for the budget calendar should include: Date budget request are due, date salary and benefit recommendations are due, date Stewardship committee presents final pledge totals for budget consideration, meeting date for the budget committee, date the budget will be presented to the board of directors and the date for the Congregational Annual Meeting. *Note all dates are subject to change, the budget calendar serves as a guide for timely budget formation.*
3. The Treasurer shall coordinate written budget request from staff and committees and present them to the budget committee for consideration in the formation of each annual budget. Written budget requests are expected from: Compensation and Benefits Committee, Staff, Standing Church Committees and Program Committees.
4. The Budget committee shall meet and review individual committee budget request along with projected annual revenue. The budget committee will draft a recommended budget to the board of directors. The board of directors finalizes the budget and presents it to the congregation for approval at the annual meeting.
5. Once the annual budget is approved it will not be changed without approval of the congregation, **the board at their discretion is allowed to authorize additional spending up to 6%** of the total operational budget yearly. Any increased spending over this amount shall be approved by the congregation as provided by the bylaws.
6. The Treasurer and Church Administrator will present monthly financial reports to the finance committee and to the board that includes all expenditures and revenue details compared to the annual operating budgeted line items.