

Spending Policy for all JRUUC Committees

Drafted by the Finance Committee and
approved by the Board of Trustees on February 15, 2012.

POLICY:

Each JRUUC committee that has an annual budget has a separate funding line in the JRUUC annual budget which specifies the dollar amount for each distinct committee. There may be times that a committee wants or needs to spend over its budget. This policy details the steps to take when either a) a committee is spending within its budget, or b) a committee decides to request additional funding above its budget.

A. When a Committee Spends Within Its Allotted Budget:

To request reimbursement for items purchased, an individual fills out the JRUUC "Expense Voucher" and submits it to the Committee Chair for approval. The Committee Chair signs the form, indicates that the reimbursement request is within the committee's budget, and then turns that form into the JRUUC Office Administrator. The Committee Chair is responsible for tracking expenditures throughout the fiscal year.

B. When a Committee Decides to Spend Above Its Allotted Budget:

If a committee decides to spend above its budget, the committee must develop a written proposal of the reason and the total cost of the proposed expenditure so that the JRUUC Finance Committee and/or Executive Committee can discuss it and then can decide whether or not to fund the request from another JRUUC budget funding line(s). Creative funding options (i.e., requesting in-kind donations, etc.) will likely be discussed by all parties to try to develop a non-JRUUC-budget funding alternative.

PROCEDURES:

Procedure #1: When a Committee Wants to Spend Above Its Allotted Budget:

1. The Committee makes the decision to spend more than its annual budget.
2. The Committee writes out its spending proposal to go above its annual budget. This proposal includes:

- a. A description of the proposal
 - b. List of reason(s) why this expenditure is important
 - c. The benefit(s) for JRUUC as a whole from this added expenditure
 - d. An itemized list of the cost of each expense(s)
 - e. Whether or not alternate ways to fund the proposal have been explored
3. This written proposal is then emailed, mailed or handed to the JRUUC Board Treasurer.
 4. The Treasurer will then distribute the request to the Finance Committee and inform the President of the JRUUC Board.
 5. The Finance Committee will review the proposal either at its next scheduled meeting, or via email before the meeting.
 - a. The Finance Committee will discuss the issue and options (i.e. creative funding ideas), and make a decision.
 - b. In this discussion the Finance Committee may consult with non-Finance Committee members or the JRUUC Board.
 6. The Finance Committee Chair or the Treasurer will inform the Board of the funding decision.
 - a. The JRUUC Board has the final authority over the JRUUC budget. Therefore, the JRUUC Board has the right to vote to overrule the Finance Committee's decision.
 7. The Chair of the Finance Committee will then inform the Committee Chair of its decision via email or letter.
 8. If extra funding coming out of the JRUUC annual budget is approved, the Chair of the Finance Committee will send an email to the JRUUC Office Administrator regarding the amount of extra funds approved, and how said funds will be moved into the Committee's funding line in Church Windows.

Procedure #2: When the Request to Over-spend a Committee's Allotted Budget is Considered an Emergency:

(An emergency is defined as something that is both urgent and important, and needs an *immediate* response, such as the roof leaks.)

1. The Committee makes the decision to spend more than its annual budget.
 - a. The Committee Chair contacts the JRUUC Treasurer to verbally inform the JRUUC Board Treasurer of the emergency and proposed solution(s).

2. The Committee writes out its proposal to go above its budget. This proposal includes:
 - a. A description of the proposal
 - b. List of reason(s) why this expenditure is important
 - c. The benefit(s) for JRUUC as a whole from this added expenditure
 - d. An itemized list of the cost of each expense(s)
 - e. Whether or not alternate ways to fund the proposal have been explored
3. This written proposal is then emailed, mailed or handed to the JRUUC Board Treasurer.
4. The Treasurer then informs the Board President. Then the Treasurer and the voting members of the Executive Committee (Board President and President-Elect) will discuss the issue and make the decision to spend or not to spend. In this discussion they may consult with others.
5. The Treasurer will keep the Chair of the Finance Committee up-to-date on the discussion process and whatever decision is made.
6. The Treasurer will then inform the Committee Chair of its decision via email, copying the Chair of the Finance Committee.
7. If extra funding coming out of the JRUUC annual budget is approved, the JRUUC Treasurer will send an email to the JRUUC Office Administrator regarding the amount of extra funds approved, and how said funds will be moved into the Committee's funding line in Church Windows. (The Treasurer will cc this email to the Chair of the Finance Committee.)

Procedure #3: The Board Liaisons will Communicate with Committees that Receive Funding in the Budget:

At the beginning of each fiscal year (which starts July 1st), the Board Liaisons to the JRUUC Committees will speak with and send an email to their respective Committee Chairs. They will inform the Committee Chair of the line item amount in the new Fiscal Year's budget. They will also inform or remind the Chair to follow the above policy if they need to request either reimbursement or funding above their allotted budget.

End Procedures