

DRAFT

Charge to the Operating Budget Policy and Procedure Task Force

James Reeb Unitarian Universalist Congregation (JRUUC) is in need of a consistent procedure for creating its annual operating budget. The JRUUC Board of Trustees charges the Operating Budget Policy and Procedure Task force with:

- Creating the policy and procedure to be used for creating the annual operating budget, and
- Creating the 2015-2016 annual budget

The policy and procedure will be developed simultaneously with creating this year's budget, and documented after the budget has been approved by the Congregation.

Tasks/expectations/deadlines

- Create a charge for the Operating Budget Committee (OBC)
- Create the process for developing the budget to propose to the BOT for approval
- Determine how to populate the OBC, including terms of service
- Define level of involvement of OBC through the year (define their responsibilities once the budget is created)
- Serve as the 2015-2016 OBC – develop a functional draft budget by March 1, 2015
- Follow the deadlines provided by Annual Budget Drive Task Force
- Provide financial data to the Chalice Lighter Grant Task Force (that application is due February 15)

How the Task Force will communicate, and with whom:

- Determine how OBC will communicate with persons of accountability for budget line items
- When serving as the 2015-2016 OBTF, the Task Force will communicate with:
 - All persons/committees with budget line items, to create the budget
 - The Annual Budget Drive Task Force
 - Chalice Lighter Grant Task Force

This Task Force will consist of:

- All members of the Executive Committee
- A member of the Stewardship Team
- A member of the Finance Committee
- A long-standing member, as a consultant

The Task Force will remain in existence until all tasks are completed and at minimum until the 2015-2016 Annual Budget is approved by the Congregation.