

THE UNITARIAN CHURCH IN SUMMIT FINANCIAL INTEGRITY POLICY

It is the policy of the UCS that any member of either the congregation or the staff should know where to raise questions as to the handling or use of Church funds and should feel able to do so without fear.

Accordingly, the Board of Trustees acknowledges (1) that it has ultimate responsibility for all use of Church funds, (2) that it has delegated certain functions to the Finance Committee, (3) that it has elected a Treasurer from among its members to carry out certain tasks, (4) that it has appointed a Financial Secretary to prepare the statements of account for the Church, and (5) that it intends to hire a Chief Administrative Officer to manage certain of the Church's activities, including the procurement and payment processes.

The Board of Trustees has adopted both Financial Controls and Fundraising Policies to help ensure that the moneys of the congregation are handled in the best interests of the congregation. The Board of Trustees further recognizes that any failure to comply with such policies could lead to waste of Church funds and the loss of trust by the congregation, thereby imperiling future fundraising efforts and the ability of the Church to fund its dreams.

To help ensure that said policies are adhered to, the Board of Trustees recognizes that breaches of such policies must be corrected. Therefore, the Board of Trustees designates any and all of its President, Vice President, Treasurer and Secretary, as well as the Chief Administrative Officer and the Chair of the Finance Committee as persons to whom questions about the use of Church funds can and should be addressed.

The Board of Trustees further directs each such person, upon receipt of any such question that is not administrative in nature, to report such question to the Board of Trustees, along with a report of the results of any investigation of such person and any recommendations.

Upon receipt of each such report, the Board of Trustees shall take appropriate action.