

First Unitarian Church of St. Louis
Restricted Fund Descriptions and Purposes
(adopted February 10, 2014)
(amended November, 2019 & April 2021)

RESTRICTED FUNDS GENERALLY

Purpose of Description and Purposes. First Unitarian Church of St. Louis (the “*Church*”) has adopted a Gift Acceptance Policy, which provides detailed policies for the Church’s restricted funds. This document is intended to be a description of each fund held by the Church to which all or part of the Gift Acceptance Policy applies. This document defines four characteristics of each fund. These characteristics are:

- ☐ Whether a fund is subject to restrictions of any type on the Church’s use of that fund, and if that fund is subject to a restriction, whether that restriction was imposed by a donor or the donors who gave money or assets to that fund, or by the Policy Board;
- ☐ Whether just the Investment Return on a fund can be expended, or whether both the underlying principal and the Investment Return on that fund can be expended;
- ☐ Whether a fund’s assets are invested in the Church’s Pooled Investments and thus participate in the appreciation and depreciation of the Church’s Pooled Investments; and.
- ☐ Whether disbursements from a fund are directed by the Church’s Policy Board, the Church Council, the Church’s Minister, or a specific Committee of the Church.

Applicable Church Policies. Each fund described in this document is subject to all applicable policies and procedures of the Church regarding disbursing, holding, investing, and accounting for Church funds, except as may be specifically modified with respect to a specific fund in this document. The Church’s restricted funds are specifically subject to the Church’s Gift Acceptance Policy. Some of the definitions from the Gift Acceptance Policy as well as other definitions are set forth below for reference with respect to the various fund descriptions contained in this document.

Definitions:

Donor Restricted Fund. Church Funds established with gifts and contributions from donors to the Church that are restricted for the use of specific programs and purposes are referred to as “*Donor Restricted Funds*.”

Policy Board Restricted Fund. Church Funds established with unrestricted Church assets that are restricted by action of the Policy Board for the use of specific programs and purposes are referred to as “*Policy Board Restricted Funds*.”

Reserve Fund. Church Assets that are in a fund designated as a “*Reserve Fund*” do not lapse and revert back to the Church’s general fund at the end of any fiscal year of the Church, but rather continue to be held for subsequent fiscal years in that fund for its purposes stated herein until appropriated for use. The assets of a Reserve Fund with a value less than \$25,000 are not invested in the Church’s Pooled Investments unless the Policy Board, on recommendation by the Finance Committee, has specifically directed that fund to be so held. A reserve fund in excess of a value of \$25,000 will be held in the Church’s Pooled Investments unless the Policy Board, on recommendation by the Finance Committee, specifically provides otherwise. A Reserve Funds that is not invested in the Church’s Pooled Investments do not participate in the appreciation or depreciation of the Church’s Pooled Investments. A Reserve Fund is more in the nature of a fund that is accounted for on the books and records of the Church, but which is a charge against the general funds of the Church.

Total Fund. A “*Total Fund*” is a restricted fund from which all assets, both principal and the Investment Return, may be spent. Expenditures from a Total Fund will be made in accordance with Church policy.

Endowed Fund. An *Endowed Fund* is a restricted fund from which the “*Investment Return*” on principal may be spent for the Fund’s charitable purposes. Assets of an Endowed Fund shall be held and invested with all other Church funds.

Investment Return. An Endowed Fund’s “*Investment Return*” is the amount appropriated from the fund for its restricted purposes in accordance with Church’s by-laws as may from time to time be amended (the “*By-Laws*”), the Church’s Endowed Fund Expenditure Policy, and any other applicable Church policies.

Pooled Investments. The Church’s Pooled Investments are the Church’s assets that are invested by the Finance/Investment Committee in a variety of financial instruments in the Church’s investment account.

Fund Expenditures. Each fund is denoted as a “*Council Directed Fund*,” a “*Committee Directed Fund*,” or a “*Minister Directed Fund*.” Disbursements from a “*Council Directed Fund*” are directed by the Church Council. Disbursements from a “*Committee Directed Fund*”, are directed by a designated Church committee. Disbursements from a “*Minister Directed Fund*” are directed by the Church’s Minister. All expenditures from Committee Directed Funds and from Minister Directed Funds must be approved or ratified by the Church Council.

DONOR RESTRICTED ENDOWED FUNDS

General Endowment Fund:

Type. The *General Endowment Fund* is a Policy Board Directed Donor Restricted Endowed Fund.

Committee. Policy Board.

Investments. Invested in Church's Pooled Investments.

Purpose. The congregation is committed to the long term financial health and stability of the Church. A substantial endowed fund is a useful and needed component of the Church's finances. The annual Investment Return of this Fund can be appropriated by the Board for the general purposes of the Church as needed. The principal of the Fund in excess of its Investment Return can be appropriated by a vote of the Congregation for larger Church needs in conformance with the Church's By-Laws.

Funding. The General Endowment Fund shall consist of donations made over time by donors. Any gift or donation made by any donor during life or at death with respect to which the donor directs that (i) the income is to be used by the Church for its general purposes (or similar direction), or (ii) it is to be held by the Church as part of the Church's endowment fund (or similar designation), shall be added to the General Endowment Fund. If there is any doubt as to whether or not a gift or donation is intended to be added to that Fund, upon review and recommendation of the Finance Committee, the action of the Church's Policy Board in determining the nature of the gift or donation shall be final and binding on all parties. Unrestricted gifts or donations made to the Church shall not be added to the General Endowment Fund, but at the direction of the Policy Board, on recommendation of the Finance Committee, shall be held in the Church's General Fund or a Board Restricted Fund.

Related Funds. None.

Disbursements. Disbursements of the Fund's annual Investment Return may be made from the Fund as directed by the Church Council, in conformance with the provisions of the Church's By-Laws and other applicable policies. This Fund's Investment Return shall be that amount which the Church Council deems appropriate on an annual basis to be expended for the general purposes of the Church that does not exceed seven percent (7%) for the 2013-14 operating year and five percent (5%) in later years of the fair market value of a thirteen quarter rolling average of the Fund's assets as of the end of the March quarter preceding the fiscal year in which the amount is appropriated. Any annual Investment Return not distributed from the Fund in any year shall be added to the Fund's Principal. Principal of the Fund in excess of its Investment Return can only be expended by a vote of the Council and Congregation in conformance with the By-Laws.

Lewis-Wallis Intern Fund:

Type. The "*Lewis-Wallis Fund*" is a Committee Directed Donor Restricted Endowed Fund.

Committee. The Lewis-Wallis Intern Committee.

Investments. Invested in Church's Pooled Investments.

Purpose. An important element of the Church's mission, historically and presently, has been to be a teaching congregation to assist in the teaching and development of Ministers for Unitarian Universalist and related Congregations. In furtherance of this mission the Church has historically sponsored ministerial interns supported by the Congregation and supervised by the Lewis-Wallis Intern Committee and the Church's minister. Over time a restricted fund has been created through the generosity of donors, the Investment Return on which is dedicated to recruiting and retaining the Church's Ministerial Interns. The Lewis-Wallis Intern Committee in conjunction with the Minister is responsible for recruiting and supervising the intern.

Funding. The original gift to the fund was made by David and Norma Lewis. An additional amount was bequeathed to the fund in 2017 by Lorraine Wallis. The name of the fund was changed to Lewis-Wallis Fund. Currently the Fund consists of donations made over time by donors, the return on which is to be used for the support of the Church's Ministerial Interns. Any gift or donation made by any donor during life or at death with respect to which the donor directs that (i) the income is to be used by the Church for purposes of supporting a ministerial intern (or similar direction), or (ii) it is to be held by the Church as part of the Lewis-Wallis Ministerial Fund (or similar designation) shall be added to this Fund. If there is any doubt as to whether or not a gift or donation is intended to be added to this Fund, upon review and recommendation of the Finance Committee, the action of the Church's Policy Board in determining the nature of the gift or donation shall be final and binding on all parties. Unrestricted gifts or donations made to the Church shall not be added to the Fund.

Related Funds. Lewis-Wallis Intern Reserve Account.

Disbursements. The Investment Return of the Lewis-Wallis Fund shall be that amount which the Church Council deems appropriate on an annual basis to be expended for the Fund's purposes, on recommendation of the Lewis-Wallis Intern Committee, that does not exceed five percent of the fair market value of a thirteen quarter rolling average of the Fund's assets as of the end of the March quarter preceding the fiscal year in which the amount is appropriated. Disbursements of the Fund's annual Investment Return may be made for the recruitment and support of a Ministerial Intern for the Church as directed by Lewis-Wallis Ministerial Intern Committee, as approved by the Church Council. Any annual Investment Return not appropriated from the Fund in any year shall be added to the Lewis Intern Fund's principal.

Clark Lecture Fund:

Type. The "*Clark Fund*" is a Committee Directed Donor Restricted Endowed Fund.

Committee. The Clark Lecture Committee.

Investments. Invested in Church's Pooled Investments.

Purpose. A part of the Church's mission, historically and presently, has been to cultivate and support an intellectually oriented and vigorous congregation. This orientation was personified by Rev. Thaddeus Clark, a long time minister of the Church. The purpose of this Funds is for the planning and presentation of an annual lecture by a noted speaker to honor Rev. Clark's memory. The Clark Lecture Committee with the collaboration of the Minister is responsible for organizing and presenting the annual lecture.

Funding. The original gifts to this Fund were made by various members of the congregation upon the retirement of the Church's former minister, Rev. Thaddeus Clark. Currently, the Fund consists of donations made over time by donors, the Investment Return on which is to be used to hold an annual lecture by a noted speaker in memory of Reverend Clark. Any gift or donation made by any donor during life or at death with respect to which the donor directs that (i) the income is to be used by the Church for purposes of supporting the Clark lecture (or similar direction), or (ii) it is to be held by the Church as part of the Church's Clark Lecture fund (or similar designation), shall be added to the Clark Lecture Fund. If there is any doubt as to whether or not a gift or donation is intended to be added to this Fund, upon review and recommendation of the Finance Committee, the action of the Church's Policy Board in determining the nature of the gift or donation shall be final and binding on all parties. Unrestricted gifts or donations made to the Church shall not be added to the Fund.

Related Funds. None.

Disbursements. The Investment Return of the Clark Lecture Fund shall be that amount which the Church Council deems appropriate on an annual basis to be expended for the Fund's purposes, on recommendation of the Clark Lecture Committee, that does not exceed five percent of the fair market value of a thirteen quarter rolling average of the Fund's assets as of the end of the March quarter preceding the fiscal year in which the amount is appropriated. Disbursements of the Fund's annual Investment Return may be made for the planning and presenting the lecture as directed by Clark Lecture Committee, as approved by the Church Council. Any annual Investment Return not appropriated from the Fund in any year shall be added to the Clark Fund's principal.

Dodson Fund:

Type. The "***Dodson Fund***" is a Council Directed Donor Restricted Endowed Fund.

Committee. Church Council.

Investments. Invested in Church's Pooled Investments.

Purpose. A part of the Church's mission, historically and presently, has been to promote a well educated staff to minister to the congregation. Thus, the church believes that a fund

to defray staff expenses for educational purposes is an important element of the Church's finances.

Funding. The original gifts to this Fund were made by various members of the congregation to create a fund in the memory of Rev. Roland Dodson, a prior minister of the Church. Presently, the Fund consists of donations made over time by donors, the Investment Return on which is to be used to defray Church staff expenses for educational purposes. Any gift or donation made by any donor during life or at death with respect to which the donor directs that (i) the income is to be used by the Church for purposes of the education of its staff (or similar direction), or (ii) it is to be held by the Church as part of the Church's Dodson Fund (or similar designation), shall be added to the Dodson Fund. If there is any doubt as to whether or not a gift or donation is intended to be added to this Fund, upon review and recommendation of the Finance Committee, the action of the Church's Policy Board in determining the nature of the gift or donation shall be final and binding on all parties. Unrestricted gifts or donations made to the Church shall not be added to the Fund.

Related Funds. Dodson Fund Reserve Account.

Disbursements. The Investment Return of the Dodson Fund is one-half of the Fund's annual capital appreciation and income. Disbursements of the Dodson Fund's annual Investment Return may be made to defray educational or professional expenses of the Church's staff as directed by the Church Council. Any annual Investment Return not appropriated in any year is to be added to the Dodson Fund Reserve Account.

Community Action Endowment Fund:

Type. The "*Community Action Endowment Fund*" ("*CAEF*") is a Committee Directed Donor Restricted Endowed Fund.

Committee. The Community Action Endowment Fund Committee (the "*CAEF Committee*").

Investments: May be invested in Church's Pooled Investments.

Purpose. A part of the Church's mission, historically and presently, has been involvement in direct service and social action projects in the Church's community. This fund was established to (i) increase the involvement of the Church in the community, (ii) increase congregants' participation in the Church's social action programs, and (iii) to encourage the Church and its congregants to take leadership roles in the solution of community problems. The CAEF Committee is responsible for raising funds for the CAEF and recommending disbursements from the Fund.

Funding. The original gifts to this Fund were made by various members of the congregation to create a fund to further community action. Presently, the Fund consists of donations made over time by donors, the return on which is to be used to make grants

for direct service and social action projects in the Church's community. Any gift or donation made by any donor during life or at death with respect to which the donor directs that (i) the income is to be used by the Church for purposes of community action or involvement (or similar direction), or (ii) it to be held by the Church as part of the CAEF or similar designation, shall be added to the CAEF. If there is any doubt as to whether or not a gift or donation is intended to be added to this Fund, upon review and recommendation of the Finance Committee, the action of the Church's Policy Board in determining the nature of the gift or donation shall be final and binding on all parties. Unrestricted gifts or donations made to the Church shall not be added to the Fund.

Related Funds. None.

Disbursements. The Investment Return of the CAEF is five percent (5%) of the fair market value of a thirteen quarter rolling average of the Fund's assets as of the end of the March quarter preceding the fiscal year in which the amount is appropriated. Disbursements of the CAEF's annual Investment Return will be in the form of grants made to applicant 501(c)(3) organizations that provide direct services for social action projects in the Church's community. Criteria for awarding grants shall include: (i) level of need, (ii) effectiveness of the program requesting grants, (iii) service area, (iv) financial leverage, (v) level of involvement of Church congregants, and (vi) visibility of the program requesting a grant. All grants shall be made from this Fund by the CAEF Committee, with approval by the Church Council.

DONOR RESTRICTED RESERVE FUNDS

Boston Trip Reserve Fund

Type. The "*Boston Trip Reserve Fund*" is a Donor Restricted Committee Directed Total Fund.

Committee. The Religious Education Committee (the "*R.E. Committee*").

Investments. This fund is not invested in the Church's Pooled Investments.

Purpose. Providing direct experience in the history of the Unitarian Church by a trip to its historical roots in Boston and environs is part of the mission of the church in educating its youth. This activity is supervised and directed by the R.E. Committee and the Church's Director of Religious Education ("*D.R.E.*").

Funding. Students and parents of students preparing to go to Boston raise funds in a variety of ways over several years which are placed in this Fund and then expended for the trip

Related Funds. Life Learning Faith Development Fund.

Disbursements. Disbursements of amounts from this Fund for the Boston Trip are made as directed by the R.E. Committee and the D.R.E, as approved by the Church Council.

Caring Reserve Fund

Type. The “*Caring Fund*” is a Donor Restricted Minister Directed Total Fund.

Committee. The Care and Concerns Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. The Church’s mission has always included caring for congregants and individuals in terms of their need. In furtherance of this mission, it is the practice of the Church to provide funds which the Minister may, in the Minister’s discretion, use to respond confidentially to requests for assistance from members and others. A Committee of the Church, the “*Care and Concerns Committee*,” assists the Minister with pastoral care, including assisting raising funds for the Minister to provide assistants to those in need.

Funding. The Caring Fund shall be funded with restricted donor funds, such as funds derived from designated donations, special fundraising activities, or special collections, designated for use by the minister to alleviate individual needs. These funds are in addition to funds allocated to the Minister’s Discretionary Fund as part of the Church’s annual budget process for the same purposes.

Related Funds. The Ministers Discretionary Fund, which is a budget line item and not a true Reserve Fund and is not otherwise listed in this document.

Disbursements. The Minister shall have the power and discretion to disburse any amount from the Caring Fund for the purpose of responding in a reasonably confidential manner to needs for financial assistance from members and others who lack the necessities of life, involving physical, mental, or emotional well-being, whether permanently or as a result of temporary distress.

Use. The Minister shall use the Caring Fund in accordance with (i) the Church’s charitable purposes and consistently with its tax exempt status as a Section 501(c)(3) organization, and (ii) the mission and vision of the Church. The Fund belongs to the Congregation and not to the Minister. Disbursements from the Fund shall not be made for the direct or indirect benefit of the Minister or the Minister’s family or to fund any line item already covered in the Church’s operating budget or for standard programming for which budget coverage would normally be provided (e.g. Sunday speakers invited on a non-emergency basis).

Confidentiality. The Minister shall take reasonable efforts to preserve the confidentiality of the identity of all persons benefited by disbursement from the Funds. Accordingly, the Minister shall provide the Church with the date and amount of each disbursement and a general description of the purpose for which the disbursement was made without

providing information which would reasonably be deemed to reveal the identity of any person served. With full respect for the reasonable privacy expectations of the Funds' recipients the Minister shall (i) report to the Church Council on a quarterly basis regarding all disbursements from the Funds, who will review and approve all disbursement from the Funds; and (ii) include in the Minister's annual report to the congregation a general description of the amounts and types of disbursement that were made in that year from the Funds.

Dodson Fund Reserve Account.

Type. The "*Dodson Fund Reserve Account*" is a Donor Restricted Committee Directed Total Fund.

Committee. Church Council.

Investments. This fund is not invested in the Church's Pooled Investments.

Purpose. A part of the Church's mission, historically and presently, has been to promote a well educated staff to minister to the congregation. Thus, the church believes that a fund to defray staff expenses for educational purposes is an important element of the Church's finances.

Funding. This account is funded by annual disbursements of the Investment Return from the Dodson Fund.

Related Funds. Dodson Fund.

Disbursements. Disbursements of amounts from this Fund are made as directed by the Church Council for the Fund's purposes.

Healthy Congregation Reserve Fund

Type. The "*Healthy Congregation Reserve Fund*" is a Donor Restricted Council Directed Total Fund.

Committee. Church Council.

Investments. This fund is not invested in the Church's Pooled Investments.

Purpose. To hold funds to employ consultants for healthy congregation advice.

Funding. Single June 2012 contribution to cover unbudgeted expenses of two healthy congregations consultants.

Related Funds. None

Disbursements. As Church Council Directs.

Landscape Reserve Fund

Type. The “*Landscape Reserve Fund*” is a Donor Restricted Committee Directed Total Fund.

Committee. Facilities Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. Having environmentally friendly, visually pleasing and well maintained grounds is an important element in the Church’s mission to be a responsible property owner. The grounds and buildings of the Church are managed by the Church staff and Facilities Committee. Contributions are sought and made to supplement the church’s budget for these items.

Funding. The Facilities Committee of the Church solicits donations for the purposes of this Fund.

Related Funds. None.

Disbursements. Disbursements of amounts from this Fund are made as directed by the Facilities Committee as approved by the Church Council.

Lewis Intern Reserve Account

Type. The “*Lewis Intern Reserve Account*” is a Donor Restricted Committee Directed Total Fund.

Committee. Lewis Intern Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. A part of the Church’s mission, historically and presently, has been to be a teaching congregation and to assist in the teaching and development of Ministers for Unitarian Universalist and related Congregations. In furtherance of this mission the Church has historically had ministerial interns supported by the Congregation and taught by the Church’s minister. Historically, this program has been funded from distribution from the Lewis Intern Fund, described above. However, the Lewis Intern Committee solicits additional contributions to supplement the Lewis Fund’s distributions and the church’s budget for this program.

Funding. The Lewis Intern Committee of the Church solicits donations for the purposes of this Fund.

Related Funds. Lewis Intern Fund.

Disbursements. Disbursements of amounts from this Fund are made as directed by the Lewis Intern Committee as approved by the Church Council.

Life Learning Faith Development Fund

Type. The “*Life Learning Faith Development Fund*” is a Donor Restricted Committee Directed Total Fund.

Committee. R.E. Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. Providing many different experiences is part of the mission of the Church in educating its youth. Contributions are sought and made to supplement the church’s budget for various R.E. related items, such as the children’s choir, Youth group activities and other non-budgeted expenses for the R.E. programs. This fund is supervised and directed by the R.E. Committee and the D.R.E.

Funding. The R.E. Committee and the different R.E. programs solicit donations for the purposes of this Fund.

Related Funds. Boston Trip Reserve Fund.

Disbursements. Disbursements of amounts from this Fund are made as directed by the R.E. Committee as approved by the Church Council.

Music Reserve Fund

Type. The “*Music Reserve Fund*” is a Donor Restricted Committee Directed Total Fund.

Committee. The Music Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. High quality musical instruments are important in furthering the Church’s mission of worship and providing great music and a strong music program. Large musical instruments, such as pianos and organs, need to be purchased/replaced and repaired and maintained. The music program of the Church is supervised and directed by the Church’s Music Director and the Music Committee. Contributions are sought and made to supplement the church’s budget for these items.

Funding. The Music Committee of the Church solicits donations for the purposes of this Fund.

Related Funds. This fund is a combination of two previous funds, the Piano Reserve Fund and the Keyboard Reserve Fund.

Disbursements. Disbursements of amounts from this Fund are made as directed by the Music Committee and the Music Director as approved by the Church Council.

Partner Church Reserve Fund

This fund policy Amended November 2019

Type. The “Partner Church Reserve Fund” is a donor Restricted Committee Directed Total Fund. This Fund is funded with unrestricted church funds by action of the Council or the Board as from time to time set forth in the approved budget of the church.

Committee. Partner Church Committee, which may promulgate reasonable rules and regulations governing this fund and disbursements therefrom that are consistent with all other Church rules and procedures and which are approved by the Council.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. The Church’s mission has always included supporting Unitarian religion and congregations around the globe. In furtherance of this mission, the church supports its partner church in Romania (the “Partner Church”). Funds are raised to engage in activities that support the Partner Church. The Partner Church Committee oversees this support, including raising funds for specific purposes.

Funding. The Partner Church Committee raises funds for the purposes of this Fund.

Disbursements. Disbursements. Disbursements of amounts from this Fund for supporting the Partner Church are made as directed by the Partner Church Committee, as approved by the Council. Disbursements may include defraying expenses for individual travel either by members of the Church’s Partner Church to the United States or by members of the Church to visit the Partner Church in furtherance of the missions and goals of the Church and the Partner Church, including strengthening of the relationship between the Church and the Partner Church. No Church member who receives Church funds to defray travel expenses shall vote as a member of the Partner Church Committee or the Council to authorize the disbursement of such funds for such purposes, and at a vote of the Partner Church Committee or the Council, as the case may be, on whether a member of that body should receive such travel expense reimbursement, that member shall be recused from the vote and participation in the part of the meeting in which that vote is taken.

Social Responsibility Reserve Fund

Type. The “*Social Responsibility Reserve Fund*” is a Donor Restricted Committee Directed Total Fund.

Committee. Social Responsibility Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. A part of the Church’s mission, historically and presently, has been involvement in direct service and social action projects in the Church’s Community. Various social responsibility projects are created and supervised by the Social Responsibility Committee.

Funding. Part of the funding of the Social Responsibility’s projects is derived from certain Sunday morning collections. These collections are placed in this Fund until expended for a particular project.

Related Funds. None

Disbursements. Disbursements of amounts from this Fund are made as directed by the Social Responsibility Committee as approved by the Church Council.

POLICY BOARD RESTRICTED RESERVE FUNDS

Book Store Fund

Type. The “*Book Store Fund*” is a Policy Board Restricted Committee Directed Total Fund derived from sales in the Book Store in Fellowship Hall.

Committee. Book Store Committee.

Investments. This fund is not invested in the Church’s Pooled Investments.

Purpose. The Funds provides a pool of funds that can be used by the Book Store Committee for various purposes to achieve the overall mission of the Church.

Funding. This Fund is funded with sales from the Book Store and the funds are restricted for the use of the Church or its charitable purposes.

Related Funds. None

Disbursements. Disbursements of amounts from this Fund are made for Church purposes as directed by the Book Store Committee with the approval of the Church Council.

Capital Maintenance Fund

Type. The “*Capital Maintenance Fund*” is a Policy Board Restricted and Directed Total Fund derived from general funds that are restricted to use for future capital maintenance expenditures for the Church’s buildings, grounds, and mechanical systems.

Committee. Policy Board.

Investments. This fund is not invested in the church’s pooled investments.

Purpose. The Fund provides a restricted pool of funds to be used by the Church Council for the maintenance of the Church’s buildings, grounds, and mechanical systems.

Funding. This Fund is funded with the Church’s general funds by action of the Policy Board.

Related Funds. None

Disbursements. Assets of the Fund are used for the maintenance of the Church’s buildings, grounds, and mechanical systems as directed by the Church Council.

Memorial Fund

Type. The “*Memorial Fund*” is a Policy Board Restricted Council Directed Total Fund derived from memorial gifts to the church for its general purposes.

Committee. Church Council.

Investments. This fund is not invested in the church’s pooled investments.

Purpose. The Fund provides an unrestricted pool of funds that can be used by the Church Council for various purposes to achieve the overall mission of the Church.

Funding. This Fund is funded with donations to the Church made in memory of a deceased congregant or friend that are not restricted by the donor for a particular purpose.

Related Funds. None

Disbursements. Assets of the Fund are used to purchase memorial plaques for the Memorial Garden. Additional disbursements of amounts from this Fund are made for Church purposes as directed by the Church Council.

Sabbatical Fund

Type. The “*Sabbatical Fund*” is a Policy Board Restricted Council Directed Total Fund derived from general funds that are restricted to fund future sabbaticals for ministers and religious educators.

Committee. Church Council.

Investments. This fund is not invested in the church's pooled investments.

Purpose. The Fund provides a restricted pool of funds to be used by the Church Council to fund future ministerial sabbaticals.

Funding. This Fund is funded with the Church's general funds by action of the Policy Board.

Related Funds. None

Disbursements. Assets of the Fund are used to fund future sabbaticals for ministers and religious educators.

Women's Alliance Funds

Type. The "*Women's Alliance Funds*" are Policy Board Restricted Committee Directed Total Funds derived from funds raised in various ways by the Women's Alliance.

Committee. Women's Alliance.

Investments. This fund is not invested in the church's pooled investments.

Purpose. The Women's Alliance is an important organization in the church and is a division of the church not a separate organization.

Funding. The Women's Alliance raises funds in various ways for various purposes and these funds are within the control of the Alliance subject to approval by the Church Council.

Related Funds. None

Disbursements. Disbursements of amounts from this Fund are made for Church purposes as directed by the Women's Alliance with the approval of the Church Council.

Staff Recognition Fund

Type. The "Staff Recognition Fund" is a Donor Restricted and Minister Directed Total Fund.

Committee. Church Council

Investments. This fund is not invested in the Church's Pooled Investments.

Purpose. First Church values our staff as individuals and key members of our church community and demonstrates this through periodic celebrations of staff accomplishments, achievements and

life milestones. This Fund exists to be a source of funds for such recognition and for modest staff celebrations.

Funding. The Staff Recognition Fund shall be funded with restricted donor funds, such as funds from designated donations, or special fundraising or collections, or any funds designated for use by the minister to show appreciation for the hard work, accomplishments and milestones of the church staff, especially those receiving hourly wages.

Related Funds. The Minister's Discretionary Fund, which is a budget line item and not a true Reserve Fund and is not otherwise listed in this document, and the Caring Fund.

Disbursements. The Minister shall have the power and discretion to disburse, with notification to the Personnel Committee and the Church Council, any amount from the Staff Recognition Fund, except as mentioned below, for the purpose of showing appreciation for the hard work of staff members and recognizing career milestones (such as awards/honors) or life transitions and events (such as a wedding, birth of a child, retirement, death, etc.). Under First Church's Personnel policy, the Personnel Committee must be informed of all staff holiday gifts and such gifts are restricted to a maximum of \$250 per staff member. All cash disbursements from this fund need to follow any restrictions in the Church Bylaws and be processed through payroll as they will be classified as additional income by the IRS.

Use. The Minister shall use the Staff Recognition Fund in accordance with (i) the Church's charitable purposes and consistently with its tax exempt status as a Section 501(c) (3) organization, and (ii) the mission and vision of the Church. The Fund belongs to the Congregation and not to the Minister. The Minister(s) and members of the congregation who are not serving as paid staff members are precluded from direct benefit of these funds except to the extent that they may attend a celebration paid for by disbursement from these funds. The Personnel Committee may need to be consulted to determine the extent of tax liability incurred by any cash disbursement.

Confidentiality. The disbursements from this Fund convey no expectation of privacy or confidentiality, although an exact itemized accounting does not need to be published. The Minister shall include in the Minister's annual report to the congregation a general description of the celebrations and recognitions that were made possible in that year from the Funds.

Approved 4/12/2021