

Recommendations for Administration of SAYMA URJ Funds

From Finance Committee and URJ Representatives

February 17, 2018

Developed by:

Finance committee members: Wood Bouldin and Carol Lamm

URJ members: Lisa Bennett and Adrian Mohr

For reference: Minutes from September 2017 Rep Meeting

Minute 139-06-01: Representative Meeting requests that the SAYMA URJ committee and Finance Committee work together to bring forward a proposal to March's Representative Meeting for how SAYMA URJ funds will be administered.

Minute 139-06-02: Representative Meeting approves the establishment of the SAYMA URJ set-aside fund so that individual donations to SAYMA URJ can be accessed right away as we discern the way forward with Minute 139-06-01. These funds will be used to support the mission, vision and goals of SAYMA URJ and the clerk(s) of the committee will approve expenditures.

Minute 139-07-02: Representative Meeting approves the addition of \$16,000 to the new SAYMA URJ set-aside fund for the FY 2018 budget from equity. We are approving this allocation with the expectation that we will get reports at Representative Meeting and Yearly Meeting in 2018 on how the money was used. Minute 139-06-01 will help us understand how we are going to be adding funds in the future for the SAYMA URJ committee.

Sources of URJ Funds

We anticipate that funds for SAYMA URJ work will be available from the sources listed below.

1. **Earmarked contributions.** Friends and others who wish to contribute to the work of SAYMA URJ are encouraged to make donations to SAYMA designated for URJ. Per Minute 139-06-01, the clerk(s) of the SAYMA URJ committee approve expenditures of earmarked contributions. Assuming approval of the proposed SAYMA policy on contributions, which the finance committee intends to present to RM in March 2018, contributions earmarked for URJ will be handled the same as earmarked contributions for other purposes. The proposed policy includes a provision for solicitation of earmarked contributions; it is possible that URJ will solicit contributions following the policy in the future. As of January 31, 2018, earmarked contributions for SAYMA URJ totaled \$4,050, of which \$722 had been spent, leaving \$3,328 available.
2. **URJ set-aside fund.** Initial funding of \$16,000 for the URJ set-aside was determined by Minute 139-07-02 in September 2017. Again, assuming approval of the proposed SAYMA policy on contributions, the URJ set-aside will be administered the same as

other SAYMA set-aside funds. The clerk(s) of the SAYMA URJ committee will approve expenditures.

3. **Annual SAYMA General Fund committees budget.** Typically, committee lines in the general fund budget pay for travel reimbursements needed for in-person committee meetings and for reporting at RM. From time to time, committees request funds for other specific activities. For the current fiscal year (Oct. 1, 2017 – Sept. 30, 2018), \$0 was budgeted for the URJ committee line. However, the budget included a \$500 contingency pool for committee expenses, which could be drawn on in if needed for routine URJ committee expenses.

SAYMA committees participate in the annual budget process by requesting funds for committee activities and, if applicable, for set-aside funds for which the committee is responsible. The treasurer and finance committee consider committee requests as they develop the proposed general fund budget for the upcoming fiscal year. As they consider committee requests, the treasurer and/or finance committee may ask for more information and use their judgment about inclusion in the proposed budget. The final decision on the budget is up to YM (or RM in some years), which considers the proposed budget and may make changes before approving the budget for the next fiscal year. The URJ committee will participate in the annual budget process as other committees do.

Disbursement of SAYMA URJ Funds

The basic principle is that SAYMA URJ funds will be disbursed following established SAYMA policies. This applies to all three sources described above: contributions earmarked for SAYMA URJ, the SAYMA URJ set-aside fund, and the general fund budget for committees.

Disbursements will follow the accounts payable process as explained in the SAYMA handbook. For all three sources, the URJ clerk(s) is/are the person(s) authorized to submit invoices for payment. The accounts payable process provides for communication between the treasurer and the authorized person(s) to clarify questions about authorization or budget, and for the treasurer to consult with the finance committee if questions remain. The accounts payable process also requires the authorized person(s) to communicate with the treasurer before making a commitment greater than \$500, to verify that the cash is available and that the expenditure is appropriate to the expenditure category. If the authorized person(s), i.e. the URJ clerk(s), has/have approved the expenditure and the funds are available in the appropriate category, the treasurer makes the payment. The accounts payable policy does not give the treasurer or the finance committee authority to deny or

delay payment due to questions of judgment about the advisability of an expense that has proper authorization and for which funds are budgeted and available.

We anticipate the following pattern:

1. Routine committee expenses such as travel reimbursements for committee meetings or reporting to RM will be paid the same way that expenses of other committees are paid, i.e. from the URJ committee line in the General Fund budget. As explained above, if this budget is insufficient, it may be possible to draw on the committee expense contingency pool.
2. Pre-YM retreats, trainings and other URJ-sponsored activities will require spending for planning meetings, facilities, resource people and travel for resource people and some participants. These costs will be paid from earmarked contributions (first) and the URJ set-aside (after earmarked contributions are used).
3. URJ participants from within SAYMA are welcome to apply for scholarship funds to attend YM, the same as any other SAYMA Friends. URJ may use earmarked or set-aside funds to cover expenses of resource people invited from outside the SAYMA area.

Balance Sheet Considerations

Again, SAYMA URJ funds will be administered the same as other SAYMA funds. Specific points are:

1. Cash will be held in SAYMA bank accounts. We are aware of the suggestion that SAYMA URJ have a separate checking account analogous to SAYF's. However, we found that the reasons for a separate SAYF checking account are not applicable to SAYMA URJ.
2. The SAYMA balance sheet will include two lines showing the unspent balances in contributions earmarked for SAYMA URJ and the unspent set-aside for SAYMA URJ. This is the same as for other earmarked contributions and set-asides.

Reporting

Minute 139-07-02, which funded the URJ set-aside, includes the statement: "We are approving this allocation with the expectation that we will get reports at Representative Meeting and Yearly Meeting in 2018 on how the money was used." Financial reports on the use of the set-aside will be the responsibility of the treasurer. URJ will report on its activities.

Conflict Resolution

We are happy to report that our work was accomplished with good will, attentiveness to all concerns raised and cooperation from all. That said, we recognize that harmony may not always prevail, and thus we recommend the following.

Should URJ and the finance committee find themselves in disagreement about the use of funds for which URJ is responsible, all involved need to keep in mind that among the goals of URJ, warmly received at Rep Meeting 159, is: **Work to resolve the expressed concerns of Friends of Color in a timely manner.**

We don't have a specific conflict resolution process to propose at this time.