

# **The First Unitarian Universalist Society** **of Marietta**

## **SPENDING CONTROL POLICY**

### **GOALS**

Our goal in establishing this Spending Control Policy is to assure that the Society is carrying out its financial responsibilities in a manner that meets the highest standards for openness and accountability. It is also our goal to avoid financial surprises in either the timing of expenses, the amount of expenses, or the nature of expenses in comparison to the mission of the Society and to the budget.

Further, our Society is composed of volunteers and our UU beliefs value social activism and volunteerism. Thus, in keeping with those beliefs, we feel an obligation to those who have entrusted us with their voluntary financial contributions to generally seek first and foremost to accomplish our goals through voluntary efforts, and only afterwards should we consider hiring for services.

### **POLICIES AND PROCEDURES**

1. All requests for funds in excess of budgeted amounts are to be submitted in writing for review and approval by the Board of Trustees.
2. No reimbursement will be made to members of the Society for wages (except in an emergency) unless approved in advance by the Board of Trustees.
3. All requests for reimbursement are to be supported with either receipts or a written explanation signed and dated by the person requesting. The attached form is provided for submitting requests for reimbursement. Use of the form is encouraged, but not required.
4. Non-routine invoices or requests for reimbursement (regardless of amount) are to be approved by the Committee Head or Officer having responsibility for the area of expense.