



## Finance Policy

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In enacting this financial policy on May 11th, 2008, the intention of the Board of Trustees of the Unitarian Universalist Church of the Restoration is threefold:

- 1) to maintain professional financial records and record keeping;
- 2) to have continuity of financial records throughout the years and throughout changes in Leadership and in the Finance Team;
- 3) to enable volunteers to step in at any point and be able to continue the accounting in a uniform and informed manner.

Accounting and reports must be maintained and produced from a computerized, business level accounting system (such as those recommended by the UUA).

Servant Keeper, or a similarly capable computer program that integrates seamlessly with our accounting system, must be used to track and produce statements for all individual contributions.

Detailed policies and step-by-step procedures for all aspects of the Treasurer's office must be kept and updated as needed.