

RESERVE FUND POLICY

The intent of the Reserve Fund Policy is to provide clarity as to the purpose and use of the fund.

The First Universalist Unitarian Church reserve fund is an unrestricted fund established to provide financial stability in the event of unplanned expense and/or sudden loss of revenue. To be prudent reserves should generally be used to address an inability to cover standard operational expenses due to delinquent pledges, or unbudgeted maintenance issues that bear immediate safety concerns. All other needs should be referred to the Board of Trustees annual budget process. The Board of Trustees has final discretion of reserve fund use.

The goal is to maintain a reserve fund equal to 10% of the annual operating budget. To supply the Reserve Fund the Board of Trustees will maintain a Reserve Fund line item in the annual operating budget the equivalent of 1% of the total budget. The Board of Trustees will review fund activities monthly. Reserves deemed excessive may be reapportioned toward capital expense, long/short term debt, strategic goals, or endowment.

The Board of Trustees will consider written proposals from minister, staff, or congregant acting as agent for First Universalist Unitarian Church of Wausau. The proposal should be considerate of the first section of this policy to include detail of specific need and clarity of urgency, and schedule of payback.

The Treasurer will keep record and report the activity and balance of the fund monthly to the Board of Trustees.

Reserve Funds will be spent by vote of majority consent of the Board of Trustees.