FP-2 FINANCIAL AUTHORITIES

2.1 Financial Authorities from the Governance Manual

The Board of Directors (Board) holds the fiduciary responsibility on behalf of the Congregation and holds overall responsibility for oversight of the financial health of the Congregation.

Fiduciary responsibility means a legal **obligation** to act in the best interest of First Unitarian Congregation of Ottawa (the Congregation), or entrusted with the care of money or property.

The Lead Minister holds overall responsibility for implementation of the financial decisions of the Board and in conjunction with the Finance and HR Manager, is responsible to maintain the parameters of the annual approved Congregation budget.

The Finance and HR Manager is the main staff member working with the Lead Minister for financial administration and holds the day to day responsibility for financial oversight.

The Treasurer and Finance Committee advise and assist the Board on financial matters.

2.2 Financial Commitment Authorities

Financial commitments between $100 and $10,000 that are not included in the budget are to be approved by the Finance and HR (Human Resources) Manager before any commitment is made. The Finance and HR Manager will confirm the authority to spend, confirm that the expenditure is acceptable under the financial policies, and that the timing is acceptable.

Financial commitments that may exceed $10,000 that are not included in the budget are to be approved by a motion of the Board before any commitment is made. This does not include regular commitments to general operations such as snow clearing, insurance, CUC or approved budget expenditures.

Any financial commitment for future fiscal year(s) that may exceed $10,000 is to be approved by a motion of the Board (e.g. refugee sponsorship commitment).

2.3 Operating Budget Authorities

Requests to overspend ***any*** budget line must be discussed with and approved by the Finance and HR Manager who will ensure the funds are available in another line and confirm the expenditure is appropriate for the account they want to use.

The Finance and HR Manager may allow, at their discretion, an overspending in a budget line of up to 10% of the budget line, to a maximum of $500. If the amount exceeds $500, the overrun must be noted in the Finance and HR Manager's report to the Board. Spending over these limits is to be approved by the finance committee.

The Finance and HR Manager may approve overspending in a budget line (beyond the 10% stated above), within a budget category if there is a budget line in the same category that will have at least that amount in underspending. Category examples from the 2020 budget would be HR, Financial Administration, Office, Committee, Property, Programs, Committees, Transition Expense, Denomination. All stakeholders must approve before this is done.

The Finance and HR Manager may transfer budget amounts between budget categories provided that total expenditures will not exceed the total budget, other limitations as defined by the Board have not been exceeded, and the transferred amount is clearly noted in the financial reports.

2.4 Petty Cash

Petty Cash Funds, Floats and prepayments (search) are authorized and set by the Finance and HR Manager.

Amended draft policy referred to Governance Committee May 2021.

Policy requested by Governance Committee in December 2019.

Petty cash policy (former FP-6), Fundraising Activities (former FP-18), Applications for Funding (former FP-19) incorporated into this policy.

DATE OF INITIAL APPROVAL: September 2023

REVISION HISTORY

Revision Date	**Version**	**Comment**