

Endowment Policies and Procedures

INVESTMENT POLICY

1. The Committee invests the assets of the Endowment with the objective of earning an average annual return consistent with moderate risk and long-term growth and stability. Funds are invested in diversified risk instruments including CDs, money market, bonds and moderate growth equity funds.
2. The Committee endeavors to invest the assets of the Endowment in a manner consistent with UUA socially responsible investment guidelines. Currently that policy excludes investments in firms engaged in the manufacture and distribution of tobacco-based products, or in the production of weapons of war, and in firms that blatantly despoil the environment, or engage in flagrant discrimination in their hiring and promotion practices.

DISTRIBUTION POLICY

1. Funds are distributed in a manner to enhance the mission of UUC apart from the general operation of the congregation.
2. The following guideline is used in distributing Endowment funds:

The fair market value of the fund is recorded quarterly. Once a year, the average fair market value of the fund over the past thirteen quarters is calculated and a percent (4 –6%) of that is available to spend.
3. Principal may be expended only in rare and extreme circumstances and subject to a majority vote of the UUC membership.

PROCEDURES

1. All endowment monies are processed by the UUC Office Manager only and are maintained in separate accounts from other UUC accounts.
2. The Office Manager provides complete, accurate and computerized records of all endowment funds received and disbursed. Records include the names of all donors; the amounts, terms and restrictions of all gifts; and a report of all checks written on endowment funds.
3. The Office Manager provides monthly and annual financial reports to the Endowment Financial Secretary and UUC Treasurer.
4. The Endowment Committee's secretary sends thank you notes to all donors. The names of donors are published in the newsletter and annual report, unless the donor requests anonymity.