

FIRST UNITARIAN
CONGREGATIONAL SOCIETY
BROOKLYN
A UNITARIAN UNIVERSALIST CONGREGATION

Fiscal Year Accounts Payable Policy

Since all monies that are expended within the Fiscal Year must be reimbursed within that Fiscal Year, the policy of First Unitarian is as follows:

No later than May 31st, the Bookkeeper or Director of Congregational Services will send a notice to all Board Members, Committee Chairs, Paid Office Staff, Volunteers, and Clergy informing them of the fiscal year ending on June 30th. This notice shall request that all expenses incurred during the fiscal year must be submitted for reimbursement to the office no later than July 15th. This includes all completed check requests.

Any expenses or check requests supplied to the bookkeeper after July 15th will be posted to the following year's budget. If there is no budget line for that expense in the following year, no check can be written.

If there is a delay in providing expenses to the bookkeeper before the end of the fiscal year deadline of July 15th, the President of the Board of Trustees is authorized at her/his discretion to instruct the Bookkeeper to make payment after the deadline.

July 16, 2008