



First Unitarian Society of Ithaca

Human Needs Fund Policy

Below is the Board adopted Human Need Fund Policy from 2015:

Proposal for FUSIT Human Needs Fund: A "Human Needs Fund" will be established at FUSIT as a minister's discretionary aid fund from which the minister can discreetly release small amounts to help a congregant in financial distress, in a timely, confidential manner. It will be a Balance Sheet account, with initial funding from the "Congregational Emergency" fund of \$290 on the balance sheet plus the 11/22/15 plate collection. This will be augmented by 1-2 plate collections/year. A separate checking account will be established for this fund, the minister to write checks. Guidelines will be that the funds be used for congregants, with only one payment/household/year, and that it is preferred that checks be written to receiving organizations vs "cash", but with minister's note/log of families receiving assistance. The use of the fund will be confidential, at the discretion of the minister. The fund and disbursements will be reviewed annually by the Treasurer, and part of any full audit.

This fund currently has a balance of \$4,736.17 and the following people have access to this account: Michelle Waffner, Walt Peck, Nathan Fawcett.

If we have an immediate need to access this fund, I suggest that the three signatories to the account meet and decide if and then to what extent, they chose to apply funds from the Human Needs Fund for that instance.

Before the Board sets a more permanent policy on access to this fund and decision making authority, the Board seeks advice from the Governance Committee on implementing this policy during this time without a minister.

Submitted by D. Barber 11-13-21

Human Needs Fund Policy Proposal from Governance Committee 11/16/21

1.0 The Human Needs Fund will be administered by the minister.

1.1 In the event the position of minister is vacant, a single individual designated by the Care Team will serve as the contact for anyone who needs the support provided by this fund.

1.1.2 The Care Team can develop its own process for deciding how to allocate the fund, but the identity of people seeking its support shall be known only to the designated contact person.

1.1.3 The Care Team should consider designating a back-up designated person should the designated person be away or incapacitated or have a conflict of interest.

1.2 The Care Team will recommend to the Treasurer the amount to be dispersed.

1.2.1 The Treasurer will be the person designated to disperse these particular funds. In the event the Treasurer is unavailable, the Congregational Administrator or the Finance Committee Chair may disperse these funds.

Passed by the Board of Trustees on 11/17/21

11/19/21 the Care Team has determined by email communication that the designated Care Team person who will determine who gets funds and how much is Nancy Dolge. In case she is not available it will be Madonna Stallmann or Kathy Hopkins. A confidential log of who has gotten funds must be created.

Nancy Miller for the Care Team 11/19/21