

POLICIES & PROCEDURES, FINANCE

INDEX

Adult Education Application for Financial Assistance
Adult Education Program and Scholarship Fund
Annual Appeal Campaign
Billy and Mary Sturman Campership Application
Campership Proposal for the Temple Beth Or Board
Campership Policy
Capital Assessment Policy
Change in Accounting Firm
Finance Committee Confidentiality Agreement
Disclosure of Lists of Fund Balances
Donation Acknowledgments
Donation Confidentiality
Donation Recognition Policy
Dues Commitment Process
Dues for families with one affiliated member
Emergency Reserve Fund
Endowment Fund - Montefiore
Endowment Policies and Procedures
Financial Transactions Forms
Financial Administrator
Gift-in-Kind Committee
Insurance Coverage
Leadership Development Restricted Fund
Membership Dues & Capital Assessment Policies
Minimum Dues
Oneg Participation
Open Restricted Funds List
Religious School Restricted Fund
Signatures on Checks
Usage of Capital Assessment Funds
Vice Presidential Review of Bank Account Summary Statement

FORM: Adult Education Application for Financial Assistance

Temple Beth Or Adult Education
Application for Financial Assistance

Date Submitted: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Study or Training Program you wish to attend:

Title: _____

Where: _____

When: _____

Cost: Tuition/Fees: \$ _____

Books/Equipment: \$ _____

Other costs: \$ _____

Total: \$ _____

Personal resources: \$ _____

Assistance Requested: \$ _____

Describe reason you wish to participate in this program and how it will enhance communal life at Temple Beth Or:

Please submit to the Adult Education Committee at least one month prior to when the event registration is due. Place in an envelope and mark to the attention of Adult Ed., mail or leave in the Temple Office.

Approved by: _____ Date: _____ Amount: _____

Reason for refusal: _____

POLICY: Adult Education Program and Scholarship Fund (Restricted Fund)

A new restricted fund will be created and entitled the "Adult Education Program and Scholarship Fund." The Adult Education Committee and the Rabbi will be responsible for directing the monies in the fund. Funds will be used as needed for scholarship assistance for classes for members, the Visiting Scholar Program, and any other special programming or materials needs beyond the annual Adult Education budget.

DATE OF GOVERNING BOARD APPROVAL: 2/5/02

POLICY: Annual Appeal Campaign

Temple Beth Or will continue the Annual Appeal Campaign for 2007-2008.

The Governing Board recommended that the plan for fundraising will include:

1. New annual event;
2. Annual Appeal Campaign;
3. Fundraising Committee supports continuing Booked for Dinner or a Progressive Dinner.

We will not have an auction for the next two fiscal years.

DATE OF GOVERNING BOARD APPROVAL: 3/6/07

FORM: Billy and Mary Sturman Campership Application

Information: The family of Billy & Mary Sturman have donated funds to establish camp scholarships for children of Temple Beth Or members in order that our children who need financial help can attend an accredited Jewish overnight camp. All camperships will be based on financial need. The amount of funds and the number of qualified applicants will vary from year to year. Therefore, the amount for each campership will vary from year to year. The amount of each scholarship should be between \$200-400.

You may also wish to apply for additional camp scholarship funds from the Jewish Education Council of the Jewish Federation. You can obtain more information or an application form at:

www.jewishinseattle.org/JF/Education/Camperships/Camperships.asp. You can also contact the Jewish Education Council via email at jec@jewishinseattle.org or phone them at 206.448.1202. Their mailing address is 2031 Avenue, Seattle, WA 98121. All Jewish Education Council camperships, with the exception of the Stan Rosen scholarship, are limited to matching what the congregation provides. Other potential resources might be the camp you selected or the Rabbi Discretionary Fund.

This application must arrive at Temple Beth Or by February 28. A separate form must be completed for each child requesting a scholarship. You will receive notification regarding the campership by the end of March. For any questions, contact Sonia Siegel Vexler at 425.334.4531 or ssvexler@gte.net

Name of child attending camp: _____

Currently in grade: _____

Name of camp you would like your child to attend: _____

Length of camp session: _____ days Cost of Camp: \$ _____

Has your child ever attended camp before? YES NO

If yes, which camp(s) and what year(s)? _____

Please provide a brief description of the reason(s) you would like your child to attend camp.

The amount of scholarship you are requesting: \$ _____.

Have you applied for other camp scholarships: no yes

If yes, where else have you applied: _____

Name of parent submitting request: _____

Evening Phone Number: _____

Parent Address: _____

Parent e-mail address: _____

POLICY: Campership Proposal for the Temple Beth Or Board

January 17, 2010

Proposal

To increase the Campership award from \$2,500 to \$3,000 per year.

Background

The Campership Fund was started in 2004 with a \$20,000 donation by the children of Billy and Mary Sturman. The Fund was established with the stipulation that the money be used to help children of our Temple attend an accredited Jewish sleep-over camp. No more than 50% of the total camp cost can be covered. The typical campership is ~\$400 and the average cost for camp is approximately \$2,000. Our guidelines state that we would use up to \$2,000 in scholarships and the Rabbi can request an additional \$500 to be used for scholarship money. We have used all the money each year.

Pros

Over the past 6 years we have not increased the amount of money we have for Camperships. The rate of Camp, however, has increased. Since the inception of the fund we have increased the balance to \$23,290.95.

Con

We will deplete our principle faster.

DATE OF GOVERNING BOARD APPROVAL: 2/7/10

DATE OF MEMBERSHIP APPROVAL: N/A

POLICY: Campership Policy

Belief Statement

Attending a Jewish camp has been found to be one of the most important experiences we can provide for our children. It is where our children may feel their Judaism most intensely. Jewish summer camp is more than a place or a program. It is a full Jewish community of children and adults who join together to create spirit and energy. It is where our children have the opportunity to discover what Judaism means to them on a personal level, and then to go home with the desire to continue exploring their Jewish identity.

Qualifications Eligibility

Qualifying Eligible Camps.

The camp must offer a minimum of a one-week program. Preference will be given to children who would like to attend Union for Reform Judaism (Union) camps, or other eligible camps in the Pacific Northwest, such as B'nai B'rith Camp in Oregon, Camp Miriam on Gabriola Island, British Columbia, Camp Solomon Schechter in Olympia, Washington, Camp Young Judaea West in Oregon, Temple B'nai Torah's camp, and Temple DeHirsch Sinai's camp.

Qualifying Eligible Recipients.

Parent(s) must be a member of Temple Beth Or and be in good standing. Preference will be given to students who are either currently enrolled or have been enrolled in Temple Beth Or's Religious School Scholarships.

Many families may need some additional support to help send their child(ren) to camp. Therefore, scholarships are based upon financial need. We are not asking for any documentation for this need - we expect each family to honestly assess their situation and make this decision accordingly.

Up to \$2,000 each year will be used for scholarships. In addition, the Rabbi can request an additional \$500 be used for scholarship money. If the total sum of money is not used, the money will revert back to the fund. These monies are not added to the following year's scholarship money.

No more than 50% of the total camp cost can be covered. The typical campership will be between \$200 and \$400 per child. More than one child from a family may receive a campership. The scholarship is made payable to, and sent directly to the camp.

Awards will be based on the criteria cited above, combined with the number of qualified applicants and the amount of dollars available. All applications are confidential.

Notification of policy.

Each January, information on the Billy and Mary Sturman Camperships will be published in the ORacle, ORbits, and a letter will be sent to the parents of all children who are enrolled in Religious School and/or who have children in BOTY to inform them of the campership program and explain the parameters of the award.

February 28 is the deadline for returning the application. Applications will be read and parents notified no later than the end of March. A check will be payable to the camp, dependent upon acceptance. It is the parent's responsibility to notify the committee when their child(ren) are accepted to camp. If the final award does not meet the needs of the family, the Rabbi has access to some additional funding. Should a child receiving a campership choose not to go to camp, the committee should be notified so the money can be used to help another child.

Committee.

A committee will be formed to read all applications for camperships. The committee must have a

representative from the Finance and Youth Education committees. The Rabbi will also sit on this committee.

The Billy and Mary Sturman Campership Committee will be responsible for monitoring the functioning of this policy and will make recommendations to the Board for changes as necessary.

Other resources.

Parents and campers are encouraged to apply for other camperships.

Other potential sources:

The camp selected

Jewish Education Council of the Jewish Federation of the Greater Seattle Area

Rabbi's Discretionary Fund

DATE OF GOVERNING BOARD APPROVAL (REVISED): 6/4/04

DATE OF MEMBERSHIP APPROVAL: N/A

POLICY: Capital Assessment Policy

Capital assessments for new members will begin the first quarter following their first full calendar year of membership. The assessed amount will be equal to twice the annual pledged dues of their first fiscal year of membership. The capital assessment is made payable over five years and billed quarterly.

DATE OF GOVERNING BOARD APPROVAL: 2/6/07

POLICY: Change in Accounting Firm

If a change in the Temple accounting firm is to be made, it should be discussed with the Executive Board (as a minimum) or with the Governing Board.

DATE OF BOARD DISCUSSION: 12/16/93

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

POLICY: Finance Committee Confidentiality Agreement

Finance Committee Members will sign this agreement. The Finance Committee is privy to information regarding individual families' dues and other financial information. This information must be treated with confidence and not discussed with anyone outside of the Finance Committee. Furthermore, all Finance Committee Members will maintain this level of confidentiality even if no longer on the Finance Committee. By signing this statement, Finance Committee member acknowledges his/her acceptance of this policy.

Committee Member

Date

DATE OF BOARD APPROVAL: 2/02/05

DATE OF GENERAL MEMBERSHIP APPROVAL: NA

POLICY: Disclosure of Lists of Fund Balances

At every regular scheduled general membership meeting, all members should be supplied with a list of fund balances.

DATE OF BOARD APPROVAL: N/A

DATE OF GENERAL MEMBERSHIP APPROVAL: 6/30/93

POLICY: Donation Acknowledgements

Governing Board Policy: Donations received from temple members will be acknowledged by e-mail while non-members will continue to receive a card. The person honored will also receive a card. A line will be added to the form for anonymous donors, for whom no acknowledgement will be necessary.

Argument For: None recorded. Argument Against: None recorded.

DATE OF GOVERNING BOARD APPROVAL: 10/10/10

DATE OF MEMBERSHIP APPROVAL: N/A

POLICY: Donation Confidentiality

Governing Board Policy: The Rabbi nor any congregant should not have access to individual financial information including donations. If the Rabbi or any other congregant wanted any individual financial information, including donation information, he/she would have to come to the Finance Committee.

Argument For: None recorded. Argument Against: None recorded.

DATE OF GOVERNING BOARD APPROVAL: 4/11/10
DATE OF MEMBERSHIP APPROVAL: N/A

POLICY: Donation Recognition Policy

1. There will be no retroactive additional recognition of donations prior to the date of acceptance of this policy.
2. Future donations will continue to be recognized in the ORacle.
3. With the anticipation of future large fundraising projects, this board encourages the implementation of a recognition program, specific to each project.

DATE OF BOARD APPROVAL: 12/11/97
DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

POLICY: Dues Commitment Process

1. Members dues commitments will be automatically adjusted in July of each fiscal year by an amount equal to the Social Security Administration's annual declared COLA for the previous calendar year, to the nearest \$5.
2. A member that voluntarily raises their dues commitment in any given year will not be subject to the COLA increase if their increase over that two year period is greater than the COLA increase.
3. Any member that feels the COLA increase would place them in a financial hardship can request a waiver from the Treasurer.
4. Temple members will be sent a dues commitment form every two years. Returning the form will be voluntary, i.e. there will be no action taken by the Finance Committee if a member does not return the form. However, the President and Treasurer, will include an appeal letter with the dues commitment form, and make significant efforts to encourage the Membership to increase their dues, i.e. this is intended to be an active dues increase campaign.

Date of Board Approval: 5/18/99
Date of General Membership Approval: 6/27/99

POLICY: Dues for families with one affiliated member

Temple Beth Or will use the following policy when determining dues for families where only one spouse/domestic partner wishes to affiliate and or participate with Temple Beth Or.

1. If the non-affiliating family member does not wish to be a member or participate in Temple Beth

Or activities, but both contribute to the family income:

- a. We will request a dues commitment in alignment with Temple Beth Or's dues guideline at the time of application (currently, 2% of gross, combined family income).
 - b. If the non-affiliating member will not agree, we will request one half of Temple Beth Or's dues guideline.
 - c. If the non-affiliating member will not agree, we will request Temple Beth Or's dues guideline from the affiliating member's income.
2. If the non-affiliating family member does not wish to be a member or participate in Temple Beth Or activities, and the affiliating member does not have an independent income:
- a. We will request a dues commitment in alignment with Temple Beth Or's dues guideline at the time of application (currently, 2% of gross, combined family income).
 - b. If the non-affiliating member will not agree, we will request one half of Temple Beth Or's dues guideline.
 - c. If the non-affiliating member will not agree, we will negotiate for the maximum dues amount he/she is willing and able to pay. This amount shall not be less than the minimum dues requirement at the time of application unless specifically approved by the Finance Committee and the board.
3. We will not deny any Jewish person membership in the Temple so long as he/she is willing to pay the agreed upon amount of dues, even if this amount is thought to fall substantially below the combined family income.
4. This policy does not apply to religious education tuition. Tuition fees will be charged at normal rates.

DATE OF GOVERNING BOARD APPROVAL: 12/3/2007

DATE OF GENERAL MEMBERSHIP APPROVAL: NA

POLICY: Emergency Reserve Fund

The \$10,000 generated during the 1998 refinancing of the North Lot is to be placed into a fund called the Emergency Reserve Fund, which can only be used for Temple financial emergencies, with the following provisions:

1. To use any portion of the Emergency Reserve Fund will require a declaration of an emergency by the President and Treasurer, a 2/3 vote of approval by the Governing Board, and the signature of the President and Treasurer.
2. The Emergency Reserve Fund will be repaid back to the \$10,000 level over a period of time as established by the Governing Board at the time of use.

DATE OF BOARD APPROVAL: 3/16/99

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

POLICY: Endowment Fund - Montefiore

The Montefiore Endowment Fund is hereby established with the following provisions:

1. The principal can never be used. Only the earnings of the Montefiore Endowment Fund can be spent.
2. Members and nonmembers can donate any amount of money to this fund at any time.
3. The Treasurer shall maintain a clear record of the total principal and earnings of the Montefiore Endowment Fund at all times.
4. The earnings of the Montefiore Endowment Fund can be spent on activities that are deemed by the

Governing Board to be in keeping with the spirit of the Endowment, i.e. those activities that foster advancement of the Jewish religion, culture, and greater community. Spending from the earnings of the Montefiore Endowment Fund requires a 2/3 vote of approval by the Governing Board.

DATE OF BOARD APPROVAL: 3/16/99

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

*see below for Endowment Fund Policies and Procedures adopted in 2005

POLICY: Endowment Policies and Procedures

The Montefiore Endowment for Temple Beth Or of Everett, Washington, henceforth known as the Endowment, seeks to offer gift opportunities to secure the future of Temple Beth Or and Judaism in the community. The program seeks to encourage and assist donors in making gifts to Temple Beth Or by informing them about program needs, gift opportunities, and techniques of planned giving.

The Endowment solicits and considers the acceptance of contributions in the form of gifts, bequests, gift annuities, charitable remainder annuity trusts and unitrusts, lead trusts, life insurance, residual pension benefits, and life estate contracts.

In all matters involving donors or prospective donors, the interests and concerns of the donor in relation to his/her personal financial position takes precedence over the contribution to the Endowment. Prospective donors are urged to seek the advice of their own counsel in matters relating to planned gifts, taxes, and estate planning. It is not the province of the Endowment Committee or the officers of Temple Beth Or to interpret laws or give legal advice to donors. Special tax counsel representing the Endowment may be called upon to draft documents relating to trusts and gift annuities, or to review or comment upon documents drafted for the donor.

I. DEFINITION OF TERMS

A. Endowment - An endowment is an established fund of cash, securities, or other assets set aside for perpetuity to provide long-term funding for Temple Beth Or (hereinafter "Temple"), Everett, Washington.

B. Types of Endowment Funds at Temple Beth Or Two distinct types of Endowment Funds will be established by Temple Beth Or, and they include the following:

1. Restricted Endowment Funds Donors who make outright gifts of \$25,000 or more are afforded the right to permanently name a designated fund and choose to make the fund restricted or unrestricted. (Example: The Cohen Family Endowment Fund for Scholarships.) With a minimum outright gift of \$10,000, a donor's endowment gift can be made to a previously-established Named Fund or can be restricted to support a specific program of the Temple.

2. Unrestricted Endowment Fund Temple Beth Or accepts gifts of any amount to the Temple permanent Unrestricted Endowment Fund (Endowment) to be used for general operations of TBO. Each year the Governing Board of TBO determines the use of this fund's distribution, based upon operational needs of the Temple.

II. TYPES OF GIFTS

A. Outright Gifts - These are gifts offered to Temple Beth Or by an individual, corporation, or foundation and include the following:

1. Cash, Cash Equivalent and/or a written Cash Pledge (usually paid over a two to five-year period)
2. Stocks: publicly traded, closely held, restricted or other types of stock subject to approval of the Endowment Committee of TBO
3. Bonds
4. Mutual Funds
5. Real Estate: gifts are accepted on a case-by-case basis
6. Other outright gifts on a case-by-case basis

B. Estate/Planned Gifts - Types of estate/planned gifts are as follows:

1. Bequests - Wills and Living Trusts
2. Retirement Plans: IRA's, 401(K), 403(B), Keogh
3. Charitable Remainder Trusts
4. Charitable Lead Trusts
5. Remainder Interest in Residence
6. Pooled Income Funds
7. Life Insurance
8. Other estate/planned gifts on a case-by-case basis

III. DONOR RECOGNITION FOR ENDOWMENTS

A. Overall Recognition Policy

Donors will be thanked promptly in a meaningful way. Temple Beth Or may establish a legacy society, donor board displayed in a prominent place, or other recognition program.

B. Recognition for Outright Endowment Gifts

Donors who make outright gifts to the Temple Beth Or Endowment will receive appropriate recognition by the Temple.

C. Recognition for Planned/Estate Endowment Gifts through the "Partners for the Future" Program at Temple Beth Or

1. Objectives

Partners for the Future of Temple Beth Or encourages legacies to the Temple to preserve the values of our Jewish heritage and ensure that community resources will be available for future generations.

2. Eligibility

Individuals or families are eligible to join and sign the log of Partners for the Future by promising to establish a current endowment or leave a bequest of any amount to Temple Beth Or. Signers write a personal statement explaining their reasons for leaving a legacy. Signers are encouraged but not required to use the Temple's recommended resources to carry out their plans.

D. Other Recognition Considerations

1. A gift made to establish a Donor-Named Restricted Endowment Fund may be paid within the year of the gift or with a binding obligation in the form of a signed Temple Beth Or Endowment pledge.
2. For multi-year pledges, 20% of the full commitment needs to be paid before the donor's name is recognized appropriately.
3. Should a donor not fulfill the pledge amount one year after the final payment is due, the fund will then become part of the Unrestricted Endowment Fund.

IV. GIFT ACCEPTANCE

A. Authorization:

The following persons are hereby authorized to negotiate planned gift agreements with prospective donors subject to these guidelines:

- The President
- The Treasurer
- The Financial Administrator
- The Chairman of the Endowment Committee or his/her designee
- A representative of an organization, such as the Jewish Community Foundation or the Greater Everett Community Foundation, that has entered into a custodial or management contract with the Endowment

These individuals shall have the authority to approve and sign planned giving agreements on behalf of the Endowment. When a proposed gift does not fall under these stated guidelines, a determination of whether, how, and when the gift will be accepted and credited shall be made by the Endowment Committee with the approval of the President and Governing Board.

B. A named fund, either unrestricted or restricted, must meet specific financial parameters contained herein (see Section I.B. Types of Endowment Funds at Temple Beth Or) and be approved by the Governing Board of Temple Beth Or.

C. Gifts of real estate, insurance, and charitable trusts are considered on a case-by-case basis by the TBO Endowment Committee with optional guidance and assistance from external sources such as the Jewish Community Foundation and Greater Everett Community Foundation, which may charge fees.

D. A gift designated for a named restricted fund or for the general fund must be approved by the Endowment Committee of Temple Beth Or.

E. TBO will not accept a gift that obligates the Temple to continue a program that will become a financial burden or is inconsistent with its mission. If at any time, the Restricted Endowment becomes obsolete, the Governing Board may designate another purpose.

F. If any asset proposed for contribution is not readily marketable, other than those with a short-term restriction, or is in the process of being removed, or is subject to liabilities, the Endowment Committee will consult with the Finance Committee, and optionally with external counsel for disposition.

G. If necessary, all planned gifts that usually involve tax implications and other forms of financial and estate planning may be reviewed with the Finance Committee and external counsel at the direction of the Endowment Committee Chair, before being presented to the Endowment Committee for approval.

H. Any assets received above \$25,000 and not otherwise designated will be added to the unrestricted Montefiore Endowment.

I. Upon receipt of a gift and/or any gift-related documents, Temple Beth Or will record the gift and acknowledge the donor. In addition, the following steps will be taken:

1. A complete record of every individual donor's contributions will be maintained.
2. Restricted gifts will be tracked and maintained by the Temple.
3. Personal letters acknowledging all gifts and their conditions will be sent to donors within thirty (30) days of receipt signed by the Temple President, Endowment Committee Chair, and Rabbi.

V. MANAGEMENT AND INVESTMENT OF ENDOWMENT

The purpose of endowment funds is to provide consistent sources of income for the programs of Temple Beth Or. The investment management of the Endowment is directed toward maximizing the return of principal while maintaining prudent fiscal guidelines.

A. The overall objectives of Endowment investment are as follows:

1. Generation of a consistent and stable flow of income for ongoing operating and special programming purposes; and
2. Appreciation and growth of Endowment for the long-term benefit of the Temple, as well as to protect Endowment principal from erosion through inflation.

B. The management of the Endowment will be guided by the following:

1. The Temple will develop specific investment guidelines that will include asset allocations, prohibited securities, and performance measurements. The Chair of the Endowment Committee or his/her designee shall sit on the Finance Committee.
2. A long-term rather than short-term investment approach will be applied; high-risk securities will be avoided.
3. At the recommendation of the Finance Committee, the Governing Board shall determine the percentage of total market value of Endowment principal to be spent each fiscal year with two limitations.
 - a. No more than four percent (4%) of the total market value of Endowment principal will be spent in any single fiscal year, in order to balance the effects of inflation as well as continue to build Endowment principal.
 - b. The original principal balance will not be invaded.

4. Management of Endowment principal and income will take into consideration the near and long-term financial needs of the Temple and will not be solely or primarily dictated by the Temple's short-term spending needs.

5. Temple Beth Or's endowment funds may be held in one or more separate bank or brokerage accounts and managed by the Endowment Committee, or held at the Jewish Community Foundation, Greater Everett Community Foundation, or other suitable institution, as a custodial fund or in a separately incorporated supporting foundation. Temple Beth Or may be advised in its investment policies or by-laws and strategies, in accordance with the guidelines established in any custodial agreement, if properly executed by TBO and such financial institution. Estate planned gifts (see Section II.B. Estate Planned Gifts) may be held in a custodial account and managed professionally by the institution holding the account. Costs and details of any custodial account with management services along with the custodial account agreement will be carefully reviewed and approved by the Endowment Committee, the Finance Committee, and the Governing Board before being signed by the Temple Treasurer and President.

VI. CONFIDENTIALITY

The needs and concerns of the Donor will be considered first.

A. Protection of Donor's Interests: Temple Beth Or and its volunteer and staff representatives will always consider the interests of its donors as the first priority in the gift planning process. This will include, but not be limited to, the donor's financial situation and philanthropic interests, as well as any tax or other legal matters discovered by our representatives while planning for a gift. A donor will not be encouraged to make a gift which is inappropriate in light of the donor's personal or financial situation, and will be advised if a gift proposed by another party or parties is contrary to this policy. A donor can expect any representative of the Temple to reflect our Jewish values.

B. Confidentiality: Information learned by any representative of the Temple about a donor or the donor's assets or philanthropic intentions will be held in strict confidence. A signed confidentiality agreement will be required of all Endowment Committee members. All donors will be encouraged to notify the Temple of their endowment gifts, whether outright or planned/estate gifts, including bequests, and all such information will be kept confidential unless written permission to release it is obtained from the donor or his or her counsel.

C. Donor Intent: If there should come a time that the Temple cannot use the funds of any endowment fund for the program for which the donor originally intended it, the Temple reserves the right to use the fund for a similar and like purpose with the approval of the Endowment Committee and the donor if possible.

D. Use of Donors' Names: For marketing purposes, the Temple will obtain written approval from each donor before gifts are made public.

VII. REVISION AND/OR DONOR AMENDMENT OF ENDOWMENT POLICIES

A. These policies will require approval by the Temple Beth Or Governing Board, be periodically reviewed by the appropriate committee(s), and may be amended by a Governing Board resolution.

B. Any endowment gifts made prior to August 3, 2005, will be grandfathered according to the donor's original endowment agreement with the Temple.

This is a request for: (check one) _____ reimbursement (receipts/bills attached)
_____ check for purchase(s) or payment

Make check payable to: _____

_____ leave check in mail slot in Temple Beth Or office (slot labeled _____)

_____ give to Temple member requesting money

_____ mail to: _____

To be completed by a Governing Board or Committee Chair Person

Authorized by: _____ Committee: _____

Print Name: _____

FORM: Income to be Deposited Form

For Treasurer's use only

Date: Today's date _____

Income To Be Deposited

Use this form to deposit money into the appropriate account. Use the Expense Form to request reimbursements or authorize payments.

Amount	Item(s)	TBO account #
\$ _____	for _____	_____

Detail Information:

Cash: Total of Bills: _____

Total of Coins: _____

Checks: Last Name Amount Last Name Amount

Total of Checks: \$ _____ Total of Checks: \$ _____

To be completed by a Governing Board or Committee Chair Person

Authorized by: _____ Committee: _____

Print Name: _____

POLICY: Financial Administrator

To revise the position of Financial Administrator from an elected Governing Board position to an annual position appointed jointly by the President and the Treasurer. The Financial Administrator's duties will be unchanged and he/she will still report to the President, and jointly create and sign the monthly Financial Statements with the Treasurer. The Financial Administrator will attend Governing Board meetings if requested by the President.

DATE OF GOVERNING BOARD APPROVAL: 6/15/99
DATE OF GENERAL MEMBERSHIP APPROVAL: 6/27/99

POLICY: Gift-in-Kind Committee

There will be a Gift-in-Kind Committee, made up of one person appointed by the President from the Executive Committee and the Chairs or those designated by the Chairs of the Building, Religious Practices, and Library Committees, plus one member-at-large, appointed by the President. The Rabbi is to be consulted as necessary. The Past President would act as a liaison between the donor and the Gift-in-Kind Committee. The liaison is there so that the identity of the donor is shielded from the Gift-in-Kind Committee. The purchase and placement of art, landscaping, and other decorating issues must be approved by this committee.

In further discussion, the Board indicated that Temple Beth Or will need to keep a written history of each donated item and an inventory of these items. Perhaps this could be done by the Gift-in-Kind Committee working with the Temple historian or librarian. We should also have a donation form for gift-in-kind items. This form should say that the Temple can do what it wills with donated items.

DATE OF BOARD APPROVAL: 11/12/98
DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

POLICY: Insurance Coverage

Based on Finance Committee research and discussions, the Finance Committee recommends the following motions be approved by the TBO Governing Board:

Motion 1.

I move that Temple Beth Or change our insurance coverage to include: 1) Directors and Officers Liability Coverage 2) Crime Coverage for employee dishonesty, and 3) Employment related Practices Liability. The cost of adding this coverage is estimated at \$1410 dollars per year, half of which will be spent during the current budget cycle.

Discussion:

1. Addition of Directors and Officers Liability Coverage

The current By-Laws state under Article VI, Section 6 that "all officers shall be covered by a blanket position fidelity bond, the cost of which shall be borne by the congregation." Such a bond has never been purchased.

Addition of Directors' and Officers' Liability Coverage to our insurance policy will protect TBO's officers and directors (Board members) against claims arising out of wrongful acts, errors, omissions, misstatements or misleading statements.

This coverage will have an annual premium of between \$990 and \$1250, depending on whether we add the coverage to our current policy with Walmsley-Degginger or obtain a new policy from Frank Crystal (thus far the \$990 quote from Frank Crystal is verbal only, however).

2. Addition of Crime Coverage (employee dishonesty) Coverage

We currently do not have coverage for illegal acts, such as forgery or other loss of funds committed by employees or volunteers of TBO. We can get this coverage for about \$156 a year, to cover a loss possibly as high as \$100,000. We carry about this amount in our checking and savings accounts.

3. Employment-Related Practices Liability

This provides coverage for allegations of wrongful termination, discrimination, failure to hire, failure to promote and sexual harassment of employees. Provides coverage for both defense costs and payment of judgments. This coverage can be obtained from Walmsley-Degginger in a package with the Directors and Officers Liability for \$1254 a year. We do not yet have a quote from Frank Crystal.

Agenda Item 6B

Motion 2. Removal of off-premises coverage for one large Torah (valued at \$25,000)

I move that Temple Beth Or insure only one Torah for transit and off-site coverage.

Discussion:

Currently we have three Torahs covered under our policy with Walmsley-Degginger such that they are covered not only while in the Temple, but also in transit and away from the Temple. The annual premium for this coverage is \$975 (with a \$250 deductible). We can substantially reduce our premium (by around \$300) by having only one of the large Torahs valued at \$25,000 insured for transit and off-site coverage. Half of the savings is realized during the current budget cycle.

The other large Torah would be covered while in the Temple as part of our "business personal property" coverage. However, this Torah would not be covered when removed from the building, even if it was removed due to a "threat".

Submitted by Mike Glosser, Treasurer

POLICY: Leadership Development Restricted Fund

1. Leadership development funds will be used for the leadership development of TBO leaders and potential leaders.
2. They will be used as wisely as possible. The Board will make every attempt to avoid depleting the fund, as there are many leadership development opportunities.
3. Grants may be made to individuals for leadership development on a need basis. When granted to an individual, he or she agree to:
 - a. Pay a portion of the cost of the opportunity
 - b. Take full advantage of the activity; and share the lessons learned or insights gained.
4. Funds from the Leadership Development Restricted Fund will be granted by the Executive Board at its discretion.
5. The Executive Board will determine grant priority, especially when travel is involved.
6. Applications for grants from the Leadership Development Restricted Fund must be submitted to the Vice President.

DATE OF BOARD APPROVAL: 03/06/01

DATE OF GENERAL MEMBERSHIP APPROVAL:

FORM: Leadership Development Fund Application

Date Submitted: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Study or Training Program you wish to attend:

Title: _____

Where: _____

When: _____

Cost: Tuition/Fees: \$ _____

Books/Equipment: \$ _____

Other costs: \$ _____

Total: \$ _____

Personal resources: \$ _____

Assistance From Other Sources \$ _____

Assistance Requested: \$ _____

Describe reason you wish to participate in this program and how it will enhance communal life at Temple Beth Or:

*Please submit to the Vice-President at least one month prior to when the event registration is due.

~

Approved by: _____ Date: _____ Amount: _____

Reason for refusal: _____

POLICY: Membership Dues and Capital Assessment Policies

(note: these policies replace the previous Membership Dues Policies, approved on 4/13/95)

Financial dealings between a Temple and its congregants represents a vital but very sensitive relationship. The TBO Finance Committee has formulated the following policies that will govern the manner in which the FC deals with congregants on financial matters.

Dues Commitment:

An annual automatic dues adjustment will be recommended by the Finance Committee. If approved by the Governing Board it will be added to each member family's dues commitment unless the member family communicates that they object. In addition, at the beginning of the 4th quarter of the FY, the Finance Committee will periodically send each member family a request to reevaluate their dues commitment and to consider an adjustment for the following FY.

Minimum Dues Commitment:

The minimum annual dues commitment is \$72 to be waived under extreme/special circumstances to be determined by the FC.

Dues Policy for New Members

If a member joins in the first half of the quarter, they will be assessed dues for that quarter

If a member joins in the second half of the quarter, their assessment will begin at the start of the next quarter.

If a member joins in the quarter before HHDs occur and receives free tickets, they will be assessed dues for the quarter they join.

If a member joins in the same quarter as HHDs:

- a. Join before HHDs: they will receive free tickets and will pay dues for that quarter.
- b. Join after HHDs: they will pay for tickets and begin dues assessment the next quarter (tickets not credited to their account).

Payment Policy:

Statements will be prepared and mailed to each member family during the first month of each quarter (July, October, January, April). Each statement will include obligations and payments made during the current fiscal year, current obligations that are now due, and a current balance. A request for payment within 30 days upon receipt will also be included.

For member families who are delinquent in meeting their financial obligations for 2 consecutive quarters and no financial agreement has been established between the member family and the FC, the following protocol is set forth:

If 2 quarters behind - the 1st Letter will be sent.

If no response/communication in 30 days following the date the 1st Letter was sent, the 2nd Letter will be sent.

If no response/communication in 30 days following the date the 2nd letter was sent, the 3rd Letter will be sent by certified mail and the Rabbi notified.

If no response/communication in 15 days following the date the 3rd letter was sent, the VP of Finance will bring up the member family situation to the Governing Board to discuss termination.

A final termination letter will be sent from the President that leaves room for the member family to again communicate or rejoin in the future.

The Governing Board approved the templates for these letters in June 2016.

Capital Assessment:

Will be included in the quarterly statements. Beginning in January 2014, the following policy is effective for all members regardless of when they joined:

The assessment breakdown:

\$0 - \$400 a year in dues - no capital assessment

\$401 - \$800 a year in dues - \$300 total over 5 years - \$15 per quarter/\$60 per year \$801 and up a year in dues - \$500 total over 5 years - \$25 per quarter/\$100 per year

6 year cycles. Collect for 5 years, no collection for the 6th.

- Everyone is on the same cycle - which began January 2014. - We will "rest" in 2019, then begin the cycle again in 2020.

Financial Hardship:

If a member family is unable to fulfil its financial obligations due to financial hardship, they should communicate with a member of the FC or the Rabbi to discuss their situation. If in the opinion of the FC, the member family requires relief from their obligations, their dues obligation may be modified or if their situation necessitates, they can be placed on "Hardship" status typically for 6 months with all obligations suspended. At this end of this period an "End of Hardship" letter will be sent requesting the member family contact the FC or the Rabbi to again discuss their situation. After this re-evaluation, the hardship period may be terminated or extended. If the member family does not contact the FC or the Rabbi dues will begin again at the conclusion of their hardship.

Dues for Families with One Affiliated Member:

Temple Beth Or will use the following policy when determining dues for families where only one spouse/domestic partner wishes to affiliate and or participate with Temple Beth Or.

1. If a non-affiliating family member does not wish to be a member or participate in Temple Beth Or activities, but both contribute to the family income, the Finance Committee will request a dues commitment in alignment with Temple Beth Or's dues guideline at the time of application. If no agreement is reached, the Finance Committee will negotiate an amount with

the affiliated member. This will be no less than the minimum annual dues commitment of \$72.

2. This policy does not apply to religious education tuition. Tuition fees will be charged at regular rates.

DATE OF GOVERNING BOARD APPROVAL: 06/20/2017

POLICY: Minimum Dues

The minimum annual dues for a Temple Beth Or member unit is \$72.00, or \$18.00 a quarter. This minimum will only be waived under extreme, special circumstances, which will be determined and approved by the Finance Committee.

This policy does not apply to Montefiore members.

DATE OF GOVERNING BOARD APPROVAL: 12/3/07

DATE OF MEMBERSHIP APPROVAL: NA

POLICY: Oneg Participation

The Finance Committee will cross reference the Oneg sign-up list with the membership log. Those members who have not satisfied their obligation of committing to one sign-up will be evaluated by the FC and, if determined financially able, will be assessed \$100 and it will be included their dues invoice.

DATE OF GOVERNING BOARD APPROVAL: 6/20/17

POLICY: Open Restricted Funds List

Temple Beth Or's current list of open restricted funds will include the following funds:

Auction Income
Sturman Campership
Capital Fund
Cemetery Property
College Kidgift Fund
Montefiore Income
Montefiore Endowment
Rabbi Benefits A
Rabbi Discretionary Fund
Scholarship Fund
Youth Group Fund
Bereavement Fund
Emergency Fund
South Lot Maintenance
South Lot

All other funds are items that would more appropriately be funded through the operating budget.

DATE OF GOVERNING BOARD APPROVAL: 4/10/07; Modified 8/7/07

POLICY: Religious School Scholarship Fund

Temple Beth Or Scholarship restricted fund shall be changed in the following ways:

- 1) The committee providing oversight be changed to the finance committee.
- 2) To provide assistance to Temple Beth Or families and religious school when there are families who cannot afford fully subsidized tuition for religious school. Scholarship awards will be granted by the finance committee.

DATE OF GOVERNING BOARD APPROVAL: 7/11/06

POLICY: Signatures on Checks

The limit requiring two signatures on Temple Beth Or checks will be raised from the current \$500 to \$1000.

Date of Governing Board Approval: 2/18/99

Date of General Membership Approval: NA

POLICY: Usage of Capital Assessment Funds

Usage of the Capital Assessment Funds shall be limited to the following items:

1. For the purchase of real property which can be in the form of a down payment, the fees associated with the property purchase, or property loan payments.
2. For the construction of new facilities which can include add-ons or upgrades to existing facilities.
3. For the purchase of major capital equipment such as telephone systems or office computers. Usage of Capital Assessment Funds for the purchase of equipment shall be limited to significant large items that would be considered a capital expense and only by the approval of the Governing Board.

DATE OF BOARD APPROVAL: 4/20/99

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

POLICY: Vice Presidential Review of Bank Account Summary Statement

The Vice President is to review and approve a monthly bank account summary statement produced by the Finance Committee. This summary statement will include the actual bank account statements and

is the responsibility of the Finance Committee, NOT the Vice president, to produce. The bank account signature authority has been removed from the Vice President which will produce an unbiased review of our bank accounts.

DATE OF BOARD APPROVAL: 8/7/01

DATE OF MEMBERSHIP APPROVAL: N/A