

TJC Policy Document: Programming Committee Funds

Responsibility for policy: VP Finance

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POLICY FOR PROGRAMMING COMMITTEE FUNDS AND ACCOUNTS

Introduction

This policy governs the funds and accounts of the committees that carry out programming at TJC. These include: Adult Education, Arts and Cultural Affairs, Israel Affairs, Social Action, Religious Affairs, Jewish Center Women (JCW) and Men's Club and others that may be created.

Each programming committee may have up to two accounts each: an Operating Account funded from the TJC Annual Budget and a Contribution Account funded by monies paid directly to the committee or donations restricted to use by the committee. Those committees that are funded from dues and contributions solely will not have an Operating Account (currently includes JCW and Men's Club).

These accounts are under the control of The Jewish Center and committees may not maintain their own checking accounts or other bank accounts. This ensures appropriate controls and oversight over congregational funds. Disbursement of all funds is via usual TJC check approval process.

Operating Account funding:

1. At the beginning of each fiscal year, the funds allocated to a committee in the TJC Annual Budget is credited to its Operating Account. This amount is calculated by subtracting budgeted committee expenses from budgeted committee income for the year (see Appendix for illustration).
2. Program fees, ticket sales and all other committee income other than donations and dues are credited, as received to the Operating Account.
3. At the end of the year any balance remaining in the Operating Account is moved back to The Jewish Center's general operating budget. Such funds may not be carried over by the committee for use in future years.

Contribution Account funding:

1. Donations restricted to a Committee's use and Dues specific for a Committee received during the year are credited directly to the committee's Contribution Account.
2. At the end of the year, the balance in the Contribution Account remains in the Contribution Account and may be used by the Committee in future years. This is consistent with donors' intent – to enhance that Committee's programming capability. It also will enable the committees to create programming that would be unaffordable otherwise.

Allocation of Operating Expenses:

1. Expenses incurred by a committee will be debited from the committee’s Operating Account. If the Operating Account is completely drawn down, expenses will be debited from the Contribution Account. It is the responsibility of the VP Finance to notify the affected Committee Chair/VP this is being done.

2. A committee cannot spend more than the sum of its account balances, except as follows:
 - a. If a committee temporarily wishes to spend more money than is in its Operating and Contribution Accounts, due to a short-term timing issue related to a program (for instance, it wishes to pay a deposit to an outside performer that it expects to recoup through ticket sales), it can request a temporary advance of funds from the President and VP-Finance. The committee should provide a written budget of the expected income and expenses of the program.
 - b. If a committee wishes to spend more money than is in its Operating and Contribution Accounts and does not expect to recover the shortfall during the current Fiscal Year, it can request additional funds from the Board. If the Board approves the request, the amount approved will be credited to the committee’s Operating Account.

3. Notwithstanding anything to the contrary in this policy, if the VP-Finance determines that TJC is running a budget deficit or is experiencing severe financial stress, he or she can direct the Programming Committees to use the funds in their Contribution Accounts before using funds in their Operating Accounts.

APPENDIX: Illustration of Calculation of Deposit into Operating Account

2018-2019 Annual Budget (from July 2018 P&L)

Social Action Committee:

Budgeted Income: \$200
Budgeted Expense: \$3,500
Deposit to Operating Account: \$3,300

Arts & Cultural Affairs Committee

Budgeted Income: \$6,000
Budgeted Expense: \$6,100
Deposit to Operating Account: \$100