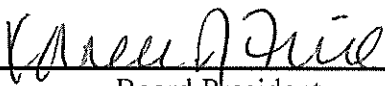

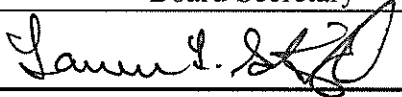


OHEF SHOLOM TEMPLE		Policy and Procedure
Name of Policy:	Discretionary Funds	
Policy Number:	BOARD - 1105	
Department:	Board of Directors	
Purpose:	To establish and monitor Discretionary Funds for the Clergy, Officers, and Staff Directors to be used for purchasing or paying for items for the Temple which are not included in the budget, including but not limited to charitable contributions; continuing education and conferences; fixtures, books, and supplies, etc., for the Temple (which may include for their own use when such use primarily benefits the Temple); assisting indigent persons by enabling the acquisition of food, clothing, transportation, housing, and the like; and, other purposes consistent with the mission of Ohef Sholom Temple.	
Effective Date:	August 23, 2018	
Last Rev. Date:	September 27, 2018	

Required Signatures:	 <hr/> Board President
	 <hr/> Board Secretary
	 <hr/> Board Treasurer

Definitions:	<p>Clergy or Clergy Member shall mean, solely for this Policy and Procedure, any Rabbi or Cantor employed by the Temple.</p> <p>Officer shall mean any Officers of the Board.</p> <p>Staff Director shall mean any staff at the Director level.</p> <p>Clergy, Clergy Member, Officer, Staff Director shall jointly be referred in this Policy and Procedure as a Fund Authority.</p>
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Policy:	<ol style="list-style-type: none"> 1. Discretionary funds shall be wholly owned by and be assets of the Temple; and owned in no way by any other institutions or group or person. 2. Each new discretionary fund must be established by a resolution of the Board of Directors specifying that the Fund Authority is empowered to direct expenditure of such fund, though only in accordance with the purposes of the fund as approved by the Board of Directors in this Policy. Existing discretionary funds are, by the adoption of this Policy, made subject to the same rule, and are listed below. 3. Each fund shall be an official fund of the Temple, administered by the Temple,
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	<p>and is part of the books of accounts of the Temple and included in the Temple's regular financial reporting procedures.</p> <p>4. Each fund should comply with all relevant tax laws and cannot be used for the personal benefit of the Fund Authority and his/her family.</p>
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Procedure:	<p>Establishment of the Discretionary Fund and Checking Account</p> <ol style="list-style-type: none"> 1. After Board approval, the Treasurer shall open a separate bank account for the discretionary fund, or the Fund Authority can elect to have his/her discretionary fund recorded in the general account of the Temple; and, establish a distinct sub-account within the Temple's chart of accounts to record all donations and disbursements authorized for the fund. 2. When a separate bank account has been opened, the checkbook shall be kept in the possession of the Fund Authority or with the OST Controller. Checks should be imprinted with the following notation: [Title of Fund Authority]'s Discretionary Fund, Ohef Sholom Temple (insert Fund Authority's name), except for the Temple Fund which shall keep its traditional name. 3. All checks deposited into the Fund should be made out to the Fund and not made out to the Fund Authority personally. (A reminder about this point should regularly be placed in the Temple bulletin). 4. The bank holding the accounts shall send monthly statements to the Treasurer at the Temple. If the Discretionary Fund is recorded in the Temple's general account, the Controller will send a monthly accounting of the Fund balance to the respective Fund Authority. 5. The Treasurer shall assure that minimum balances required by the bank are met at all times. 6. The discretionary funds existing as of the adoption of this Policy and Procedure are: <ul style="list-style-type: none"> • Rabbi's Discretionary Fund, Ohef Sholom Temple Rabbi Rosalin Mandelberg • Cantor's Discretionary Fund, Ohef Sholom Temple Cantor Jennifer N. Rueben • Charles Woodward Music Fund • DEE Programming Fund • Temple Fund (the President's Discretionary Fund) <p>Fund Management</p> <ol style="list-style-type: none"> 1. Each discretionary fund should be reviewed yearly to ensure that it is being used in accordance with the prevailing tax laws and this policy. Confidentiality is of prime importance and must be maintained by the individual performing the review. 2. Even though the fund can be used for many worthy purposes, caution should be exercised to prevent the fund from being used as a mere "pass through." If a donor wants to support a particular program in the Temple it would be better to
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	<p>make the contribution directly to the Temple, rather than through a discretionary fund. Permissible uses of the funds include the following:</p> <ul style="list-style-type: none"> ● Payments to needy congregants and other needy individuals ● Payments to 501(c)(3) organizations, including the Temple ● Cover the honorarium and expenses of a guest speaker or educational program ● Clergy expenses to visit Temple college students ● Clergy expenses to visit congregants who live out of town (such as the “sunbelt” during the winter) ● Expenses to entertain Temple Board members (and their spouse or guest) at the Clergy Member’s home ● Expenses for High Holiday and special events such as receptions and meals honoring a guest lecturer or other event in which congregants are invited to the Clergy’s home ● Supplement customary Temple expenses when there is no actual or perceived benefit to the Fund Authority ● Books, magazines, CDs, DVDs, and computers used by the Fund Authority for the sole purposes of professional education for the Clergy, Staff Directors or other Temple employees, and said items shall be the property of the Temple ● Payment of professional memberships and dues for the Clergy and Staff Directors ● Payment of convention and other programs (not expenses for spouse/partner) for the Clergy and Staff Directors or officers other than the President ● Payment for community dinners benefiting a charity for the Clergy or Staff Directors ● Temple programs needing funding. <p>Reporting</p> <ol style="list-style-type: none"> 1. The Treasurer shall ensure that monthly and annual activities of the discretionary fund are included in financial statements sent to the Board. 2. Annually a team of at least two Temple auditors will review the annual activity report, which shall include the name of the person submitting the payment request; the item(s) paid, by category; the date; the amount of money requested; the amount of money authorized; and the starting and ending balance of the fund. When a donor requests anonymity, that will be granted; the donation will be noted in the books of record as anonymous; staff will be held to the confidentiality required of all donations and entries; and, auditors will be required to honor the Temple requirement that they are bound by our Confidentiality Policies.
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Related Policies:	
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