

MONITORING REPORT – 2.7.5 REPORTING OF ALL TRANSACTIONS

Submitted on January 2, 2018.

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Policy: [The President shall not] Receive, hold, or disburse any funds that are not reported in the consolidated financial statements of the Association or the UUA Employee Benefits Trust.

Operational definition: UUA financial statements include all bank accounts opened in the UUA's name and all assets owned by the UUA.

Rationale: In the past, certain departments within the UUA received funds and deposited them into bank accounts and money market funds that were not managed by the Office of Financial Services and thus were not accounted for in the Association's books. The Association's management subsequently made clear to all staff group directors that such practices are against UUA policy, and specifically, that any donations or other assets intended for the UUA must be processed through the Office of Financial Services.

Supporting evidence: In March, 2016, all those on the UUA staff with financial and budget responsibility, including staff of the EBT, were polled by the Treasurer and asked to report any knowledge of bank accounts or other assets that were not managed through the Office of Financial Services. Each person queried stated that she/he knew of no such funds. This survey will be repeated in 2018. All bank accounts and other financial assets managed through the Office of Financial Services are accounted for through the Association's general ledger and are included in the financial statements of the Association. The annual independent audit confirms that assets are accounted for in all material respects.

Therefore, I report compliance.