

# PRESBYTERY OF GENESEE VALLEY

## FINANCE, INVESTMENT, AND FUNDING POLICIES

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1 **Introduction and Applicability**

2  
3 Changes in the management of Presbytery’s investments by the Trustees, new Finance Office  
4 documentation requested by our auditors, and a general updating of our understanding of Presbytery’s  
5 Funds, prompted a 2006 revision and consolidation of all Presbytery Finance, Investment, Funding  
6 Guidelines, and Asset Management information. The background or history related to each policy is given  
7 in *italics*. Footers provide a timeline of amendments.  
8

9 These policies became effective upon final enactment by Presbytery on November 28, 2006. It is the  
10 intent of Presbytery that these Policies replace and supplant any and all previously enacted policies,  
11 procedures or guidelines relating to finance, investments, and asset management of the Presbytery, and  
12 upon the adoption of these Consolidated Policies, such previously-enacted policies, procedures and  
13 guidelines are repealed and shall be null and void.  
14

15 In the event of any conflict or inconsistency between these Policies and the Presbyterian *Book of Order* or  
16 applicable New York State law, the provisions of the *Book of Order* or state law shall control. Specific  
17 instances of possible conflict, inconsistencies, or of previously-enacted policies, procedures or guidelines  
18 not expressly addressed in these Policies, should be brought to the attention of Council in writing.  
19 Council shall report any such occurrences to Presbytery, together with its recommendation as to any  
20 action.  
21

22 Ruling Elder and Teaching Elder delegates to Presbytery are encouraged to remind their sessions from  
23 time-to-time of the policies and guidelines contained herein and of the principles which lie behind them,  
24 so that sessions may better understand the Policies by which Presbytery and its member congregations  
25 regulate themselves.  
26  
27

28 **A. PRESBYTERY FUNDING POLICIES**

29  
30 **The Presbytery Unified Budget**

- 31
- 32 1. A Unified Budget, developed by the Budget Development and Oversight Committee, with full  
33 participation and input from all program and mission units, and subsequently adopted by  
34 Presbytery, shall be considered the first priority for mission funding among member churches.
  - 35 2. The Presbytery recommends that a particular church’s share of funding for the Presbytery Unified  
36 Budget be guided by the Mission Partnership Funding System. That is, sessions are asked to  
37 distribute support for Presbyterian General Mission [General Assembly, Synod, and Presbytery]  
38 according to the percentages negotiated each year by representatives of Presbyteries, Synods, and  
39 General Assembly.
  - 40 3. The Presbytery asks that member churches do not consider their Per Capita amounts when  
41 arriving at the total for their Presbyterian General Mission pledge.
  - 42 4. While Selected Giving is welcomed as a means for a member church interpreting mission and  
43 being connected more directly with specific missions, sessions are encouraged to support  
44 Presbyterian General Mission as much as possible through the Unified Budget.
  - 45 5. Use of the Selected Giving option for support of particular lines in the Presbyteries Unified  
46 Budget will be accepted up to 80% of a particular line’s budget amount. Sessions requesting the  
47 “selected giving” option for a specific line item will be accommodated on a “first come, first  
48 received” basis. When a line has received 80% support, sessions will be informed that the line has  
49 received its quota, and will be asked to select another line or permit their pledge to be applied to

50 the Presbytery General Mission line. In order to enable a broad base of participation by churches,  
51 the maximum contribution to a particular line item by a single congregation shall be 40% of the  
52 lines budget amount.

- 53 6. Although Presbytery urges sessions to observe the foregoing policies, it recognizes full well that  
54 each session may allocate its mission funds as it will. [See *Book of Order* Section G-3.0205.  
55 "...the session shall prepare and adopt a budget and determine the distribution of the  
56 congregation's benevolences..."].  
57

### 58 **Linkages** [Referred to Council Ministry Team for Consideration] 59

- 60 1. Churches are encouraged to establish linkages. Linkage is an intentional relationship of mission  
61 and ministry between a Presbyterian Church and another Presbyterian Church or unit of mission.  
62 Linkage is characterized by:
- 63 ▪ The involvement of more than one group or person from each partner.
  - 64 ▪ More than one type of joint activity or event.
  - 65 ▪ The endorsements of the sessions or governing bodies of both partners.
  - 66 ▪ The assistance and support of appropriate committees or units of Presbytery.
- 67 2. Financial support may flow directly from one partner to the other, providing that the donating  
68 congregation reports the aid to the Presbytery Finance Office and to the appropriate Presbytery  
69 committee at the time the financial commitment is established. Financial support may also be  
70 directed through the Presbytery, which will disburse funds as agreed upon by the two linkage  
71 partners. This will enable Presbytery to have an accurate overall picture of mission giving in the  
72 Presbytery.
- 73 3. Financial support directed through the Presbytery by a linked church to its partner shall not be  
74 considered as part of the Presbytery Unified Budget nor as a pledge to the Presbytery General  
75 Mission line.
- 76 4. Churches who are considering reducing their historical commitment to the Presbytery General  
77 Mission line to fund a linkage arrangement are asked to reconsider and recognize our mutual  
78 priority to support the Unified Budgets of Presbytery, Synod, and General Assembly.  
79

### 80 **Special Offerings** 81

- 82 1. Historically, the Presbytery has approved direct appeals to the entire Presbytery, its churches, and  
83 their members by these agencies which are, or were at one time, in the Unified Budget: Greater  
84 Rochester Community of Churches, Livingston Coalition of Churches, the Genesee/Orleans  
85 Ministry of Concern, and the Presbyterian Foundation of Genesee Valley.
- 86 2. The Presbytery, upon recommendation by a committee or staff member, may approve a  
87 Presbytery-wide special appeal for funding on behalf of any of its mission units.
- 88 3. The soliciting committee or mission unit will not suffer any reduction of its normal budgeted  
89 amount in the Unified Budget during the special appeal period.
- 90 4. The soliciting committee or mission unit will develop adequate informational materials which  
91 will enhance and deepen the entire Presbytery's understanding of our mission.
- 92 5. When Presbytery gives approval to committees or mission units of Presbytery to conduct special  
93 mission appeals over and above their line amount in the Unified Budget, it is understood that a  
94 church's giving to such requested funds is over and above the giving church's established  
95 commitment to the Presbyterian General Mission and Unified Budget.
- 96 6. The Presbytery may, from time to time, give permission for special offerings to support ministries  
97 and agencies that are not currently supported by the Unified Budget. This is especially the case in  
98 order to respond to new opportunities for mission or to meet special needs or emergencies.
- 99 7. The Presbytery shall continue to give high priority and encourage churches to respond with  
100 generosity to the Special Offerings of the General Assembly, such as the One Great Hour of

101 Sharing, the Peacemaking Offering, and the Christmas Joy Offering, and other special appeals as  
102 they may arise.  
103

#### 104 **Capital Fund or Building Programs** 105

- 106 1. The Presbytery encourages congregations which enter into capital fund or building programs to  
107 remember the mission of the whole church. To this end, Presbytery invites sessions to consider an  
108 appropriate percentage goal or a specific dollar amount to be raised in capital or building  
109 programs that would be devoted to Presbyterian General Mission [Presbytery, Synod, and  
110 General Assembly], possibly with individual members being given the opportunity to designate a  
111 portion of their pledge for such purposes. Where circumstances will not permit the inclusion of a  
112 percentage component for mission during a particular fundraising effort, churches are encouraged  
113 to consider increasing their mission support when the campaign is concluded. Presbytery Trustees  
114 shall exercise primary oversight as to congregational mission designation in their capital process.
- 115 2. The *Book of Order* requires that Presbytery approve member church's capital campaigns,  
116 building funds, and property transactions and Presbytery has assigned the approval process to the  
117 Presbytery Trustees. The Trustees may require up to two months in order to complete this  
118 process. Well in advance of beginning this process, a session should obtain a copy and study the  
119 *Guidelines and Procedures for Review of Congregational Capital Development* which is  
120 available from the Presbytery Office.  
121

### 122 **B. PER CAPITA POLICY AND ADMINISTRATION** [Referred to Council Ministry 123 Team for Consideration]

#### 124 **Background** 125

126 *Per Capita is the means by which our denomination funds its "ecclesiastical" expenses. That is, all the*  
127 *expenses required to run the church, but not including "mission" expenditures. The Book of Order states*  
128 *that Presbyteries "shall be responsible for raising their own per capita funds and for the timely*  
129 *transmission of per capita funds to their respective synods and to the General Assembly". In 1992, the*  
130 *GA Permanent Judicial Commission [GA-PJC] ruled that Presbyteries may prepare and publish a list of*  
131 *churches that pay or do not pay their per capita. They also ruled that a church may neither be compelled*  
132 *to pay nor be punished for failure to pay any per capita amounts. In 1999, the GA-PJC ruled that*  
133 *Presbyteries have the responsibility to pay the full amount of Synod and General Assembly per capita,*  
134 *even if member churches do not pay the full amount allocated to them. Presbyteries have the*  
135 *responsibility to pay the full amount irrespective of specific collections from churches "as long as funds*  
136 *are available within the Presbytery."* [Our Presbytery had already voted to pay the full amount at the  
137 *December 12, 1992 meeting]. The 1999 GA-PJC also stated that Presbyteries may use unrestricted funds*  
138 *to pay Synod and GA per capita allocations.*  
139

140 *The Book of Order [G-9.0900] lists the following structures that every Presbytery must have and that can*  
141 *be funded via per capita: Office of the Stated Clerk, Council, Committee on Representation, Committee*  
142 *on Ministry, Committee on Preparation for Ministry, Nominating Committee, and a Permanent Judicial*  
143 *Commission. Note: no longer in Book of Order?*  
144

145 *In our Presbytery, prior to March 25, 1986, the Budget Committee presented a Presbytery per capita*  
146 *total amount along with the draft budget. At this meeting, a special task force was appointed to review the*  
147 *Presbytery's per capita formula. At the April 28, 1987 meeting, Presbytery approved the following: "per*  
148 *capita funds the ecclesiastical and administrative expenses ... enabling the Presbytery to plan, oversee,*  
149 *and evaluate its mission/programs." The line items in the budget to be funded via per capita are to be*

□ FILENAME \p C:\Documents and Settings\brucew\Desktop\Consolidated Financial Policies updated November 2012.doc□  
(Approved by Presbytery 11/28/06; amended 5/27/08; edited 8/20/10; amended 5/24/11; amended 7/14/11; amended 3/28/12;  
amended 11/27/12)

150 *marked. The first budget to show such markings was the draft 1989 budget presented to the November 22,*  
151 *1988 meeting. Presbytery minutes never indicate who has responsibility for assigning per capita*  
152 *markings to the budget lines, but it appears that the budget preparation committee always did this task.*  
153

## 154 **Policy**

155  
156 Presbytery shall remit the full amount of Synod and General Assembly per capita in a timely fashion,  
157 regardless of the amounts remitted to Presbytery by member churches.  
158

159 The Budget Development and Oversight Committee shall identify and so mark each line in the  
160 Presbytery's budget that is funded in whole or in part by Presbytery's per capita. Such markings should  
161 be reviewed periodically to keep them current with Presbytery operations.  
162

163 In determining the Presbytery per capita dollar amount needed in the new budget year, the Budget  
164 Development and Oversight Committee shall be guided by the funds required in the budget lines marked  
165 as funded by per capita; anticipated "shrinkage" in the per capita amounts remitted by member churches  
166 in recent years; any special circumstances that may be coming before the Presbytery, such as a judicial  
167 case; and the per capita levels requested in recent years. This Presbytery per capita total shall be divided  
168 by the most recent Presbytery membership data available, usually the membership level on December 31<sup>st</sup>  
169 of the prior year. This "per member per capita" shall be multiplied by the most recent membership data  
170 for each member church to arrive at a Presbytery per capita request from each member church.  
171

172 Before the start of the new budget year, the Budget Development and Oversight Committee shall  
173 communicate this Presbytery per capita request to each member church. It is suggested that member  
174 churches consider paying their full per capita amount in January of the new budget year.  
175

### 176 **Congregational Option with Regard to Members Paying Their Own Per Capita**

177 The Presbytery asks its member churches to contribute Presbytery, Synod, and General Assembly per  
178 capita assessments to the Presbytery. Member churches may pass per capita assessments along to their  
179 members for them to contribute their personal per capita to the member church. Member churches then  
180 forward their per capita assessment contributions to the Presbytery. The Presbytery does not receive per  
181 capita contributions from individuals but from member churches.  
182

183 Responsible Committee: Budget Development and Oversight Committee.  
184

## 185 **C. PRESBYTERY FINANCE ADMINISTRATION**

### 186 **Background**

187  
188  
189 *During their audit of the Presbytery's books in the spring of 2004, the firm of Heveron & Heveron CPA*  
190 *strongly recommended in their Management Letter that the Presbytery have a written policy governing*  
191 *the activities of the Financial Administrator and Treasurer. Such a policy was prepared by the*  
192 *Administration Committee, in consultation with the Trustees, the Treasurer, and Presbytery Leadership.*  
193

### 194 **Policy**

#### 195 **Introduction**

196  
197  
198 This section establishes guidelines and policies applicable to the operations of the Presbytery's Finance  
199 Office and the duties of the Financial Administrator [FA], and Treasurer in the areas of cash management,  
200 receiving income, disbursements, payroll, tax returns, accounting, per capita, and records retention.

201  
202 The purpose of this document is to assure that Presbytery has:  
203     ▪ Good stewardship of its financial resources.  
204     ▪ A timely, complete, accurate and understandable picture of its financial status and projections.  
205     ▪ Transparency in all financial transactions.  
206

### 207 **Fund Designation**

208  
209 The Presbytery shall distinguish between Donor Restricted Funds, Donor Specific Use Funds, and  
210 Presbytery Designated funds:  
211 • ***Donor Restricted:*** The acceptance and management of Donor Restricted Funds shall be subject to  
212 Presbytery's acceptance of the restrictions, if any, placed by the donor upon the use of such funds.  
213 • ***Donor Specific Use:*** The FA may receive monies intended by their donors for specific groups or  
214 events, such as the Peace Offering, Self-Development of People Fund, or Council of Churches, and  
215 will account for such monies as Donor Specific Use Funds.  
216 • ***Presbytery Designated:*** The Presbytery may specify some of its own funds for specific purposes and  
217 the FA shall account for such actions as Presbytery Designated Funds.  
218

### 219 **Accounting**

220  
221 The Presbytery shall use cash basis accounting and follow Generally Accepted Accounting Principles  
222 [GAAP].  
223

224 The General Ledger and all related financial documents shall be kept in a secure form. The ledger and  
225 supporting documents will be backed up daily or after each use to prevent loss of data. A copy of the  
226 backup shall be kept off-premises and updated at least monthly.  
227

228 The Chart of Accounts will be established and modified at the direction of the Treasurer.  
229 Financial reports, such as the Balance Sheet and the Operating Statement, will be established, formatted,  
230 and modified at the direction of the Treasurer.  
231

232 Before reconciling the checking account each month, the FA will give the un-opened bank statement to  
233 either the Presbytery Leader or the Treasurer for review. This security check is advisable because our  
234 small staff size is such that one individual both writes and signs the checks.  
235

236 Under the direction of the Budget Development and Oversight Committee, and with the full cooperation  
237 of the Financial Administrator, a financial review or an audit shall be performed annually by an  
238 independent CPA firm. Financial reviews shall be conducted in accordance with *Book of Order* G-3.0113.  
239 In a year during which a Financial Administrator changes or a Treasurer leaves office, a full audit, as  
240 opposed to the less extensive financial review, is required.  
241

242 All income, interest, and dividends from all Presbytery funds and accounts shall be reported on the  
243 Operating Statement as they are received. The Presbytery may elect to distribute some or all of such  
244 interest and dividends to the principal of the Investment Funds, except for the interest from RLF loans  
245 and lines of credit to member churches and income and dividends from Presbytery investments that are  
246 attributable to the RLF. Such interest and dividends shall be distributed as outlined in the Revolving Loan  
247 Fund Policy below.  
248

249 At the end of the fiscal year, any capital gains or losses incurred by the Investment Funds will be  
250 distributed to the following funds according to their pro rata share of the Investment Funds:

- 251
- 252 Slater Fund
- 253 Grace Fund for Urban Ministry
- 254 Revolving Loan Fund
- 255 Westminster-RPH Mission Fund
- 256 Acquired Assets Fund
- 257 Presbytery Budget Support Fund
- 258

### 259 **Cash Management**

260

261 The Treasurer will be responsible for the management of all short-term [less than one year] cash needs of  
262 the Presbytery. The Treasurer may move funds between the checking account and a Money Market Fund  
263 and/or a short-term Cash Management Fund as the need dictates. If funds are required from the  
264 Presbytery's Investment Funds, the Treasurer shall first obtain approval from the Trustees.

### 266 **Presbytery Receipts**

267

268 The FA will receive all payments [cash or checks] to the Presbytery. Cash and checks should not be kept  
269 in the Presbytery office more than one week.

270

271 All receipts must be recorded in the Presbytery's general ledger.

272

273 Presbytery receipts for operating and mission functions in the form of securities shall be converted to cash  
274 by the Treasurer as soon as is practical.

275

276 The disposition of securities, land, or property donated to the Presbytery for the Slater Fund or Presbytery  
277 Designated Funds shall be the responsibility of the Trustees.

### 279 **Presbytery Disbursements**

280

281 All disbursements from the Presbytery shall be made on-line or via checks drawn on the Presbytery  
282 checking account. No transactions shall occur via cash and the Presbytery shall not have a Petty Cash  
283 Fund. The Treasurer, the Financial Administrator, and the Presbytery Leader are authorized to sign  
284 checks. Other signatories may be designated at the discretion of the Treasurer with the approval of the  
285 Trustees.

286

287 All disbursements must be recorded in the Presbytery's general ledger.

288

289 The FA shall never issue a blank check [payee and/or amount field blank] for any reason.

290

291 Recurring expenses, which have been approved via the annual budget, such as rent, utility bills, payroll,  
292 payments to Synod and General Assembly, insurance premiums, etc. may be paid by the FA without a  
293 specific voucher.

294

295 Non-recurring expenses, such as committee expenses, travel costs, grants, legal expenses, and  
296 miscellaneous expenses shall be paid by the FA only upon receipt of a voucher (with receipts attached, if  
297 appropriate, or committee action noted) or invoice. Such a voucher or invoice shall be signed by the  
298 appropriate Committee representative and the Presbytery Leader or Corporate Officer. Reimbursement for  
299 mileage will be calculated at the current IRS rate for business travel.

300  
301 Blank checks shall be stored in a locked file or cabinet.  
302

303 With the approval of the Presbytery Leader and the Personnel Committee, Presbytery employees may be  
304 issued a Presbytery credit card to be used for Presbytery business only.  
305

### 306 **Reports**

307  
308 At the direction of the Treasurer, the FA shall prepare a Balance Sheet and an Operating Statement at the  
309 end of each month.  
310

311 The Treasurer shall provide a monthly report of Presbytery Committee expenditures to the committee  
312 chairpersons and full financial information to the Trustees, the Presbytery Leader, and to each stated  
313 Presbytery Meeting.  
314

315 On a periodic basis, the FA will provide member churches with financial statements related to their  
316 mission giving, per capita giving, and loan repayments, if any.  
317

### 318 **Presbytery Annual Budget**

319  
320 The Presbytery's fiscal year shall be the calendar year.  
321

322 The Presbytery's Annual Budget is prepared by the Budget Development and Oversight Committee and  
323 approved by vote of the Presbytery. At the Stated Meeting of Presbytery of May 26, 1992, it was  
324 approved that the Budget Development and Oversight Committee shall "Prepare, in consultation with  
325 Council and all Committee Chairpersons, for recommendation to Presbytery, a **balanced budget** which  
326 reflects Presbytery's mission priorities."  
327

328 The Treasurer shall provide the Budget Development and Oversight Committee with all current financial  
329 information, projected trends, and any historical data that they may need in order to prepare a budget.  
330

331 The Treasurer will assist the Budget Development and Oversight Committee in preparing draft budget  
332 spreadsheets and any other documentation they may need in the budgeting process.  
333

334 The Treasurer and FA will assist the Budget Development and Oversight Committee in preparing member  
335 church per capita calculations. The Stewardship Development and Interpretation Committee will relate to  
336 churches with regard to obtaining their Mission Giving commitments.  
337

### 338 **Record Retention and Record Keeping**

339  
340 The permanent financial records of the Presbytery shall be kept in secure files or cabinets in the Finance  
341 Administrator's office. However, to aid in disaster recovery, the following records should also be kept in  
342 a secure, off-site location:

- 343     ▪ All Federal and State Tax ID numbers
- 344     ▪ The Presbytery's incorporation documents and Federal Tax Exempt Status letter
- 345     ▪ All bank accounts, mutual funds, and investment account numbers, names, addresses, and  
346         phone numbers
- 347     ▪ All insurance policies numbers, names, addresses, and phone numbers
- 348     ▪ All software version numbers, serial numbers, installation passwords, vendor tech support  
349         phone numbers, i.e. all data needed to reinstall software after a disaster

- 350           ▪ Copies of major equipment invoices, including serial numbers, date of purchase, and
- 351           warranty information
- 352           ▪ Any other irreplaceable and very important documents

353  
354 At least two persons shall have access to the secure storage site at all times.

355  
356 The FA shall use records retention guidelines such as those at the end of this policy.

357  
**Responsibilities**

358  
359 The Treasurer is responsible for assuring ongoing compliance with these policies.

360  
361  
362 In the event the FA is unable to fulfill his or her responsibilities within the scope of these policies, the  
363 Treasurer may act on his or her behalf until the Presbytery Personnel Committee has resolved the  
364 situation.

365  
366 In the event the Treasurer is unable to fulfill his or her responsibilities within the scope of these policies,  
367 Presbytery Council shall appoint a Treasurer Pro Tem who shall serve until the Presbytery Nominating  
368 Committee can present a candidate for permanent Treasurer to the appropriate stated meeting of  
369 Presbytery.

370  
371 Policies for related financial areas, such as property management, church loans, and investment  
372 management, are the responsibility of the Trustees.

373  
374 Proposed revisions to this policy shall be submitted to the Budget Development and Oversight  
375 Committee, which shall prepare them for presentation to Presbytery.

376  
377 **RECORDS RETENTION GUIDELINES**

Accident Reports and Claims	7 years	General Ledger	Permanently
Articles of Incorporation	Permanently	Insurance Policies [current]	While current
Audit Reports	Permanently	Insurance Policies [expired]	6 years
Bank Deposit Slips	3 years	Insurance records, claims, accident reports	Permanently
Bank Reconciliations	1 year	Internal Reports	3 years
Bank Statements	Permanently	Invoices from Vendors	8 years
Brokerage Statements	Permanently	Minute Books	Permanently
Budgets, Capital Budgets	2 years	Payroll Records	8 years
Stock and Bond Records	Permanently	Property Appraisals	Permanently
Canceled Checks [ordinary]	7 years	Property Records	Permanently
Canceled Checks [important payments or purchases]	Permanently	Purchase Orders	7 years
Contracts, Mortgages [expired]	7 years	Retirement and Pension Records	Permanently
Contracts, Mortgages [still in effect]	Permanently	Stock and Bond Certificates [expired]	7 years
Correspondence [routine]	3 years	Subsidiary Ledgers [if any]	7 years
Correspondence [legal]	Permanently	Tax Returns and Worksheets	Permanently
Depreciation Schedules	Permanently	Telephone Logs/Message Books	7 years
Employee Expense Reports	3 years	Time Cards	7 years
Employee Payroll Records	4 years	Training Manuals	Permanently

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(Approved by Presbytery 11/28/06; amended 5/27/08; edited 8/20/10; amended 5/24/11; amended 7/14/11; amended 3/28/12;  
amended 11/27/12)

Employee Personnel Records	6 years	Vouchers for Payments	7 years
Employment Applications	3 years	Withholding Tax Statements	7 years
Financial Statements	Permanently		

379  
380  
381  
382

Responsible Committees: Budget Development and Oversight Committee and Board of Trustees.

## 383 **D. PRESBYTERY INVESTMENT POLICY**

### 384 **Background**

385 *The decision by the Trustees in 2004 to retain Karpus Investment Management to actively manage the*  
386 *Presbytery's investment funds prompted the preparation of a policy to set guidelines and goals for the*  
387 *Karpus managed funds.*

### 388 **Policy**

389 The purpose of this investment policy statement is to establish a clear understanding of the investment  
390 policy, guidelines and objectives for the invested monetary assets of The Presbytery of Genesee Valley  
391 (PGV). Such a policy statement is needed to document reasons for investment decisions, ensure  
392 consistency of procedures, and assist with the education of the leadership and staff about the procedures  
393 that are followed in the management of the Presbytery's funds.

### 394 **Summary of Asset Management Guidelines**

395 This policy is directed towards the management of all of the monetary assets of the PGV, but will focus  
396 especially on those assets that are invested for long-term growth rather than on that part of the total  
397 monetary assets of PGV that is managed to provide the PGV with its near-term or intermediate term cash  
398 needs. The overall distribution of the Presbytery's funds into broad asset classes as determined by the  
399 need for accessibility to those funds was set and approved by the PGV Trustees at their regular meeting of  
400 June 2, 2004, as described below:

401	Near-term Cash Needs:	Checking Account (HSBC)	\$25,000
402		Money Market (HSBC)	\$75,000
403		Short-term Bond Fund	\$75,000
404	Long-term Growth	Presbyterian Investment	\$100,000
405	Investments	& Loan Program (PILP)	
406	Professionally Managed Investments		\$1,150,000 *
407	Total of All Funds		\$1,425,000 *

408 \*Approximate values as of June, 2004

409 It is intended that the funds invested in the checking account, money market, and short-term bond fund  
410 are all minimum amounts, therefore providing a total of \$175,000 in quickly and easily accessible cash to  
411 fill regular operating needs and a level of emergency cash for unforeseen needs. The investment in the  
412 PC(U.S.A.)'s Investment and Loan Program is the first such for this presbytery, and will be reviewed  
413

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415 amended 11/27/12)

425 annually for its effectiveness in providing support for the churches of the PGV who make use of this  
426 program's loan program.

427  
428 At the time of the approval of this distribution of funds in June of 2004, the total was as shown above,  
429 about \$1,425,000. As needs for cash vary, and, particularly as loans are made to churches of the PGV, this  
430 total will vary over time. The intent is that all the financial assets other than those in the near-term  
431 category (checking, money market and short-term bonds) and the Presbyterian Investment & Loan  
432 Program are to be managed with the aid of a professional investment advisor or one or more investment  
433 management firms.

434  
435 **Policy for the Professionally Managed Investments**  
436

437 The invested assets that comprise this large, over one million dollar, part of the PGV's total assets are  
438 made up essentially of five specific "donor-restricted" or "Presbytery-designated" funds. These are (with  
439 a recent approximate valuation): The Revolving Loan Fund - \$1,000,000; The Grace Fund - \$145,000;  
440 The Slater Fund - \$43,000; and The Westminster Redevelopment Fund - \$20,000. The donors and/or  
441 designators of the uses of these funds and the Presbytery of Genesee Valley clearly and reasonably expect  
442 an investment gain with good preservation of capital. Therefore:

443  
444 **Purpose:** The purpose of this investment policy statement is to establish a clear understanding of the  
445 policy, guidelines and objectives for the investments of The Presbytery of Genesee Valley.  
446 It provides the investment manager with investment guidelines, direction, and a framework within which  
447 they are expected to work and be measured. The intent of this investment plan is to be sufficiently  
448 specific to be meaningful but flexible enough to be practical.

449  
450 **Objectives:** Portfolio assets shall be invested to provide preservation of principal and capital growth for  
451 the benefit of the PGV. The investment objective of the portfolio, excluding church loans, is to attain a  
452 total return of at least 3-7% above the rate of inflation annually over a market cycle. The first objective is  
453 preservation of capital. The funds to be managed were given or otherwise provided to the PGV not to  
454 bring financial benefit to the giver, but to the Presbytery and its member churches, its programs and its  
455 missions. In all cases there was an implicit expectation that the PGV would put these funds to their  
456 intended uses in whole, with no loss in value of the original. Therefore, the PGV expects this objective to  
457 be fulfilled within the levels of economic risk that a prudent person would take under various economic  
458 conditions. The PGV reserves the right to modify these economic objectives periodically in light of  
459 changing rates of inflation.

460  
461 The appropriate time period for the portfolio to be measured, in the context of the objectives, shall be a  
462 full market cycle, which should approximate a three to five year period. Recognizing that capital markets  
463 fluctuate in cycles, it is not expected that the funds under management will necessarily meet the specific  
464 objectives on a consistent annual basis.

465  
466 **Specific Limitations:** The PGV requires that any investments made on its behalf by the investment  
467 manager recognize the Divestment List compiled by The Committee on Mission Responsibility Through  
468 Investment of the Presbyterian Church (U.S.A.) and published on an annual basis. The General Assembly  
469 of the PC(U.S.A.) urges divestment and/or proscription of some corporations due to their involvement in  
470 military-related production, tobacco, or human rights violations. An up-to-date list of corporations or  
471 securities affected by those General Assembly policies, and which should NOT be present in any  
472 investments made by the investment manager may be downloaded from the PC(U.S.A.) web site at  
473 <https://gamc.pcusa.org/ministries/mrti/what-faith-based-investing/>. The GA updates this list annually.

474  
475 **Responsible Committee:** Board of Trustees

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amended 11/27/12)

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477

## **E. PRESBYTERY CAPITALIZATION POLICY**

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479  
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### **Background**

482 *During their audit of the Presbytery's 2003 financial records, Heveron & Heveron CPA informed us that*  
483 *the IRS rules covering asset capitalization and depreciation now apply to not-for-profit corporations in*  
484 *the same manner as they have for for-profit corporations.*  
485

486  
487

### **Policy**

488 The Presbytery of Genesee Valley shall capitalize any item, equipment, or software that costs more than  
489 \$1,000 and is expected to last at least three years. Capitalized items shall be depreciated over their  
490 estimated useful lifetimes.

491  
492  
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Responsible Committee: Budget Development and Oversight Committee

495  
496

## **F. ACQUIRED ASSETS POLICY**

497  
498

### **Background**

499 *In early 2000, the Trustees prepared a policy governing the sale of Presbytery assets. Unfortunately, the*  
500 *sale of the Grace Church building at about the same point in time caused the Trustee's policy and the*  
501 *specific details of the Grace Church sale to become intermingled and confused in the Presbytery minutes.*  
502 *This policy was revised at that time to reassert the original Trustee policy. Subsequently, the Presbytery*  
503 *received two bequests, the disposition of which the "Sale of Assets Policy" did not address. In addition,*  
504 *the dissolution of the Oakfield, First Presbyterian Church, under court order in 2009 cost the Presbytery*  
505 *over \$100,000 from its reserves and the financial policy did not anticipate such an expense to the*  
506 *Presbytery. This new policy retains the intention of the previous policy while expanding it to cover new*  
507 *situations arising such as the dissolution of a congregation that is an expense to the Presbytery. This*  
508 *revision also incorporates a policy with respect to bequests and major gifts which the Presbytery may*  
509 *receive.*

510  
511  
512

### **Policy**

- 513 1. This "Acquired Assets Policy" shall apply to any assets received by the Presbytery including, but  
514 not limited to, assets received by the dissolution of a congregation, bequest, or any undesignated  
515 gift. "Acquired Assets" may include, but not be limited to, the proceeds of the sale of real and/or  
516 tangible and intangible property, personal property, bank accounts, pledges received, securities,  
517 and other investments, cash on hand, and notes and loans receivable. The use of Acquired Assets  
518 governed by this policy shall be recommended to the Presbytery by the Budget Development and  
519 Oversight Committee, working in collaboration with representatives of the Trustees, the  
520 Congregational Development Committee and the Mission and Advocacy Committee. This group,  
521 the BDOC Collaboration Group, shall, whenever relevant, take into account:
- 522 ■ The wishes of a dissolving congregation with regard to the use of its assets being transferred
  - 523 to the Presbytery shall be taken into consideration.
  - 524 ■ The intention of donors of designated bequests and major gifts will be honored in so far as
  - 525 possible.

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2. In recommending to the Presbytery the use of acquired assets, the BDOC Collaboration Group shall give first consideration to the following Presbytery mission goals:
    - Presbytery Budget Support
    - Raising the Revolving Loan Fund Cap as recommended by the Trustees
    - New Church Development
    - Redevelopment and Revitalization of Churches
    - Presbytery-approved Mission
  3. With regard to assets received from the dissolving of a congregation, consideration shall be given to the following:
    - To the extent feasible, assets shall be used in the geographic area of the dissolving congregation, e.g., City of Rochester, County of Genesee, Livingston, Monroe, Ontario, Orleans, or Wyoming.
    - If such geographical use is impractical, the assets may be used anywhere within the Presbytery of Genesee Valley as approved by the Presbytery.
  4. Any expenses incurred by the Presbytery in order to acquire assets shall be reimbursed to the Presbytery funds from which they were taken before any acquired assets are distributed.
  5. The assets received under this policy shall be reserved in the Acquired Assets Fund until the Presbytery approves specific uses of such funds. The Acquired Assets Fund shall be included in the professionally managed Investment Fund and share in the income and capital gain/loss of these funds.

551 Responsible Committees: Budget Development and Oversight and BDOC Collaboration Group

## 552 **G. DESIGNATED FUNDS: DESCRIPTIONS AND POLICIES**

### 553 **G1. THE SLATER FUND [A Donor Restricted Fund]**

#### 554 **Background**

555 *The Fund was established in 1882 by the will of Eleazer Slater to benefit the churches of Niagara*  
556 *Presbytery located in Niagara and Orleans Counties. Unfortunately, the original documentation relating*  
557 *to this Fund has been lost. However, a 1882 newspaper clipping about the Slater bequest and several*  
558 *legal documents in the Presbytery's files indicate that Slater intended that the principal of the fund be*  
559 *permanently restricted, i.e. could not be spent, and that only the income could be used for the benefit of*  
560 *the above mentioned churches. In 1988, the Orleans County Surrogate Court divided the Fund between*  
561 *the Presbytery of Western New York and the Presbytery of Genesee Valley, since Niagara Presbytery no*  
562 *longer existed. The book value, or original value, of our share of the Fund was \$22,623.*

563 *The Orleans County Court also directed that the income from the Fund be used for the benefit of the five*  
564 *Presbyterian Churches located in Orleans County, namely First Presbyterian Church of Albion; Barre*  
565 *Center Presbyterian Church; First Presbyterian Church of Holly; Lyndonville Presbyterian Church; and*  
566 *First Presbyterian Church of Medina. In 1991, New York endowment law was changed, so that any*  
567 *capital gains arising from restricted funds are not restricted. Thus, only the original book value of*  
568 *\$22,623 is restricted.*

#### 569 **Policy**

570 □ FILENAME \p C:\Documents and Settings\brucew\Desktop\Consolidated Financial Policies updated November 2012.doc □  
571 (Approved by Presbytery 11/28/06; amended 5/27/08; edited 8/20/10; amended 5/24/11; amended 7/14/11; amended 3/28/12;  
572 amended 11/27/12)

577 The income of the Slater Fund for a given year shall be its pro rata share of all income [dividends and  
578 interest] generated by the Presbytery Investment Funds as of December 31<sup>st</sup> of the prior year. This income  
579 shall be divided equally between and dispersed to each of the Presbyterian Churches located in Orleans  
580 County, namely First PC of Albion, Barre Center PC, Lyndonville PC, First PC of Holley, and First PC of  
581 Medina. The Presbytery encourages the five churches to work together to tithe this income. If for some  
582 reason such income is not dispersed to these churches, said income will be added to the principal of the  
583 Slater Fund.

584  
585 As noted in the **Background** above, only the original book value [\$22,623] is permanently restricted from  
586 being spent. The realized capital gain accumulated in the fund is also for the benefit of the five churches.  
587 The churches may submit proposals for the use of this realized gain, if they so desire, to the Presbytery  
588 Trustees for consideration.

589  
590 The Slater Fund shall be part of the professionally managed Investment Funds and share in the capital  
591 gain or loss of these funds.

592  
593 Responsible Committee: Board of Trustees  
594  
595

## 596 **G2. DONOR-SPECIFIED USE FUNDS [Donor Specific Use Funds]**

### 597 **Background**

598 *Over the years, the Presbytery has acted as banker, receiving agent, disbursing agent, and/or bookkeeper*  
601 *for funds coming from Synod and GA to member churches, funds going from member churches to Synod*  
602 *and GA, and funds related to various Presbytery groups that do not have bookkeeping or banking*  
603 *capabilities. From time-to-time, the Presbytery will also receive gifts, grants, and bequests, while not*  
604 *permanently restricted, are given with a donor-specified use or functional understanding.*  
605

### 606 **Policy**

607  
608 The Presbytery may serve as the banking and bookkeeping function for Presbytery-related groups, pass-  
609 through funds, and donor-specified use funds. These moneys shall be accounted for in a 3100 series  
610 account in the Presbytery General Ledger. The Financial Administrator shall give these groups reports as  
611 to their account activity whenever they request. These Donor Specific Use Funds shall not be placed in  
612 the professionally managed Investment Fund and shall not participate in any capital gains or losses that  
613 may occur in the Investment Fund.

### 614 Responsible Committees:

615  
616  
617 Self-Development of People Grants ..... Self-Development of People Committee  
618 Presbytery Peace Offering ..... Mission and Advocacy Committee  
619 Synod of NE Campus Ministries Grant ..... Mission and Advocacy Committee  
620 People’s Ministry in Christ ..... Mission and Advocacy Committee  
621 Ministry Candidates Aid Fund..... Committee on Preparation for Ministry  
622  
623

## G3 REVOLVING LOAN FUND [A Presbytery Designated Fund]

### Background

Prior to mid-year 1952, the Rochester Presbytery made all loans, gifts, and grants for whatever purpose from the Church Extension Fund. This fund apparently was an ordinary savings account at Community Savings Bank. At the June, 1952, Presbytery Meeting, it was approved to sell the Presbytery Manse which had been the residence of the Executive Presbyter and a special committee was appointed to decide what to do with the proceeds. At the September, 1952 Presbytery Meeting, this committee reported that the manse sold for \$16,610. They also recommended that the manse proceeds, along with \$4,000 from the Church Extension Fund, be combined to form a \$20,000 Revolving Loan Fund, administered by the Department of Mission and Church Extension. The Fund was to be invested in an \$8,000 US Government "G" Savings Bond and the balance in a 2% bank savings account. At the November, 1952, Presbytery Meeting, the first of many "policies" for the RLF was approved. Its purpose stated: "This Fund is to make available through loans to the churches of the Rochester Presbytery such monies as will help them meet unforeseen expenses: expenses of such a nature that the resources of the individual church are inadequate to meet them."

The first use of the RLF occurred in April, 1953, when a loan of \$1,000 was approved for use by the Rochester Camp to help purchase campground property 8 miles south of Attica on Route 98. In February, 1954, this loan was increased by \$8,500. The third loan from the RLF was approved in November, 1955, to the East Side Memorial Church in the amount of \$2,500 to help build a mission church in Brazil.

The current configuration of the RLF was established in 1966, when the Presbytery gave priority to "projected new church development," with loans to established churches to be considered after loans from regular lending agencies have been exhausted. In accordance with this new policy emphasis, over the next several years significant loans were made to support new church construction for the John Knox, Perinton, John Calvin, and Christ Clarion congregations. Presbytery itself also "borrowed" \$35,000 from the RLF in 1981 to renovate the former Presbytery offices on Thurston Road.

In 1982, the RLF policy was again revised to state that "Loans from the RLF shall be used for new church development or redevelopment of existing congregations .... and will be considered only after possibilities for loans from regular lending agencies have been fully explored." In accordance with the 1982 revision, significant loans were made for the redevelopment efforts at Christ Church [since dissolved and the building sold], New Life, Calvary-St. Andrews, Attica, Westminster [building since sold], and the new church construction for the Korean Church. In 1994, the Presbytery itself again "borrowed" from the RLF to renovate the Winton Road South offices.

In 1995, the RLF policy was once again revised, and it was emphasized that "The primary intent of the RLF should remain that of providing financial support to the individual congregations in the Presbytery of Genesee Valley, either directly or through the Presbytery, for the purchase of land or property, for the building of new church facilities, or for the enlargement, renovation, or major repair of existing church facilities. This support should most frequently take the form of loans from the RLF and normally should be considered only when commercial loans are unavailable or unaffordable. However, use of the RLF is appropriate when there is a need for emergency repairs or renovations to a church's facilities. Repayment terms should compare very favorably with those in the commercial loan market."

For the first time, the 1995 revisions also made limited provision for grants from the RLF [which did not require re-payment], when there were unusual or extraordinary needs. The 1995 revisions also, for the first time, contained guidelines with regard to the "management" of RLF funds, so that the

674 *RLF always had sufficient funds to cover Presbytery's liabilities with regard to commercial loans to*  
675 *churches for which the Presbytery was a co-signer or guarantor.*  
676

677 *Obviously, over the half century that the RLF has been in existence, interest rates and the value of the*  
678 *RLF have changed. Since 1995, the demands on the RLF resources – both in terms of the number of*  
679 *churches served and in the dollar amounts requested – has increased. In the 10-year period after 1995,*  
680 *over 20 churches were approved for loans or lines of credit and the total borrowed over that period was*  
681 *almost one million dollars. Loans ranged in size from \$4,000 to \$170,000 and were made for all the*  
682 *reasons listed in the 1995 policy revision. Special consideration was given to projects involving increased*  
683 *handicapped accessibility. The Presbytery itself used RLF funds to purchase copiers and computers,*  
684 *office renovation, and conduct accessibility studies, to avoid commercial borrowing.*  
685

686 *The RLF has made possible a unique ministry to the churches of the Presbytery and sometimes to the*  
687 *Presbytery itself. Moneys repaid by borrowing churches are available to assist other churches.*  
688 *Competitive interest rates, easy application procedures, and low costs have made the RLF an invaluable*  
689 *resource to our Presbytery.*  
690

691 *In 2011, Presbytery affirmed the existing purposes of the RLF and, recognizing that accruing interest and*  
692 *sound investment had grown the fund to a level consistently higher than necessary to respond to requests*  
693 *from churches, revised the policy to cap the fund at an appropriately sufficient level to meet anticipated*  
694 *needs. To the extent that assets in the fund exceed this level, they will be placed in another Presbytery*  
695 *fund to support other Presbytery-determined mission and ministry. With this change, the annual draw on*  
696 *the RLF to support Presbytery operations ceased.*  
697

## 698 **Policy**

699  
700 **FACILITY LOANS.** The primary intent of the RLF is to provide financial support to the individual  
701 churches of the Presbytery of Genesee Valley for the purchase of land or property, for the building of new  
702 church facilities, or for the enlargement, renovation, or major repair of existing church facilities. The RLF  
703 should normally be considered as a source of such loans only when commercial loans are unavailable or  
704 unaffordable. The RLF is appropriate to fund emergency repairs or renovation of church facilities. Loan  
705 repayment terms should compare very favorably with those in the commercial loan market. The use of the  
706 RLF to fund financial needs of our churches beyond those described above may be recommended by the  
707 Trustees.  
708

709 **MISSION, MINISTRY AND CONGREGATIONAL DEVELOPMENT LOANS.** The RLF may also  
710 provide financial support for individual churches of the Presbytery of Genesee Valley to assist with  
711 purchases, expenses, or staff additions to support the church's ministry. An example would be a loan to  
712 help a church purchase a bus as part of its church school ministry. A RLF loan may also be made to  
713 churches to assist them in beginning a new mission. An example would be a loan to fund a deposit, initial  
714 rent, and equipment for a store-front mission. The use of the RLF to fund financial needs of our churches  
715 beyond those described above may be recommended by the Trustees.  
716

717 **LOAN GUARANTEE.** In some instances when a member church does not quite have the assets or  
718 collateral to obtain a commercial loan on their own, the Trustees may recommend that the Presbytery co-  
719 sign or guarantee the church's commercial loan.  
720

721 **LINE OF CREDIT.** In some instances, member churches may have renovation projects or facilities  
722 purchases for which they have a capital drive or building fund. However, cash needs for such projects

723 may briefly exceed the cash flow from donations, and such church may need a short-term line of credit.  
724 The Trustees may recommend that the RLF provide that short-term credit line.

725  
726 **GRANTS.** The awarding of grants from the RLF should be limited to the relief of unusual or  
727 extraordinary needs of a church or other body of Presbytery. A grant may be appropriate when the  
728 repayment of a loan would place undue burden upon the borrower, or when there is no other source of  
729 funds to which a church can turn. Grants from the RLF should not be used to replace an on-going income  
730 shortage in an annual operating budget. Grants may be recommended by Trustees and approved by  
731 Presbytery by a two-thirds vote.

732  
733 As described below in the Adjustable Cap paragraph, the level of funds in the RLF affects the  
734 extent to which the RLF provides annual support to the Presbytery Budget. Therefore, whenever  
735 a grant is awarded from the RLF or a loan or line of credit is forgiven, the Trustees, in  
736 consultation with the Budget Development and Oversight Committee, should determine whether  
737 and to what extent the then-current level of the Cap should be adjusted in order to appropriately  
738 impact subsequent transfers to the Presbytery Budget (*Support Line 3217*).

739  
740 **RESERVES.** The RLF shall be managed in such a way that there are always sufficient reserves to make  
741 nine (9) months of payments on loans made to member churches and guaranteed by Presbytery and to  
742 fund all approved Lines of Credit. The RLF assets shall be placed in the professionally managed  
743 Investment Fund and receive a pro rata share of the capital gain or loss of these funds.

744  
745 **ADJUSTABLE CAP.** The value of the RLF shall be capped at \$850,000.00. This cap shall be adjusted  
746 for inflation or deflation annually on January 1<sup>st</sup> (or on a quarterly basis, if practical) according to the rate  
747 of inflation or deflation for the preceding year (quarter) as determined by the Bureau of Labor Statistics  
748 Consumer Price Index report for “all items,” rounded to the nearest \$1,000. The cap may also be adjusted  
749 on recommendation of the Trustees to the Budget Development and Oversight Committee, and approved  
750 by vote of Presbytery as part of the annual budget adoption process or at any other time when the sum  
751 total of i) reserves required for loan guarantees (9 months of payments on such outstanding loans); and ii)  
752 balance of outstanding loans; and iii) funds committed for approved lines of credit, is such that, in the  
753 opinion of the Trustees, the cap provides insufficient “working capital” for additional projected loan  
754 guarantees and both anticipated and unanticipated (emergency) applications for RLF loans.

755  
756 **ALLOCATION OF INVESTMENT INCOME.** Each year (or on a quarterly basis, if practical) the  
757 interest and dividends earned by the balance in the RLF (Line 3202 on the Balance Sheet Statement)  
758 shall, if necessary, be distributed as follows to bring the RLF up to its capped value:

- 759     ▪ The total interest paid by member churches on loans and lines of credit from the RLF shall be  
760 credited to the principal of the RLF.  
761     ▪ The *pro rata* share of investment interest, dividends, and capital gain/loss attributable to the RLF  
762 shall be credited to the principal of the RLF.

763  
764 When the balance of the RLF (Line 3202) reaches its capped value, any interest, dividends, and/or capital  
765 gain attributable to the principal of the RLF shall be credited to Line 3217 – Presbytery Budget Support.

- 766     ▪ The Presbytery Budget Support, Line 3217, shall be under the oversight of the Budget  
767 Development and Oversight Committee for use as may be needed to support the Presbytery  
768 Budget.  
769     ▪ The Presbytery Budget Support, Line 3217, shall share in its pro-rated share of investment  
770 interest, dividends, and capital gain/loss as do the other funds held by the Presbytery.

771  
772 **Responsible Committee:** Board of Trustees

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#### **G4. GRACE FUND FOR URBAN MINISTRY [A Presbytery Designated Fund]**

##### **Background**

*On May 23, 2000, the Presbytery voted to dissolve the congregation of Grace Presbyterian Church and approved the sale of the Grace Church Building. On September 26, 2000, the Trustees reported that the building had been sold for \$160,000. In May, 2001, the Presbytery approved that \$22,041 of these proceeds be granted to the Presbytery Foundation and in September, 2001 approved that \$25,000 be granted to the Cameron Community Ministries. The Presbytery at that time also directed that the Trustees work with the Congregational Ministries Committee to formulate appropriate uses for the remainder of this fund. [In September, 2005, the remainder stood at \$141,710]. In 2010, the name of the fund was changed from “Grace New Church Development Fund” to “Grace Fund for Urban Ministry.”*

##### **Policy**

The Congregational Development Committee shall make recommendations to the Presbytery for uses of the Grace Fund in the areas of New Church Development, Redevelopment and Revitalization of Churches, and Presbytery Mission. First priority shall be given to projects in the City of Rochester, then to projects in Monroe County, and lastly, to projects anywhere in the Presbytery of Genesee Valley.

The assets of the Grace Fund shall be placed in the professionally managed Investment Fund and share in the capital gain or loss of these funds.

Responsible Committees: Board of Trustees and Congregational Development Committee.

#### **G5. YOUTH TRIENNIUM ESCROW FUND [A Presbytery-Designated Fund]**

##### **Background**

*Since the Youth Triennium occurs only every third year, the Presbytery felt that it was less disruptive to the annual budgeting process to budget for the triennium every year and to accumulate the funds until needed.*

##### **Policy**

To provide financial support to help send Presbytery’s youth delegates to the GA-sponsored Youth Triennium. This fund shall not be part of the professionally managed Investment Fund and shall not participate in any capital gains or losses that may be generated by the Investment Fund.

Responsible Committee: Congregational Development Committee.

#### **G6. WESTMINSTER WORSHIP MINISTRY AT RPH FUND [A Presbytery-Designated Fund]**

##### **Background**

□ FILENAME \p C:\Documents and Settings\brucew\Desktop\Consolidated Financial Policies updated November 2012.doc□  
(Approved by Presbytery 11/28/06; amended 5/27/08; edited 8/20/10; amended 5/24/11; amended 7/14/11; amended 3/28/12; amended 11/27/12)

823 *After the sale of their building in 1997, the Westminster Church congregation rented space in the former*  
824 *Presbytery office on Thurston Road owned by the Presbyterian Home. The Westminster congregation*  
825 *held regular worship services at the Presbyterian Home and became very involved and connected with*  
826 *the daily life of the Home.*

827  
828 *As of June 30, 2006, at their request, the Presbytery dissolved the Westminster congregation. The*  
829 *Westminster session recommended to the Presbytery that their remaining assets be used to establish a*  
830 *fund to support the ministry of a “mission co-worker chaplain” at the Presbyterian Home.*

831

### 832 **Policy**

833  
834 The only purpose of this fund is to support the work of a Mission Co-worker Chaplain at the Rochester  
835 Presbyterian Home. It is recognized that this support will require the use of all of the funds pro rata share  
836 of investment interest and dividends, as well as a portion of the fund principal. It is anticipated that, in its  
837 first year of use, the fund will experience a draw of about \$17,200.

838  
839 The demands made on the fund and the progress of the program will be reviewed annually by the Mission  
840 and Advocacy Committee and the Presbytery Trustees.

841  
842 If for some reason the Mission Co-worker Chaplain program at the Presbyterian Home were to be  
843 terminated, any assets remaining in the fund shall be combined with the Grace New Church Development  
844 Fund. This fund will be renamed the Grace-Westminster New Church Development Fund. This will  
845 ensure that the Westminster funds will be used for other purposes consistent with the vision and goals of  
846 the Westminster Congregation. The assets of the Westminster Ministry Project Fund shall be placed in the  
847 professionally managed Investment Fund and share in the capital gain or loss of these funds.

848  
849 Responsible Committees: Mission and Advocacy Committee and Board of Trustees.

850