



First UU San Antonio
Policy for the Administration of Capital Campaign Funds

- A. Future Capital Campaign funds will be expended as prioritized by the Board of Trustees to improve and enhance the First UU campus for use by congregants and visitors, while balancing deterioration of current physical assets, security needs, energy efficiency concerns, and potential for generating rental income.
- B. Capital Campaign income (through commitments or one-time gifts) and Capital Improvement expenditures shall be reported to and reviewed by the Board of Trustees at least quarterly so that priorities may be reconsidered or updated as conditions change.
- C. Consistent with Policy 4.9 (Financial Planning & Investments), capital improvement expenditures should not exceed actual capital reserves at this time. Contracts and/or capital expenditures of \$5,000 or more must be pre-approved by the Board of Trustees.
- D. Recommendations from assigned project leads ideally should be based on two or more bids from qualified contractors (at least half of whom should be minority- or woman-owned).
- E. Informative updates and opportunities for continued giving should be provided on a regular basis to the Congregation, especially new members. Statements should be provided at least semi-annually to all who have committed and/or contributed to the Capital Campaign.

Approved 8.16.2023 by Board of Trustees