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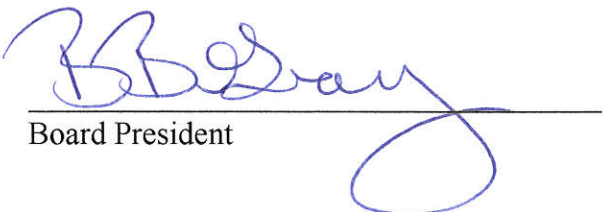
**Unity of Traverse City  
Board Policy and Procedure  
Policy Category: Finance  
Policy Subject: Financial Assistance      Policy Number: 703**

**POLICY**

Unity of Traverse City will endeavor to maintain funds in the annual operating budget to assist those experiencing financial challenges.

**PROCEDURE**

1. Recipients must be a regular attendee of the church. Others who may request financial aid from the church will be provided information, as possible, pertaining to local and state agencies who could offer assistance.
2. Provided that adequate funds are available in the budget:
  - a. The Senior Minister has sole discretion up to his/her level of financial authority.
  - b. No single offering will exceed \$100.
  - c. Payment of the funds will be made directly to the provider; i.e., landlord, pharmacy, utility company, etc.
  - d. Payment may be made from a checking account designated solely for the purpose of this policy, of which the Senior Minister, and others as may be approved by the Senior Minister and Board President, will be an authorized signatory.
3. The Senior Minister will maintain records of the people helped and the type of assistance received. Names will be held in strict confidence.
4. Gas cards are available with a limit of 3 per six-month period.

  
Board President

2/21/17  
Date

Adopted: 03/05

Revised: 06/13; 04/14;  
05/15; 02/17