

First Universalist Church  
Board of Trustees Monitoring Schedule  
Updated November 2015

<b>MONTH</b>	<b>POLICY</b>	<b>METHOD</b>	<b>FREQUENCY</b>
<b>July</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
<b>August</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (fourth quarter financials) (FMT)	Internal	Quarterly
	Strategic plan (annual work plan) (GMT)	Internal	Semiannual
<b>September</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Prior year financial condition;review/audit (FMT)	Internal	Annual
	Treatment of staff - job descriptions and position criteria	Direct inspection	Annual
	Staff grievance procedure (GMT)	Direct inspection	Annual
	Treatment of volunteers*	Internal report; direct inspection	Annual
<b>October</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Protection of assets (note FMT monitoring schedule is annual only) (FMT)	Direct inspection	Semiannual
	Investment and financial policies (FMT)	Direct inspection	Annual
<b>November</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (first quarter financials) (FMT)	Internal	Quarterly
	Staff-volunteer grievances (GMT)	Internal	Semiannual
	Exit interviews	Internal report	Annual
<b>December</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
<b>January</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Review physical plant for capital improvements (FMT)		Annual
	RFP for audit/review (FMT)		Annual
	Treatment of staff - salary ranges aligned to market and job descriptions	Internal report	Annual
	Financial obligations - deferred, long term comp and benefits	Internal report	Annual
<b>February</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan(second quarter financials) (FMT)	Internal	Quarterly
	Review of annual workplan (strategic workplan) (GMT)	Internal	Semiannual
	Membership and attendance trends	Internal	Semiannual
	Staff compensation/benefits (GMT)	Internal	Annual
	Staff survey (GMT)	Internal	Annual

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<b>March</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	3-year financial plan/budget (FMT- NEW)	Direct inspection	Annual
	Annual budget (FMT)	Internal	Annual
<b>April</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Protection of assets (note FMT monitoring schedule is annual only)	Direct inspection	Semiannual
	Financial review (audit/review)	Internal	Annual
	Congregational survey	Internal	Annual
<b>May</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (third quarter financials) (FMT)	Internal	Quarterly
	Staff-volunteer grievances (GMT)	Internal	Semiannual
	Membership and attendance trends	Internal	Semiannual
	Ends outcomes review	Internal	Annual
	Congregant grievances	Internal (report)	Annual
	2014 only: Staff job descriptions	Direct inspection	2014 only
	Staff survey	Internal (report)	Annual
<i>Note: In addition to May's monitoring items, the Board needs to approve budget in May.</i>			
<b>June</b>	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Staff performance reviews completed; format and process	Report on completion; Annual direct inspection of format and process	Annual
	Senior minister evaluation	Internal (report)	Annual
<b>Other</b>	Other policies monitored	As appropriate	Semiannual

**Notes:**

Financial condition = treasurer's report balance sheet

Staff and significant volunteer changes = additions, eliminations, or changes (including staff changes in hours, duties, compensation and/or benefits)

Financial plan = budget status/quarterly financials

Strategic plan = integrated work plan for church year (annual work plan)

Membership = increase or decrease in membership

Staff and volunteer treatment = personnel and volunteer manuals; written grievance procedures

Grievance = number of filed grievances by staff or volunteers

Protection of physical and legal assets = review of all insurance policies, intellectual property, corporate status, etc..

Staff compensation and benefits = review of actual and goals

Three-year budget = three-year plan for income and expenditures

Audit/review = prepared by outside professional auditors

Other policies = policy document in total reviewed, board evaluation, etc.

Treatment of volunteers = provision of general team and committee member expectations, relevant policies and procedures, guidance on how teams, committees, and volunteers should relate with staff

Approved date \_\_\_\_\_