

**PROCEDURE FOR DISBURSEMENTS FROM THE GOODYKOONTZ FUND**

7/10/18, modified 4/14/22

The generous bequest from Jack and Helen Goodykoontz to the Unitarian Universalist Church of Roanoke stipulated that the use of funds is restricted to capital expenditures.

**A. Capital expenditure definition**

1. A tangible asset, usually part of or attached to the UUCR building.
2. Expected life of 3 years or more.
3. Nominal cost of at least \$1,000.
  - a. In rare cases, the Goodykoontz Fund will cover an expenditure that is less than this amount.
  - b. If the request is for over \$10,000, the applicant will need Board, Trustees and congregation all to approve the project.

**B. Procedure**

1. Describe the project and why it is needed.
2. Obtain approval of the UUCR Board. The Board reviews and screens the submitted applications and renders recommendations (approvals and denials) to the Trustees before work commences or any money is spent on the project.
3. The Church Board confirms with the Endowment Trustees that the proposal meets the criteria for a capital expenditure and that there are sufficient funds available in the Goodykoontz account.
4. Obtain project estimates (at UUCR, this step typically predates the application process).
5. Enter into contracts only after both the Board and the Trustees (and the congregation, when necessary) have approved the project.
6. Disbursal of approved funds by the Endowment Trustees to sub-account 1057.
7. Payment of invoices by the Finance team.

**Details of your proposed capital expenditure:**

Date \_\_\_\_\_

Name of committee/ group /individual requesting funds \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Total amount requested \_\_\_\_\_ Date by which funds are required \_\_\_\_\_

Make check payable to \_\_\_\_\_

Send check to the following address \_\_\_\_\_

Project summary \_\_\_\_\_

How many estimates for this project have you obtained? \_\_\_\_\_

Has this project received funding from other sources? If so, how much and from where? \_\_\_\_\_

**Please attach any other information that will be helpful for the UUCR Board to consider.**