

**Proposed revisions to Conference Fund criteria (p. 5-8):**a) Conference Fund (2016)

The Executive Secretary shall ensure that the Conference Fund adheres to the following guidelines:

- a) the fund shall be capped at \$3,000,000 or such other higher amount as the Executive may determine from time to time;
- b) the fund shall be used and accounted for the following purposes
  1. Contingency: Cash or cash equivalent to cover at least four months of expenses at any given time.
  2. Litigation: a) support to presbyteries incurring legal expenses resulting from appeals and/or formal hearings at the request of a presbytery; b) support to presbyteries regarding reviews with the following guidelines - presbyteries requesting Conference to conduct a review or a formal hearing on their behalf will be charged actual costs to a maximum of \$5,000 per review or hearing, including multiple reviews related to the same case; Conference will pay the cost in excess of \$5,000 for reviews or formal hearings.
  3. Supervised educational ministry: support for supervised educational ministry to a maximum of \$100,000 per year.
  4. Sabbatical staffing – Conference/presbytery staff: Provision of up to half-time staffing during sabbatical leaves.
  5. Sabbatical grants to provide assistance to ministries when ministry personnel are on sabbatical leave, based on criteria developed by the Executive Secretary.
  6. Extraordinary needs or initiatives: support of extraordinary Conference needs or initiatives as determined by the Executive.
  7. Right relations: support for right relations work up to \$50,000 per year, based on criteria developed by the Executive Secretary. (2016)
  8. ~~New initiatives: one-time grants up to \$50,000 to support new initiatives serving all presbyteries within Toronto Conference based on criteria developed by the Executive Secretary.~~

Re #8: suggest dropping this because we've never used it; the Executive's new initiatives have all been covered by #6. Today, all presbyteries have their own funds and can join together if they wish. We also have the new ministries development and leadership fund, which can include joint efforts.

New item to be added to the criteria:

Property repairs/renovations/holding costs: Major unbudgeted repairs or renovations to Conference/presbytery offices and holding costs/repairs/renovations of property held by the Conference in advance of sale, with expenses to be recovered at the time of sale.

Re this new item: We've been using the Conference Fund for these purposes, but haven't named it as part of the criteria. This addition will also provide clarity for the property management agreement with Toronto United Church Council.

**Proposed revisions to financial management policy (p. 5-6):**

a) Non-budget expenditures: All non-budget expenditures over \$5,000 shall be approved by the Executive with the exception of property holding costs/repairs/renovations for properties held by the Conference prior to sale, on recommendation of Toronto United Church Council (TUCC) staff as per the property management agreement between TUCC and Toronto Conference.

e) Signing authority: The Executive Secretary and the Finance and Property Administrator shall have the authority to sign all cheques for approved budget items. When the value of the cheque is greater than \$5,000 of any non-budgeted items a third party signature is required with the exception of property holding costs/repairs/renovations for properties held by the Conference prior to sale, on recommendation of Toronto United Church Council (TUCC) staff as per the property management agreement between TUCC and Toronto Conference.

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