

First Unitarian Church of Des Moines

Operating Policies – Inspection of Church Records

Board policy (Board Policy on Inspection of Church Records) establishes accessibility guidelines for access to church records. This policy explains how access will be implemented.

Summary budgetary information will be available:

1. At budget forums scheduled annually in April.
2. Printed in the Annual Meeting booklet.
3. By written request (email is sufficient-dfa@ucdsm.org) to the Director of Finance and Administration.

Minutes and agendas of meetings of the board or membership will be made available on the church website.

Access to other information specified in the Board policy, including (1) A record of names and addresses of all members, or (2) Accounting records, to include line-item budget detail will be made available in the following manner:

1. By written request (email is sufficient) to the Director of Finance and Administration (DFA) with a specific description of the information being requested.
2. The request should specify if the requestor wishes a copy (electronic or paper) of the information or wishes to examine the records in person at the church office.
3. If the requestor wishes to examine the records in person, a time must be scheduled in advance with the DFA or the DFA's designee during regular business hours, excluding holidays.
4. A maximum of ten business days should be allowed for the request to be fulfilled. If a longer period of time is necessary to fulfill the request due to the complexity of the request, the DFA will communicate that information to the requestor and provide an approximate date when the request can be fulfilled.