

**FOR: CONGREGATIONAL TREASURER OR FINANCE CHAIR  
(Copy of Memorandum to Congregational President/Board Chair)**

**MEMORANDUM**

**TO: Congregational President/Board Chair**  
**FROM: Mary Miles, Annual Program Fund Director**  
**RE: REQUESTED CONTRIBUTIONS FOR FY2005 and FY2006**  
**DATE: August 2004**

The Unitarian Universalist Association of Congregations - the "UUA" - is comprised of over 1,000 congregations working together to provide and share resources; start new congregations; strengthen existing congregations and other UU institutions (such as theological schools); and promote our principles and religious values by witnessing in the wider world. Your congregation, as a voluntary member of the Association, has covenanted to support the UUA financially. Known as "Fair Share," these financial contributions are made through the Association's Annual Program Fund (APF), and we certainly do acknowledge and thank you for the generous contributions you have made and continue to make in support of the Association's mission, services and programs!

Your Association's elected Board of Trustees, upon recommendation of the Finance Committee, establishes the basis of the amount requested annually. *At its April 2002 meeting, the Board of Trustees approved \$50 per member as a basis for calculating the requested contribution for FY 2004/05 and - in April 2004 - \$51 per member for FY2005/06.* The percent of budget option, available for large congregations with 550 or more members, remains at 4.2%.

Per the Board of Trustee directive in approving the \$2 per member increase for 2003/04 and 2004/05, \$1 will continue to be used for new growth initiatives, including:

- Enhanced partnerships with District Staff and district extension committees in supporting small and mid-size congregational growth and "new starts" coming out of local energy and commitment
- Increased support and resources for training of lay and professional leaders
- Assistance to congregations that are making transitions in size
- New resources around congregational financial management and stewardship, safe congregations, congregational governance, delivery of services on the district level, etc.

(Please see the Congregational Services Staff Group report in the *UUA Annual Reports* (pp. 11-16) for information on these initiative in 2003/04 (<http://www.uua.org/ga/ga04/2004annualreport.pdf>).

The APF uses your congregation's membership number, submitted the preceding February 1st on the *UUA Annual Report and Certification of Membership*, as the basis for calculating the total requested contribution in the next fiscal year. According to the UUA Bylaws, a "member" to be reported is any individual who, according to your congregation's procedures, has full or partial voting rights at business meetings. The budget ("total budgeted expenses for current fiscal year") is as reported on the *UUA Directory Listing Update*.

If you have questions or would like more information, please feel free to contact me (mmiles@uua.org; 617/948-6513) or APF Assistant Julie Lichtman (jlichtman@uua.org; 617/948-6512). And please do check out the UUA's website (<http://www.uua.org/>) which gives so much information about the Association itself, the variety of available services and programs, and the ways in which we - by acting together - give public voice to UU principles.

*Again, we appreciate your support of the larger faith community through the Annual Program Fund!*

**Final Note: You will receive in early September a form requesting your estimate of giving for FY2004/05. Please complete and return it to the APF Office by October 1, 2004. Thanks in advance.**

cc: Congregational Treasurer/Finance Chair