

## Ozark-Bayou Region Deficit Policy Summary

Effective January 1, 2019

<b>Financial Situation</b> (at the close of the month)	<b>Requirements</b>
<b>ALL MISSION UNITS</b>  ex budget: \$120,000, cash months= \$20,000 (2.0 or better)  <b>“GREEN ZONE”</b>	<ul style="list-style-type: none"> <li>Approved Budget</li> <li>Field Development Tool               <ul style="list-style-type: none"> <li>PPL &amp; Cash Flow updated by 15 of the month</li> <li>Financial Master Plan (FY Calendar)</li> </ul> </li> </ul>
If a Mission Unit falls below 2 months surplus... <i>your month has closed in the BLACK</i>  <b>“REGIONAL FINANCIAL WATCH”</b>  ex budget: closing cash balance between \$19,999- \$10,000 (1.9 to 1.0 cash months)  <b>“YELLOW ZONE”</b>	<ul style="list-style-type: none"> <li>Enter a “financial watch” period, salary is not affected.</li> <li>Submit financial plan to supervisor</li> <li>Meet with at least 2 people weekly about raising funds for your area. You will check in with your supervisor every Friday until you are at least two months ahead again (AD and Committee Chair will receive an email communicating these requirements).</li> </ul>
If a Mission Unit falls between 1 month surplus and zero cash months... <i>your month has closed in the BLACK</i>  ex budget: closing cash balance between \$9,999- \$0 (0.9 to 0.1 cash months)  <b>“ORANGE ZONE”</b>	<ul style="list-style-type: none"> <li>Enter regional grace period, salary is not affected.</li> <li>Submit financial plan to supervisor</li> <li>Every Friday, you will contact your supervisor with a list of 3 to 5 people you have communicated with about area fundraising from the week and <u>3-5 people</u> who you are planning to meet with the next week (AD and Committee Chair will receive an email communicating these requirements).</li> </ul>
If a Mission Unit falls under zero cash month... <i>your month has closed in the RED</i>  ex budget: closing cash balance less than \$0  <b>“RED ZONE”</b>	<ul style="list-style-type: none"> <li>Mission Unit will be placed on 75 % salary the following month.</li> <li>Mission Unit will stay on 75% salary for every month the deficit improves by \$1</li> <li>Mission Units that do not improve by \$1 will enter into 50% grace following National Deficit Policy</li> <li>Submit financial plan to supervisor</li> <li>Every Friday, you will contact your supervisor with a list of 3 to 5 people you have communicated with about area fundraising from the week and <u>3-5 people</u> who you are planning to meet with the next week.</li> <li>Mission Unit will be restored to full salary and can avoid reduced pay if the following month closes above zero, (by the 15th of the month if donations indicate MU ending above zero, the RD will request an exception to restore to full salary).</li> </ul>

\*Back Pay: When the mission unit returns to financial health (minimum of two months ahead), prior salary reductions may be repaid at the discretion of the Regional Director and local committee, in consultation with the Divisional Field Development Director. Back Pay is not a right or a guarantee. Payments for periods of Financial Leave may **not** be made. The only time limit for receiving back pay is the staff's tenure with the mission unit. Once they leave staff in that mission unit, receiving back pay is no longer possible. The amount of back pay does not “figure in” to calculation of any severance awarded to exiting staff.

\*\*Regional Directors have the authority to make salary adjustments stricter than action mandated by the National Deficit Policy... this is our Regional Policy, adjusted from the National Policy