## Young Life New York Metropolitan Region
### Financial Health Policy (Effective 4/1/2011)

To promote staff health, ensure faithful stewardship, and maximize field ministry*

<table>
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<th>WHEN</th>
<th>ACTION</th>
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| By September 1 (regional supervisors can set earlier deadline.) | For the new fiscal year, every YL Area is to submit  
• Budget form  
• Online Priority Prospect List (PPL)  
• Online Cash-flow Projections  
• Area Vision Statement/Business Plan |
| When a YL area closes a financial month at below 1 month surplus. | • Regional supervisor** to call acting Area Director and acting Committee Chair.  
• YL area must submit a revised fundraising plan to regional supervisor that shows a detailed plan for at least the next 3 months.  
• Regional supervisor will notify staff of a “financial watch” conference call with Greg Lehman.  
• Staff is accountable for participating on the next financial watch call with Greg Lehman (Committee members are welcome to participate as well.) |
| When a YL area closes a financial month in deficit (below zero) for the first time within the current fiscal year. | • All staff salaries are reduced to 75%.***  
• Regional supervisor will notify all staff and the Committee chair of this salary action by the 15th of the month.  
• Updated Cash Flow & PPL must be submitted.  
• YL area staff and Committee must submit an updated fundraising plan to the regional supervisor. This plan should include progress update on previously outlined action steps, urgent and immediate action steps and any recommended future action. |
| When a YL area closes a financial month in deficit for the second consecutive time. | • All staff salaries are reduced to 50%. |
| When a YL area closes a financial month in deficit for the fourth consecutive time. | • All staff will be placed on Financial Leave of Absence (no salary.)  
• Staff will remain on Financial Leave until the area is back in surplus and has a solid plan in place that has been approved by the regional supervisor. |

*This policy reflects a “worst case” scenario of communication and action regarding our desire for every YL area to avoid long-term financial deficit. Our greater goal is that regional supervisors, area staff and area Committees proactively engage in on-going communication and partnership to promote financial health and on-going surplus. Our hope is that all YL areas will not be affected by this policy.

**Regional supervisors have the authority to make salary adjustments stricter than action mandated by this policy. They may also allow space for “close calls” before enacting salary reductions.

***Back Pay: When the area returns to financial health (minimum of one month surplus), prior salary reductions may be repaid at the discretion of the regional supervisor and area Committee. To trigger back pay, regional supervisors submit a PAR to the regional office. 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.