

**UNITARIAN UNIVERSALIST FELLOWSHIP OF REDWOOD CITY**  
**POLICY AND PROCEDURES ON UTILIZATION OF CONTRACTORS**

**Approved, by the Board of Trustees, May 27, 2015**

**POLICY: Consistent with good practice and requirements of applicable law, the Unitarian Universalist Fellowship of Redwood City (UUFRC) will require a current California license for projects more than \$500, a current certificate of liability insurance with the Unitarian Universalist Fellowship of Redwood City named as an additional insured using the full, legal name of the Fellowship, that all payments will be made directly to the contractor and not as reimbursements, and that all required tax ID information and 1099s will be filed as required by law.**

**PROCEDURES:**

1. The church administrator is the primary person responsible for administering the policy. If there is a project manager, e.g. Building Committee chair or some other person designated by the Board of Trustees, such persons and the church administrator will work cooperatively to administer the policy.
2. At the time a contractor is engaged for projects over \$500.00, the contractor will provide appropriate licenses, IRS Form W-9, and certificate(s) of liability and worker's compensation insurance and any other insurances as appropriate with the Unitarian Universalist Fellowship of Redwood City accurately named as an additional insured. Certificates must be on file with the church office before work commences. The church administrator will record receipt of the documents. The church administrator or project manager (if one is named) will verify that the licenses are current.
3. If there is a project coordinator, e.g. a Building Committee Chair or some other Board designated person, that individual will confirm with the church administrator that the appropriate licenses and certificates are on file. Such project coordinator is also responsible for informing contractors of the requirements for certificates and tax ID information before any contracts are signed. The church administrator will record any preliminary lien notices that may be received and notify the project coordinator (if any).
4. Disbursement of funds will not occur until a current Form W-9 is on file and releases from any preliminary liens are received. Final payments will not be made until any required building permits receive final sign-off by the appropriate entities.
5. Payments will be made directly to the contractor upon receipt and review of appropriate invoices by the church administrator or project coordinator as applicable, in accord with UUFRC procedures for payment approvals. (See applicable policy) All required tax ID information and 1099s will be filed as required by law.
6. Records of contractor activity and review of the certificates will be part of the UUFRC financial review at the end of each fiscal year and be reported to the Finance Committee and Board of Trustees.