

Program Development.—Programs for consideration by UCC may originate through the Area Boards hereinbefore referred to, the City Government, internal bodies established within UCC or in different community agencies. Program proposals are first submitted to the Executive Director for professional evaluation through his staff. Upon completion of such review the program proposal proceeds to the Program Committee of which Mrs. Ceil Arons, former member of the Newark Board of Education and Mr. Timothy Still, of the Newark Tenants Association are Co-Chairmen. Further evaluation and review is the role of their committee, with participation of members of UCC appointed by the President as contemplated by Article III Sec. 10 of the By-Laws. Thereafter, the Program Committee will refer the professional evaluation of the Executive Director, and its evaluation to the appropriate Task Force, i.e. Education Task Force, Employment Task Force, Community Action Task Force, Special Projects Task Force, and Housing Task Force. It is further scrutinized, studied, and evaluated, and a final recommendation prepared for submission to the Board of Trustees, pursuant to Article VI, Sec. 2 of the By Laws.

The role of the Executive Director and staff is that of the professional to assist in consideration of programs by the Program Committee, Task Force, and the Board. The professional staff is also available to assist in the preparation of program proposals.

Proponents of proposals will sit with the staff, the Program Committee and the Task Force to share in the development of the final proposal to be acted upon by the Board of Trustees.

Thereafter the program proposals are forwarded to the Office of Economic Opportunity in Washington for their approval.

It should be noted that various professional services are furnished by the Executive Director and his staff in the process. In addition to the philosophical, economic and social concerns, budgetary matters and involvement of programs in development of the overall community design are of great significance.

Fiscal responsibility

The Budget and Finance Committee is charged with the preparation of the budget and consideration of fiscal matters affecting the Corporation. The Treasurer, the fiscal officer created by the By-Laws, is accountable to the Board of Trustees and is required to render reports as to the financial affairs of the Corporation to the Board.

UCC employs a Comptroller and an accounting department responsible for maintaining the financial books and records of UCC. The Comptroller and the books of account are regularly audited by Puder and Puder, one of the largest and most highly respected certified public accounting firms in the City of Newark and in the nation.

Moreover, upon approval of a grant by the OEO Office in Washington, the fiscal responsibility of UCC is outlined under the procedural guidelines promulgated by the OEO under the caption of Community Action Program Guide, Volume II, Financial Instructions.

Also procedures must be rigidly adhered to as a condition of grant.

The foregoing guidelines require that each grantee, whether public or private, is required to maintain an accounting system adequate to meet the purposes of the grant and particularizes the criteria to be met. Prior to the release of any grant fund we are required to submit to the OEO office in Washington a certification from our certified public accountants stating that the grantee has established an accounting system adequate to comply with the financial instructions referred to. Moreover, assurance must be given the OEO Office in Washington that arrangements have been made for the appropriate bonding of grantee officials. UCC has secured blanket bond coverage in the sum of \$250,000.00 for all UCC employees.

Thus, with the establishment of the Comptroller and his office, the fiscal accounting procedures he pursues, subject to audit and review by the outside auditing firm and the Federal Government, and the involvement of the Budget and Finance Committee, adequate safeguards exist to assure maximum fiscal responsibility.

With this background as an overview on the development and operation of UCC, we now address ourselves to the Committee Report.