UUFCC Board of Trustees Meeting Thursday, August 11, 2022, at 7:00 p.m. on Zoom

APPROVED August 24, 2022

Respectfully submitted by Elaine Lau

Members present: Suzanne Weinstein (president), Elaine Lau (secretary), Gretchen Kuldau (president-elect), Martha Butler (treasurer), Jeffrey Catchmark, Jennifer Glick

Members Absent: Cheryl Bohn, Rev. Tracy Sprowls (ex-officio)

Motions passed

The Board voted to:

- .Approve the transfer of $15,000 of unplanned surplus at the end of our fiscal year to the Capital Improvement Fund.
- .Approve the RJC to lead the process of the UUFCC exploring the adoption of the 8th principle.

Special Meeting called to order: Suzanne **7:03 p.m.**
Chalice Lighting: Suzanne
Reading of board covenant: Suzanne
Changes to the agenda- Location of Retreat

Discussion and decision items 7:10 p.m.

A. Financial
    a. UUFCC finance training – Martha explained Financial documents to new board members. She discussed the UUFCC Financial Position document, Notes Accompanying the Proposed Budget, UUFCC Revenue and Expense Report for the end of the last Fellowship year, and Compressed Budget for 2022. She will provide end of month reports at each board meeting. She mentioned that we can get help or advice with Capital Improvement Reserves from the UUA. We may need a Capital Campaign for making building improvements, but she indicated that we would need to wait until a settled minister is here. She also related that most of our revenue comes from pledges.
    b. Discussion/vote on transfer of funds- Elaine moved to approve the transfer of $15,000 of unplanned surplus at the end of our fiscal year to

the Capital Improvement Fund. Jeffrey Catchmark seconded. Approved unanimously.

B. 8th principle
    a. Discuss/vote on Racial Justice Committee leading 8th principle process- Suzanne related that Reverend Tracy is working with the RJC. Although we may not agree with the proposed process, Suzanne indicated that this is going to change. We are voting only on approving the Racial Justice Committee to lead the process.

    b. Jeffrey Catchmark moved to approve the RJC leading the process of the UUFCC exploring adopting the 8th principle. Jennifer Glick seconded. Approved unanimously.

RECAP: What to tell the congregation 8:01p.m.
- The board spent some time learning about the UUFCC's budget process
- The board voted to approve the transfer of $15,000 of unplanned surplus at the end of our fiscal year to the Capital Improvement Fund.
- The board voted to approve the Racial Justice Committee leading the process of the UUFCC exploring the adoption of the 8th principle.

NEXT MEETING: August 24th on Zoom

Adjournment/Chalice Extinguishment

UPCOMING DATES: Board Retreat Saturday, September 10.

Attachments

- Building and Grounds Report
- Financial Report

UUFCC Building Committee Report

July 12, 2022

Submitted by Troy Frank

Projects

Disability Access Door Opener(s)

Quotes for this are complete, except for Veronessi to create ceiling space for the actuator, and Miller Electric for the actuator power. Bhakti is hoping these are completed before she leaves for vacation.

Fire Alarm System

When the sprinkler system sets this off, we've never gotten a supervisory alarm that air pressure is low in the system. That implies the problem is coming from water mains pressure spikes.

To stop this we may want to install an accumulator on our incoming water line. That would probably be several thousand dollars, while a water line monitor could probably be done for $1,000 or less.

We likely need to check if the dry system was drained after the June reset, as Hazel has sometimes not drained it.

Pulling the cord out of the NIAC jack in the top of the fire panel will silence the alarm horns.

Ticketing System

.Troy needs to get back to this.

Inspections

Internal Building Inspection items

Phil is currently revisiting what building inspections we're required to do internally, as he found out COG doesn't require as many things as we'd previously thought. Church Mutual was pushing for a lot of these extra inspections. Someone needs to look at the Church Mutual policy and see what has to be done, to get paid in the case of a claim happening.

Unitarian Universalist Fellowship of Centre County		
Statement of Financial Position		
as of June 30, 2022		
	Total	
ASSETS		

TD Ameritrade (broker acct)	$ 249	
Citizen's Money Market Account	$ 34,563	
Reliance-Reserve Fund 6506	$ 115,010	
Citizen's Checking	$ 140,178	cash in the bank
Total Current Assets	$ 290,001	$ 290,001
Total Fixed Assets	$ 1,589,839	
Total Other Assets - Food Cards in MDF	$ 340	
Total Other Assets - Food Cards	$ 8,435	
TOTAL ASSETS	**$ 1,888,615**	
LIABILITIES AND EQUITY		
LIABILITIES		
Building Use Deposits	$ 1,576	
Total Payroll Liabilities	$ 2,028	
Total Current Liabilities	$ 3,604	
Total Long Term Liability - Reliance mortgage	$ 234,847	
TOTAL LIABILITIES	**$ 238,452**	
EQUITY - NET ASSETS		
Unrestricted Reserves		
Annual Surpluses net of Deficits - 1998-2011	$ 8,618	
Retained Earnings	$ 188,113	
Capital Improvement Reserve	$ 56,819	
Deferred Revenue (2022-2023 pledges)	$ 106,189	
Memorials	$ 628	
General Reserves	$ 1,416	
UUA Legacy Challenge	$ 8,300	
Berry Non-designated Gifts	$ 5,123	
Reserve for R M Sabbatical	$ 3,000	
Ministers Discretionary Fund	$ 4,608	
Reserve for DLRE Sabbatical	$ 1,500	
Youth Group Fund	$ 3,788	
Butterfly Garden	$ 755	
Racial Justice Task Force	$ 488	
OWL Training Reserve	$ 1,250	
Total - Unrestricted Reserves	$ 390,596	191,819
Restricted Reserves		
Total Building Addition	$ 1,267,804	

Memorial Garden	7,359	
Memorial Garden Entry Subsidy	5,000	
First Sunday contributions	2,014	
Library	331	
Aesthetics fund	953	
Seder Donations	1,745	
Sound System	0	
Music Targeted Gifts	1,025	
Guest at Your Table	0	
Refugee Resettlement Fund	0	
Holiday Bonus - Congregant Contributions	68	
Temporary Holding for UU The Vote PA	100	
Total Restricted Reserves	1,286,399	18,595
TOTAL NET ASSETS - RESERVES & EQUITY	**1,676,995**	
Net Revenue	-26,832	
TOTAL LIABILITIES AND EQUITY	**1,888,614**	
	cash minus designated uses	$ 79,586
	includes cash reserves	available cash

Unitarian Universalist Fellowship of Centre County		
Statement of Financial Position		
as of July 31, 2022		
	Total	
ASSETS		
TD Ameritrade (broker acct)	$ 249	
Citizen's Money Market Account	$ 34,563	
Reliance-Reserve Fund 6506	$ 115,010	
Citizen's Checking	$ 127,040	cash in the bank
Total Current Assets	$ 276,863	$ 276,863
Total Fixed Assets	$ 1,589,839	
Total Other Assets - Food Cards in MDF	$ 340	
Total Other Assets - Food Cards	$ 2,935	
TOTAL ASSETS	**$ 1,869,977**	

LIABILITIES AND EQUITY		
LIABILITIES		
Building Use Deposits	$ 1,776	
Total Payroll Liabilities	$ 3,032	
Total Current Liabilities	$ 4,809	
Total Long Term Liability - Reliance mortgage	$ 233,762	
TOTAL LIABILITIES	**$ 238,570**	
EQUITY - NET ASSETS		
Unrestricted Reserves		
Annual Surpluses net of Deficits - 1998-2011	$ 8,618	
Retained Earnings	$ 161,281	
Capital Improvement Reserve	$ 56,819	
Deferred Revenue (2022-2023 pledges)	$ -	
Memorials	$ -	
General Reserves	$ 1,416	
UUA Legacy Challenge	$ 8,300	
Berry Non-designated Gifts	$ 5,123	
Reserve for R M Sabbatical	$ 3,000	
Ministers Discretionary Fund	$ 4,608	
Reserve for DLRE Sabbatical	$ 1,500	
Youth Group Fund	$ 3,788	
Butterfly Garden	$ 755	
Racial Justice Task Force	$ 488	
OWL Training Reserve	$ 1,250	
Total - Unrestricted Reserves	$ 256,946	85,631
Restricted Reserves		
Total Building Addition	$ 1,267,804	
Memorial Garden	$ 7,359	
Memorial Garden Entry Subsidy	$ 5,000	
First Sunday contributions	$ -	
Library	$ 331	
Aesthetics fund	$ 953	
Seder Donations	$ 1,745	
Sound System	$ -	
Music Targeted Gifts	$ 1,025	
Guest at Your Table	$ -	

Refugee Resettlement Fund	$ -	
Holiday Bonus - Congregant Contributions	$ 68	
Temporary Holding for UU The Vote PA	$ -	
Total Restricted Reserves	$ 1,284,285	16,481
TOTAL NET ASSETS - RESERVES & EQUITY	**$ 1,541,231**	
Net Revenue	$ 90,175	
TOTAL LIABILITIES AND EQUITY	**$ 1,869,976**	
	cash minus designated uses	$ 174,751
	includes cash reserves	available cash

UUFCC Revenue & Expense Report

June 2022

	Actual 2020-2021	**Budget 2021-2022**	**2021-2022**		**100%**	**% of Budget**	**% of Forecast**	
			Forecast	**This Month**	**YTDate**			
REVENUE								
PPP Loan Proceeds	**50,478**	**0**	**0**	**0**	**0**			
Fair Trade Coffee	**240**	**100**	**400**	**148**	**455**	**455%**	**114%**	
Brickwedde Fund	**1,077**	**1,000**	**1,175**	**0**	**1,175**	**117%**	**100%**	
Building Use	**150**	**2,000**	**9,000**	**1,945**	**10,515**	**526%**	**117%**	

Soulful Sundown	0	0	0	0	0			
Regular Sunday Service Plate	50	3,000	2,000	230	1,918	64%	96%	
Pledge Receipts (in-hand)	308,574	298,095	295,072	27,521	300,742	101%	102%	
Pledge Challenge Revenue	12,015	13,406	13,406	1,000	13,418	100%	100%	
Non-Pledge Receipts	10,897	6,500	21,000	10	20,025	308%	95%	
Non-Recurring Gifts	3,000	0	73	0	73		100%	
Last Year's Pledge	4,052	2,000	12,980	0	12,980	649%	100%	
Food Coupon Sales	4,751	4,500	3,600	405	3,305	73%	92%	
Interest	641	50	400	98	465	929%	116%	
Amazon Smiles	128	100	190	0	190	190%	100%	
	396,053	330,751	359,296	31,358	365,261	110%	102%	
Special Projects								
Service Auction	2,615	12,000	3,800	1,416	4,296	36%	113%	
Yard Sale	1,900	1,500	470	0	470	31%	100%	
Youth Group Fundraiser	0	0	40	0	40		100%	
Security, safety contributions	525	0	0	0	0			

Concert Series	**0**	**1,000**	**0**	**0**	**0**			
Chili Cookoff	**0**	**400**	**0**	**0**	**0**			
	5,040	**14,900**	**4,310**	**1,416**	**4,805**	**32%**	**111%**	
Pandemic Contingency Fund (carryover)	**62,913**	**100,726**	**103,911**	**0**	**103,911**	**103%**	**100%**	**w/o carryover**
Total REVENUE	**464,006**	**446,377**	**467,517**	**32,774**	**473,977**	**106%**	**101%**	**370,066**
EXPENSE								
Committees								
Adult Education	**363**	**200**	**200**	**169**	**169**	**85%**	**85%**	
Aesthetics	**112**	**300**	**300**	**0**	**0**			
Caring	**849**	**1,200**	**1,200**	**260**	**1,070**	**89%**	**89%**	
Stewardship	**669**	**1,700**	**1,700**	**0**	**990**	**58%**	**58%**	
Hospitality	**77**	**100**	**100**	**0**	**0**			
Leadership Development	**0**	**1,000**	**1,000**	**0**	**577**	**58%**	**58%**	
Library	**0**	**0**	**0**	**0**	**0**			

Membership	0	500	500	0	294	59%	59%	
Total Music	446	4,000	1,000	197	197	5%	20%	
Publicity	625	2,300	2,300	0	475	21%	21%	
Small Group Ministry	0	100	100	0	0			
Seder expenses	0	200	200	0	0			
Social Action	0	400	450	0	458	114%	102%	
Green Sanctuary	0	400	400	0	35	9%	9%	
Racial Justice	0	800	800	0	652	82%	82%	
Soulful Sundown	0	150	0	0	0			
Fellowship Suppers/Celebrations	0	100	600	0	500	500%	83%	
Worship Services	2,257	2,500	2,500	630	2,115	85%	85%	
Service Auction	0	500	500	0	42	8%	8%	
Yard Sale	0	480	480	0	0			
Game Night	0	100	100	0	0			
Sabbatical Committee	0	0	0	0	0			
Total Committees	5,398	17,030	14,430	1,256	7,573	44%	52%	

Religious Education & Youth								
RE Program Expenses	**1,629**	**1,000**	**1,200**	**211**	**1,436**	**144%**	**120%**	
Coming of Age		**1,500**	**1,500**	**2,656**	**2,540**	**169%**	**169%**	
Transfer from Seder Reserve				**(1,000)**	**(1,000)**			
Reserve for OWL Training	**500**	**500**	**500**	**500**	**500**	**100%**	**100%**	
Youth Group	**277**	**400**	**400**	**164**	**164**	**41%**	**41%**	
New Programming - UNO Parents NO	**0**	**2,350**	**2,350**	**325**	**985**	**42%**	**42%**	
Total RE & Youth	**2,406**	**5,750**	**5,950**	**2,855**	**4,625**	**80%**	**78%**	
Contributions								
UUA	**12,604**	**13,077**	**13,077**	**0**	**13,077**	**100%**	**100%**	
Carbon Offsets	**0**	**650**	**650**	**0**	**0**			
Total Contributions	**12,604**	**13,727**	**13,727**	**0**	**13,077**	**95%**	**95%**	
Facilities								

Capital Improvement Fund	0	0	0	15,000	15,000			
Reserve Fund	0	0	0	0	0			
Debt Service - Interest	12,608	24,000	24,000	992	11,966	50%	50%	
(principal included in budgeted amt)								
Fair Trade Coffee	0	800	1,100	0	1,042	130%	95%	
Grounds	642	1,500	3,000	621	2,301	153%	77%	
Snow Removal	0	5,000	3,000	0	3,008	60%	100%	
Emergency Eqp & Supplies	398	400	400	77	77	19%	19%	
COVID related expenses	4,693	2,000	2,000	0	1,729	86%	86%	
Security	752	900	900	111	762	85%	85%	
Workers Compensation	1,079	1,200	1,200	0	1,053	88%	88%	
Multi-peril insurance/Liability	3,921	3,900	4,400	0	4,387	112%	100%	
Building Maintenance	2,372	5,000	5,000	903	4,784	96%	96%	
Inspections, Licenses, Permits	1,782	2,000	2,000	0	1,326	66%	66%	

Janitorial Supplies	0	500	500	0	73	15%	15%	
Kitchen Supplies	0	1,700	1,700	1,191	1,361	80%	80%	
Cleaning services	556	27,000	20,000	2,615	16,588	61%	83%	
Total Facilities	28,803	75,900	69,200	21,511	65,458	86%	95%	
Utilities								
Electric	1,846	4,000	3,000	172	2,221	56%	74%	
Gas	2,692	3,000	5,000	263	4,727	158%	95%	
Telephone	3,345	3,500	3,600	114	3,507	100%	97%	
Internet Service & WIFI	2,621	2,600	2,600	200	2,553	98%	98%	
Trash	497	1,300	700	82	534	41%	76%	
Water & Sewer	1,786	1,700	1,850	130	1,930	114%	104%	
Total Utilities	12,785	16,100	16,750	961	15,472	96%	92%	
Total Facilities	41,588	92,000	85,950	22,472	80,930	88%	94%	
Office								

Postage & Supplies								
Office Furniture	**28**	**100**	**328**	**0**	**328**	**328%**	**100%**	
Copier	**3,048**	**4,200**	**4,000**	**376**	**3,397**	**81%**	**85%**	
Postage	**1,729**	**1,400**	**2,100**	**37**	**2,177**	**156%**	**104%**	
Printing	**211**	**400**	**400**	**0**	**377**	**94%**	**94%**	
Office Supplies	**2,046**	**2,000**	**2,000**	**319**	**1,780**	**89%**	**89%**	
Subtotal Postage & Supplies	**7,062**	**8,100**	**8,828**	**732**	**8,059**	**99%**	**91%**	
QuickBooks fee	**1,237**	**1,200**	**1,300**	**118**	**1,319**	**110%**	**101%**	
Website Costs	**293**	**600**	**1,000**	**0**	**989**	**165%**	**99%**	
IT Hardware, Software, Services	**986**	**800**	**2,300**	**78**	**2,031**	**254%**	**88%**	
Breeze Church Management	**602**	**650**	**650**	**67**	**651**	**100%**	**100%**	
Processing fees through Breeze	**1,470**	**1,800**	**1,500**	**80**	**827**	**46%**	**55%**	
General Office & Admin Expense	**114**	**0**	**1,550**	**148**	**1,641**		**106%**	
Advertising/Printing		**50**	**50**	**0**	**0**			
Total Technology	**4,703**	**5,100**	**8,350**	**491**	**7,459**	**146%**	**89%**	

Professional Services								
Advertising/Printing	**72**	**0**	**600**	**0**	**578**		**96%**	
Payroll Services - US Acct	**2,060**	**1,900**	**2,200**	**180**	**2,165**	**114%**	**98%**	
Attorney fees	**0**	**500**	**500**		**200**	**40%**	**40%**	
Total Prof Services	**2,132**	**2,400**	**3,300**	**180**	**2,943**	**123%**	**89%**	
Personnel								
Total Financial Secretary	**7,485**	**7,582**	**7,582**	**628**	**7,532**	**99%**	**99%**	
Total Minister	**134,420**	**25,896**	**25,384**	**0**	**25,384**	**98%**	**100%**	
Total Interim Minister		**125,480**	**119,340**	**11,771**	**116,924**	**93%**	**98%**	
Total DLRE	**65,705**	**69,646**	**67,000**	**7,037**	**67,771**	**97%**	**101%**	
Total Music Director	**16,469**	**17,747**	**17,747**	**1,391**	**16,697**	**94%**	**94%**	
Total Office Administrator	**25,665**	**33,755**	**25,000**	**2,868**	**24,704**	**73%**	**99%**	
Total Choir Accompanist	**4,770**	**4,865**	**4,865**	**401**	**4,815**	**99%**	**99%**	
Total Band Leader	**2,768**	**2,821**	**2,821**	**231**	**2,772**	**98%**	**98%**	

Total Tech Assoc - Worship Services	15,041	10,278	1,688	0	1,688	16%	100%	
Total Youth Ministry Assistant		0	2,311	0	2,261		98%	
Total Childcare	0	4,000	1,600	313	1,483	37%	93%	
Holiday Gifts for Non-Employees	0	200	200	0	200	100%	100%	
Total Personnel	272,324	302,270	275,538	24,640	272,231	90%	99%	
Total EXPENSE	**348,217**	**446,377**	**416,073**	**52,627**	**396,898**	89%	95%	
								w/o carryover
NET SURPLUS or (DEFICIT)	**115,789**	**0**	**51,444**	**(19,853)**	**77,079**			**(26,832)**
Principal Reduction Payments	11,876	(included above)		1,049	12,518			
								w/o carryover

NET including Principal Payments	103,913				64,561			(39,350)

UUFCC Revenue & Expense Report

July 2022

	Actual 2021-2022	Budget 2022-2023	Forecast 2022-2023	This Month	8% YTDate	% of Budget	% of Forecast	
REVENUE								
Fair Trade Coffee	455	1,500	1,500	0	0	0%	0%	
Brickwedde Fund	1,175	1,000	1,000	0	0	0%	0%	
Halleck Fund		3,900	3,900					
Building Use	10,515	12,000	12,000	970	970	8%	8%	
Soulful Sundown	0	0	0	0	0			
Regular Sunday Service Plate	1,918	8,000	8,000	473	473	6%	6%	
Pledge Receipts (in-hand)	300,742	346,588	362,565	117,014	117,014	34%	32%	

Pledge Challenge Revenue	13,418	0	0					
Non-Pledge Receipts	20,025	10,000	10,000	150	150	2%	2%	
Non-Recurring Gifts	73	0	0	0	0			
Last Year's Pledge	12,980	4,000	4,000	101	101	3%	3%	
Food Coupon Sales	3,305	4,500	4,500	0	0	0%	0%	
Interest	465	50	50	0	0	0%	0%	
Amazon Smiles	190	100	100	0	0	0%	0%	
	365,261	391,638	407,615	118,708	118,708	30%	29%	
Special Projects								
Service Auction	4,296	12,000	12,000	125	125	1%	1%	
Yard Sale	470	7,000	7,000	0	0	0%	0%	
Youth Group Fundraiser	40	0	0	0	0			
Concert Series	0	1,000	1,000	0	0			
Chili Cookoff	0	400	400	0	0			
	4,805	20,400	20,400	125	125	1%	1%	

Pandemic Contingency Fund (carryover)	103,911	50,000	64,561	64,561	64,561	129%	100%	w/o carryover
Total REVENUE	**473,977**	**462,038**	**492,576**	**183,394**	**183,394**	40%	37%	**118,833**
EXPENSE								
Committees								
Adult Education	169	1,000	1,000	0	0	0%	0%	
Aesthetics	0	300	300	0	0			
Caring	1,070	1,200	1,200	0	0	0%	0%	
Stewardship	990	1,700	1,700	0	0	0%	0%	
Hospitality	0	100	100	0	0			
Leadership Development	577	1,000	1,000	0	0	0%	0%	
Library	0	0	0	0	0			
Membership	294	500	500	0	0	0%	0%	
Total Music	197	4,000	4,000	50	50	1%	1%	
Publicity	475	2,300	2,300	0	0	0%	0%	

Small Group Ministry	**0**	**100**	**100**	**0**	**0**			
Seder expenses	**0**	**200**	**200**	**0**	**0**			
Social Action	**458**	**400**	**400**	**0**	**0**	**0%**	**0%**	
Green Sanctuary	**35**	**600**	**600**	**0**	**0**	**0%**	**0%**	
Racial Justice	**652**	**800**	**800**	**0**	**0**	**0%**	**0%**	
Soulful Sundown	**0**	**0**	**0**	**0**	**0**			
Fellowship Suppers/Celebrations	**500**	**100**	**100**	**0**	**0**	**0%**	**0%**	
Worship Services	**2,115**	**2,500**	**2,500**	**315**	**315**	**13%**	**13%**	
Service Auction	**42**	**500**	**500**	**0**	**0**	**0%**	**0%**	
Yard Sale	**0**	**480**	**480**	**0**	**0**			
Game Night	**0**	**100**	**100**	**0**	**0**			
Total Committees	**7,573**	**17,880**	**17,880**	**365**	**365**	**2%**	**2%**	
Religious Education & Youth								
RE Program Expenses	**1,436**	**3,000**	**3,000**	**0**	**0**	**0%**	**0%**	

Coming of Age (reserve)	2,540	1,500	1,500	0	0	0%	0%	
Transfer from Seder Reserve	(1,000)							
UU UNO	0	1,500	1,500	0	0			
Reserve for OWL Training	500	1,000	1,000	0	0	0%	0%	
Youth Group	164	500	500	0	0	0%	0%	
New Programming - UNO, Parent's Night	985	0	0					
Total RE & Youth	4,625	7,500	7,500	0	0	0%	0%	
Contributions								
UUA	13,077	17,654	17,654	1,471	1,471	8%	8%	
Carbon Offsets	0	650	650	0	0			
Total Contributions	13,077	18,304	18,304	1,471	1,471	8%	8%	
Facilities								

Capital Improvement Fund	**15,000**	**0**	**0**	**0**	**0**	**0%**	**0%**	
Reserve Fund	**0**	**0**	**0**	**0**	**0**	**0%**	**0%**	
Debt Service - Interest	**11,966**	**24,000**	**24,000**	**955**	**955**	**4%**	**4%**	
(principal included in budgeted amt)								
Fair Trade Coffee	**1,042**	**2,000**	**2,000**	**0**	**0**	**0%**	**0%**	
Grounds	**2,301**	**3,000**	**3,000**	**0**	**0**	**0%**	**0%**	
Snow Removal	**3,008**	**5,000**	**5,000**	**0**	**0**	**0%**	**0%**	
Emergency Eqp & Supplies	**77**	**400**	**400**	**0**	**0**	**0%**	**0%**	
COVID related expenses	**1,729**	**1,000**	**1,000**	**0**	**0**	**0%**	**0%**	
Security	**762**	**1,200**	**1,200**	**111**	**111**	**9%**	**9%**	
Workers Compensation	**1,053**	**1,200**	**1,200**	**1,034**	**1,034**	**86%**	**86%**	
Multi-peril insurance/Liability	**4,387**	**4,600**	**4,600**	**0**	**0**	**0%**	**0%**	
Building Maintenance	**4,784**	**5,000**	**5,000**	**363**	**363**	**7%**	**7%**	

Inspections, Licenses, Permits	1,326	2,000	2,000	0	0	0%	0%	
Janitorial Supplies	73	500	500	28	28	6%	6%	
Kitchen Supplies	1,361	1,700	1,700	0	0	0%	0%	
Cleaning services	16,588	27,000	27,000	0	0	0%	0%	
Total Facilities	65,458	78,600	78,600	2,490	2,490	3%	3%	
Utilities								
Electric	2,221	4,400	4,400	204	204	5%	5%	
Gas	4,727	5,000	5,000	111	111	2%	2%	
Telephone	3,507	1,400	1,400	130	130	9%	9%	
Internet Service & WIFI	2,553	3,000	3,000	200	200	7%	7%	
Trash	534	1,020	1,020	82	82	8%	8%	
Water & Sewer	1,930	1,900	1,900	136	136	7%	7%	
Total Utilities	15,472	16,720	16,720	862	862	5%	5%	
Total Facilities	80,930	95,320	95,320	3,353	3,353	4%	4%	

Office								
Postage & Supplies								
Office Furniture	**328**	**100**	**100**	**0**	**0**	**0%**	**0%**	
Copier	**3,397**	**4,200**	**4,200**	**282**	**282**	**7%**	**7%**	
Postage	**2,177**	**2,000**	**2,000**	**0**	**0**	**0%**	**0%**	
Printing	**377**	**400**	**400**	**0**	**0**	**0%**	**0%**	
Office Supplies	**1,780**	**2,200**	**2,200**	**134**	**134**	**6%**	**6%**	
Subtotal Postage & Supplies	**8,059**	**8,900**	**8,900**	**416**	**416**	**5%**	**5%**	
QuickBooks fee	**1,319**	**1,400**	**1,400**	**120**	**120**	**9%**	**9%**	
Website Costs	**989**	**1,500**	**1,500**	**0**	**0**	**0%**	**0%**	
IT Hardware, Software, Services	**2,031**	**2,500**	**2,500**	**20**	**20**	**1%**	**1%**	
Breeze Church Management	**651**	**800**	**800**	**67**	**67**	**8%**	**8%**	
Processing fees through Breeze	**827**	**1,500**	**1,500**	**36**	**36**	**2%**	**2%**	

General Office & Admin Expense	1,641	0	0					
Advertising/Printing	0	50	50	0	0			
Total Technology	7,459	7,750	7,750	243	243	3%	3%	
Professional Services								
Advertising/Printing	578	0	0	0	0			
Payroll Services - US Acct	2,165	2,400	2,400	180	180	8%	8%	
Attorney fees	200	500	500			0%	0%	
Total Prof Services	2,943	2,900	2,900	180	180	6%	6%	
Personnel								
Total Minister	25,384	0	0					
Total Interim Minister	116,924	131,811	131,811	10,398	10,398	8%	8%	
Total DLRE	67,771	72,059	72,059	5,951	5,951	8%	8%	
Total Office Administrator	24,704	39,335	39,335	3,162	3,162	8%	8%	

Total Music Director	**16,697**	**18,581**	**18,581**	**1,461**	**1,461**	**8%**	**8%**	
Total Financial Secretary	**7,532**	**7,959**	**7,959**	**659**	**659**	**8%**	**8%**	
Total Choir Accompanist	**4,815**	**5,106**	**5,106**	**421**	**421**	**8%**	**8%**	
Total Band Leader	**2,772**	**2,959**	**2,959**	**242**	**242**	**8%**	**8%**	
Total Tech Assoc - Worship Services	**1,688**	**0**	**0**					
Total Youth Ministry Assistant	**2,261**	**3,925**	**3,925**	**0**	**0**		**0%**	
Total Childcare	**1,483**	**6,549**	**6,549**	**336**	**336**	**5%**	**5%**	
Minister Search		**15,000**	**15,000**					
Holiday Gifts for Non-Employees	**200**	**200**	**200**	**0**	**0**	**0%**	**0%**	
Total Personnel	**272,231**	**303,484**	**303,484**	**22,631**	**22,631**	**7%**	**7%**	
Total EXPENSE	**396,898**	**462,038**	**462,038**	**28,658**	**28,658**	**6%**	**6%**	

								w/o carryover
NET SURPLUS or (DEFICIT)	**77,079**	**0**	**30,538**	**154,736**	**154,736**			**90,175**
Principal Reduction Payments	**12,518**	**(included above)**		**1,085**	**1,085**			
								w/o carryover
NET including Principal Payments	**64,561**				**153,650**			**89,089**

To: UUFCC Board
From: Martha Butler, Treasurer
Subject: June Financial Report
Date: July 26, 2022

Financial reports for end of the fiscal year
Highlights from the ***Revenue & Expense Report*** for June: The big news here is the bottom line for the year. Including the carryover from the pandemic reserve, we have net revenue of $80,000, almost $30,000 more than estimated at the end of May. (The loss would have been more than $24,000 without that reserve.)
Performance relative to the original budget for 2020-2021

- The budget assumed re-opening for in-person services and activities beginning in September of 2021 and only a limited yard sale in the summer of 2021. The budget assumed revenue equal to expenses.
- **Total revenues were 6% over the budget** due primarily to increases in building rentals and non-pledge receipts, plus late-arriving pledges from the previous fiscal year.
- Special project revenues were only 32% of the budget due to the delayed resumption of normal activities.
- **Total expenses were 86% of budget**.
- Personnel expenses were under budget by 10% due to unfilled positions and conservative estimates of benefits for the interim minister and office administrator (not known when the budget was set).

- Several other categories were under budget: Committees, Religious Education, and Facilities (excluding Utilities).
- Utility costs were up for gas and water/sewer and lower than budget for trash removal and electricity.
- Technology costs were significantly over budget due to unbudgeted refreshes of staff computers and a new office safe. Fees for technology services have also increased (QuickBooks, Breeze, Payroll Services).

Performance relative to the estimate made at the end of May 2021

- Modifications were made to budgeted amounts based on opening for rentals in winter and for in-person services beginning in March. These estimates were updated at each month-end based on experience to date.
- Total revenues were within 1% of the May estimate.
- Total expenses were 92% of the May estimate. Some expense categories (i.e., Committee expenses and Religious Education) were not re-estimated.

The ***Statement of Financial Position*** shows the state of bank accounts and reserves (funds set aside for specific uses) at the end of June. Changes to these reserves from July 2021 through June 2022 include the following:

- $22,000 of Capital Improvement reserves were spent on AV to support hybrid services and physical plant updates.
- The balance of the Sound Service reserve ($985) was also spent on the AV upgrades.
- $1000 of the Seder donations reserve was used to supplement budgeted amounts (and luncheon sales) for the Coming of Age program.
- Funds from the Racial Justice Task Force reserve ($375) supported tuition for leadership to attend the UUA Jubilee training program.
- Other expenses paid from reserve funds were $67 from the Aesthetics Fund and $55 from the Library Fund.
- At the end of the year scheduled transfers from the operational budget were made for the DLRE and Minister Sabbatical Funds and for future OWL Training.

Withdrawals from reserves scheduled for July include the following:

- Transfer of $106,000 of deferred 2022-2023 pledge revenue to the operational budget. (29% of the total pledge amount for 2022-2023 was prepaid by the end of June.)
- There are also funds being held for disbursement to First Sunday collection recipients.
- Memorial funds are being transferred to Endowment & Directed Gifts.

Other finance news:

BUDGET: The budget for 2022-2023 was approved by the congregation at the Annual Meeting after some discussion about the need to plan for and fund capital improvements to our building.

UNPLANNED SURPLUS: The committee proposes to the Board that some amount of the surplus from 2021-2022 be transferred to the Capital Improvement Reserve Fund. The Pledge Campaign yielded more than was assumed in the preparation of the budget. The 2022-2023 budget assumes $50,000 in carryover of the pandemic reserve fund. Adding to the Capital Improvement Reserve was the next item on the wish list for the budget.

ADDITIONAL RESOURCES FOR HYBRID SERVICES We will price the additional microphones needed this summer. Funds for these may come from the Music Restricted Reserve Fund (pending approval from the Music Committee and Music Director) and/or Capital Reserves. There will also be some expenses for moving the AV controls to the back of the sanctuary.

POLICY RECOMMENDATIONS: Our committee is still reviewing the Fundraising Policy. We are trying to clarify the circumstances in which this policy should be applied. Our next revision should be reviewed by the Program Council as well as the Board. We have additional policies on our to-do list as well.

We also identified a discussion point that might require a policy. Is it appropriate for committees to gift their budget funds to external entities? If support of external entities is included in the committee charter, perhaps this disbursement can be done without any additional policy or approval of the Board and/or the Program Council?