

**UUFCC Board Meeting Minutes Wednesday, September 27, 2023, at 7:00 p.m.  
In person (room 6) and on Zoom**

**Approved October 25, 2023**

**Respectfully submitted by Elaine Lau**

**Members Present:** Suzanne Weinstein (president), Elaine Lau (secretary), Gretchen Kuldau (president-elect), Martha Butler (treasurer), Cheryl Bohn, Jennifer Glick, Jeffrey Catchmark, Rev. Tracy Sprowls (ex-officio)

**Members absent:** None

**Action Items:**

- The Board will need to meet and see the current storage situation in person before recommending further action.
- Rev. Tracy will meet with Bhakti about counting attendees on zoom during the mid-year meeting

**The Board voted to:**

- approve the June 3, 2023 Special Board Meeting Minutes
- appoint David Blizzard as Chairperson of the Memorial Garden Committee and members Doug Archibald, Martha Jordan, Michal Stump, Peg Dobrinska, and Doris MacKenzie to serve.
- extend the meeting for another 15 minutes.

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Strategic priorities - reminder: Ministerial Search, Mission/Vision, Social Action, Program Council.

Meeting called to order: Suzanne **7:04 p.m.**

Chalice Lighting: Cheryl Bohn

Reading of board covenant: All

Changes to the agenda: Appoint Memorial Garden Committee members

**Minutes approved:** August 23, 2023. Gretchen motioned to approve the June 3 Special Board Meeting Minutes. Cheryl Bohn seconded, and the minutes were approved unanimously.

**Business from the September 9th Board Retreat:**

At the Board of Trustees Retreat on September 9, 2023, Martha Butler moved to accept Goodco's proposal for a new water pump for the Fellowship heating system. Jeffrey Catchmark seconded, and the motion passed unanimously. Also at the retreat, Jennifer Glick made a motion to appoint Gretchen Kuldau as chairperson of the Program Council. Cheryl Bohn made a second to the motion and the motion passed unanimously.

**Reports to be received and discussed as needed:**

Minister, President, Treasurer and Finance & Stewardship Committee, DLRE (verbal report from DLRE Ashley Hamlin), Program Council (verbal Report from Gretchen)

**DLRE Report**

Ashley reported that elementary RE will resume this coming Sunday, starting with an anti-racist program, as well as the Middle school RE. High School will be working on their space.

Adult RE includes the Hot Topics of Fascism, REsilience, Listening Circles, Chat with the Board at the end of October, and Drum Circle.

Interfaith work consisted of meeting with the Racial Justice Committee, meeting with the ministers from Grace Lutheran Church, joining the UBBC on 12/10 for a White Christian Nationalist Program, a Coalition for gun safety panel discussion, and work on outdoor recreation space for the county prison. Interest was expressed for the Fellowship OWL program again this year by the outside community, but Ashley reported that there are not enough facilitators to run the program this year.

Strengthening Community- UU Adventurers canceled their outdoor meeting on 10/14 due to weather. A pickleball outing is planned for November and a firepit is planned for December. The LRE Team (CARE) is planning a Samhain service for the end of October, a Stone Soup program in November, and the RE Holiday Party in December. Outreach and Faith Formation groups will be meeting.

**Program Council Report**

Gretchen reported that in order to add events to the Fellowship calendar, a time must be stated for the date(s) wanted. Bhakti manages 2 Facebook groups, although there are 2 additional groups that members can join. There is a UU Need to Know list serve that members can ask to join. Gretchen would like to have events that the Fellowship participated in publicized in the Enews. Program Council discussed the Chili Cookoff for November 5. Suggestions were made for them to contact Laura Lierman of the Racial Justice Committee for help with that event.

**Policies**

Destructive Behavior Policy- Some changes and edits were discussed. Changes to procedure for calling the police were made in paragraph C. Changes will also be made to paragraph F 4, and to paragraph J. This policy will be voted on at next month's Board meeting in October.

Safe Congregations Policy- Some wording in the first paragraph was changed. This policy will be voted on at next month's Board meeting in October.

## **Memorial Garden Committee Members**

The Board agreed with no objections to appoint David Blizzard as Chairperson of the Memorial Committee and members Doug Archibald, Martha Jordan, Michal Stump, Peg Dobrinska, and Doris MacKenzie to serve.

## **Fiduciary**

Finances- Martha reported that the budget forecast will change as the Board reposts the Sexton/Custodian position and engages a new short-term Cleaning Service. The Yard Sale Group is commended for achieving 95% of budget, with more unpriced items and less volume of merchandise than last year. Our request to increase the credit limit on the Fellowship card was denied due to insufficient length of payment history. Martha indicated that we could start to make 2 payments a month. Helen Dempsey presented updated procedures for purchasing and selling gift cards and physical inventory.

## **Discussion and Decision Items**

Staffing Triangle- (Board/Minister/HR) – We discussed the responsibilities of the parties involved in hiring and suggested the following:

- The office administrator places the ad. Answers inquiries.
- HR writes job descriptions and vets resumes, makes calls, sets up interviews
- A board member and relevant volunteer may be involved in the interview process
- The minister and financial secretary will do the onboarding.
- The Board is part of the hiring and firing process.

The decision to rekey the building entrance locks now or later, when the electronic locking system is installed for the front door, was tabled until next month's Board meeting in October.

Long Range Planning for MSC- Our short-term, mid-term, and long-term goals of the Fellowship will need to be articulated to the MSC by the end of October. Our main short-term goal is to have a settled minister by August. Work that must be completed to achieve our goals that is slow, stalled, or not yet being addressed would involve Leadership development- this initiative had been stalled during the pandemic. A goal that could be further explored with a new minister would involve our Mission and Vision. Other goals are: a Capital Campaign for solar panels, a presence at Penn State/ Campus ministry/ student minister, a vibrant OWL program, mortgage retirement, organizing social action, racial justice, outreach to community (improve outreach to bring in families with Trans kids, for example), being prepared for growth by making partnerships and connections in the community, develop a teaching congregation, and a revisited pledge campaign.

Jennifer Glick motioned for the meeting to be extended for another 15 minutes. Gretchen seconded the motion and it passed unanimously.

Storage solutions- After discussion, it was agreed that the Board will need to meet and see the current storage situation in person before recommending further action.

Mid-year Meeting- The bylaws discussion with any members/friends interested in providing feedback will occur on October 29th during RE hour. The recommended bylaws change will be posted to the congregation 10 days prior to the mid-year meeting and voting on the changes will occur at the meeting. Updates from the MSC will be included in the agenda. Gretchen asked for a better way to account for zoom attendees at the meeting and at services. Rev. Tracy indicated that she will meet with Bhakti about the mid-year meeting and that Roberta Dostal counts the people on zoom for the service.

**Adjourn 9:20 p.m.**

NEXT MEETING: October 25

REMINDER: Sign up for Fellowship lock-up duty and chalice lighting. Elaine Lau indicated that the lock-up map needs to be updated.

UPCOMING DATES:

**\*75 Year Anniversary Coming Up in 2025**

**Attachments**

- Interim Minister's Report
- President's Report
- Financial Report

Transition/Interim Minister's Report

Rev. Dr. Tracy Sprowls

September 25, 2023

**Congregational Life**

- Our new program year has started out with high energy, some excitement about a new minister, and also some worry about a new minister.
- Lots of families are visiting and I am working with various committees to help integrate them into our community
- Volunteers helped make the building and grounds presentable for the new year and staff in particular were very busy with this
- Room changes are still in process but getting there!

**Pastoral Care**

- I continue to work with the Caring Committee and try to attend their monthly meetings. I still find we are adjusting to a shared ministry.
- I visited with folks at Foxdale today and am intending to visit many more folks I haven't seen in awhile. Summer sometimes feels too long in this regard.

- I am maintaining connection with several families going through difficult times. I find this is more true today than before Covid.

### **Sunday Services**

- The worship committee still could use more members. We are working on shifting the mindset from having to do the lay services themselves to offering this opportunity to not only others in the congregation but to guest speakers from Penn State and ministers. I think this is part of the challenge of getting new members on the worship committee.
- At Keith Kron's suggestion, we have several guest ministers in the virtual pulpit this fall. Keith suggested bringing in a variety of ministers so that UUFCC can see the various styles and possibilities out there.
- We continue with Soul Matters as our main monthly themes, but we will also focus on the final transition tasks including mission and vision.
- Please look at this link for Sunday numbers: [Event Attendance Count - Google Sheets](#)
- I am encouraging Colleen to reach out into the community to tap into the musicians in our area, just to expand our connections and showcase area musicians.

### **Administration and Personnel**

- Bhakti and I have been working on the website updates and should be ready this week.
- As you know, the Sexton hire failed. We have hired a cleaning service in the meantime.
- HR will meet in two weeks to discuss this unfortunate event, get clear on processes, and to review Bhakti's job description.
- The transition to our new financial secretary seems to be going well.
- Ashley has moved her office to room 2. She now has an office she feels she can work in. Her office will also be a place for families to hang out and catch a breath.
- I will be nominating [Ashley Hamlin](#) for the Angus H. MacLean Award for Excellence in Religious Education. It would be great if the board wrote a letter in support of her.

### **Professional/Personal**

- My two oral surgeries went well. Although the surgeries were not as bad as the dentist described regarding pain and healing, I was surprised at how long the pain lasted.
- The care of my parents is an ongoing issue. I appreciate your care and support as my family navigates this journey.
- I appreciate the use of the home of Starla and Rolf Dietrich while I am in State College and they are in New Orleans. Bonnie and Ed Rossi have also opened their above garage apartment to us for when David visits with the dogs.
- I was on call for the UU Trauma Response Ministry in July. I had to manage five calls which was a lot of work. At the end of July, I did the End of Life Doula training I had postponed from last summer. I also attended the UUA General

Assembly in June. I served as a chaplain so had less of a GA experience than usual. And, I attended the Parliament of World Religions in August.

- I am doing two memorial services and two weddings, all but one in New York.
- I have joined the Poor People's Campaign Coordinating Committee for NJ.
- Each month, I meet with my NJ ministerial colleagues (I am president this year) and I meet with the Liturgy and Latte group. I cannot meet with the interfaith clergy group in State College because they meet the same day I meet with the NJ ministers. And I would usually join with the LREDA group but they meet when the Finance Committee meets.

My self-care includes walking, yoga, meditation, knitting, writing, talking with friends and family. I am joining the YMCA in October and hope to take up pickleball.

### **Community/Social Justice**

I will be working with the Board this year to review and possibly restructure our Social Justice work. I am part of the Interfaith Coalition on Gun Safety. I am supporting the interfaith work Ashley does in our community.

### **President's Report Suzanne Weinstein 9/27/2023**

Since our August board meeting I have accomplished the following:

#### **Board business**

- Met with Tracy and Gretchen to plan the September board meeting
- Developed the meeting agenda
- Submitted a monthly e-News column
- Facilitated the board retreat on Saturday, September 9th.
- Worked with Rev. Tracy, Cathi Alloway and the board to determine how to best handle the fact that Luke did not show up for work or respond to texts during the week of September 10 - September 17.
- Sent a text and registered letter to Luke Arzner to inform him of his termination if we didn't hear from him by Wednesday, September 20th

#### **Pledge Campaign**

- Recruited Bob Andronici and Claudia Snyder to chair the 2024 Pledge Campaign
- We are still searching for a 3rd co-chair (per Bob's request)

To: UUFCC Board  
From: Martha Butler, Treasurer  
Subject: August Financial Report  
Date: September 24, 2023

August Financial Reports:

In the ***Revenue and Expense Report:***

- Note that the current forecast is for a \$3K surplus at the end of the year. This (and the revised budget) will change as the Board reposts the **Sexton/Custodian** position and engages a new short-term **Cleaning Service**. The current forecast includes a pending 20% increase in the cost of our **commercial insurance** from Church Mutual and an increase in Childcare Hours on Sunday from 3 to 3.5. After taking into account the generous surplus at the end of June, my error (\$12.5K in the budget calculation), and the sexton/cleaning service decision, we restored the **Lifetime Religious Education** budget to the amount originally asked. In August the Board approved the **transfer of \$27.5K to the Balance Sheet**: \$15K to the Capital Improvement Fund and \$12.5K to an Operations Reserve to cover future unbudgeted expenditures.
- The **Yard Sale** group is commended for achieving 95% of budget, with more unpriced items and less volume of merchandise than last year.
- Recurring expenses for some items have anomalous entries for August. These are corrections for double counting some expenses in June and/or July. This is due to a change in procedures in the transition of some expenses from the debit card to the credit card.

In the **Financial Position Report:**

- The Capital Improvement Reserves Fund now stands at \$44,500. \$15K is committed as half the cost of repairing the **Driveway**, with a matching amount approved by the Endowment & Directed Gifts Committee. The Board has also approved a new (simpler) **pump for the heating system** and the installation of this new pump for manual periodic switchover with the existing pump (\$6,700).
- The **ADA door opener project** is almost complete, awaiting a new crash bar on the main door. Then Park Security can complete installation of fob access on the main door. The Endowment & Directed Gifts Committee is aware that their cost commitment for the project will be only what is in excess of the UUA Legacy Grant, less than originally requested.

Other finance news:

**SOLAR PANELS: (No progress to report)** The solar panel proposal application was not fully approved. We were awarded \$9000 for an energy audit. We will go ahead with the energy audit. We have also asked for a proposal for the solar panels and will also obtain one from another contractor. Estimates are needed for future planning.

**POLICY RECOMMENDATIONS:** The Committee has 2 policy areas to be considered this year: Records Retention and Gift Cards. Helen Dempsey will present updated procedures for purchasing and selling gift cards and physical inventory at the September meeting. We do not have written procedures for the accounting of the inventory and sales in our financial systems.

FINANCIAL REVIEW: No progress to report, and this is deferred for discussion after the new Financial Secretary is onboard.

HUMAN RESOURCES: We are in the midst of a three-week transition and training period between Financial Secretaries. All is going well.

ONGOING BUDGET CONSIDERATIONS: As noted above, expect more revisions to the budget passed by the Congregation. A new current comparison document is available, and also shown in the Forecast column of the Revenue & Expense Report. The funding of an **Operations Reserve** is the first step in an effort to make this an ongoing item in the budget, a cushion for future unusual or unexpected Operations expenses.

FELLOWSHIP CREDIT CARD: Our request to increase our credit limit was denied due to insufficient length of payment history. We are encouraged to apply for an increase again in six months.

<b>Unitarian Universalist Fellowship of Centre County</b>		
<b>Statement of Financial Position</b>		
<b>as of August 31, 2023</b>		
	<b>Total</b>	
<b>ASSETS</b>		
TD Ameritrade (broker acct)	\$ 250	
Citizen's Money Market Account	\$ 34,580	
Reliance-Reserve Fund 6506	\$ 115,421	
Citizen's Checking	\$ 62,232	cash in the bank
Total Current Assets	\$ 212,484	\$ 212,484
Total Fixed Assets	\$ 1,589,839	
Total Other Assets - Food Cards in MDF	\$ -	
Total Other Assets - Food Cards	\$ 6,655	
<b>TOTAL ASSETS</b>	<b>\$ 1,808,978</b>	
<b>LIABILITIES AND EQUITY</b>		
<b>LIABILITIES</b>		
Building Use Deposits	\$ 3,566	
Other Current Liabilities	\$ (25)	unresolved
Total Payroll Liabilities	\$ 3,238	
Total Current Liabilities	<b>\$ 6,779</b>	
Total Long Term Liability - Reliance mortgage	\$ 219,792	
<b>TOTAL LIABILITIES</b>	<b>\$ 226,571</b>	
<b>EQUITY - NET ASSETS</b>		
<b>Unrestricted Reserves</b>		
Annual Surpluses net of Deficits - 1998-2011	\$ 7,977	



Retained Earnings	\$ 164,635	
Capital Improvement Reserve	\$ 44,584	
General Reserves	\$ 1,416	
Deferred Pledge Revenue for FY 2023-2024	\$ -	
UUA Legacy Challenge	\$ 1,654	
Operations Reserve	\$ 12,500	new
Berry Non-designated Gifts	\$ 4,683	
Reserve for R M Sabbatical	\$ 4,000	
Ministers Discretionary Fund	\$ 3,884	
Reserve for DLRE Sabbatical	\$ 2,000	
Youth Group Fund	\$ 4,784	
Butterfly Garden	\$ 755	
Racial Justice Task Force	\$ 488	
OWL Training Reserve	\$ 1,018	
UU UNO Reserve	\$ 1,500	
Coming of Age Reserve	\$ 1,500	
<b>Total - Unrestricted Reserves</b>	<b>\$ 257,379</b>	<b>83,350</b>
<b>Restricted Reserves</b>		
Total Building Addition	\$ 1,267,804	
Memorial Garden	\$ 7,119	
Memorial Garden Entry Subsidy	\$ 5,000	
First Sunday contributions	\$ 1,369	
Memorial Funds	\$ -	
Library	\$ 331	
Aesthetics fund	\$ 1,103	
Seder Donations	\$ 1,745	
Music Targeted Gifts	\$ 925	
Guest at Your Table	\$ -	
Holiday Bonus - Congregant Contributions	\$ 661	
<b>Total Restricted Reserves</b>	<b>\$ 1,286,057</b>	<b>18,253</b>
<b>TOTAL NET ASSETS - RESERVES &amp; EQUITY</b>	<b>\$ 1,543,437</b>	
Net Revenue	\$ 38,970	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,808,978</b>	
	cash minus designated uses	\$ 110,880
	includes cash reserves	available cash

UUFCC Revenue & Expense Report							
August 2023							
	Actual	Budget	Forecast		17%	% of	% of
	2022-2023	2023-2024	2023-2024	This	YTD	Budget	Forecast
			4	Month	Date		
<b>REVENUE</b>							
Fair Trade Coffee	1,004	1,500	1,500	232	232	15%	15%
Brickwedde Fund	1,045	1,000	1,000	0	0	0%	0%
Halleck Fund	6,592	3,200	3,200	0	0	0%	0%
Building Use	10,179	17,000	17,000	240	315	2%	2%
Regular Sunday Service Plate	5,908	7,500	7,500	696	1,089	15%	15%
Pledge Receipts (in-hand)	370,685	375,000	375,000	16,895	121,149	32%	32%
Non-Pledge Receipts	6,387	10,000	10,000	163	243	2%	2%
Non-Recurring Gifts	770	0	0	0	0		
Last Year's Pledge	1,563	2,000	2,000	111	1,237	62%	62%
Food Coupon Sales	2,935	4,000	4,000	410	410	10%	10%
Interest	429	50	50	0	0	0%	0%
Amazon Smiles	107	0	0	0	0		
Music Expense Offset		500	500				
Miscellaneous Income	250	0	0		0		
	<b>407,854</b>	<b>421,750</b>	<b>421,750</b>	<b>18,747</b>	<b>124,676</b>	30%	30%
<b>Special Projects</b>							
Service Auction	12,430	12,000	12,000	0	310	3%	3%
Yard Sale	7,536	7,000	7,000	6,642	6,642	95%	95%
Youth Group Fundraiser	0	0	0	0	0		
Concert Series	2,160	2,000	2,000	0	0	0%	0%
Chili Cookoff	379	400	400	0	0	0%	0%
	<b>22,505</b>	<b>21,400</b>	<b>21,400</b>	<b>6,642</b>	<b>6,952</b>	32%	32%
Ministerial Search (carryover)		14,500	14,500	0	14,500	100%	100%
Previous Year Surplus (carryover)	64,561	17,000	40,400	0	40,400	238%	100% w/o carryover
<b>Total REVENUE</b>	<b>494,920</b>	<b>474,650</b>	<b>498,050</b>	<b>25,389</b>	<b>186,527</b>	39%	37% <b>131,627</b>
<b>EXPENSE</b>							
<b>Committees</b>							
Aesthetics	67	0	0	0	0		
Caring	1,683	1,200	1,200	198	258	21%	21%
Stewardship	672	1,500	1,500	0	0	0%	0%
Hospitality	0	100	100	0	0		
Leadership Development	942	500	1,000	0	0	0%	0%

Library	0	0	0	0	0			
Membership	558	500	500	45	(146)	-29%	-29%	
Total Music	2,987	4,000	4,000	339	339	8%	8%	
Publicity	1,570	2,300	2,300	0	0	0%	0%	
Small Group Ministry	0	50	50	0	0			
Seder expenses	111	300	300	0	0	0%	0%	
Social Action	0	200	200	0	0			
Green Sanctuary	0	300	300	0	0			
Racial Justice	0	0	0	0	0			
Fellowship Suppers/Celebrations	0	100	100	0	0			
Worship Services	2,560	2,500	2,500	0	315	13%	13%	
Service Auction	310	500	500	0	0	0%	0%	
Yard Sale	508	500	500	0	0	0%	0%	
Game Night	0	50	50	0	0			
Total Committees	<b>11,968</b>	<b>14,600</b>	<b>15,100</b>	<b>582</b>	<b>766</b>	5%	5%	
<b>Religious Education &amp; Youth</b>								
RE Program Expenses	3,627	3,000	3,000	9	9	0%	0%	
Coming of Age (reserve)	1,500	500	500	0	0	0%	0%	
UU UNO (reserve)	1,500	1,000	1,000	0	0	0%	0%	
Reserve for OWL Training	1,000	1,000	2,000	0	0	0%	0%	
OWL Facilitator Training	1,232			0	0			
Transfer from OWL Reserve	(1,232)				0			
Youth Group	34	200	500	0	0	0%		
Adult Education	629	500	<b>2,000</b>	0	0	0%	0%	
Total RE & Youth	<b>8,290</b>	<b>6,200</b>	<b>9,000</b>	<b>9</b>	<b>9</b>	0%	0%	
<b>Contributions</b>								
UUA	17,652	11,327	11,327	944	1,888	17%	17%	
Total Contributions	<b>17,652</b>	<b>11,327</b>	<b>11,327</b>	<b>944</b>	<b>1,888</b>	17%	17%	
<b>Transfers to Balance Sheet</b>								
Capital Improvement Fund	0	0	<b>15,000</b>	15,000	15,000			
Operations Reserve Fund	0	0	<b>12,500</b>	12,500	12,500			
	<b>0</b>	<b>0</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>		100%	
<b>Facilities</b>								
Debt Service - Interest (budget includes principal reduction payments)	12,004	25,936	25,936	1,131	2,231	9%	9%	
Fair Trade Coffee	1,819	2,000	2,000	0	0	0%	0%	
Grounds	3,903	3,000	3,000	(185)	211	7%	7%	

Snow Removal	6,285	8,000	8,000	0	0	0%	0%
Emergency Eqp & Supplies	193	400	400	0	0	0%	0%
COVID related expenses	326	500	500	0	0	0%	0%
Security	1,355	1,500	1,500	15	252	17%	17%
Workers Compensation	979	1,000	<b>1,043</b>	1,043	1,043	104%	100%
Umbrella Liability	350	350	350	350	350	100%	100%
Multi-peril insurance/Liability	4,460	4,600	<b>5,800</b>	0	0	0%	0%
Building Maintenance	5,695	5,000	5,000	333	333	7%	7%
Inspections, Licenses, Permits	394	2,000	2,000	0	540	27%	27%
Janitorial Supplies	485	250	1,000	33	33	13%	3%
Kitchen Supplies	1,547	1,300	1,500	(10)	(10)	-1%	-1%
Cleaning services	31,705	26,000	5,000	1,750	3,740	14%	75%
Total Physical Plant, Grounds, Insurance	<b>71,500</b>	<b>81,836</b>	<b>63,029</b>	<b>4,461</b>	<b>8,723</b>	11%	14%
<b>Utilities</b>							
Electric	3,036	3,500	3,500	230	443	13%	13%
Gas	5,504	6,000	6,000	30	82	1%	1%
Telephone	1,689	1,600	1,600	(154)	130	8%	8%
Internet Service & WIFI	2,469	3,000	3,000	210	420	14%	14%
Trash	1,059	1,200	1,200	97	194	16%	16%
Water & Sewer	2,049	2,200	2,200	319	449	20%	20%
Total Utilities	<b>15,806</b>	<b>17,500</b>	<b>17,500</b>	<b>732</b>	<b>1,718</b>	10%	10%
<b>Office</b>							
Office Furniture	0	100	100	0	0		
Copier	3,748	4,200	4,200	264	562	13%	13%
Postage	496	1,000	1,000	0	0	0%	0%
Printing	0	200	200	0	0		
Office Supplies	1,801	2,200	2,200	161	161	7%	7%
Total Office	<b>6,045</b>	<b>7,700</b>	<b>7,700</b>	<b>425</b>	<b>723</b>	9%	9%
<b>Technology</b>							
QuickBooks fee	1,519	1,700	1,700	(52)	164	10%	10%
Website Costs	692	500	1,000	0	0	0%	0%
IT Hardware, Software, Services	2,520	2,500	4,000	23	163	7%	4%
Breeze Church Management	809	900	900	(62)	77	9%	9%
Processing fees through Breeze	1,184	1,500	1,500	103	158	11%	11%
General Office & Admin Expense	49	0	0	0	0		
Advertising/Printing	0	50	50	0	0		
Total Technology	<b>6,773</b>	<b>7,150</b>	<b>9,150</b>	<b>12</b>	<b>561</b>	8%	6%

<b>Professional Services</b>								
Advertising/Printing	0	0	0	0	0			
Payroll Services - US Acct	2,420	2,500	2,500	190	380	15%	15%	
Attorney/Professional Service fees	73	4,150	5,000	0	0	0%	0%	
Total Professional Services	<b>2,493</b>	<b>6,650</b>	<b>7,500</b>	<b>190</b>	<b>380</b>	<b>6%</b>	<b>5%</b>	
Total Non-Personnel Expenses (budget includes mortgage payments)	<b>140,527</b>	<b>152,963</b>	<b>167,806</b>	<b>34,854</b>	<b>42,268</b>	<b>28%</b>	<b>25%</b>	
<b>Personnel</b>								
Total Minister	1,000	0	0					
Total Interim Minister	131,323	134,938	134,938	12,673	23,228	17%	17%	
Total DLRE	72,033	76,158	76,158	7,720	13,893	18%	18%	
Total Office Administrator	41,275	41,068	41,068	3,379	6,759	16%	16%	
Total Music Director	17,824	19,158	19,158	1,505	3,010	16%	16%	
Total Financial Secretary	7,959	8,246	11,978	679	1,358	16%	11%	
Total Choir Accompanist	5,106	5,308	5,308	434	868	16%	16%	
Total Band Leader	2,959	3,098	3,098	250	499	16%	16%	
Total RE Assistant	0	0	5,267					
Total Sexton	0	0	8,432					
Total Childcare	6,443	6,549	7,200	393	685	10%	10%	
Minister Search	458	14,500	14,500	90	90	1%	1%	
Holiday Gifts for Non-Employees	100	100	100	0	0	0%	0%	
Total Personnel	<b>286,480</b>	<b>309,123</b>	<b>327,205</b>	<b>27,123</b>	<b>50,389</b>	<b>16%</b>	<b>15%</b>	
<b>Total EXPENSE</b>	<b>427,007</b>	<b>462,086</b>	<b>495,011</b>	<b>61,976</b>	<b>92,657</b>	<b>20%</b>	<b>19%</b>	
								w/o carryover
<b>NET SURPLUS or (DEFICIT)</b>	<b>67,913</b>	<b>12,564</b>	<b>3,039</b>	<b>(36,588)</b>	<b>93,870</b>			<b>38,970</b>
Principal Reduction Payments	13,014	(included above)		1,030	2,092			
								w/o carryover
NET including Principal Payments	<b>54,899</b>			<b>(37,618)</b>	<b>91,778</b>			<b>36,878</b>

