

**UUFCC Board Meeting Minutes**  
**Wednesday, November 30th, 2022, at 7:10 p.m.**  
**In person (room 6) and on Zoom**

**APPROVED November 5, 2022**

**Respectfully submitted by Elaine Lau**

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

**Members absent:** None

**Action Items**

- It was agreed that reports to the Board of Trustees should be submitted no later than 48 hours before the next Board meeting.
- Suzanne Weinstein and Ann Snowman will meet with Christine Purcell, the representative from the Transitions Office, to plan a retreat for the MSC.
- Rev. Tracy Sprowls will investigate the UU Need to Know email list and publicize it to the congregation.
- Suzanne will contact Linda Eller to see if she would be interested in serving on the Right Relations Committee.
- Martha Butler will contact the Music Committee to see if some of the unused targeted Music Reserve Fund could be used for the new microphones.
- Elaine Lau will contact Andy Lau to obtain information and quotes from local solar companies.
- Martha will put something in the enews asking for donations from the congregation for staff Christmas bonuses to be made online or by check.
- Rev. Tracy will ask Bhakti to change the rental agreement to indicate that no weapons are allowed on our property. Suzanne will also amend the Safe Congregations Policy to include the no weapons rule.

**Motions Passed**

The Board voted to:

- Approve Authorized Agents Martha Butler (Treasurer) and Wayne Osgood (Chair of Endowments & Directed Gifts) for the TD Ameritrade Account (account number 427-802954), and Peter Jurs (Past Treasurer) and Elizabeth Allen (Past Treasurer) shall be removed as Authorized Agents of this account.
- Extend the meeting by 10 minutes

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Meeting called to order: by Suzanne Weinstein **7:10 p.m.**

Chalice Lighting: Martha Butler

Reading of board covenant: All

Changes to the agenda: Discussion of Christmas bonus for the staff, Discussion of reports being sent in a timely manner

### **Minutes approved: October 26th**

**Reports received-** Minister, President, Treasurer and Finance & Stewardship Committee, Program Council (verbal report from Gretchen)

### **Program Council Report:**

Gretchen Kulda reported that the Program Council:

- heard Kevin Alloway describe the plan for focus groups
- stated that help is needed for various programming
- uses the UU Need to Know email list, but only 50 people use it. Rev. Tracy will find out more information about this and publicize it to the congregation.
- stated that \$330 was made at the chili cookoff
- discussed plans for the Holiday Party
- wants to know the status of members- if the member is Active/Not Active. They suggested that pledge forms be returned even if not pledging
- decided not to meet in December. The next meeting is scheduled for January 24.

### **Discussion and Decision Items**

**Report Submissions to the Board-** It was agreed that reports to the Board of Trustees should be submitted no later than 48 hours before the next Board meeting.

### **Strategic Priorities**

Ministerial Search Committee - The Negotiating team for the ministerial search will include one person from the MSC, one person from the board, and one other person the board chooses. The Negotiating team prepares a draft of the ministry agreement into which the congregation and minister will eventually enter. The negotiating team may also be asked to recommend compensation (salary, housing, benefits) to the board, though ultimately the governing board is responsible for setting compensation.

Suzanne reported that she will meet with Christine Purcell, from the Transitions Office, to plan a retreat for the MSC.

Strengthening Community- The Right Relations Team consists of the President, Minister, DLRE, plus 2 others. Suzanne reported that Graham Corby and Andy Lau have agreed to serve on the Right Relations Committee. Elaine Lau suggested that a nurse would be a good addition to the team and that Linda Eller is a nurse. Suzanne will contact Linda to see if she would be interested in serving on the committee.

Dismantling Racism- Suzanne reported that the RJC continues tabling following services and has recruited one additional member.

## **Policies- None**

### **Fiduciary**

Finances- Martha Butler reported that an ipad was purchased for the Worship Committee. She explained that we will end the year with a surplus expected to be about \$28,000 and that \$10,000 will be carried over to next year for the MSC. She stated that we have already used up half of the cleaning services budget by the end of October. Martha also remarked that the carbon offset budget line item has not been used. The Green Sanctuary Committee should be contacted and asked more about this.

The balance sheet shows \$54,000 in the capital reserve fund. Martha will contact the Music Committee to see if some of the unused Targeted Music Reserve Fund could be used for the new microphones. Finally, other projects that would need money from the capital reserve fund include a new water pump and pothole repairs. Suzanne will contact the Building Committee for more information about these projects.

### TD Ameritrade Account - Resolution to Approve Authorized Agents

- Jeffrey Catchmark motioned that the Board of Trustees resolve that the Authorized Agents for the UUFCC TD Ameritrade account (account number 427-802954) shall be Martha Butler (Treasurer) and Wayne Osgood (Chair of Endowment & Directed Gifts). Peter Jurs (Past Treasurer) and Elizabeth Allen (Past Treasurer) shall be removed as Authorized Agents of this account. Gretchen Kulda seconded, and the motion passed unanimously.

Johnson Controls- Miller, Kistler, & Campbell (law firm we have used in the past) has been contacted for advice on how best to handle this issue. [Currently awaiting a call back].

Roof repair cost-splitting request to Endowments & Directed Gifts- After some discussion about whether the option to later place a solar installation on the roof would require some preliminary work done when the roof is replaced or if our roof would support it, it was decided that Elaine would contact Andy Lau on the Building Committee to obtain quotes and information from local solar installation companies.

Rev. Tracy's contract- After some discussion the board agreed unanimously to keep the wording in Rev. Tracy's contract to "The Interim Minister will lead or co-lead worship between 30 and 35 Sundays each year, including major religious holidays observed by the Congregation." It was noted that some updates to Rev. Tracy's contract will need to be made and now that Jeffrey Catchmark is a Board of Trustee member, he will need to be replaced on the Transition Team.

## **Discussions**

No guns signs- Pennsylvania is an open carry state. Our Fellowship is private property and we are allowed to post signs. After some discussion it was agreed that Rev. Tracy will ask Bhakti to change the rental agreement to indicate that no weapons are allowed on our property. Suzanne will also amend the Safe Congregations Policy to include the no weapons rule. It was also agreed that we should table the no guns signs discussion and Active Shooter Training.

Building/grounds board liaison- The Board has not been getting timely information from the Building & Grounds Committee and there is a problem of who is accountable for some responsibilities. Suzanne has written a charter for this committee with help from Rev. Tracy. Suzanne indicated that there were 3 ways of resolving this issue.

1. A Board member would volunteer to be the Liaison. Elaine asked that the responsibilities of this position be stated. What are the Liaison's duties? Would they be required to attend the Building/Grounds committee(s) meetings?
2. A Board member would be on the Board for 3 years, the last 2 years as Liaison
3. Hire a part-time sexton that would provide continuity. This would be a staff person and could perhaps be a shared position with another church.

Suzanne agreed to serve as Building and Grounds Liaison until the Board determines who will serve in that role. It was also noted that the new Building & Grounds ticketing system should be advertised to the congregation.

Christmas Bonuses for Staff- Martha Butler reported that last year's Christmas bonuses for staff were \$50 with \$68 leftover from last year's budget. The Board agreed that the bonuses should be increased to \$100. Solicitations for donations will be made to the congregation. The line item in next year's budget will be increased to a cap of \$100 per staff member. Martha will put something in the enews asking for donations to be made online or by check

Jeffrey Catchmark made a motion to extend the meeting time by 10 minutes. Cheryl Bohn seconded. The motion passed unanimously.

## Bylaws revisions

- Nominating Committee- Serves for 1 year. After much discussion it was decided that the Nominating Committee should not only be responsible for recruiting new Board of Trustee members from the congregation, but also to recruit new members for their own committee from the congregation. The Nominating Committee should include a past Board member. Whether to take open nominations from the congregation (as was done with the MSC) or not, was tabled for further discussion.
- Roberts Rules- Tabled

## **Board Calendar**

January - personnel review process begins

## **Check out**

NEXT MEETING December 28<sup>th</sup>? TBA

- Chalice lighter: TBA

## **Adjournment/Chalice Extinguishment- 9:12 p.m.**

UPCOMING DATES:

Annual meeting: June 4, 2023

## **Attachments**

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

Interim Minister's Report to the UUFCC Board of Trustees

Rev. Dr. Tracy Sprowls

November 30, 2022

## **Congregational Life**

- The Adult RE programming is popular
- Checking in with Cee about Small Group Ministry
- Trying to connect with members through soliciting dinner invitations.

## **Pastoral Care**

- I delivered soup to two families after the Stone Soup service. I was curious if we have a caring list of those folks who are homebound and I was told no. I will be working with the Caring Committee to update this data. I want to be able to deliver something to them for the holidays; let them know they are not forgotten.
- I regularly visit with the folks at Foxdale and I am trying to connect to Juniper. Again, I will work with the Caring Committee on this.
- Checked in with an ill member who does not attend anymore due to their health, Mark Hayes, and one person who recently resigned their fellowship.

## **Sunday Services**

- The Worship Committee continues to struggle with low membership.
- The AV system has been upgraded. A huge thank you to Bhakti and all of those involved!
- Bhakti is now consistently keeping track of attendance. Does the Board want these numbers?
- I am busy planning services for December.

## **Administration and Personnel**

- Staff meets weekly and will be celebrating the holidays at a little staff party on Dec. 22.
- This is a creative and hard working team. They are relentless in their commitment to UUFCC and quality ministry. Please consider Chrstmas bonuses again this year.

## **Professional/Personal**

- As I have indicated, the stress of driving back and forth, the health issues of my parents, as well as a few other personal things have created some considerable stress in my life. I have stepped back a little and have been very intentional about self-care and I am doing/feeling much better. I will continue to do the self-care things I need to to keep healthy and whole- walking, yoga, meditation, knitting, writing, reading, and talking with friends and family.
- I met with Jeff, the Chaplain at Mt. Nittany to consider next steps in my career after UUFCC.
- I am in the Right Relations training as well as Beloved Conversations (anti-racism). In the new year, I will return to the End of Life training I had planned to do this fall but could not.

## **Community/Social Justice**

- I am supporting the work of the congregation.
- I was an Election Defender for this November election
- I have a training on Reproductive Justice on Dec 10

## **President's Report Suzanne Weinstein 11/30/2022**

Since our October meeting board meeting I have accomplished the following:

### **Mid-year meeting**

- Wrote board report
- Reminded those responsible for reports to send them to Bhakti by the deadline
- Facilitated the mid-year meeting

### **Buildings and Grounds**

- Wrote draft of building committee charter

### **Right Relations**

- Prepared for and attended three 2-hour workshops on Right Relations, along with Rev. Tracy and Ashley

### **Ministerial Search**

- Contacted Christine Purcell to get the ministerial search started
- Contacted Mike Harris from UUA to schedule negotiating consultation
- Discussed the search with Ann Snowman

## Board business

- Wrote a column for the e-News (second week of the month)
- Met with Jeff Catchmark to discuss changing the nominating committee rules in the bylaws
- Contacted additional people to serve as co-chairs of the pledge campaign, but no one has agreed to do it yet

To: UUFCC Board

From: Martha Butler, Treasurer

Subject: October Financial Report

Date: November 27, 2022

## October Financial Reports:

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

- A few changes were made to **forecasts** relative to budget amounts. **Worship Services** committee expense was increased by \$1500 for the unbudgeted purchase of an iPad to support hybrid services. Minor changes were also made to the forecasts for **telephone** expense and **interest** revenue. The net result of the forecast changes is that the forecasted end of year surplus is unchanged: \$28,000 plus approximately \$10,000 to carry over for the Ministerial Search.
- Insurance expenses are also now split out explicitly for our three policies: Workers Comp (paid in July), Umbrella Liability (paid in August) and Multi-peril/Liability (paid in December). In October we received the experience-related dividend on the Multi-peril policy (common with Mutual insurance companies).
- We have now expended about half of the **Cleaning Services** budget.
- The unbudgeted line item in RE expenses for the **OWL Facilitator Training** held here in early September is about break-even at this time. However, there are still some facilitator travel expenses outstanding.
- Committee and regular RE expenses were again low.
- In the years since **Carbon Offsets** have been explicitly included as a line item in the budget, they have never been used.

### In the *Financial Position Report*:

- The Capital Improvement Reserves Fund now stands at \$54,000.
- Other than the roof, the next capital expense to be addressed is the pump/backup pump for our heating and hot water system.
- The ADA door opener project is stalled in vendor estimates and coordination.

## Other finance news:

JOHNSON CONTROLS: We will be consulting with an attorney for advice in handling an invoicing and contract dispute with Johnson Controls relating to our fire security system. We are reconstructing our history with Johnson Controls to establish a timeline of contracts, technician visits, and invoicing. Johnson Controls is asking for payment of remainder of a contract for a project which was not completed to our satisfaction, and an annual fee for monitoring the fire security system to which they are no longer connected. The total amount is nearly \$4000. We were notified by a collections agency that Johnson Controls had sent our account to them; however, we are still receiving statements from Johnson Controls.

STEWARDSHIP/FINANCIAL EDUCATION: We are in the process of identifying a team of facilitators for the adult RE offering in the spring using the UUA Wi\$dom Path curriculum. The sponsor group consists of Leslie Brown, Ashley Hamlin and Martha Butler.

POLICY RECOMMENDATIONS: The Official Fundraising Activities Policy was approved in the October Board meeting. The Musicians for Special Services policy was submitted by the Music Committee to the Board with minor changes recommended. The Board is asking the Music Committee to re-consider one issue.

A new Purchasing Policy is ready for Staff review, with a few outstanding issues. There are a few holes to be filled: 1) Who/what committee is the purchasing authority for building/operations purchases? 2) Addition of diversity and green/eco-friendly requirements 3) appropriate IRS limits in the Reimbursement procedures.

CAPITAL PLANNING: The UUA recommends the consulting group Stewardship for Us (s4Us) for stewardship planning, including capital campaigns and financial feasibility studies (<https://www.uua.org/finance/fundraising/consulting>). Much of the work seems to start with extensive surveys of congregational needs and readiness. These services, however, seem to be geared to very large capital campaigns. The Finance & Stewardship Committee recommends that rather than a targeted capital campaign, we include a contribution from operations to our Capital Improvement Reserves in the budget. This does not preclude individual contributions to the Capital Improvement Reserves.

HUMAN RESOURCES: By agreement with the HR Committee and Rev. Tracy, I will continue to be the named congregational Plan Administrator for the retirement plan. Especially with the changes from TIAA to a new UUA plan administration contractor in the upcoming months, we also need a named Remittance Agent. Our Financial Secretary Joe Kowalski has been performing this role, but we need to assign him an email address within our @uufcc.com domain to meet UUA standards. This has been done. UUA's new plan service administrator requires remittance via payroll service and ACH, so this may involve our payroll processor as well. We have been paying via check.

MISCELLANEOUS: I am awaiting resolution of the Johnson Controls contract issues before we apply for the Charity Charge credit card account for the UUFCC. The Board indicated approval of the concept, and it would certainly make it easier to reconcile at end-of-month and streamline staff reporting of purchases. We would need to add to the Purchasing Policy 1) how spending limits are determined/approved and 2) who is eligible for a UUFCC credit card.

<b>Unitarian Universalist Fellowship of Centre County</b>		
<b>Statement of Financial Position</b>		
<b>as of October 31, 2022</b>		
	<b>Total</b>	
<b>ASSETS</b>		
TD Ameritrade (broker acct)	\$ 250	
Citizen's Money Market Account	\$ 34,567	
Reliance-Reserve Fund 6506	\$ 115,100	
Citizen's Checking	\$ 89,409	cash in the bank



Total Current Assets	\$ 239,326	\$ 239,326
Total Fixed Assets	\$ 1,589,839	
Total Other Assets - Food Cards in MDF	\$ 340	
Total Other Assets - Food Cards	\$ 10,895	
<b>TOTAL ASSETS</b>	<b>\$ 1,840,400</b>	
<b>LIABILITIES AND EQUITY</b>		
<b>LIABILITIES</b>		
Building Use Deposits	\$ 2,331	
Total Payroll Liabilities	\$ 1,537	
Total Current Liabilities	\$ 3,868	
Total Long Term Liability - Reliance mortgage	\$ 230,544	
<b>TOTAL LIABILITIES</b>	<b>\$ 234,412</b>	
<b>EQUITY - NET ASSETS</b>		
<b>Unrestricted Reserves</b>		
Annual Surpluses net of Deficits - 1998-2011	\$ 7,977	
Retained Earnings	\$ 161,281	
Capital Improvement Reserve	\$ 54,092	
Memorials	\$ 150	
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	\$ 4,811	
Reserve for DLRE Sabbatical	\$ 1,500	
Youth Group Fund	\$ 3,788	
Butterfly Garden	\$ 755	
Racial Justice Task Force	\$ 488	
OWL Training Reserve	\$ 1,250	
<b>Total - Unrestricted Reserves</b>	<b>\$ 253,932</b>	<b>83,107</b>
<b>Restricted Reserves</b>		
Total Building Addition	\$ 1,267,804	
Memorial Garden	\$ 7,359	
Memorial Garden Entry Subsidy	\$ 5,000	
First Sunday contributions	\$ 10	
Library	\$ 331	
Aesthetics fund	\$ 953	

Seder Donations	\$ 1,745	
Sound System	\$ -	
Music Targeted Gifts	\$ 1,525	
Guest at Your Table	\$ -	
Refugee Resettlement Fund	\$ -	
Holiday Bonus - Congregant Contributions	\$ 68	
Temporary Holding for UU The Vote PA	\$ -	
<b>Total Restricted Reserves</b>	<b>\$ 1,284,795</b>	<b>16,991</b>
<b>TOTAL NET ASSETS - RESERVES &amp; EQUITY</b>	<b>\$ 1,538,727</b>	
Net Revenue	\$ 67,261	
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,840,400</b>	
	cash minus designated uses	\$ 139,228
	includes cash reserves	available cash

<b>UUFCC Revenue &amp; Expense Report</b> <b>October 2022</b>							
	<b>Actual 2021-2022</b>	<b>Budget 2022-2023</b>	<b>Forecast 2022-2023</b>	<b>This Month</b>	<b>33% YTD Date</b>	<b>% of Budget</b>	<b>% of Forecast</b>
<b>REVENUE</b>							
Fair Trade Coffee	455	1,500	1,500	150	321	21%	21%
Brickwedde Fund	1,175	1,000	1,045	0	1,045	104%	100%
Halleck Fund		3,900	3,900	0	3,426	88%	88%
Building Use	10,515	12,000	12,000	2,118	3,634	30%	30%
Soulful Sundown	0	0	0	0	0		
Regular Sunday Service Plate	1,918	8,000	8,000	558	2,011	25%	25%
Pledge Receipts (in-hand)	300,742	346,588	362,565	34,600	172,789	50%	48%
Pledge Challenge Revenue	13,418	0	0				
Non-Pledge Receipts	20,025	10,000	10,000	2,029	2,272	23%	23%
Non-Recurring Gifts	73	0	0	0	770		
Last Year's Pledge	12,980	4,000	2,000	300	813	20%	41%
Food Coupon Sales	3,305	4,500	4,500	370	1,085	24%	24%
Interest	465	50	200	0	94	189%	47%
Amazon Smiles	190	100	100	0	21	21%	21%
	<b>365,261</b>	<b>391,638</b>	<b>405,810</b>	<b>40,125</b>	<b>188,281</b>	<b>48%</b>	<b>46%</b>
<b>Special Projects</b>							
Service Auction	4,296	12,000	12,000	0	455	4%	4%
Yard Sale	470	7,000	7,500	0	7,536	108%	100%

Youth Group Fundraiser	40	0	0	0	0			
Concert Series	0	1,000	1,000	0	500	50%	50%	
Chili Cookoff	0	400	400	0	0			
	<b>4,805</b>	<b>20,400</b>	<b>20,900</b>	<b>0</b>	<b>8,491</b>	42%	41%	
Pandemic Contingency Fund (carryover)	103,911	50,000	<b>64,561</b>	0	64,561	129%	100%	w/o carryover
<b>Total REVENUE</b>	<b>473,977</b>	<b>462,038</b>	<b>491,271</b>	<b>40,125</b>	<b>261,333</b>	57%	53%	<b>196,772</b>
<b>EXPENSE</b>								
<b>Committees</b>								
Adult Education	169	1,000	1,000	0	0			
Aesthetics	0	300	300	46	46	15%	15%	
Caring	1,070	1,200	1,200	(15)	192	16%	16%	
Stewardship	990	1,700	1,700	0	0			
Hospitality	0	100	100	0	0			
Leadership Development	577	1,000	1,000	400	542	54%	54%	
Library	0	0	0	0	0			
Membership	294	500	500	0	0			
Total Music	197	4,000	4,000	259	1,007	25%	25%	
Publicity	475	2,300	2,300	0	0			
Small Group Ministry	0	100	100	0	0			
Seder expenses	0	200	200	0	0			
Social Action	458	400	400	0	0			
Green Sanctuary	35	600	600	0	0			
Racial Justice	652	800	800	0	0			
Soulful Sundown	0	0	0	0	0			
Fellowship	500	100	100	0	0			
Suppers/Celebrations								
Worship Services	2,115	2,500	<b>4,000</b>	255	2,182	87%	55%	
Service Auction	42	500	500	0	0			
Yard Sale	0	480	500	0	508	106%	102%	
Game Night	0	100	100	0	0			
Total Committees	<b>7,573</b>	<b>17,880</b>	<b>19,400</b>	<b>945</b>	<b>4,477</b>	25%	23%	
<b>Religious Education &amp; Youth</b>								
RE Program Expenses	1,436	3,000	3,000	260	551	18%	18%	
Coming of Age (reserve)	2,540	1,500	1,500	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			
<b>OWL Facilitator Training</b>				<b>903</b>	<b>10</b>			
Youth Group	164	500	500	0	0			
New Programming - UNO, Parent's Night	985	0	0					
Total RE & Youth	<b>4,625</b>	<b>7,500</b>	<b>7,500</b>	<b>1,164</b>	<b>561</b>	7%	7%	

<b>Contributions</b>								
UUA	13,077	17,654	17,654	1,471	5,884	33%	33%	
Carbon Offsets	0	650	650	0	0			
Total Contributions	<b>13,077</b>	<b>18,304</b>	<b>18,304</b>	<b>1,471</b>	<b>5,884</b>	32%	32%	
<b>Facilities</b>								
Capital Improvement Fund	15,000	0	0	0	0			
Reserve Fund	0	0	0	0	0			
Debt Service - Interest (principal included in budgeted amt)	11,966	24,000	24,000	942	3,859	16%	16%	
Fair Trade Coffee	1,042	2,000	2,000	0	272	14%	14%	
Grounds	2,301	3,000	3,000	245	362	12%	12%	
Snow Removal	3,008	5,000	5,000	0	0			
Emergency Eqp & Supplies	77	400	400	28	193	48%	48%	
COVID related expenses	1,729	1,000	1,000	246	261	26%	26%	
Security	762	1,200	1,200	111	444	37%	37%	
Workers Compensation	1,053	1,200	1,200	0	1,034	86%	86%	
Umbrella Liability			<b>350</b>		350		100%	
Multi-peril insurance/Liability	4,387	4,600	<b>4,250</b>	<b>(407)</b>	(407)	-9%	-10%	
Building Maintenance	4,784	5,000	5,000	12	545	11%	11%	
Inspections, Licenses, Permits	1,326	2,000	2,000	0	0			
Janitorial Supplies	73	500	500	71	99	20%	20%	
Kitchen Supplies	1,361	1,700	1,700	0	0			
Cleaning services	16,588	27,000	27,000	3,580	13,048	48%	48%	
Total Facilities	<b>65,458</b>	<b>78,600</b>	<b>78,600</b>	<b>4,828</b>	<b>20,060</b>	26%	26%	
<b>Utilities</b>								
Electric	2,221	4,400	4,400	222	933	21%	21%	
Gas	4,727	5,000	5,000	104	303	6%	6%	
Telephone	3,507	1,400	<b>1,500</b>	129	519	37%	35%	
Internet Service & WIFI	2,553	3,000	3,000	200	800	27%	27%	
Trash	534	1,020	1,020	82	328	32%	32%	
Water & Sewer	1,930	1,900	1,900	136	642	34%	34%	
Total Utilities	<b>15,472</b>	<b>16,720</b>	<b>16,820</b>	<b>873</b>	<b>3,524</b>	21%	21%	
Total Facilities	<b>80,930</b>	<b>95,320</b>	<b>95,420</b>	<b>5,701</b>	<b>23,584</b>	25%	25%	
<b>Office</b>								
<b>Postage &amp; Supplies</b>								
Office Furniture	328	100	100	0	0			
Copier	3,397	4,200	4,200	317	1,145	27%	27%	
Postage	2,177	2,000	2,000	0	0			

Printing	377	400	400	0	0			
Office Supplies	1,780	2,200	2,200	154	607	28%	28%	
Subtotal Postage & Supplies	<b>8,059</b>	<b>8,900</b>	<b>8,900</b>	<b>471</b>	<b>1,752</b>	20%	20%	
QuickBooks fee	1,319	1,400	1,400	125	488	35%	35%	
Website Costs	989	1,500	1,500	0	0			
IT Hardware, Software, Services	2,031	2,500	2,500	870	1,031	41%	41%	
Breeze Church Management	651	800	800	67	268	34%	34%	
Processing fees through Breeze	827	1,500	1,500	46	327	22%	22%	
General Office & Admin Expense	1,641	0	0					
Advertising/Printing	0	50	50	0	0			
Total Technology	<b>7,459</b>	<b>7,750</b>	<b>7,750</b>	<b>1,108</b>	<b>2,114</b>	27%	27%	
<b>Professional Services</b>								
Advertising/Printing	578	0	0	0	0			
Payroll Services - US Acct	2,165	2,400	2,400	180	720	30%	30%	
Attorney fees	200	500	500					
Total Prof Services	<b>2,943</b>	<b>2,900</b>	<b>2,900</b>	<b>180</b>	<b>720</b>	25%	25%	
<b>Personnel</b>								
Total Minister	25,384	0	0					
Total Interim Minister	116,924	131,811	131,811	11,249	42,880	33%	33%	
Total DLRE	67,771	72,059	72,059	6,095	23,091	32%	32%	
Total Office Administrator	24,704	39,335	39,335	2,932	11,727	30%	30%	
Total Music Director	16,697	18,581	18,581	1,461	5,844	31%	31%	
Total Financial Secretary	7,532	7,959	7,959	659	2,636	33%	33%	
Total Choir Accompanist	4,815	5,106	5,106	421	1,685	33%	33%	
Total Band Leader	2,772	2,959	2,959	242	970	33%	33%	
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	560	1,587	24%	24%	
Minister Search		15,000	15,000					
Holiday Gifts for Non-Employees	200	200	200	0	0			
Total Personnel	<b>272,231</b>	<b>303,484</b>	<b>303,484</b>	<b>23,620</b>	<b>90,420</b>	30%	30%	
<b>Total EXPENSE</b>	<b>396,898</b>	<b>462,038</b>	<b>463,658</b>	<b>34,659</b>	<b>129,510</b>	28%	28%	
								w/o carryover
<b>NET SURPLUS or (DEFICIT)</b>	<b>77,079</b>	<b>0</b>	<b>27,613</b>	<b>5,466</b>	<b>131,823</b>			<b>67,262</b>

<b>Principal Reduction Payments</b>	12,518	(included above)		1,098	4,303			
								w/o carryover
NET including Principal Payments	<b>64,561</b>				<b>127,520</b>			<b>62,959</b>