

Unitarian-Universalist Church of Nashua, NH (UUCN)

Special Meeting of the Board of Trustees

May 09, 2016

Present: David Hudson, Kate O'Shea, Mike Wilt, Mary Licking, Carol Wagner (entered after chalice lighting), Rick Spitz, Steve Hedges, Lance Pratt, the Reverend Allison Palm, and by digital connection (audio and video) Ellen McCormick. Guests: None.

David performed the reading Carol selected for the chalice lighting. A check-in was performed. Ellen served as timekeeper.

The BoT entered Executive Session. The BoT emerged from Executive Session.

The Reverend Palm shared a budget to cover June 2016 should the congregation vote to shift our annual fiscal year to begin July 1 instead of June 1. The June budget could be paid for by extending everyone's 2016 monthly pledge one more month, if they're willing, and taking the same monthly withdrawal we've been taking from the endowment every month. The Reverend Palm also presented three balanced budget proposals to the Board for their review along with a "dream budget" based on feedback from the church's teams and committees for comparison. The Reverend Palm explained the priorities reflected in each proposal and a healthy discussion ensued.

A motion passed [7 yes, 0 no, 1 abstention) made by Carol and seconded by Kate to approve a balanced budget, proposed 2016-2017 budget #1 (see attached) to be recommended to the congregation for a vote.

Ellen gave the timekeeper's report. A motion passed made by Rick and seconded by Steve to adjourn.

Volunteers slated for BoT tasks are named in Lists #1 and #2 below. List #3 below includes upcoming dates of events and List #4 describes attachments to these minutes. Lists #1 through #4:

List #1 Words of Welcome & Church Service Announcements: May 15 Mary, May 22 Ellen, May 29 Lance, June 5 David, June 12 blank, June 19 blank

List #2 Chalice lighting: June 13th – Rick; Timekeeper schedule: June 13th – Lance

List #3 Upcoming Dates: Event Dates Listing:

Wednesday, May 18th, Next BoT meeting, 7:00 pm, Youth Room

Sunday, May 15th, Listening Session regarding White Wing School led by David, 11:30 am

Sunday, May 22nd, Sermon on Faith Formation given by Sandra Greenfield, 10 am followed by an after-sermon conversation on the sermon

Monday, May 23rd, Listening Session regarding the bylaws and the budget: Bylaws, Budget, and Brownies

Sunday, June 5th, after lunch (plan is for lunch available at UUCN), UUCN Annual Meeting Wednesday, June 22nd – Sunday, June 26th, UUA General Assembly (GA) at Columbus, Ohio

List #4 Attachments to these minutes: May budget, May Balance Sheet, June budget, 2016-2017 proposed budget.

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

05/05/16

Accrual Basis

June 2015 through May 2016

	Jun '15 - May 16	Budget	\$ Over Budget	% of Budget
Income				
100 Questions	944.46	500.00	444.46	188.9%
Buddhist Meditation	535.87	200.00	335.87	267.9%
Coffee Hour	322.77	100.00	222.77	322.8%
Donations				
Restricted				
Coffee Hour	1,500.00			
JR High OWL	200.00			
Restricted - Other	5,794.18			
Total Restricted	7,494.18			
Total Donations	7,494.18			
Endowment				
Restricted	0.00	1,121.00	-1,121.00	0.0%
Unrestricted	128,764.14	148,541.00	-19,776.86	86.7%
Total Endowment	128,764.14	149,662.00	-20,897.86	86.0%
Fund Raisers				
Auction	10,306.46	8,000.00	2,306.46	128.8%
Fall cemetery clean-up	0.00	1,800.00	-1,800.00	0.0%
Other Fund-raisers	669.50			
Senior High Youth Savings Acct	0.00	50.00	-50.00	0.0%
Total Fund Raisers	10,975.96	9,850.00	1,125.96	111.4%
Insurance Payments	42.00			
Outreach Collections	36,682.55	35,000.00	1,682.55	104.8%
Pledges				
Early Pledges	32,899.00	32,000.00	899.00	102.8%
FY Pledges	227,706.10	251,108.00	-23,401.90	90.7%
Total Pledges	260,605.10	283,108.00	-22,502.90	92.1%
Uncategorized Income	237.98			
User Fees	4,770.51	8,000.00	-3,229.49	59.6%
WW Contrib	10,000.00			
Total Income	461,375.52	486,420.00	-25,044.48	94.9%
Gross Profit	461,375.52	486,420.00	-25,044.48	94.9%
Expense				
Budgeted Outreach				
Community dinners	1,347.60	2,000.00	-652.40	67.4%
GSOP	750.00	750.00	0.00	100.0%
Nashua Area Interfaith Council	50.00	50.00	0.00	100.0%
Soup Kitchen Food	893.39	1,000.00	-106.61	89.3%
Total Budgeted Outreach	3,040.99	3,800.00	-759.01	80.0%
Denomination				
District	4,769.00	4,414.00	355.00	108.0%
UUA	15,060.00	15,000.00	60.00	100.4%
Total Denomination	19,829.00	19,414.00	415.00	102.1%
EB Discretionary Fund	748.18	1,500.00	-751.82	49.9%
Membership				
Cardigan	0.00			
Committee Budget Coordinator	593.92	1,500.00	-906.08	39.6%
Prof Exp	102.50	805.00	-702.50	12.7%
Retirement	140.34	805.00	-664.66	17.4%
Salary	9,235.85	8,045.00	1,190.85	114.8%
Taxes	706.56	704.00	2.56	100.4%
Total Coordinator	10,185.25	10,359.00	-173.75	98.3%
Leadership Devel	238.00	500.00	-262.00	47.6%
Social Activities	138.07	500.00	-361.93	27.6%
Membership - Other	60.00			
Total Membership	11,215.24	12,859.00	-1,643.76	87.2%
Music				
Committee Budget				
Babysitting	54.00	900.00	-846.00	6.0%
Choir expenses	56.99	100.00	-43.01	57.0%
Guest musician	250.00	400.00	-150.00	62.5%
Hymnals	1,008.00			
Octavos	2,260.69	2,400.00	-139.31	94.2%
Organ/piano R&M	588.10	1,100.00	-511.90	53.5%
Substitute Organist	0.00	350.00	-350.00	0.0%
Summer Music	1,230.00	2,600.00	-1,370.00	47.3%
Committee Budget - Other	3,291.07			
Total Committee Budget	8,738.85	7,850.00	888.85	111.3%

Unitarian Universalist Church of Nashua, New Hampshire

05/05/16

Profit & Loss Budget vs. Actual

Accrual Basis

June 2015 through May 2016

	Jun '15 - May 16	Budget	\$ Over Budget	% of Budget
Director				
Prof Exp	897.50	700.00	197.50	128.2%
Salary	14,045.66	14,201.00	-155.34	98.9%
Taxes	1,120.40	1,065.00	55.40	105.2%
Total Director	16,063.56	15,966.00	97.56	100.6%
Total Music	24,802.41	23,816.00	986.41	104.1%
Operations				
Administrator				
Health	1,141.72	1,300.00	-158.28	87.8%
Life Insurance	100.46			
Prof Exp	597.95	1,368.24	-770.29	43.7%
Retirement	3,136.50	2,737.00	399.50	114.6%
Salary	25,260.00	27,365.00	-2,105.00	92.3%
Taxes	1,932.39	2,052.00	-119.61	94.2%
Administrator - Other	0.00			
Total Administrator	32,169.02	34,822.24	-2,653.22	92.4%
Background Checks	736.25	500.00	236.25	147.3%
Bookkeeper				
Salary	1,007.72			
Taxes	77.09			
Total Bookkeeper	1,084.81			
Custodian Coverage	196.05	800.00	-603.95	24.5%
Electricity	6,704.92	8,000.00	-1,295.08	83.8%
Electronic Transaction Fees	1,212.10	1,500.00	-287.90	80.8%
Fees	850.00	850.00	0.00	100.0%
Gas	10,713.60	14,150.00	-3,436.40	75.7%
Insurance	19,558.75	14,000.00	5,558.75	139.7%
Internet	675.15	900.00	-224.85	75.0%
Janitorial Supplies	2,087.95	2,400.00	-312.05	87.0%
Laundry	1,199.04	1,000.00	199.04	119.9%
Office machines	3,198.16	3,000.00	198.16	106.6%
Office Supplies	4,883.27	4,500.00	383.27	108.5%
Payroll Service	1,279.00	1,500.00	-221.00	85.3%
Pledge Drive	275.36	250.00	25.36	110.1%
Sexton				
Health	1,500.00	1,500.00	0.00	100.0%
Retirement	2,995.10	2,685.00	310.10	111.5%
Salary	27,124.98	26,850.00	274.98	101.0%
Taxes	2,075.06	2,014.00	61.06	103.0%
Total Sexton	33,695.14	33,049.00	646.14	102.0%
Telephone	1,250.21	250.00	1,000.21	500.1%
Trash removal	1,959.02	2,300.00	-340.98	85.2%
Water	5,382.28	4,000.00	1,382.28	134.6%
Total Operations	129,110.08	127,771.24	1,338.84	101.0%
Outreach Disburse	36,866.83	35,000.00	1,866.83	105.3%
Payroll Expenses	-537.37			
Property				
Alarm Systems	1,369.00	2,000.00	-631.00	68.5%
AV Systems	0.00	3,025.00	-3,025.00	0.0%
Building Inspections	260.00	1,200.00	-940.00	21.7%
Cleaning Services	1,334.00	1,000.00	334.00	133.4%
Elevator	1,696.32	1,500.00	196.32	113.1%
Equipment	0.00			
False Alarms	0.00	1,200.00	-1,200.00	0.0%
Groundskeeping	3,240.42	3,000.00	240.42	108.0%
Major maintenance	45,312.44	50,000.00	-4,687.56	90.6%
Repairs	0.00			
Snow Removal	10,522.00	11,000.00	-478.00	95.7%
Total Property	63,734.18	73,925.00	-10,190.82	86.2%
Public Relations				
Advertising	2,955.29	3,000.00	-44.71	98.5%
Public Relations - Other	50.00			
Total Public Relations	3,005.29	3,000.00	5.29	100.2%
RE				
Adult RE	-125.62	500.00	-625.62	-25.1%
Basketball	600.00	600.00	0.00	100.0%

Unitarian Universalist Church of Nashua, New Hampshire

Profit & Loss Budget vs. Actual

June 2015 through May 2016

	Jun '15 - May 16	Budget	\$ Over Budget	% of Budget
Committee Budget				
Appreciation	323.85	600.00	-276.15	54.0%
Childcare	13.50			
Curriculum/Books	424.47	600.00	-175.53	70.7%
Events	349.86	300.00	49.86	116.6%
JR High OWL	218.75	350.00	-131.25	62.5%
RE Outreach	0.00	200.00	-200.00	0.0%
Refreshments	25.45	300.00	-274.55	8.5%
Senior High	287.14	400.00	-112.86	71.8%
Supplies	269.97	650.00	-380.03	41.5%
Training	105.11	650.00	-544.89	16.2%
Total Committee Budget	2,018.10	4,050.00	-2,031.90	49.8%
DLRE				
Health	2,208.53	4,925.00	-2,716.47	44.8%
Life Insurance	88.05	616.00	-527.95	14.3%
Moving	0.00	4,925.00	-4,925.00	0.0%
Prof Exp	484.03	4,825.00	-4,340.97	10.0%
Retirement	4,758.71	4,925.00	-166.29	96.6%
Salary	45,605.79	49,250.00	-3,644.21	92.6%
Taxes	3,488.85	3,694.00	-205.15	94.4%
Total DLRE	56,633.96	73,160.00	-16,526.04	77.4%
Young Adult	102.39	500.00	-397.61	20.5%
Total RE	59,228.83	78,810.00	-19,581.17	75.2%
Search Committee	114.35			
Social Justice	200.00	1,000.00	-800.00	20.0%
Spiritual				
Babysitters				
Salary	4,488.58	3,500.00	988.58	128.2%
Taxes	343.38	263.00	80.38	130.6%
Babysitters - Other	70.00			
Total Babysitters	4,901.96	3,763.00	1,138.96	130.3%
Coffee Hour	1,622.70	1,500.00	122.70	108.2%
Flowers	1,376.85	1,500.00	-123.15	91.8%
Minister				
Health	6,504.48	8,850.00	-2,345.52	73.5%
Installation	2,874.83	4,000.00	-1,125.17	71.9%
Life Insurance	175.86	1,102.00	-926.14	16.0%
Moving	1,790.06	4,850.00	-3,059.94	36.9%
Prof Exp	4,346.06	8,850.00	-4,503.94	49.1%
Retirement	7,252.77	8,850.00	-1,597.23	82.0%
Salary	72,017.01			
Salary/Housing	14,890.65	88,500.00	-73,609.35	16.8%
Taxes	-537.37	6,638.04	-7,175.41	-8.1%
Total Minister	109,314.35	131,640.04	-22,325.69	83.0%
Minister Discretionary	882.41	1,500.00	-617.59	58.8%
Worship & Services	1,091.07	1,000.00	91.07	109.1%
Total Spiritual	119,189.34	140,903.04	-21,713.70	84.6%
Uncategorized Expenses	1,151.73			
WW Payroll	0.00			
Total Expense	471,699.08	521,798.28	-50,099.20	90.4%
Net Income	-10,323.56	-35,378.28	25,054.72	29.2%

Unitarian Universalist Church of Nashua, New Hampshire

05/05/16

Balance Sheet

Accrual Basis

As of May 5, 2016

	May 5, 16
ASSETS	
Current Assets	
Checking/Savings	
Checking	111,880.84
Total Checking/Savings	111,880.84
Total Current Assets	111,880.84
TOTAL ASSETS	111,880.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
ChurchRetireLiab	6,268.70
DELocalTax	37.14
DEStateTax	113.17
Disability	2,136.35
FederalTax	-162.13
Sr High Youth	2,532.15
UUA Dental	-836.60
UUA Health	-6,709.72
Total Other Current Liabilities	3,379.06
Total Current Liabilities	3,379.06
Total Liabilities	3,379.06
Equity	
Opening Bal Equity	34,157.30
Retained Earnings	68,489.80
Net Income	5,854.68
Total Equity	108,501.78
TOTAL LIABILITIES & EQUITY	111,880.84

	Jun-16	Jun-17
INCOME		
100 Questions		
Buddhist Meditation		
Coffee Hour		
<i>Endowment</i>		
--Restricted		
--Unrestricted		
Total Endowment	\$ 10,500.00	\$ 10,500.00
<i>Fund Raisers</i>		
--Auction		
--Fall Clean Up		
--Other Fundraisers		
Total Fund Raisers		
Outreach Collections	\$ 3,000.00	\$ 3,000.00
<i>Pledges</i>		
--Early Pledges		
--FY Pledges		
Total Pledges	\$ 24,000.00	\$ 25,000.00
Uncategorized Income		
User Fees		
WW Contribution		
TOTAL INCOME	\$ 37,500.00	\$ 38,500.00
EXPENSES		
PROGRAMS		
<i>MUSIC & WORSHIP</i>		
Guest Preachers	\$ -	\$ -
Worship Supplies	\$ -	\$ -
Flowers	\$ 107.00	\$ 107.00
<i>Music</i>		
--Choir Expenses	\$ -	\$ -
--Christmas Choir Expenses	\$ -	\$ -
--Guest Musician	\$ -	\$ -
--Hymnals	\$ -	\$ -
--Sheet Music	\$ -	\$ -
--Organ/Piano R&M	\$ -	\$ -
--Substitute Music Director	\$ 250.00	\$ -
--Summer Music	\$ 200.00	\$ 200.00
--Other	\$ -	\$ -
<i>Total Music</i>	\$ 450.00	\$ 200.00
Total Music & Worship	\$ 557.00	\$ 307.00
<i>FAITH FORMATION</i>		
<i>Children & Youth Faith Formation</i>		
--Appreciation	\$ -	\$ -
--Curriculum/Books	\$ -	\$ -
--Events	\$ -	\$ -
--Jr High OWL	\$ -	\$ -
--ROPES	\$ -	\$ -

--RE Outreach	\$ -	\$ -
--Refreshments	\$ -	\$ -
\\Senior High Youth Group	\$ -	\$ -
--Supplies	\$ -	\$ -
--Training	\$ -	\$ -
--AREA	\$ -	\$ -
<i>Total Children & Youth FF</i>	\$ -	\$ -
<i>Adult Faith Formation</i>		
//General	\$ -	\$ -
//Covenant Groups	\$ -	\$ -
//Young Adults	\$ -	\$ -
<i>Total Adult Faith Formation</i>	\$ -	\$ -
Total Faith Formation	\$ -	\$ -
<i>MEMBERSHIP</i>		
Membership Team	\$ -	\$ -
Pastoral Care Team	\$ -	\$ -
Social Activities	\$ -	\$ -
<i>Babysitters</i>		
--Salary	\$ 348.00	\$ 348.00
--Taxes	\$ 27.00	\$ 27.00
<i>Total Babysitters</i>	\$ 375.00	\$ 375.00
<i>Coffee Hour</i>		
--Supplies	\$ 40.00	\$ 40.00
--Coffee Crew Salary	\$ 160.00	\$ 160.00
--Coffee Crew Taxes	\$ 13.00	\$ 13.00
<i>Total Coffee Hour</i>	\$ 213.00	\$ 213.00
Total Membership	\$ 588.00	\$ 588.00
<i>SOCIAL JUSTICE</i>		
SJ Leadership Team	\$ -	\$ -
<i>Budgeted Outreach</i>		
--Community Dinners	\$ 200.00	\$ 200.00
--GSOP	\$ -	\$ -
--NAIC	\$ -	\$ -
--Soup Kitchen Food	\$ 75.00	\$ 75.00
--Outreach Offering Disbursement	\$ 3,000.00	\$ 3,000.00
<i>Total Budgeted Outreach</i>	\$ 3,275.00	\$ 3,275.00
Total Social Justice	\$ 3,275.00	\$ 3,275.00
<i>LEADERSHIP DEVELOPMENT</i>		
Leadership Development Team	\$ -	\$ -
District Annual Meeting Delgates	\$ -	\$ -
GA Delegate Subsidies	\$ -	\$ -
Total Leadership Development	\$ -	\$ -
<i>DISCRETIONARY FUNDS</i>		
Ministers Discretionary Fund	\$ -	\$ -
Board of Trustees Discretionary Fund	\$ -	\$ -
Total Discretionary Funds	\$ -	\$ -
TOTAL PROGRAM EXPENSES	\$ 4,420.00	\$ 4,170.00

OPERATIONS		
<i>ADMINISTRATION</i>		
Background Checks	\$ -	\$ -
Electronic Transaction Fees	\$ 100.00	\$ 100.00
Insurance	\$ -	\$ -
Internet	\$ 75.00	\$ 160.00
Office Machines	\$ -	\$ -
Office Supplies	\$ 100.00	\$ 100.00
Payroll & Accounting Software	\$ 125.00	\$ 192.00
Telephone	\$ 100.00	\$ -
Audit Fund	\$ -	\$ -
Total Administration	\$ 500.00	\$ 552.00
<i>COMMUNICATIONS</i>		
Public Relations Team	\$ -	\$ -
AV Team	\$ -	\$ -
Total Communications	\$ -	\$ -
<i>STEWARDSHIP</i>		
Stewardship Team Training	\$ -	\$ -
Stewardship Campaign	\$ -	\$ -
Auction Expenses	\$ -	\$ -
Total Stewardship	\$ -	\$ -
<i>DENOMINATION</i>		
District Fair Share	\$ -	\$ -
UUA Fair Share	\$ -	\$ -
Total Denomination	\$ -	\$ -
<i>PROPERTY</i>		
Sexton Coverage		
<i>Utilities</i>		
--Electricity	\$ 500.00	\$ 500.00
--Gas	\$ 200.00	\$ 200.00
--Water	\$ 400.00	\$ 400.00
<i>Total Utilities</i>	\$ 1,100.00	\$ 1,100.00
<i>Services</i>		
-Trash Removal	\$ 200.00	\$ 200.00
--Cleaning Services	\$ -	\$ -
--Laundry	\$ 80.00	\$ 80.00
--Groundskeeping	\$ 500.00	\$ 500.00
--Snow Removal	\$ -	\$ -
<i>Total Services</i>	\$ 780.00	\$ 780.00
Alarm Systems	\$ 200.00	\$ 200.00
False Alarms	\$ -	\$ -
Building Inspections	\$ -	\$ -
Elevator	\$ 350.00	\$ 350.00
Janitorial Supplies	\$ 100.00	\$ 100.00
<i>Maintenance</i>		
--Corrective Maintenance	\$ -	\$ -

--Preventative Maintenance	\$ -	\$ -
--Building Maintenance Fund	\$ -	\$ -
<i>Total Maintenance</i>	\$ -	\$ -
Total Property	\$ 2,530.00	\$ 2,530.00
TOTAL OPERATIONS EXPENSES	\$ 3,030.00	\$ 3,082.00
STAFF	2 pay periods	3 pay periods
<i>MINISTER</i>		
Health & Dental	\$ 632.00	\$ 948.00
Life Insurance	\$ 74.00	\$ 111.00
Professional Expenses	\$ -	\$ -
Retirement	\$ 680.00	\$ 1,041.00
Salary & Housing	\$ 6,866.00	\$ 10,408.00
In Lieu of FICA	\$ 520.00	\$ 796.00
Total Minister	\$ 8,772.00	\$ 13,304.00
<i>DFF</i>		
Health	\$ 636.00	\$ 954.00
Life Insurance	\$ 66.00	\$ 99.00
Professional Expenses	\$ -	\$ -
Retirement	\$ 396.00	\$ 612.00
Salary	\$ 3,962.00	\$ 6,116.00
Taxes	\$ 303.00	\$ 468.00
Total DFF	\$ 5,363.00	\$ 8,249.00
<i>MUSIC DIRECTOR</i>		
Professional Expenses	\$ -	\$ -
Salary	\$ 1,093.00	\$ 1,663.00
Taxes	\$ 84.00	\$ 128.00
Total Music Director	\$ 1,177.00	\$ 1,791.00
<i>MEMBERSHIP COORDINATOR</i>		
Professional Expenses	\$ -	\$ -
Retirement	\$ -	\$ -
Salary	\$ 650.00	\$ 1,915.00
Taxes	\$ 50.00	\$ 147.00
Total Membership Coordinator	\$ 700.00	\$ 2,062.00
<i>ADMINISTRATOR</i>		
Health	\$ -	\$ -
Professional Expenses	\$ -	\$ -
Retirement	\$ 211.00	\$ 382.00
Salary	\$ 2,105.00	\$ 3,823.00
Taxes	\$ 161.00	\$ 293.00
Total Administrator	\$ 2,477.00	\$ 4,498.00
<i>BOOKKEEPER</i>		
Salary	\$ 269.00	\$ 490.00
Taxes	\$ 21.00	\$ 38.00
Total Bookkeeper	\$ 290.00	\$ 528.00

<i>SEXTON</i>		
Health	\$ -	\$ -
Retirement	\$ 207.00	\$ 256.00
Salary	\$ 2,065.00	\$ 2,562.00
Taxes	\$ 158.00	\$ 196.00
Total Sexton	\$ 2,430.00	\$ 3,014.00
TOTAL STAFF	\$ 21,209.00	\$ 33,446.00
ONE TIME EXPENSES		
DLRE Search	\$ -	\$ -
TOTAL ONE TIME EXPENSES	\$ -	\$ -
CAPITAL IMPROVEMENTS		
Fellowship Room Renovation	\$ -	\$ -
Replace Doors	\$ -	\$ -
Heating Projects	\$ -	\$ -
Auditorium Screen & Projector	\$ -	\$ -
New dishwasher	\$ -	\$ -
Bike maintenance station	\$ -	\$ -
TOTAL CAPITAL IMPROVEMENTS	\$ -	\$ -
TOTAL EXPENSES	\$ 28,659.00	\$ 40,698.00
Difference	\$ 8,841.00	\$ (2,198.00)

	A	B	C	D	E	F	G	H	I
1		Dream Budget 16/17	all requests honored	Balanced Budget #1	no capital expenditures	Balanced Budget #2	\$15,000 for FR	Balanced Budget #3	\$8,000 for FR
2		INCOME							
3		100 Questions		\$ 500.00		\$ 500.00		\$ 500.00	
4		Buddhist Meditation		\$ 200.00		\$ 200.00		\$ 200.00	
5		Coffee Hour		\$ 100.00		\$ 100.00		\$ 100.00	
6		Endowment							
7		//Restricted							
8		//Unrestricted							
9		Total Endowment	changed withdrawl rules	\$ 133,946.00	changed withdrawl rules	\$ 133,946.00	changed withdrawl rules	\$ 133,946.00	changed withdrawl rules
10		Fund Raisers							
11		//Auction		\$ 10,000.00		\$ 10,000.00		\$ 10,000.00	
12		//Fall Clean Up		\$ 1,800.00		\$ 1,800.00		\$ 1,800.00	
13		//Other Fundraisers							
14		Total Fund Raisers		\$ 11,800.00		\$ 11,800.00		\$ 11,800.00	
15		Outreach Collections		\$ 35,000.00		\$ 35,000.00		\$ 35,000.00	
16		Pledges							
17		//Early Pledges		\$ 32,000.00		\$ 32,000.00		\$ 32,000.00	
18		//FY Pledges		\$ 276,000.00		\$ 276,000.00		\$ 276,000.00	
19		Total Pledges	based on current total	\$ 308,000.00	based on current total	\$ 308,000.00	based on current total	\$ 308,000.00	based on current total
20		User Fees		\$ 6,000.00		\$ 6,000.00		\$ 6,000.00	
21		WW Contribution	increased	\$ 28,000.00	increased	\$ 28,000.00	increased	\$ 28,000.00	increased
22		TOTAL INCOME		\$ 523,546.00		\$ 523,546.00		\$ 523,546.00	
23									
24		EXPENSES							
25									
26		PROGRAMS							
27									
28		MUSIC & WORSHIP							
29		Guest Preachers		\$ 1,000.00	two fewer guests	\$ 500.00	two fewer guests	\$ 500.00	two fewer guests
30		Worship Supplies		\$ 1,000.00	\$250 less than request	\$ 500.00	\$500 less than request	\$ 700.00	\$300 less than request
31		Flowers		\$ 1,500.00	flowers by donation only	\$ -	flowers by donation only	\$ -	flowers by donation only
32		Music							
33		//Choir Expenses		\$ 100.00		\$ 100.00		\$ 100.00	
34		//Christmas Choir Expenses		\$ 150.00		\$ 100.00	\$50 less than request	\$ 150.00	
35		//Guest Musician		\$ 400.00		\$ 200.00	\$200 less than request	\$ 400.00	
36		//Hymnals		\$ 1,100.00	no more teal hymnals	\$ -	no more teal hymnals	\$ -	no more teal hymnals
37		//Sheet Music		\$ 2,400.00		\$ 2,000.00	\$400 less than request	\$ 2,000.00	\$400 less than request
38		//Organ/Piano R&M		\$ 1,100.00		\$ 1,100.00		\$ 1,100.00	
39		//Substitute Music Director		\$ 500.00		\$ 500.00		\$ 500.00	
40		//Summer Music		\$ 2,600.00	only 12 services needed	\$ 2,400.00	only 12 services needed	\$ 2,400.00	only 12 services needed
41		//Other	cart for piano	\$ 400.00	no cart for piano	\$ -	no cart for piano	\$ -	no cart for piano
42		Total Music		\$ 8,750.00		\$ 6,400.00		\$ 6,650.00	
43		Total Music & Worship		\$ 12,250.00		\$ 7,400.00		\$ 7,850.00	
44									
45		FAITH FORMATION							
46		Children & Youth Faith Formation							
47		//Appreciation		\$ 700.00	level-fund from last year	\$ 600.00	level-fund from last year	\$ 600.00	level-fund from last year
48		//Curriculum/Books		\$ 600.00		\$ 600.00		\$ 600.00	
49		//Events		\$ 450.00		\$ 450.00		\$ 450.00	

	A	B	C	D	E	F	G	H	I
50	//Jr High OWL	\$ -		\$ -		\$ -		\$ -	
51	//ROPES	\$ 700.00		\$ 700.00		\$ 500.00	level-fund from last year	\$ 700.00	
52	//RE Outreach	\$ 200.00		\$ 200.00		\$ 200.00		\$ 200.00	
53	//Refreshments	\$ 400.00		\$ 300.00	\$100 less than request	\$ 300.00	\$100 less than request	\$ 300.00	\$100 less than request
54	//Senior High	\$ 700.00		\$ 700.00		\$ 700.00		\$ 700.00	
55	//Supplies	\$ 650.00		\$ 650.00		\$ 650.00		\$ 650.00	
56	//Training	\$ 650.00		\$ 650.00		\$ 650.00		\$ 650.00	
57	//AREA	\$ 500.00		\$ 500.00		\$ 500.00		\$ 500.00	
58	Total Children & Youth FF	\$ 5,550.00		\$ 5,350.00		\$ 5,150.00		\$ 5,350.00	
59	Adult Faith Formation								
60	//General	\$ 600.00		\$ 500.00	level fund from last year	\$ 500.00	level fund from last year	\$ 500.00	level fund from last year
61	//Covenant Groups	\$ 400.00		\$ 200.00	half of request	\$ 200.00	half of request	\$ 200.00	half of request
62	//Young Adults	\$ 350.00		\$ 300.00	\$50 less than request	\$ 300.00	\$50 less than request	\$ 300.00	\$50 less than request
63	Total Adult Faith Formation								
64	Total Faith Formation	\$ 6,900.00		\$ 6,350.00		\$ 6,150.00		\$ 6,350.00	
65									
66	MEMBERSHIP								
67	Membership Team	\$ 1,900.00		\$ 1,500.00	level fund from last year	\$ 1,500.00	level fund from last year	\$ 1,500.00	level fund from last year
68	Pastoral Care Team	\$ 250.00		\$ 200.00	\$50 less than request	\$ 200.00	\$50 less than request	\$ 200.00	\$50 less than request
69	Social Activities	\$ 1,185.00		\$ 500.00	level fund from last year	\$ 500.00	level fund from last year	\$ 500.00	level fund from last year
70	Babysitters								
71	//Salary	\$ 4,150.00		\$ 4,150.00		\$ 4,150.00		\$ 4,150.00	
72	//Taxes	\$ 318.00		\$ 318.00		\$ 318.00		\$ 318.00	
73	Total Babysitters	\$ 4,468.00		\$ 4,468.00		\$ 4,468.00		\$ 4,468.00	
74	Coffee Hour								
75	//Supplies	\$ 1,385.00		\$ 1,385.00		\$ 1,385.00		\$ 1,385.00	
76	//Coffee Crew Salary	\$ 840.00		\$ 840.00		\$ 840.00		\$ 840.00	
77	//Coffee Crew Taxes	\$ 65.00		\$ 65.00		\$ 65.00		\$ 65.00	
78	Total Coffee Hour	\$ 2,290.00		\$ 2,290.00		\$ 2,290.00		\$ 2,290.00	
79	Total Membership	\$ 10,093.00		\$ 8,958.00		\$ 8,958.00		\$ 8,958.00	
80									
81	SOCIAL JUSTICE								
82	SJ Leadership Team	\$ 1,000.00		\$ 500.00	half of request	\$ 500.00	half of request	\$ 500.00	half of request
83	Budgeted Outreach								
84	//Community Dinners	\$ 3,000.00		\$ 2,500.00	\$500 less than request	\$ 2,000.00	level fund from last year	\$ 2,000.00	level fund from last year
85	//GSOP	\$ 750.00		\$ 750.00		\$ 750.00		\$ 750.00	
86	//NAIC	\$ 50.00		\$ 50.00		\$ 50.00		\$ 50.00	
87	//Soup Kitchen Food	\$ 1,000.00		\$ 500.00	half of request	\$ 500.00	half of request	\$ 500.00	half of request
88	//Outreach Offering Disbursement	\$ 35,000.00		\$ 35,000.00		\$ 35,000.00		\$ 35,000.00	
89	Total Budgeted Outreach	\$ 39,800.00		\$ 38,800.00		\$ 38,300.00		\$ 38,300.00	
90	Total Social Justice	\$ 40,800.00		\$ 39,300.00		\$ 38,800.00		\$ 38,800.00	
91									
92	LEADERSHIP DEVELOPMENT								
93	Leadership Development Team	\$ 500.00		\$ 500.00		\$ 500.00		\$ 500.00	
94	District Annual Meeting Delegates	\$ 210.00		\$ -	no delegate subsidies	\$ -	no delegate subsidies	\$ -	no delegate subsidies
95	GA Delegate Subsidies	\$ 1,050.00		\$ -	no delegate subsidies	\$ -	no delegate subsidies	\$ -	no delegate subsidies
96	Total Leadership Development	\$ 1,760.00		\$ 500.00		\$ 500.00		\$ 500.00	
97									
98	DISCRETIONARY FUNDS								
99	Ministers Discretionary Fund	\$ 1,500.00		\$ 1,000.00	\$500 less than last year	\$ 1,000.00	\$500 less than last year	\$ 1,000.00	\$500 less than last year
100	Board of Trustees Discretionary Fund	\$ 1,500.00		\$ 1,000.00	\$500 less than last year	\$ 1,000.00	\$500 less than last year	\$ 1,000.00	\$500 less than last year
101	Total Discretionary Funds	\$ 3,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
102									
103	TOTAL PROGRAM EXPENSES	\$ 74,803.00		\$ 65,408.00		\$ 63,808.00		\$ 64,458.00	

	A	B	C	D	E	F	G	H	I
104									
105	OPERATIONS								
106									
107	ADMINISTRATION								
108	Background Checks	\$ 750.00		\$ 750.00		\$ 500.00	level fund from last year	\$ 500.00	level fund from last year
109	Electronic Transaction Fees	\$ 1,200.00		\$ 1,200.00		\$ 1,200.00		\$ 1,200.00	
110	Insurance	\$ 15,044.00		\$ 15,044.00		\$ 15,044.00		\$ 15,044.00	
111	Internet	\$ 1,800.00		\$ 1,800.00		\$ 1,800.00		\$ 1,800.00	
112	Office Machines	\$ 7,250.00		\$ 7,000.00	\$250 less than request	\$ 7,000.00	\$250 less than request	\$ 7,000.00	\$250 less than request
113	Office Supplies	\$ 3,300.00		\$ 3,000.00	\$300 less than request	\$ 3,000.00	\$300 less than request	\$ 3,000.00	\$300 less than request
114	Payroll & Accounting Software	\$ 2,300.00		\$ 2,300.00		\$ 2,300.00		\$ 2,300.00	
115	Telephone	\$ 250.00	no longer pay in Aug	\$ 250.00	no longer pay in Aug	\$ 250.00	no longer pay in Aug	\$ 250.00	no longer pay in Aug
116	Fees	\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00	
117	Furnishings & Fixtures	\$ 400.00	new desk for Sherri	\$ 400.00	new desk for Sherri	\$ -	no new desk for Sherri	\$ 400.00	new desk for Sherri
118	Audit Fund	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00		\$ 4,000.00	
119	Total Administration	\$ 36,394.00		\$ 35,844.00		\$ 35,194.00		\$ 35,594.00	
120									
121	COMMUNICATIONS								
122	Public Relations Team	\$ 2,000.00		\$ 1,000.00	\$1000 less than request	\$ 1,000.00	\$1000 less than request	\$ 1,000.00	\$1000 less than request
123	AV Team	\$ 4,075.00	includes \$500 request from social activities	\$ 2,300.00	no new hearing assist system for sanctuary	\$ 2,300.00	no new hearing assist system for sanctuary	\$ 2,300.00	no new hearing assist system for sanctuary
124	Total Communications	\$ 6,075.00		\$ 3,300.00		\$ 3,300.00		\$ 3,300.00	
125									
126	STEWARDSHIP								
127	Stewardship Team Training	\$ 450.00		\$ -	no training funds	\$ -	no training funds	\$ -	no training funds
128	Stewardship Campaign	\$ 1,500.00		\$ 1,000.00	\$500 less than request	\$ 1,000.00	\$500 less than request	\$ 1,000.00	\$500 less than request
129	Auction Expenses	\$ 1,000.00		\$ 800.00	\$200 less than request	\$ 800.00	\$200 less than request	\$ 800.00	\$200 less than request
130	Total Stewardship	\$ 2,950.00		\$ 1,800.00		\$ 1,800.00		\$ 1,800.00	
131									
132	DENOMINATION								
133	District Fair Share	\$ 5,092.00	based on 268 members	\$ 5,092.00	based on 268 members	\$ 5,092.00	based on 268 members	\$ 5,092.00	based on 268 members
134	UUA Fair Share	\$ 16,080.00	based on 268 members	\$ 16,080.00	based on 268 members	\$ 16,080.00	based on 268 members	\$ 16,080.00	based on 268 members
135	Total Denomination	\$ 21,172.00		\$ 21,172.00		\$ 21,172.00		\$ 21,172.00	
136									
137	PROPERTY								
138	Sexton Coverage	\$ 800.00		\$ 600.00	reduced based on use in previous years	\$ 500.00	reduced based on use in previous years	\$ 600.00	reduced based on use in previous years
139	Utilities								
140	//Electricity	\$ 7,000.00		\$ 7,000.00		\$ 7,000.00		\$ 7,000.00	
141	//Gas	\$ 15,000.00		\$ 15,000.00		\$ 15,000.00		\$ 15,000.00	
142	//Water	\$ 6,000.00		\$ 6,000.00		\$ 6,000.00		\$ 6,000.00	
143	Total Utilities	\$ 28,000.00		\$ 28,000.00		\$ 28,000.00		\$ 28,000.00	
144	Services								
145	//Trash Removal	\$ 2,300.00		\$ 2,300.00		\$ 2,300.00		\$ 2,300.00	
146	//Cleaning Services	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
147	//Laundry	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	
148	//Groundskeeping	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00		\$ 4,000.00	
149	//Snow Removal	\$ 11,000.00		\$ 11,000.00		\$ 11,000.00		\$ 11,000.00	
150	Total Services	\$ 19,300.00		\$ 19,300.00		\$ 19,300.00		\$ 19,300.00	
151	Alarm Systems	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	
152	False Alarms	\$ 1,200.00		\$ 600.00	half of request based on previous years use	\$ 600.00	half of request based on previous years use	\$ 600.00	half of request based on previous years use
153	Building Inspections	\$ 1,200.00		\$ 1,200.00		\$ 1,200.00		\$ 1,200.00	
154	Elevator	\$ 1,500.00		\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	

	A	B	C	D	E	F	G	H	I
155	Janitorial Supplies	\$ 2,400.00		\$ 2,000.00	misc. costs had been factored in here, now accounted for elsewhere	\$ 2,000.00	misc. costs had been factored in here, now accounted for	\$ 2,000.00	misc. costs had been factored in here, now accounted for elsewhere
156	<i>Maintenance</i>								
157	//Corrective Maintenance	\$ 15,000.00	repair water damage	\$ 15,000.00	repair water damage	\$ 15,000.00	repair water damage	\$ 15,000.00	repair water damage
158	//Preventative Maintenance	\$ 7,000.00	exterior painting	\$ 7,000.00	exterior painting	\$ 7,000.00	exterior painting	\$ 7,000.00	exterior painting
159	//Building Maintenance Fund	\$ 10,000.00	for unexpected expenses, to carry over from year to year	\$ 8,000.00	for unexpected expenses, to carry over from year to year	\$ 8,000.00	for unexpected expenses, to carry over from year to year	\$ 8,000.00	for unexpected expenses, to carry over from year to year
160	Total Maintenance	\$ 32,000.00		\$ 30,000.00		\$ 30,000.00		\$ 30,000.00	
161	Total Property	\$ 88,400.00		\$ 85,200.00		\$ 85,100.00		\$ 85,200.00	
162									
163	TOTAL OPERATIONS EXPENSES	\$ 154,991.00		\$ 147,316.00		\$ 146,566.00		\$ 147,066.00	
164									
165	STAFF								
166									
167	<i>MINISTER</i>		per contract, 3.28% increase recommended by BoT		1.5% increase instead		no increase		1.5% increase instead
168	Health & Dental	\$ 8,200.00		\$ 8,200.00		\$ 8,200.00		\$ 8,200.00	
169	Life Insurance	\$ 1,102.00		\$ 1,102.00		\$ 1,102.00		\$ 1,102.00	
170	Professional Expenses	\$ 9,140.00		\$ 8,980.00		\$ 8,850.00		\$ 8,980.00	
171	Retirement	\$ 9,140.00		\$ 8,980.00		\$ 8,850.00		\$ 8,980.00	
172	Salary & Housing	\$ 91,400.00		\$ 89,800.00		\$ 88,500.00		\$ 89,800.00	
173	In Lieu of FICA	\$ 6,992.00		\$ 6,870.00		\$ 6,771.00		\$ 6,870.00	
174	Total Minister	\$ 125,974.00		\$ 123,932.00		\$ 122,273.00		\$ 123,932.00	
175									
176	<i>DFF</i>		per new contract		per new contract; July in old contract		per new contract; July in old contract		per new contract; July in old contract
177	Health	\$ 8,265.00		\$ 8,265.00		\$ 8,265.00		\$ 8,265.00	
178	Life Insurance	\$ 940.00		\$ 934.00		\$ 934.00		\$ 934.00	
179	Professional Expenses	\$ 5,300.00		\$ 5,300.00		\$ 5,300.00		\$ 5,300.00	
180	Retirement	\$ 5,300.00		\$ 5,289.00		\$ 5,289.00		\$ 5,289.00	
181	Salary	\$ 53,000.00		\$ 52,885.00		\$ 52,885.00		\$ 52,885.00	
182	Taxes	\$ 4,055.00		\$ 4,046.00		\$ 4,046.00		\$ 4,046.00	
183	Total DFF	\$ 76,860.00		\$ 76,719.00		\$ 76,719.00		\$ 76,719.00	
184									
185	<i>MUSIC DIRECTOR</i>		1.5% increase		1.5% increase		no increase		1.5% increase
186	Professional Expenses	\$ 1,000.00		\$ 1,000.00		\$ 800.00	\$200 less than request	\$ 1,000.00	
187	Salary	\$ 14,413.00		\$ 14,413.00		\$ 14,201.00		\$ 14,413.00	
188	Taxes	\$ 1,103.00		\$ 1,103.00		\$ 1,065.00		\$ 1,103.00	
189	Total Music Director	\$ 16,516.00		\$ 16,516.00		\$ 16,066.00		\$ 16,516.00	
190									
191	<i>MEMBERSHIP COORDINATOR</i>		20 hrs per week year round; 1.5% increase		15 hours year round; 1.5% increase		10 hours year round; no increase		12 hours year round; 1.5% increase
192	Professional Expenses	\$ 1,500.00		\$ 1,000.00	\$500 less professional expenses	\$ 800.00	level-fund from last year	\$ 1,000.00	\$500 less professional expenses
193	Retirement	\$ 1,846.00		\$ -		\$ -		\$ -	
194	Salary	\$ 18,460.00		\$ 13,846.00		\$ 9,094.00		\$ 11,080.00	
195	Taxes	\$ 1,413.00		\$ 1,060.00		\$ 696.00		\$ 848.00	
196	Total Membership Coordinator	\$ 23,219.00		\$ 15,906.00		\$ 10,590.00		\$ 12,928.00	
197									
198	<i>ADMINISTRATOR</i>		30 hrs per week year round; 1.5 % increase		30 hrs per week year round; 1.5 % increase		27 hours year round; no increase		27 hours year round; 1.5 % increase

