

Summary

Unitarian Universalist Church of Nashua

Treasurer Report for Fiscal 2014/15

Proposed Budget for Fiscal 2015/16

Janet Newman, Minister and Executive Director

Michael Wilt, Treasurer

This report is organized into several sections and explanations are included where something unusual is reflected in the numbers.

Actual Detail is the results from 2014/15, showing actual, budget, variation from budget and explanations as necessary. This report comes directly out of QuickBooks.

Balance Sheet comes directly out of QuickBooks and shows our current cash on hand as well as the liabilities that we carry briefly, primarily related to payroll. Our cash on hand is about 20% of our annual budget, which is a little less than the 25% recommended as prudent fiscal practice.

Budget Summary shows the budget at a high level, reflecting how our financial resources are allocated to programs and infrastructure.

Budget detail shows the previous budget, actual, and proposed budget for the upcoming fiscal year.

This is a conservative budget and there are many opportunities to do better than planned.

The biggest area of uncertainty in this budget is the IDLRE compensation. The budget is based on the UUA guidance but this position has not been filled. If we are unable to find a suitable candidate for this position we may be filling the need with a combination of volunteer effort and consulting help.

Unitarian Universalist Church of Nashua, New Hampshire
Profit & Loss Budget vs. Actual
June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Notes
Income					
100 Questions	527.54	999.96	-472.42	52.76%	
Buddhist Meditation	703.35	200.04	503.31	351.61%	
Coffee Hour	0.00	99.96	-99.96	0.0%	
Endowment					
Restricted	7,602.24	1,121.23	6,481.01	678.03%	Includes withdrawal for sign project
Unrestricted	<u>151,311.75</u>	<u>153,576.84</u>	<u>-2,265.09</u>	<u>98.53%</u>	
Total Endowment	158,913.99	154,698.07	4,215.92	102.73%	
Fund Raisers					
Auction	7,622.40	9,000.00	-1,377.60	84.69%	
Cal Libby Scholarship	0.00	0.00	0.00	0.0%	
Fall cemetery clean-up	1,800.00	1,800.00	0.00	100.0%	
Other Fund-raisers	<u>1,756.31</u>				Includes pass-through for Chris' retirement gift
Total Fund Raisers	11,178.71	10,800.00	378.71	103.51%	
Outreach Collections	38,550.40	30,000.00	8,550.40	128.5%	Includes \$1882.49 community dinner collection held over for 15/16
Pledges					
Early Pledges	33,521.00	32,000.00	1,521.00	104.75%	
FY Pledges	215,623.36	203,000.04	12,623.32	106.22%	
Late Pledges	<u>200.00</u>				
Total Pledges	249,344.36	235,000.04	14,344.32	106.1%	
User Fees	6,145.84	6,999.96	-854.12	87.8%	\$2274.52 additional cleaning fees passed through to Sandy White Wing did not make the final payment
WW Contrib	<u>21,083.26</u>	<u>23,000.04</u>	<u>-1,916.78</u>	<u>91.67%</u>	
Total Income	486,447.45	461,798.07	24,649.38	105.34%	
Expense					
Budgeted Outreach					
Community dinners	2,142.36	1,249.92	892.44	171.4%	Fully funded by the collection with funds left over for 15/16
GSOP	750.00	750.00	0.00	100.0%	
Nashua Area Interfaith Council	0.00	50.00	-50.00	0.0%	
Soup Kitchen Food	<u>229.17</u>	<u>999.96</u>	<u>-770.79</u>	<u>22.92%</u>	
Total Budgeted Outreach	3,121.53	3,049.88	71.65	102.35%	
Denomination					
District	4,655.00	4,579.00	76.00	101.66%	
UUA	<u>14,700.00</u>	<u>14,460.00</u>	<u>240.00</u>	<u>101.66%</u>	
Total Denomination	19,355.00	19,039.00	316.00	101.66%	
EB Discretionary Fund	667.45	1,249.92	-582.47	53.4%	
Membership					
Cardigan	0.00				
Committee Budget	337.31	1,554.96	-1,217.65	21.69%	
Coordinator					
Health	961.33	769.92	191.41	124.86%	
Life Insurance	592.13				
Prof Exp	635.58	1,560.00	-924.42	40.74%	
Retirement	3,603.54	3,648.96	-45.42	98.76%	
Salary	36,034.13	36,104.04	-69.91	99.81%	
Taxes	<u>2,756.60</u>	<u>2,790.96</u>	<u>-34.36</u>	<u>98.77%</u>	
Total Coordinator	44,583.31	44,873.88	-290.57	99.35%	
Ferry Beach	121.00				
Leadership Devel	149.00	500.04	-351.04	29.8%	
Social Activities	496.93	500.04	-3.11	99.38%	

Unitarian Universalist Church of Nashua, New Hampshire
Profit & Loss Budget vs. Actual
June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Notes
YUUMI	0.00				
Membership - Other	20.22				
Total Membership	45,707.77	47,428.92	-1,721.15	96.37%	
Music					
Committee Budget					Included in Spiritual: Babysitters below
Babysitting	10.00	800.04	-790.04	1.25%	
Choir expenses	30.00	99.96	-69.96	30.01%	
Guest musician	250.00	399.96	-149.96	62.51%	
Octavos	1,887.37	2,100.00	-212.63	89.88%	
Organ/piano R&M	1,066.00	1,099.92	-33.92	96.92%	
Substitute Organist	100.00	350.04	-250.04	28.57%	
Committee Budget - Other	74.50				
Total Committee Budget	3,417.87	4,849.92	-1,432.05	70.47%	
Director					
Health	0.00	0.00	0.00	0.00%	
Prof Exp	0.00	698.00	-698.00	0.00%	
Salary	14,207.92	13,964.04	243.88	101.75%	
Taxes	1,086.90	1,068.00	18.90	101.77%	
Total Director	15,294.82	15,730.04	-435.22	97.23%	
Total Music	18,712.69	20,579.96	-1,867.27	90.93%	
Operations					
Custodian					
Health	1,507.08	1,507.08	0.00	100.00%	
Retirement	2,879.99	2,640.00	239.99	109.09%	
Salary	26,525.92	26,400.96	124.96	100.47%	\$2274.52 additional cleaning fees passed through to Sandy in addition to salary
Taxes	2,203.24	2,019.96	183.28	109.07%	Includes taxes on cleaning fees passed through.
Total Custodian	33,116.23	32,568.00	548.23	101.68%	
Custodian Coverage	410.00	800.04	-390.04	51.25%	
Electricity	7,264.08	8,000.04	-735.96	90.80%	
Electronic Transaction Fees	2,089.28	1,500.00	589.28	139.29%	
Gas	16,707.20	14,000.04	2,707.16	119.34%	Rough winter
Insurance	14,165.85	12,000.00	2,165.85	118.05%	We are currently in a higher risk pool due to recent claims
Internet	1,041.80	800.04	241.76	130.22%	
Janitorial Supplies	3,190.46	2,400.00	790.46	132.94%	
Laundry	833.22	999.96	-166.74	83.33%	
Office machines	2,805.62	2,600.04	205.58	107.91%	
Office Supplies	2,495.81	4,500.00	-2,004.19	55.46%	Some expensive supplies ordered late in the year are not paid yet.
Payroll Service	1,538.00	1,299.96	238.04	118.31%	
Pledge Drive	186.20	0.00	186.20	100.00%	
Telephone	1,337.72	1,700.04	-362.32	78.69%	
Trash removal	2,329.32	2,000.04	329.28	116.46%	
Water	5,148.04	5,000.04	148.00	102.96%	
Total Operations	94,658.83	90,168.24	4,490.59	104.98%	
Outreach Disburse	34,884.14	30,000.00	4,884.14	116.28%	\$1882.49 for community dinners held for 2015/16
Property					
Alarm Systems	2,104.80	999.96	1,104.84	210.49%	
AV Systems	1,499.99				
Building Inspections	1,240.00	1,200.00	40.00	103.33%	
Cleaning Services	1,037.00	999.96	37.04	103.7%	

Unitarian Universalist Church of Nashua, New Hampshire
Profit & Loss Budget vs. Actual
June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Notes
Elevator	3,503.12	1,500.00	2,003.12	233.54%	The elevator needed repairs this year.
Equipment	409.41				
Groundskeeping	2,915.38	3,000.00	-84.62	97.18%	
Major maintenance	57,893.71	44,000.04	13,893.67	131.58%	Includes \$35k for long overdue White Wing roof
Repairs	183.00				
Snow Removal	<u>10,653.00</u>	<u>9,999.96</u>	<u>653.04</u>	<u>106.53%</u>	Ice melter and roof slide fees are extra
Total Property	81,439.41	61,699.92	19,739.49	131.99%	
Public Relations					
Advertising	3,863.30	3,000.00	863.30	128.78%	Includes down payment on sign project
Public Relations - Other	<u>29.98</u>				
Total Public Relations	3,893.28	3,000.00	893.28	129.78%	
RE					
Adult RE	429.88	500.04	-70.16	85.97%	
Basketball	600.00	600.00	0.00	100.0%	
Committee Budget					
Appreciation	92.02	600.00	-507.98	15.34%	
Childcare	60.00				
Curriculum/Books	1,261.06	600.00	661.06	210.18%	
Events	359.41	300.00	59.41	119.8%	
JR High OWL	14.55	0.00	14.55	100.0%	
R.O.P.E.	43.78	399.96	-356.18	10.95%	
RE Outreach	0.00	200.04	-200.04	0.0%	
Refreshments	59.89	300.00	-240.11	19.96%	
Senior High	440.35	399.96	40.39	110.1%	
Supplies	159.71	649.92	-490.21	24.57%	
Training	<u>590.00</u>	<u>649.92</u>	<u>-59.92</u>	<u>90.78%</u>	
Total Committee Budget	3,080.77	4,099.80	-1,019.03	75.14%	
DRE					
Health	5,233.38	4,410.00	823.38	118.67%	Needs to be reconciled per contract ending July
Life Insurance	593.43				
Moving	4,212.32	5,000.04	-787.72	84.25%	
Prof Exp	4,707.51	4,460.04	247.47	105.55%	
Retirement	4,601.68	4,659.60	-57.92	98.76%	
Salary	44,108.16	45,999.96	-1,891.80	95.89%	Includes June/July at previous DRE rate
Taxes	<u>3,520.30</u>	<u>3,564.96</u>	<u>-44.66</u>	<u>98.75%</u>	
Total DRE	66,976.78	68,094.60	-1,117.82	98.36%	
Young Adult	<u>0.00</u>	<u>500.04</u>	<u>-500.04</u>	<u>0.0%</u>	
Total RE	71,087.43	73,794.48	-2,707.05	96.33%	
Reconciliation Discrepancies	-234.54				Correction to reconcile with the bank includes all discrepancies since 2007
Search Committee	8,260.30	9,000.00	-739.70	91.78%	
Social Justice	89.84	1,050.00	-960.16	8.56%	
Spiritual					
Babysitters					
Salary	4,180.00	3,000.00	1,180.00	139.33%	Includes music babysitters
Taxes	<u>319.79</u>	<u>225.00</u>	<u>94.79</u>	<u>142.13%</u>	
Total Babysitters	4,499.79	3,225.00	1,274.79	139.53%	
Coffee Hour	1,149.98	1,500.00	-350.02	76.67%	
Flowers	1,400.95	1,500.00	-99.05	93.4%	
Minister					

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Profit & Loss Budget vs. Actual
June 2014 through May 2015

	<u>Jun '14 - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Notes
Health	2,584.23	5,487.96	-2,903.73	47.09%	Needs to be reconciled per contract ending July
Life Insurance	673.60				
Moving	6,049.86	7,704.96	-1,655.10	78.52%	
					Includes previous interim minister professional expenses submitted in June
Prof Exp	13,715.64	9,404.04	4,311.60	145.85%	
Retirement	7,954.10	7,704.96	249.14	103.23%	
Salary/Housing	75,209.95	77,049.96	-1,840.01	97.61%	
Taxes	5,778.75	5,894.04	-115.29	98.04%	
Transportation	552.20	0.00	552.20	100.0%	
Total Minister	112,518.33	113,245.92	-727.59	99.36%	
Minister Discretionary	747.00	1,500.00	-753.00	49.8%	
Worship & Services	1,082.03	999.96	82.07	108.21%	
Total Spiritual	121,398.08	121,970.88	-572.80	99.53%	
WW Payroll	0.00				Pass-through
Total Expense	503,041.21	482,031.20	21,010.01	104.36%	
Net Income	-16,593.76	-20,233.13	3,639.37	82.01%	

May 31, 15

ASSETS

Current Assets

Checking/Savings

Checking 109,057.70

Total Checking/Savings 109,057.70

Total Current Assets 109,057.70

TOTAL ASSETS 109,057.70

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

ChurchRetireLiab 749.35

Disability 2,174.02

FederalTax 897.45

UUA Dental -500.60

UUA Health 2,855.84

Total Other Current Liabilities 6,176.06

Total Current Liabilities 6,176.06

Total Liabilities 6,176.06

Equity

Opening Bal Equity 34,157.30

Retained Earnings 85,318.10

Net Income -16,593.76

Total Equity 102,881.64

TOTAL LIABILITIES & EQUITY 109,057.70

Budget Summary

Income	Budget 14/15	Actual 14/15	Budget 15/16
Endowment	\$154,698	\$158,914	\$149,662
Fund Raisers	\$10,800	\$11,179	\$9,800
Outreach Collections	\$30,000	\$38,550	\$35,000
Community Dinner Carried Forward			\$1,882
Total Pledges	\$235,000	\$249,344	\$283,108
User Fees	\$7,000	\$6,146	\$8,000
WW Contrib	\$23,000	\$21,083	\$0
Other	\$1,300	\$1,231	\$800
Total Income	\$461,798	\$486,447	\$488,253
Expense			
Budgeted Outreach	\$3,050	\$3,122	\$3,800
Denomination	\$19,039	\$19,355	\$19,414
EB Discretionary Fund	\$1,250	\$667	\$1,500
Membership	\$47,429	\$45,708	\$12,858
Music	\$20,580	\$18,713	\$23,816
Operations	\$90,168	\$94,659	\$125,903
Outreach Disburse	\$30,000	\$34,884	\$125,903
Property	\$61,700	\$81,439	\$72,725
Public Relations	\$3,000	\$3,893	\$3,000
RE	\$73,794	\$71,087	\$78,960
Search Committee	\$9,000	\$8,260	\$0
Social Justice	\$1,050	\$90	\$1,000
Spiritual	\$121,971	\$121,398	\$140,902
Total Expense	\$482,031	\$503,041	\$518,878
Net	-\$20,233	-\$16,594	-\$30,625

Budget Detail 2015-16

	Budget 2015/16	Actual 2015/16	Budget 2016/17	Notes
Income				
100 Questions	999.96	527.54	500	
Buddhist Meditation	200.04	703.35	200	
Coffee Hour	99.96	0.00	100	
Endowment				
Restricted	1,121.23	7,602.24	1121	
Unrestricted	153,576.84	151,311.75	148541	Per investment review committee
Total Endowment	154,698.07	158,913.99	149662	
Fund Raisers				
Auction	9,000.00	7,622.40	8000	We should be able to do better if our energy level is high
Cal Libby Scholarship	0.00	0.00		
Fall cemetery clean-up	1,800.00	1,800.00	1800	Need to encourage more volunteers to participate
Other Fund-raisers		1,756.31		
Total Fund Raisers	10,800.00	11,178.71	9800	
Outreach Collections	30,000.00	38,550.40	35000	Matched by distributions below
Community Dinner Carried Forward			1882	
Pledges				
Early Pledges	32,000.00	33,521.00	32000	
FY Pledges	203,000.04	215,623.36	251108	
Late Pledges		200.00		
Total Pledges	235,000.04	249,344.36	283108	Awesome!
User Fees	6,999.96	6,145.84	8000	No White Wing contribution budgeted but they may do better than planned and contribute something
WW Contrib	23,000.04	21,083.26		
Total Income	461,798.07	486,447.45	488253	
Expense				
Budgeted Outreach				
Community dinners	1,249.92	2,142.36	2000	
GSOP	750.00	750.00	750	
Nashua Area Interfaith Council	50.00	0.00	50	
Soup Kitchen Food	999.96	229.17	1000	
Total Budgeted Outreach	3,049.88	3,121.53	3800	
Denomination				
District	4,579.00	4,655.00	4414	
UUA	14,460.00	14,700.00	15000	Based on 250 members
Total Denomination	19,039.00	19,355.00	19414	
EB Discretionary Fund	1,249.92	667.45	1500	
Membership				
Cardigan		0.00		
Committee Budget	1,554.96	337.31	1500	
Coordinator				
Health	769.92	961.33		
Life Insurance		592.13		
Prof Exp	1,560.00	635.58	805	

Budget Detail 2015-16

Retirement	3,648.96	3,603.54	805	
Salary	36,104.04	36,034.13	8045	
Taxes	2,790.96	2,756.60	704	
Total Coordinator	44,873.88	44,583.31	10358	
Ferry Beach		121.00		
Leadership Devel	500.04	149.00	500	
Social Activities	500.04	496.93	500	
YUUMI		0.00		
Membership - Other		20.22		
Total Membership	47,428.92	45,707.77	12858	
Music				
Committee Budget				
Babysitting	800.04	10.00	900	Increase estimated from actual 2014/15
Choir expenses	99.96	30.00	100	
Guest musician	399.96	250.00	400	Increased of \$300 requested by music committee
Octavos	2,100.00	1,887.37	2400	
Organ/piano R&M	1,099.92	1,066.00	1100	
Substitute Organist	350.04	100.00	350	New line item requested by music committee
Summer music			2600	
Committee Budget - Other		74.50		
Total Committee Budget	4,849.92	3,417.87	7850	
Director				
Health	0.00	0.00		
Prof Exp	698.00	0.00	700	
Salary	13,964.04	14,207.92	14201	
Taxes	1,068.00	1,086.90	1065	
Total Director	15,730.04	15,294.82	15966	
Total Music	20,579.96	18,712.69	23816	
Operations				
Custodian				
Health	1,507.08	1,507.08	1500	
Retirement	2,640.00	2,879.99	2685	
Salary	26,400.96	26,525.92	26850	
Taxes	2,019.96	2,203.24	2014	
Total Custodian	32,568.00	33,116.23	33049	
Administrator				New administrator position 66% of full-time
Health			1300	
Retirement			2737	
Salary			27365	
Taxes			2052	
Total Administrator			33454	
Background checks			500	Per request from Sherri
Custodian Coverage	800.04	410.00	800	
Electricity	8,000.04	7,264.08	8000	
Electronic Transaction Fees	1,500.00	2,089.28	1500	Switched to a better vendor
Gas	14,000.04	16,707.20	15000	This is highly variable- \$18k in 2013/14

Budget Detail 2015-16

			Need to get out of "high-risk"
Insurance	12,000.00	14,165.85	14000 pool
Internet	800.04	1,041.80	900
Janitorial Supplies	2,400.00	3,190.46	2400
Laundry	999.96	833.22	1000
Office machines	2,600.04	2,805.62	3000
			Actual appears low but we are
Office Supplies	4,500.00	2,495.81	4500 replenishing in June
Payroll Service	1,299.96	1,538.00	1500
Pledge Drive	0.00	186.20	250
			Switch to donated internet
Telephone	1,700.04	1,337.72	250 phone system
Trash removal	2,000.04	2,329.32	2300
			Moved fire suppression water to
Water	5,000.04	5,148.04	4000 property below
Total Operations	90,168.24	94,658.83	125903
Outreach Disburse	30,000.00	34,884.14	35000
Property			
Alarm Systems	999.96	2,104.80	2000 Getting more expensive Per request from A/V committee, under property because mostly
			equipment
AV Systems		1,499.99	3025
Building Inspections	1,200.00	1,240.00	1200
Cleaning Services	999.96	1,037.00	1000
Elevator	1,500.00	3,503.12	1500
Equipment		409.41	
Groundskeeping	3,000.00	2,915.38	3000
			Major maintenance and AV totals
Major maintenance	44,000.04	57,893.71	50000 \$53k
Repairs		183.00	
Snow Removal	9,999.96	10,653.00	11000
Total Property	61,699.92	81,439.41	72725
Public Relations			
			This is really for advertising although sign down-payment
Advertising	3,000.00	3,863.30	3000 was charged here
Public Relations - Other		29.98	
Total Public Relations	3,000.00	3,893.28	3000
RE			
Adult RE	500.04	429.88	500
Basketball	600.00	600.00	600
Committee Budget			
Appreciation	600.00	92.02	600
Childcare		60.00	
Curriculum/Books	600.00	1,261.06	600
Events	300.00	359.41	300
JR High OWL	0.00	14.55	400
R.O.P.E.	399.96	43.78	0
RE Outreach	200.04	0.00	200
Refreshments	300.00	59.89	300
Senior High	399.96	440.35	400
Supplies	649.92	159.71	650
Training	649.92	590.00	650

Budget Detail 2015-16

Total Committee Budget	4,099.80	3,080.77	4100	This position has not been filled so this budget for planning and not bound to any employee contract.
DRE				
Health	4,410.00	5,233.38	4925	
Life Insurance		593.43	616	
Moving	5,000.04	4,212.32	4925	
Prof Exp	4,460.04	4,707.51	4925	
Retirement	4,659.60	4,601.68	4925	
Salary	45,999.96	44,108.16	49250	
Taxes	3,564.96	3,520.30	3694	
Total DRE	68,094.60	66,976.78	73260	
Young Adult	500.04	0.00	500	
Total RE	73,794.48	71,087.43	78960	
Reconciliation Discrepancies		-234.54		
Search Committee	9,000.00	8,260.30		0 No search committee !
Social Justice	1,050.00	89.84	1000	
Spiritual				
Babysitters				
Salary	3,000.00	4,180.00	3500	
Taxes	225.00	319.79	263	
Total Babysitters	3,225.00	4,499.79	3763	
Coffee Hour	1,500.00	1,149.98	1500	
Flowers	1,500.00	1,400.95	1500	
				This budget section is based on our contract with Allison.
Minister				
Health	5,487.96	2,584.23	8850	
Life Insurance		673.60	1102	
Moving	7,704.96	6,049.86	8850	One year only
Prof Exp	9,404.04	13,715.64	8850	
Retirement	7,704.96	7,954.10	8850	
Salary/Housing	77,049.96	75,209.95	88500	
Taxes	5,894.04	5,778.75	6638	
Transportation	0.00	552.20		
Total Minister	113,245.92	112,518.33	131640	
Minister Discretionary	1,500.00	747.00	1500	
Worship & Services	999.96	1,082.03	1000	
Total Spiritual	121,970.88	121,398.08	140902	
WW Payroll		0.00		
Total Expense	482,031.20	503,041.21	518878	
Net Income	-20,233.13	-16,593.76	-30625	

13775 Moving expenses

-16849.8275 Not including moving expenses

292030.45 Total cost of staff

Total cost of staff not including
278255.45 moving