

FY 2017 Financial Report & Proposed FY 2018 Budget Summary

Last year, we passed a budget with a \$471 surplus. I estimate we will end the year with a somewhat larger surplus, hopefully between \$5000 and \$10,000. Because we have a full month of the fiscal year left, I cannot offer final numbers at this time. The numbers in my report are as of May 22, which is approximately 89% through the fiscal year. A report of final numbers for FY2017 will be released in August.

One thing to note this year is that we will be voting on a program budget rather than a detailed line item budget. You'll see that the first page after this one offers an overview of the budget based on major categories. This is the budget we will be voting on, to allow for more freedom to move small amounts of money between line items as needed. The detailed line item budget is provided for your reference, so you know the estimated expenses for the year to come, and where the larger numbers in the summary budget came from.

The proposed FY 2018 budget includes

- \$562,764 in anticipated income (up from \$525,546 FY 2017 budgeted income)
 - \$16,000 more from Endowment based on withdrawal rules, and inclusion of restricted funds
 - \$20,000 in increased/new pledges (6.5% increase)
- \$562,726 in budgeted expenses (up from \$525,075 in FY 2017)
 - FY 2018 Budget Requests totaled \$583,383 (all requests can be seen in spreadsheet, second two columns)
- An anticipated \$38 surplus

Respectfully submitted,
Rev. Allison Palm

	Approved Budget FY17	YTD Actuals FY17 (5/22)	Budget Requests FY18		Proposed FY18 Budget
INCOME					
100 Questions	\$ 500.00	\$ 471.80	\$ 500.00		\$ 500.00
Buddhist Meditation	\$ 200.00	\$ 755.25	\$ 500.00		\$ 500.00
Coffee Hour	\$ 100.00	\$ 260.34	\$ 150.00		\$ 150.00
Total Endowment	\$ 133,946.00	\$ 135,682.58	\$ 150,814.00		\$ 150,814.00
Total Fund Raisers	\$ 11,800.00	\$ 11,323.70	\$ 11,800.00		\$ 11,800.00
Outreach Collections	\$ 35,000.00	\$ 36,082.42	\$ 35,000.00		\$ 35,000.00
Total Pledges	\$ 310,000.00	\$ 276,777.39	\$ 330,000.00		\$ 330,000.00
User Fees	\$ 6,000.00	\$ 8,711.25	\$ 6,000.00		\$ 6,000.00
WW Contribution	\$ 28,000.00	\$ 22,400.00	\$ 28,000.00		\$ 28,000.00
Other Income	\$ -	\$ 433.60	\$ -		\$ -
TOTAL INCOME	\$ 525,546.00	\$ 492,898.33	\$ 562,764.00		\$ 562,764.00
EXPENSES					
PROGRAMS					
Total Music & Worship	\$ 9,800.00	\$ 8,209.13	\$ 10,900.00		\$ 10,250.00
Total Faith Formation	\$ 6,350.00	\$ 3,722.77	\$ 6,650.00		\$ 6,300.00
Total Membership	\$ 3,585.00	\$ 2,593.40	\$ 3,450.00		\$ 3,200.00
Total Social Justice	\$ 39,300.00	\$ 38,918.66	\$ 39,900.00		\$ 39,900.00
Total Leadership Development	\$ 500.00	\$ 129.84	\$ 300.00		\$ 300.00
Total Board Expenses	\$ 1,000.00	\$ 367.01	\$ 2,360.00		\$ 1,600.00
Total Ministry Funds	\$ 1,000.00	\$ 654.85	\$ 1,500.00		\$ 1,300.00
TOTAL PROGRAM EXPENSES	\$ 61,535.00	\$ 54,595.66	\$ 65,060.00		\$ 62,850.00
OPERATIONS					
Total Administration	\$ 35,844.00	\$ 27,254.97	\$ 35,600.00		\$ 34,800.00
Total Communications	\$ 3,300.00	\$ 1,671.43	\$ 1,500.00		\$ 1,500.00
Total Stewardship	\$ 1,800.00	\$ 1,958.16	\$ 3,000.00		\$ 2,800.00
Total Denomination	\$ 21,172.00	\$ 21,172.00	\$ 22,357.00		\$ 22,357.00
Total Property	\$ 85,200.00	\$ 73,886.31	\$ 115,600.00		\$ 99,425.00
TOTAL OPERATIONS EXPENSES	\$ 147,316.00	\$ 125,942.87	\$ 178,057.00		\$ 160,882.00
STAFF					
Total Minister	\$ 123,932.00	\$ 104,619.45	\$ 129,548.00		\$ 129,548.00
Total Program Staff	\$ 114,514.00	\$ 98,141.36	\$ 133,085.00	includes DFF, Music Director, Membership Coordinator, Childcare Staff, Coffee Crew	\$ 131,813.00
Total Administrative Staff	\$ 73,778.00	\$ 66,202.51	\$ 77,633.00	includes Administrator, Bookkeeper, Sexton	\$ 77,633.00
TOTAL STAFF	\$ 312,224.00	\$ 268,963.32	\$ 340,266.00		\$ 338,994.00
ONE TIME EXPENSES					
TOTAL ONE TIME EXPENSES	\$ 4,000.00	\$ 1,224.51	\$ -		\$ -
TOTAL EXPENSES	\$ 525,075.00	\$ 450,726.36	\$ 583,383.00		\$ 562,726.00
Difference	\$ 471.00	\$ 42,171.97	\$ (20,619.00)		\$ 38.00

	Approved Budget FY17	YTD Actuals FY17 (5/22)	Budget Requests FY18		Proposed FY18 Budget
INCOME					
100 Questions	\$ 500.00	\$ 471.80	\$ 500.00		\$ 500.00
Buddhist Meditation	\$ 200.00	\$ 755.25	\$ 500.00		\$ 500.00
Coffee Hour	\$ 100.00	\$ 260.34	\$ 150.00		\$ 150.00
<i>Endowment</i>					
Restricted					
Restricted: Blodgett (MD Fund)		\$ 248.54	\$ 240.00		\$ 240.00
Restricted: Lyon (Flowers)		\$ 728.73	\$ 720.00		\$ 720.00
Restricted: Slanetz (Membership)		\$ 254.92	\$ 250.00		\$ 250.00
Restricted: Stevens (Instruments)		\$ 659.88	\$ 650.00		\$ 650.00
Unrestricted		\$ 133,790.51	\$ 148,954.00	from IFC	\$ 148,954.00
Total Endowment	\$ 133,946.00	\$ 135,682.58	\$ 150,814.00		\$ 150,814.00
<i>Fundraisers</i>					
Auction	\$ 10,000.00	\$ 9,523.70	\$ 10,000.00		\$ 10,000.00
Fall Clean Up	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00		\$ 1,800.00
Other Fundraisers		\$ -			
Total Fund Raisers	\$ 11,800.00	\$ 11,323.70	\$ 11,800.00		\$ 11,800.00
Outreach Collections	\$ 35,000.00	\$ 36,082.42	\$ 35,000.00		\$ 35,000.00
<i>Pledges</i>					
Early Pledges	\$ 32,000.00	\$ 30,415.11	\$ 32,000.00		\$ 32,000.00
FY Pledges	\$ 278,000.00	\$ 246,362.28	\$ 298,000.00		\$ 298,000.00
Total Pledges	\$ 310,000.00	\$ 276,777.39	\$ 330,000.00		\$ 330,000.00
User Fees	\$ 6,000.00	\$ 8,711.25	\$ 6,000.00		\$ 6,000.00
WW Contribution	\$ 28,000.00	\$ 22,400.00	\$ 28,000.00		\$ 28,000.00
Other Income	\$ -	\$ 433.60	\$ -		\$ -
TOTAL INCOME	\$ 525,546.00	\$ 492,898.33	\$ 562,764.00		\$ 562,764.00
EXPENSES					
PROGRAMS					
<i>MUSIC & WORSHIP</i>					
Guest Preachers	\$ 500.00	\$ 500.00	\$ 1,000.00		\$ 850.00
Worship Supplies	\$ 750.00	\$ 582.34	\$ 1,000.00		\$ 850.00
Flowers	\$ 1,500.00	\$ 1,203.50	\$ 1,500.00		\$ 1,300.00
<i>Music</i>					
Choir Expenses	\$ 100.00	\$ 100.00	\$ 100.00		\$ 100.00
Christmas Choir Expenses	\$ 150.00	\$ 127.53	\$ 150.00		\$ 150.00
Guest Musician	\$ 400.00	\$ -	\$ 400.00		\$ 400.00
Hymnals	\$ -	\$ -	\$ -		\$ -
Sheet Music	\$ 2,400.00	\$ 2,099.86	\$ 2,400.00		\$ 2,400.00
Organ/Piano R&M	\$ 1,100.00	\$ 1,125.90	\$ 1,100.00		\$ 1,100.00
Substitute Music Director	\$ 500.00	\$ 870.00	\$ 2,650.00	Jed's Sundays off shift Jed to year- round	\$ 2,650.00
Summer Music	\$ 2,400.00	\$ 1,600.00	\$ -		\$ -
Guest Service/Workshop Leader	\$ -	\$ -	\$ 250.00		\$ 250.00
CIC Sheet Music	\$ -	\$ -	\$ 200.00		\$ 200.00
Other	\$ -	\$ -	\$ 150.00	Bluetooth Speaker	\$ -
Total Music	\$ 7,050.00	\$ 5,923.29	\$ 7,400.00		\$ 7,250.00
Total Music & Worship	\$ 9,800.00	\$ 8,209.13	\$ 10,900.00		\$ 10,250.00
<i>FAITH FORMATION</i>					
<i>Children & Youth Faith Formation</i>					
Appreciation	\$ 600.00	\$ -	\$ 800.00		\$ 800.00
Curriculum/Books	\$ 600.00	\$ 287.67	\$ 400.00		\$ 300.00
Events	\$ 450.00	\$ 412.75	\$ 400.00		\$ 350.00
Jr High OWL	\$ -	\$ -	\$ 400.00		\$ 400.00
ROPES	\$ 700.00	\$ 347.90	\$ -		\$ -
RE Outreach	\$ 200.00	\$ -	\$ -		\$ -
Refreshments	\$ 300.00	\$ 98.93	\$ 200.00		\$ 200.00
Senior High	\$ 700.00	\$ 319.57	\$ 900.00		\$ 900.00
Supplies	\$ 650.00	\$ 422.47	\$ 650.00		\$ 650.00
Training	\$ 650.00	\$ 1,020.96	\$ 1,000.00		\$ 1,000.00
AREA	\$ 500.00	\$ 283.84	\$ 300.00		\$ 300.00
Total Children & Youth FF	\$ 5,350.00	\$ 3,194.09	\$ 5,050.00		\$ 4,900.00
<i>Adult Faith Formation</i>					
General	\$ 500.00	\$ 348.69	\$ 1,200.00		\$ 1,000.00
Covenant Groups	\$ 200.00	\$ 34.99	\$ 100.00		\$ 100.00
Young Adults	\$ 300.00	\$ 145.00	\$ 300.00		\$ 300.00
Total Adult Faith Formation	\$ 1,000.00	\$ 528.68	\$ 1,600.00		\$ 1,400.00
Total Faith Formation	\$ 6,350.00	\$ 3,722.77	\$ 6,650.00		\$ 6,300.00
<i>MEMBERSHIP</i>					

*3 guests

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	Membership Team	\$ 1,500.00	\$ 873.84	\$ 1,500.00		\$ 1,300.00	*
	Pastoral Care Team	\$ 200.00	\$ 50.88	\$ 250.00		\$ 200.00	*
	Social Activities	\$ 500.00	\$ 476.68	\$ 500.00		\$ 500.00	
	Coffee Hour Supplies	\$ 1,385.00	\$ 1,192.00	\$ 1,200.00		\$ 1,200.00	
	Total Membership	\$ 3,585.00	\$ 2,593.40	\$ 3,450.00		\$ 3,200.00	
	SOCIAL JUSTICE						
	SJ Leadership Team	\$ 500.00	\$ 204.50	\$ 500.00		\$ 500.00	
	<i>Budgeted Outreach</i>						
	Community Dinners	\$ 2,500.00	\$ 1,864.18	\$ 2,500.00		\$ 2,500.00	
	GSOP	\$ 750.00	\$ 750.00	\$ 750.00		\$ 750.00	
	NAIC	\$ 50.00	\$ 50.00	\$ 50.00		\$ 50.00	
	UU Action NH	\$ -	\$ -	\$ 600.00		\$ 600.00	
	Soup Kitchen Food	\$ 500.00	\$ 217.63	\$ 500.00		\$ 500.00	
	Outreach Offering Disbursement	\$ 35,000.00	\$ 35,832.35	\$ 35,000.00		\$ 35,000.00	
	Total Budgeted Outreach	\$ 38,800.00	\$ 38,714.16	\$ 39,400.00		\$ 39,400.00	
	Total Social Justice	\$ 39,300.00	\$ 38,918.66	\$ 39,900.00		\$ 39,900.00	
	LEADERSHIP DEVELOPMENT						
	Leadership Development Team	\$ 500.00	\$ 129.84	\$ 300.00		\$ 300.00	
	Total Leadership Development	\$ 500.00	\$ 129.84	\$ 300.00		\$ 300.00	
	BOARD EXPENSES						
	Board of Trustees Discretionary Fund	\$ 1,000.00	\$ 367.01	\$ 1,500.00		\$ 1,000.00	*
	Annual Meeting Expenses	\$ -	\$ -	\$ 300.00		\$ 300.00	
	District Annual Meeting Delegates	\$ -	\$ -	\$ 200.00		\$ 100.00	*
	GA Delegate Subsidies	\$ -	\$ -	\$ 360.00		\$ 200.00	*
	Total Board Expenses	\$ 1,000.00	\$ 367.01	\$ 2,360.00		\$ 1,600.00	
	MINISTRY FUNDS						
	Minister's Discretionary Fund	\$ 1,000.00	\$ 654.85	\$ 1,500.00		\$ 1,300.00	*
	Total Ministry Funds	\$ 1,000.00	\$ 654.85	\$ 1,500.00		\$ 1,300.00	
	TOTAL PROGRAM EXPENSES	\$ 61,535.00	\$ 54,595.66	\$ 65,060.00		\$ 62,850.00	
	OPERATIONS						
	ADMINISTRATION						
	Background Checks	\$ 750.00	\$ 437.51	\$ 500.00		\$ 500.00	
	Electronic Transaction Fees	\$ 1,200.00	\$ 718.41	\$ 1,200.00		\$ 1,000.00	*
	Insurance	\$ 15,044.00	\$ 14,193.00	\$ 15,000.00		\$ 15,000.00	
	Internet	\$ 1,800.00	\$ 1,849.41	\$ 2,200.00		\$ 2,200.00	
	Office Machines	\$ 7,000.00	\$ 4,855.38	\$ 7,000.00		\$ 6,400.00	*
	Office Supplies	\$ 3,000.00	\$ 2,625.05	\$ 3,000.00		\$ 3,000.00	
	Payroll & Accounting Software	\$ 2,300.00	\$ 2,147.30	\$ 2,500.00		\$ 2,500.00	
	Telephone	\$ 250.00	\$ -	\$ -		\$ -	
	Fees	\$ 100.00	\$ 174.86	\$ 200.00		\$ 200.00	
	Furnishings & Fixtures	\$ 400.00	\$ 254.05	\$ -		\$ -	
	Audit Fund	\$ 4,000.00	\$ -	\$ 4,000.00		\$ 4,000.00	
	Total Administration	\$ 35,844.00	\$ 27,254.97	\$ 35,600.00		\$ 34,800.00	
	COMMUNICATIONS						
	Public Relations Team	\$ 1,000.00	\$ 362.45	\$ -		\$ -	
	Communications Team	\$ -	\$ -	\$ 1,500.00	New Communications	\$ 1,500.00	
	AV Team	\$ 2,300.00	\$ 1,308.98	\$ -		\$ -	
	Total Communications	\$ 3,300.00	\$ 1,671.43	\$ 1,500.00		\$ 1,500.00	
	STEWARDSHIP						
	Stewardship Team Training	\$ -	\$ -	\$ 200.00		\$ 200.00	
	Stewardship Campaign	\$ 1,000.00	\$ 1,056.54	\$ 1,800.00		\$ 1,600.00	*
	Auction Expenses	\$ 800.00	\$ 901.62	\$ 1,000.00		\$ 1,000.00	
	Total Stewardship	\$ 1,800.00	\$ 1,958.16	\$ 3,000.00		\$ 2,800.00	
	DENOMINATION						
	District Fair Share	\$ 5,092.00	\$ 5,092.00	\$ 5,377.00	based on 283 members	\$ 5,377.00	
	UUA Fair Share	\$ 16,080.00	\$ 16,080.00	\$ 16,980.00		\$ 16,980.00	
	Total Denomination	\$ 21,172.00	\$ 21,172.00	\$ 22,357.00		\$ 22,357.00	
	PROPERTY						
	Sexton Coverage	\$ 600.00	\$ 657.50	\$ 600.00		\$ 600.00	
	Utilities						
	Electricity	\$ 7,000.00	\$ 8,086.96	\$ 8,000.00		\$ 8,000.00	
	Gas	\$ 15,000.00	\$ 12,861.87	\$ 14,000.00		\$ 14,000.00	
	Water	\$ 6,000.00	\$ 4,999.06	\$ 6,000.00		\$ 6,000.00	
	Total Utilities	\$ 28,000.00	\$ 25,947.89	\$ 28,000.00		\$ 28,000.00	
	Services						
	Trash Removal	\$ 2,300.00	\$ 2,557.85	\$ 4,000.00		\$ 4,000.00	
	Cleaning Services	\$ 1,000.00	\$ 1,975.00	\$ 2,000.00		\$ 2,000.00	
	Laundry	\$ 1,000.00	\$ 882.74	\$ 1,000.00		\$ 1,000.00	
	Groundskeeping	\$ 4,000.00	\$ 1,557.27	\$ 2,000.00		\$ 2,000.00	
	Snow Removal	\$ 11,000.00	\$ 10,491.00	\$ 12,000.00		\$ 12,000.00	
	Total Services	\$ 19,300.00	\$ 17,463.86	\$ 21,000.00		\$ 21,000.00	

	Alarm Systems	\$ 2,000.00	\$ 1,198.00	\$ 1,500.00		\$ 1,500.00
	False Alarms	\$ 600.00	\$ -	\$ -		\$ -
	Building Inspections	\$ 1,200.00	\$ 35.00	\$ 500.00		\$ 375.00 *
	Elevator	\$ 1,500.00	\$ 709.86	\$ 1,500.00		\$ 1,500.00
	Janitorial Supplies	\$ 2,000.00	\$ 2,295.40	\$ 2,500.00		\$ 2,450.00 *
	<i>Maintenance</i>					
	Corrective Maintenance	\$ 15,000.00	\$ 15,009.05	\$ 25,000.00		\$ 25,000.00
	Preventative Maintenance	\$ 7,000.00	\$ 9,518.15	\$ 10,000.00		\$ 10,000.00
	Building Maintenance Fund	\$ 8,000.00	\$ 1,051.60	\$ 25,000.00		\$ 9,000.00 *
	<i>Total Maintenance</i>	\$ 30,000.00	\$ 25,578.80	\$ 60,000.00		\$ 44,000.00
	Total Property	\$ 85,200.00	\$ 73,886.31	\$ 115,600.00		\$ 99,425.00
	TOTAL OPERATIONS EXPENSES	\$ 147,316.00	\$ 125,942.87	\$ 178,057.00		\$ 160,882.00
	STAFF					
	Total Minister	\$ 123,932.00	\$ 104,619.45	\$ 129,548.00		\$ 129,548.00
	Total Program Staff	\$ 114,514.00	\$ 98,141.36	\$ 133,085.00	includes DFF, Music Director, Membership Coordinator, Childcare Staff, Coffee Crew	\$ 131,813.00
	Total Administrative Staff	\$ 73,778.00	\$ 66,202.51	\$ 77,633.00	includes Administrator, Bookkeeper, Sexton	\$ 77,633.00
	TOTAL STAFF	\$ 312,224.00	\$ 268,963.32	\$ 340,266.00		\$ 338,994.00
	ONE TIME EXPENSES					
	DFF Search	\$ 4,000.00	\$ 1,224.51	\$ -		\$ -
	TOTAL ONE TIME EXPENSES	\$ 4,000.00	\$ 1,224.51	\$ -		\$ -
	TOTAL EXPENSES	\$ 525,075.00	\$ 450,726.36	\$ 583,383.00		\$ 562,726.00
	Difference	\$ 471.00	\$ 42,171.97	\$ (20,619.00)		\$ 38.00