

Unitarian-Universalist Church of Nashua, NH (UUCN)  
Meeting of the Board of Trustees  
May 9<sup>th</sup>, 2017

Present: Members: David Hudson, Lance Pratt, Mary Licking, Ellen McCormick, Steve Hedges, Brenna Woods, Jodie Holway, and The Reverend Allison Palm. Present using zoom.com electronic remote connection: Rick Spitz. Excused: Mike Wilt. Guest: For the UU Action NH discussion: Curtis Smith.

Ellen performed the chalice lighting. A check-in was performed. Timekeeper was Brenna.

Curtis Smith of UU Action NH (UUANH) addressed the BoT and 1) expressed gratitude for a) the fiscal sponsorship agreement that UUCN has entered into with UUANH, an agreement that lets them use our 501(c)3 status until they acquire their own, and b) the \$1200 in funds raised for UUANH at the UUCN auction, and 2) requested that UUCN speak favorably about the organization to encourage more UU congregations to become members of UUANH. Dues are two dollars (\$2) per member which were more than covered by the money raised at the auction. The UUCN member who represents UUCN at UUANH is Livia O'Neil. The advocacy UUANH has been involved in so far is at the state level.

The Reverend Palm gave the Ministerial Report (see attached). It is anticipated that UUCN will end the 2016-2017 church year \$10,000.00 in the black. The BoT inquired about activities for honoring the past two years' ministry of the Interim Director of Religious Education, Sandra Greenfield, and the welcoming of the incoming Director of Faith Formation, Sadie Kahn-Greene. A June 11<sup>th</sup> picnic in the Grove Street parking lot after the church service is part of the plan. A memory book of photos and a scarf that the Religious Education students have had as an art project are gifts for Sandra Greenfield and during the service some of those involved over the past two years in the Religious Education programs will recite readings they have composed in her honor. A picnic is being planned for August to welcome Sadie Kahn-Greene.

The Reverend Palm exited the meeting.

The entire BoT participated in the discussion regarding the Reverend Palm's 2017-2018 compensation and that discussion was facilitated by slides presented by Steve (see List #4 below). The transparency of staff salaries was discussed vis-a-vis privacy. The consensus of the BoT was that 1) salaries be split into three sections: Program staff, Administrative Staff and Ministry, when shown on the budget that is made available at the Annual Meeting, and 2) The board also acknowledged how late it was in the year and that the minister's salary number be decided by the BoT early enough in the year so that it is known in March and at that point can then be provided to the minister for use in developing the proposed budget that goes before the BoT for a vote. The budget that is approved by the BoT is then placed in the Annual Meeting packet to go before the Congregation for a vote. Given how pleased the board is with Allison's performance, a motion passed made by Mary and seconded by Brenna for the minister's base compensation to be \$94,200 for the 2017-2018 church year, which is in line with Steve's well-researched recommendation. A motion passed made by Steve and seconded by Brenna to take \$5000 of this year's surplus and move it to the building maintenance fund. The latter motion supports the former motion financially.

The Reverend Palm re-entered the meeting.

The Reverend Palm presented the proposed 2017-2018 budget (see List #4, item 3 and for details, see item 4). Item 3) has been redacted for privacy reasons because it contains staff salary information. To just redact the salaries themselves is not enough privacy was the consensus of the BoT). A motion passed made by Steve and seconded by Lance to approve the budget

as presented contingent upon the budget as presented being adjusted to accommodate the Minister's Salary at the figure the BoT just approved (see above).

David and Lance led the discussion regarding the Annual Meeting update. On the idea of developing a motion to empower the BoT to consider "affiliated organizations," there was no opposition voiced. The BoT was solicited for ideas regarding the President's Report and BoT members contributed to that discussion.

Status updates on topics were provided. 1) The BoT was reminded that the Sunday Service Welcome volunteer list as of the start of this meeting has an open date. See List #1 below for the resulting assignments. 2) Date and notification plans for the Summer BoT Retreat were discussed and the consensus of the BoT was that a poll is to be taken by David after which BoT members are to be notified of the results for the one date decided upon once it is known the availability of BoT members. 3) An Outreach collection for next year has been approved to support Black Lives Matter (reported by the Reverend Palm). 4) BoT members were reminded to contribute brownies to the May 22<sup>nd</sup> Budget, Bylaws, and Brownies meeting, but to make sure there are no raspberries and no almonds because those foods may trigger allergic reactions in known attendees.

No new business was suggested or discussed.

A Covenantal Check Out was performed. Discussed was what worked well at the meeting, what did not work, whether there are lingering questions or concerns, and how are we working as a group.

Brenna gave the Timekeeper' Report. The Reverend Palm gave Closing Words. A motion passed made by Lance and seconded by Brenna to adjourn.

In the "Parking Lot" (issues for which consideration is to occur at a date yet to be determined):

1) Required 501(c)3 Revisions – approved but not submitted (September 2016), 2) BoT job descriptions & the assessment of the presidential funnel (the pipeline and related issues), 3) Board size and composition, and 4) Donation Policy, the discussion of which began in May 2015 but nothing has been approved on this issue, and 5. Revisit "Affiliated Organizations" – Simple Gifts, Nashua Cemetery Association, UUANH.

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 14<sup>th</sup> Steve, May 21<sup>st</sup> Ellen, May 28<sup>th</sup> Steve, June 4<sup>th</sup> Steve, June 11<sup>th</sup> Jodie

List #2 Chalice lighting: May 9<sup>th</sup> – Ellen, June 13<sup>th</sup> – Jodie. Timekeeper schedule:  
May 9<sup>th</sup> – Brenna, June 13<sup>th</sup> - Steve.

List #3 Upcoming Dates: Event Dates Listing:

Monday, May 22<sup>nd</sup>, Budget, Bylaws, and Brownies, 7 pm, Auditorium

Sunday, June 4<sup>th</sup>, UUCN Annual Meeting, Sanctuary, 11:45 am Registration, 12 Noon Call to Order

Tuesday, June 13<sup>th</sup>, Board of Trustees Meeting, 7 pm

Thursday, June 15<sup>th</sup>, End of Year Staff Dinner, 6 pm

Wednesday June 21<sup>st</sup> through Sunday June 25<sup>th</sup>, New Orleans, LA

Saturday, August 19<sup>th</sup> or else Saturday, August 26<sup>th</sup>, Board of Trustees Summer Retreat, David will send poll to BoT members before making notification of the exact date

List #4 Attachments to these minutes: 1) Minister's Report for May 8th, 2017, 2) Slides: Discernment on Ministerial Compensation – 6 pages total on issue of The Rev. Palm's compensation 2017-2018, 3) Complete FY2018 Proposed Budget (REDACTED), and 4) Simple FY2018 Proposed Budget.

Minutes submitted by

Mary Licking, Clerk,

Unitarian-Universalist Church of Nashua, NH

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**May 8, 2017**

**1. WITHIN**

*The Unitarian-Universalist Church of Nashua is a spiritual home where members and friends experience personal transformation by: Participating in varied and meaningful common worship that nurtures, challenges, and inspires; Exploring religious values and discovering individual truths; Joining in fellowship with other members and friends.*

- Average Sunday attendance this year: 186. Last year at this time was 197.
- We will have our last Body & Soul Service of the year on May 14.
- Our Summer Worship calendar is full! We have a great line-up of preachers this summer. WE are holding a mandatory meeting for all summer service leaders on May 21.
- Sandra and I led our ROPes youth and mentors on a Boston UU History Tour on April 30. We had an enthusiastic group of 32, and consensus was that such a trip should happen every time we do ROPes.
- In April, we had 20 Adult Faith Formation programs, with a total participation of 188.
- As you know by now, we have hired Sadie Kahn-Greene to be our settled Director of Faith Formation. She will begin on July 24, which will allow for a one-week overlap with Sandra, whose last day is July 31. Many thanks to the Search Team, who put in many hours this year!

**2. AMONG**

*The Unitarian-Universalist Church of Nashua is a welcoming religious community for all ages where we live our mission by: Creating a beloved community where we minister to one another; Supporting and respecting one another in our daily lives and our religious journeys; Generously giving of our time, talents, and money; Being good stewards of our church resources in pursuit of our mission.*

- Our Stewardship Campaign has collected \$329,413.50 from 155 pledge units.
- The Stewardship Team is considering shifting to a year-round pledging model. This transition would begin next year with conversation and learning, followed by the kickoff of a year-round model in the 2018-2019 church year.
- The Auction Team held a successful Auction on May 6. We don't have an official total yet, but we definitely raised over \$9000 for the church, plus \$1441 for UU Action NH.
- We are struggling with leadership recruitment for next year. I am starting to explore out-of-the box ways to get us out of what is beginning to feel like a burdensome team/committee structure.
- I went to a two-day training on Staffing and Supervision in churches last week and have returned with a number of ideas, including a question about the purpose of our Personnel Team, and where the Board fits in to all of this. I will say more at our meeting.
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**3. BEYOND**

*The Unitarian-Universalist Church of Nashua is a beacon of liberal religious thought and action, making a positive impact in our neighborhood and in the world by: Promoting our values and programs so that others will hear our voice and have the opportunity to join us; Welcoming people who are seeking a spiritual home and personal transformation; Partnering with other congregations and institutions in advocating for and*

*promoting social justice; Actively participating in regional (Northern New England District) and national (Unitarian Universalist Association) Unitarian Universalist programs and activities.*

- We welcomed 12 new members at our New Member Welcome on April 16. The new members all gathered for a reception the night before.
- Our new Black Lives Matter Banner is up! A team of 3 worked hard on making sure it is very secure and won't blow down again.
- The Social Justice Leadership Team has given their official blessing to a group of folks in the congregation who are exploring Sanctuary and strengthening ties to the immigrant communities in Nashua.
- The SJ Leadership Team also officially voted to join UU Action NH. We raised more than enough funds to cover this year's dues at the Auction.
- On May 7, we participated in the UU White Supremacy Teach-In. Members of the Black Lives Matter Team and I led an AREA event exploring racial justice in the morning. The BLM Team also hosted an afternoon speaker from Boston BLM, Martin Henson. 108 people attended the afternoon event, including several people from the larger community.
- The first-ever New England Regional Assembly was on April 21-22, followed by the Northern New England District Annual Meeting. We had 6 delegates in attendance, and 3 members of the staff. Most notably, the NNED voted to give \$100,000 to Black Lives of UU, and to match up to \$100,000 in donations from congregations over the next two years.
- Preparation for General Assembly is in full swing, especially for our youth group. Our delegates are planning to meet this month, and will again be offering a service this summer to share their experiences.

#### **4. CHILDREN'S WINTER GARDEN WITH WHITE WING SCHOOL**

- Current enrollment is steady at 61. There are 66 students pre-registered for the 2017-2018 school year.
- Next year's Kindergarten enrollment numbers are very low, especially since Nashua voted in full-day kindergarten. The Board is discussing solutions for this.
- Finances continue to look good, with a small projected budget surplus for this year.
- We continue to work on a solution for the playground stones. We are beginning to think outside the box about how to transform that space to be more inviting to both the children and church members.
- There is a need for 3 more church members and 1 more parent on the Board for next year.

#### **5. FINANCES**

We are 86% of the way through this year. Income is right on track at 86.93%. Expenses are behind at 82.44%. We have a large surplus at the moment, which will likely shrink as end of the year expenses occur and income slows down.

	Actual	Budget	Percentage
<b>INCOME</b>			
Endowment	\$124,782.58	\$133,946.00	93.16%
Fundraisers	\$2,060.00	\$11,800.00	17.46%
Outreach Collections	\$33,928.86	\$35,000.00	96.93%
Pledges	\$270,313.25	\$310,000.00	87.20%
User Fees	\$7,636.25	\$6,000.00	127.27%

CWG-WWS Contribution	\$16,800	\$28,000.00	60.00%
Other Income	\$1,352.41	\$800.00	169.05%
TOTAL INCOME	\$456,873.35	\$525,546.00	86.93%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$7,749.76	\$9,800.00	79.08%
Faith Formation	\$4,749.14	\$6,350.00	74.79%
Membership	\$2,439.75	\$3,585.00	68.05%
Social Justice	\$34,451.66	\$39,300.00	87.66%
Leadership Development	\$129.84	\$500.00	25.97%
Discretionary Funds	\$901.69	\$2,000.00	45.08%
Total Programs	<i>\$50,441.84</i>	<i>\$61,535.00</i>	81.97%
<i>Operations</i>			
Administration	\$26,883.25	\$35,844.00	75.00%
Communications	\$1,671.43	\$3,300.00	50.65%
Stewardship	\$1,056.54	\$1,800.00	58.70%
Denomination	\$21,172.00	\$21,172.00	100%
Property	\$71,291.20	\$85,200.00	83.68%
<i>Total Operations</i>	<i>\$122,074.42</i>	<i>\$147,316.00</i>	82.87%
<i>Staff</i>			
Minister	\$103,130.32	\$123,932.00	83.22%
Director of Faith Formation	\$63,190.45	\$76,719.00	82.37%
Music Director	\$13,336.33	\$16,516.00	80.75%
Membership Coordinator	\$13,287.11	\$15,906.00	83.54%
Church Administrator	\$33,161.19	\$41,783.00	79.37%
Bookkeeper	\$4,092.35	\$4,575.00	85.45%
Sexton	\$23,049.62	\$27,420.00	84.06%
Child Care	\$4,673.54	\$4,468.00	104.60%
Coffee Crew	\$1,209.61	\$905.00	133.65%
<i>Total Staff</i>	<i>\$259,130.52</i>	<i>\$312,224.00</i>	83.00%
One-Time Expense: DFF Search	\$1,224.51	\$4,000.00	30.61%
TOTAL EXPENSES	\$432,871.29	\$525,075.00	82.44%
Difference	\$24,002.06	\$471.00	

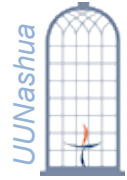
## 6. SCHEDULE

- I will be at a NNED Board meeting in Portland, Maine on May 19 and 20.
- I will be taking a couple days off around Tristan's graduation and will be in NYC from May 31-June 3.



# **Ministerial S&H Guideline Trends (2016 – 2018)**

## **UUA Compensation Guidelines**



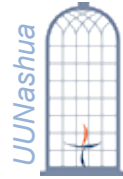
### Geo-Index 5 -- Mid-Sized II (250 - 349)

Church Fiscal Year	Min	Mid	Max
2016	\$ 72,300	\$ 94,100	\$ 115,800
2017	\$ 73,750	\$ 96,000	\$ 118,100
2018	\$ 73,750	\$ 96,000	\$ 118,100

- Annual Increase from FY 2016 to FY 2017 was 2.0%
- UUA Compensation Guidelines did not increase from FY 2017 to FY 2018



# ***Annual Raises to Get to UUA Midpoint in 7 yrs*** ***As a function of the Inflation applied to the UUA Guidelines***



Projection from FY2016 to FY2023 (7-year tenure)

Annual Inflation	Min	Mid	Max	Annual Raise to Get to Midpoint
1.30%	\$ 80,729	\$ 105,084	\$ 129,275	2.48%
1.50%	\$ 81,851	\$ 106,545	\$ 131,073	2.69%
1.75%	\$ 83,273	\$ 108,396	\$ 133,349	2.94%
2.00%	\$ 84,716	\$ 110,274	\$ 135,660	3.19%
2.25%	\$ 86,180	\$ 112,180	\$ 138,004	3.45%
2.50%	\$ 87,666	\$ 114,114	\$ 140,384	3.70%
2.75%	\$ 89,173	\$ 116,076	\$ 142,798	3.95%
3.00%	\$ 90,703	\$ 118,068	\$ 145,248	4.20%

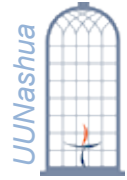
For a range of Average Annual Inflation Rates,  
 this table shows the annual compensation increase percentage  
 needed to get Allison to the Mid-Sized II Midpoint in 7 years

If we assume an average annual COLA increase of 2% in UUA guidelines,  
 Allison needs a 3.19% raise (on average) to get her to the mid-point in 7  
 years





## ***What Do We Use as Allison's Starting Point S&H Compensation?***

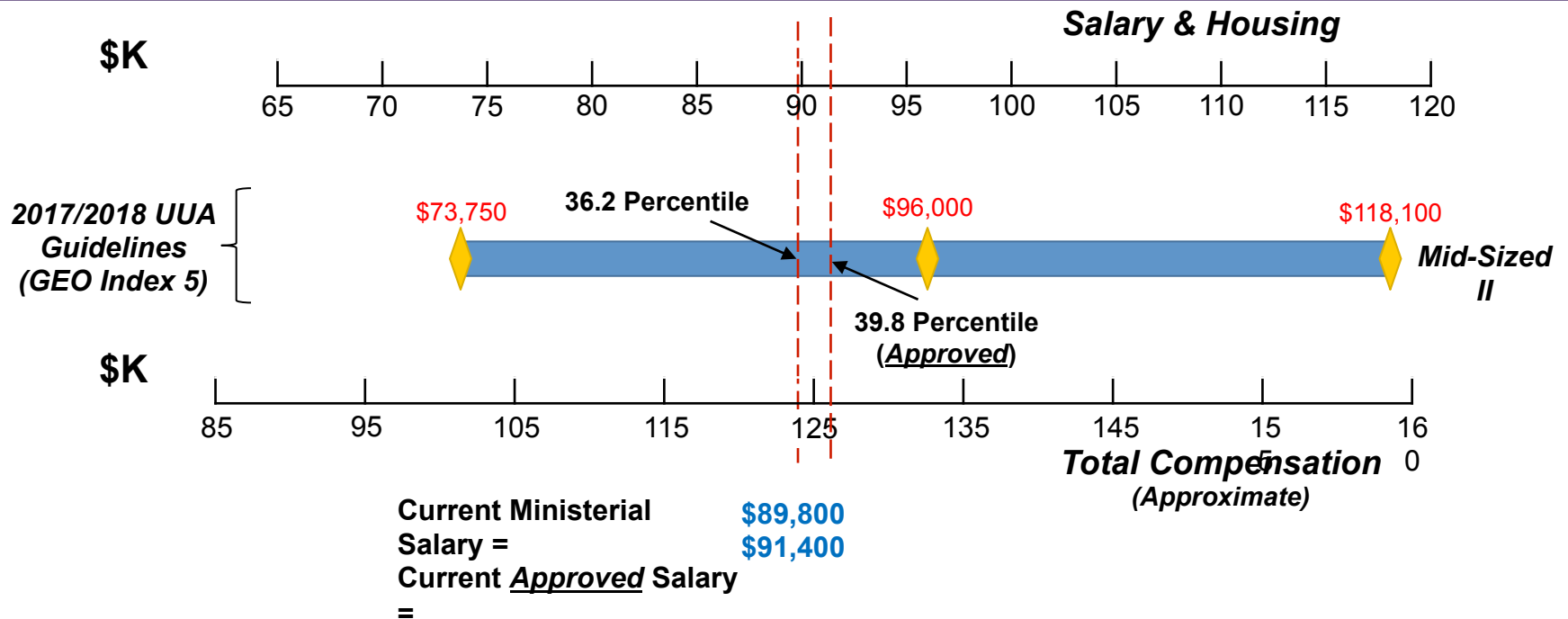
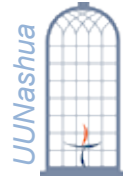


- Last year, we authorized a 3.27% increase in Allison's Salary & Housing (S&H)
  - \$88,500 to \$91,400
- Due to shortfalls in our Congregational Revenues (i.e. pledges), Allison gave herself only a 1.47% increase in order to balance the budget
  - \$88,500 to \$89,800
- In the long run, Allison's compensation should not be penalized by our inability to raise the necessary funds to pay her
- I strongly recommend that our recommended percentage increase be made to Allison's approved S&H (\$91,400), not her current S&H (\$89,800)



# Ministerial Salary

## Relative to July 2017 UUA Compensation Guidelines



Relative to the Mid-Sized II; Geo Index 5 (Nashua):

- Current Ministerial salary (\$89,800) is at the 36.2 percentile relative to the 2017/2018 UUA Compensation Range
- *Approved* Ministerial salary for FY 2017 (\$91,400) is at the 39.8 percentile

All graphs shown in accurate scale



# Ministerial Salary Compensation Tables (starting from \$91,400 Baseline)



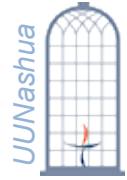
By Percent		
% Increase	New Annual Compensation	Percentile UUA July 2016
0.00%	\$ 91,400	39.8%
0.25%	\$ 91,629	40.3%
0.50%	\$ 91,857	40.8%
0.75%	\$ 92,086	41.3%
1.00%	\$ 92,314	41.9%
1.25%	\$ 92,543	42.4%
1.50%	\$ 92,771	42.9%
1.75%	\$ 93,000	43.4%
2.00%	\$ 93,228	43.9%
2.25%	\$ 93,457	44.4%
2.50%	\$ 93,685	44.9%
2.75%	\$ 93,914	45.5%
3.00%	\$ 94,142	46.0%
3.25%	\$ 94,371	46.5%
3.50%	\$ 94,599	47.0%
3.75%	\$ 94,828	47.5%
4.00%	\$ 95,056	48.0%
4.25%	\$ 95,285	48.6%
4.50%	\$ 95,513	49.1%
4.75%	\$ 95,742	49.6%
5.00%	\$ 95,970	50.1%

By Increase Amount		
New Annual Compensation	% Increase	Percentile UUA July 2016
\$ 91,400	0.00%	39.8%
\$ 91,500	0.11%	40.0%
\$ 91,600	0.22%	40.2%
\$ 91,700	0.33%	40.5%
\$ 91,800	0.44%	40.7%
\$ 91,900	0.55%	40.9%
\$ 92,000	0.66%	41.1%
\$ 92,100	0.77%	41.4%
\$ 92,200	0.88%	41.6%
\$ 92,300	0.98%	41.8%
\$ 92,400	1.09%	42.1%
\$ 92,500	1.20%	42.3%
\$ 92,600	1.31%	42.5%
\$ 92,700	1.42%	42.7%
\$ 92,800	1.53%	43.0%
\$ 92,900	1.64%	43.2%
\$ 93,000	1.75%	43.4%
\$ 93,100	1.86%	43.6%
\$ 93,200	1.97%	43.9%
\$ 93,300	2.08%	44.1%
\$ 93,400	2.19%	44.3%
\$ 93,500	2.30%	44.5%

By Increase Amount		
New Annual Compensation	% Increase	Percentile UUA July 2016
\$ 93,600	2.41%	44.8%
\$ 93,700	2.52%	45.0%
\$ 93,800	2.63%	45.2%
\$ 93,900	2.74%	45.4%
\$ 94,000	2.84%	45.7%
\$ 94,100	2.95%	45.9%
\$ 94,200	3.06%	46.1%
\$ 94,300	3.17%	46.3%
\$ 94,400	3.28%	46.6%
\$ 94,500	3.39%	46.8%
\$ 94,600	3.50%	47.0%
\$ 94,700	3.61%	47.2%
\$ 94,800	3.72%	47.5%
\$ 94,900	3.83%	47.7%
\$ 95,000	3.94%	47.9%
\$ 95,100	4.05%	48.1%
\$ 95,200	4.16%	48.4%
\$ 95,300	4.27%	48.6%
\$ 95,400	4.38%	48.8%
\$ 95,500	4.49%	49.0%
\$ 95,600	4.60%	49.3%
\$ 95,700	4.70%	49.5%



## ***S. Hedges' Recommendation***



- I recommend that, for FY 2018, we apply a 3.06% increase to the S&H value approved last year (which was \$91,400).
- This increases Allison's annual S&H to \$94,200 and puts Allison at the 46.1 percentile of the UUA Recommendations.
- Provided the Board agrees that we use last year's approved S&H as our starting point (as opposed to the reduced salary that Allison took to balance the budget), other percentage or dollar increases can be easily determined from the tables on the previous slide.

	Approved Budget FY17	YTD Actuals FY17 (5/22)	Budget Requests FY18		Proposed FY18 Budget
<b>INCOME</b>					
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	\$ -		\$ -
<b>TOTAL INCOME</b>	<b>\$ 525,546.00</b>	<b>\$ 492,898.33</b>	<b>\$ 562,764.00</b>		<b>\$ 562,764.00</b>
<b>EXPENSES</b>					
<b>PROGRAMS</b>					
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
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 61,535.00</b>	<b>\$ 54,595.66</b>	<b>\$ 65,060.00</b>		<b>\$ 62,850.00</b>
<b>OPERATIONS</b>					
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
<b>TOTAL OPERATIONS EXPENSES</b>	<b>\$ 147,316.00</b>	<b>\$ 125,942.87</b>	<b>\$ 178,057.00</b>		<b>\$ 160,882.00</b>
<b>STAFF</b>					
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
<b>TOTAL STAFF</b>	<b>\$ 312,224.00</b>	<b>\$ 268,963.32</b>	<b>\$ 340,266.00</b>		<b>\$ 338,994.00</b>
<b>ONE TIME EXPENSES</b>					
<b>TOTAL ONE TIME EXPENSES</b>	<b>\$ 4,000.00</b>	<b>\$ 1,224.51</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 525,075.00</b>	<b>\$ 450,726.36</b>	<b>\$ 583,383.00</b>		<b>\$ 562,726.00</b>
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
<b>INCOME</b>					
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
<b>Total Endowment</b>	<b>\$ 133,946.00</b>	<b>\$ 135,682.58</b>	<b>\$ 150,814.00</b>		<b>\$ 150,814.00</b>
<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		\$ -			
<b>Total Fund Raisers</b>	<b>\$ 11,800.00</b>	<b>\$ 11,323.70</b>	<b>\$ 11,800.00</b>		<b>\$ 11,800.00</b>
<b>Outreach Collections</b>	<b>\$ 35,000.00</b>	<b>\$ 36,082.42</b>	<b>\$ 35,000.00</b>		<b>\$ 35,000.00</b>
<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
<b>Total Pledges</b>	<b>\$ 310,000.00</b>	<b>\$ 276,777.39</b>	<b>\$ 330,000.00</b>		<b>\$ 330,000.00</b>
<b>User Fees</b>	<b>\$ 6,000.00</b>	<b>\$ 8,711.25</b>	<b>\$ 6,000.00</b>		<b>\$ 6,000.00</b>
<b>WW Contribution</b>	<b>\$ 28,000.00</b>	<b>\$ 22,400.00</b>	<b>\$ 28,000.00</b>		<b>\$ 28,000.00</b>
<b>Other Income</b>	<b>\$ -</b>	<b>\$ 433.60</b>	<b>\$ -</b>		<b>\$ -</b>
<b>TOTAL INCOME</b>	<b>\$ 525,546.00</b>	<b>\$ 492,898.33</b>	<b>\$ 562,764.00</b>		<b>\$ 562,764.00</b>
<b>EXPENSES</b>					
<b>PROGRAMS</b>					
<i>MUSIC &amp; 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	\$ 2,650.00
Summer Music	\$ 2,400.00	\$ 1,600.00	\$ -	shift Jed to year-round	\$ -
Guest Service/Workshop Leader	\$ -	\$ -	\$ 250.00		\$ 250.00
CIC Sheet Music	\$ -	\$ -	\$ 200.00		\$ 200.00
Other	\$ -	\$ -	\$ 150.00	Bluetooth Speaker	\$ -
<b>Total Music</b>	<b>\$ 7,050.00</b>	<b>\$ 5,923.29</b>	<b>\$ 7,400.00</b>		<b>\$ 7,250.00</b>
<b>Total Music &amp; Worship</b>	<b>\$ 9,800.00</b>	<b>\$ 8,209.13</b>	<b>\$ 10,900.00</b>		<b>\$ 10,250.00</b>
<i>FAITH FORMATION</i>					
<i>Children &amp; 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
<b>Total Children &amp; Youth FF</b>	<b>\$ 5,350.00</b>	<b>\$ 3,194.09</b>	<b>\$ 5,050.00</b>		<b>\$ 4,900.00</b>
<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
<b>Total Adult Faith Formation</b>	<b>\$ 1,000.00</b>	<b>\$ 528.68</b>	<b>\$ 1,600.00</b>		<b>\$ 1,400.00</b>
<b>Total Faith Formation</b>	<b>\$ 6,350.00</b>	<b>\$ 3,722.77</b>	<b>\$ 6,650.00</b>		<b>\$ 6,300.00</b>
<i>MEMBERSHIP</i>					

\*3 guests

\*

\*

Jed's Sundays off  
shift Jed to year-round

Bluetooth  
Speaker

\*

\*

\*

	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	
	<b>Total Membership</b>	<b>\$ 3,585.00</b>	<b>\$ 2,593.40</b>	<b>\$ 3,450.00</b>		<b>\$ 3,200.00</b>	
	<b>SOCIAL JUSTICE</b>						
	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	
	<b>Total Budgeted Outreach</b>	<b>\$ 38,800.00</b>	<b>\$ 38,714.16</b>	<b>\$ 39,400.00</b>		<b>\$ 39,400.00</b>	
	<b>Total Social Justice</b>	<b>\$ 39,300.00</b>	<b>\$ 38,918.66</b>	<b>\$ 39,900.00</b>		<b>\$ 39,900.00</b>	
	<b>LEADERSHIP DEVELOPMENT</b>						
	Leadership Development Team	\$ 500.00	\$ 129.84	\$ 300.00		\$ 300.00	
	<b>Total Leadership Development</b>	<b>\$ 500.00</b>	<b>\$ 129.84</b>	<b>\$ 300.00</b>		<b>\$ 300.00</b>	
	<b>BOARD EXPENSES</b>						
	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	*
	<b>Total Board Expenses</b>	<b>\$ 1,000.00</b>	<b>\$ 367.01</b>	<b>\$ 2,360.00</b>		<b>\$ 1,600.00</b>	
	<b>MINISTRY FUNDS</b>						
	Minister's Discretionary Fund	\$ 1,000.00	\$ 654.85	\$ 1,500.00		\$ 1,300.00	*
	<b>Total Ministry Funds</b>	<b>\$ 1,000.00</b>	<b>\$ 654.85</b>	<b>\$ 1,500.00</b>		<b>\$ 1,300.00</b>	
	<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 61,535.00</b>	<b>\$ 54,595.66</b>	<b>\$ 65,060.00</b>		<b>\$ 62,850.00</b>	
	<b>OPERATIONS</b>						
	<b>ADMINISTRATION</b>						
	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	
	<b>Total Administration</b>	<b>\$ 35,844.00</b>	<b>\$ 27,254.97</b>	<b>\$ 35,600.00</b>		<b>\$ 34,800.00</b>	
	<b>COMMUNICATIONS</b>						
	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	\$ -		\$ -	
	<b>Total Communications</b>	<b>\$ 3,300.00</b>	<b>\$ 1,671.43</b>	<b>\$ 1,500.00</b>		<b>\$ 1,500.00</b>	
	<b>STEWARDSHIP</b>						
	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	
	<b>Total Stewardship</b>	<b>\$ 1,800.00</b>	<b>\$ 1,958.16</b>	<b>\$ 3,000.00</b>		<b>\$ 2,800.00</b>	
	<b>DENOMINATION</b>						
	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	
	<b>Total Denomination</b>	<b>\$ 21,172.00</b>	<b>\$ 21,172.00</b>	<b>\$ 22,357.00</b>		<b>\$ 22,357.00</b>	
	<b>PROPERTY</b>						
	Sexton Coverage	\$ 600.00	\$ 657.50	\$ 600.00		\$ 600.00	
	<b>Utilities</b>						
	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	
	<b>Total Utilities</b>	<b>\$ 28,000.00</b>	<b>\$ 25,947.89</b>	<b>\$ 28,000.00</b>		<b>\$ 28,000.00</b>	
	<b>Services</b>						
	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	
	<b>Total Services</b>	<b>\$ 19,300.00</b>	<b>\$ 17,463.86</b>	<b>\$ 21,000.00</b>		<b>\$ 21,000.00</b>	

	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
	<b>Total Property</b>	\$ 85,200.00	\$ 73,886.31	\$ 115,600.00		\$ 99,425.00
	<b>TOTAL OPERATIONS EXPENSES</b>	\$ 147,316.00	\$ 125,942.87	\$ 178,057.00		\$ 160,882.00
	<b>STAFF</b>					
	<b>Total Minister</b>	\$ 123,932.00	\$ 104,619.45	\$ 129,548.00		\$ 129,548.00
	<b>Total Program Staff</b>	\$ 114,514.00	\$ 98,141.36	\$ 133,085.00	includes DFF, Music Director, Membership Coordinator, Childcare Staff, Coffee Crew	\$ 131,813.00
	<b>Total Administrative Staff</b>	\$ 73,778.00	\$ 66,202.51	\$ 77,633.00	includes Administrator, Bookkeeper, Sexton	\$ 77,633.00
	<b>TOTAL STAFF</b>	\$ 312,224.00	\$ 268,963.32	\$ 340,266.00		\$ 338,994.00
	<b>ONE TIME EXPENSES</b>					
	DFF Search	\$ 4,000.00	\$ 1,224.51	\$ -		\$ -
	<b>TOTAL ONE TIME EXPENSES</b>	\$ 4,000.00	\$ 1,224.51	\$ -		\$ -
	<b>TOTAL EXPENSES</b>	\$ 525,075.00	\$ 450,726.36	\$ 583,383.00		\$ 562,726.00
	Difference	\$ 471.00	\$ 42,171.97	\$ (20,619.00)		\$ 38.00