

Financial Records Review Committee Annual Report 2025-2026 Church Year

Financial Records Review Committee (FRRC) Members: Amanda Banner (Treasurer) and Karen Murray (Clerk).

At the 2025 annual meeting, the congregation voted to revise Section 12 of our bylaws so that the Treasurer would lead the committee with at least one board member.

Our bylaws require annual financial record reviews of the Church, Children's Winter Garden with White Wing School and the Cemetery Association. The reviews verify that the fiscal records and financial transactions of each component are transparent, orderly and consistent.

The Committee conducted separate reviews for the UU Church (Ericka LaValley), Children's Winter Garden with White Wing School (Chris Clanin, Director) and Cemetery Association (Kim Steele, Treasurer and Harry Purkheiser).

All records examined were found to be in satisfactory order.

UU Church of Nashua

Accounts. The church continues to operate with both restricted and unrestricted funds. Restricted funds are designated for specific purposes, such as endowment-related projects, while unrestricted funds support the general operating budget through annual pledges and offerings. The separation and tracking of these funds continue to be handled well, with clear processes in place for oversight and reporting. There continues to be additional coordination required between operational accounts and capital campaign tracking, but these expenses and transfers are being carefully monitored and documented. (*See: Capital Campaign Follow up Annual Report*)

Income. Stewardship this year was successful overall, though total pledges came in slightly below the campaign goal due in part to member deaths and families relocating. An additional stewardship appeal late in the campaign generated increased giving and helped close much of the gap. (*See: Stewardship Annual Report*) Church leadership has also begun reviewing long-term pledge fulfillment trends to better support future budget planning.

Income from church rentals has continued to improve as support groups have returned and new outside organizations have begun using the building for meetings and events. The church also continues to receive rental income from the preschool and administrative support reimbursement from the cemetery board.

Expenses. Payments and expenses continue to be well tracked and documented. Payroll and administrative processes related to the sexton position are functioning smoothly, including reimbursement from Temple Beth Abraham for their portion of salary, benefits, and fees. Electronic ACH transfers between TD Bank and Bank of America are now being used for

endowment-related transfers associated with repayments on the capital campaign loan that began in November, eliminating previous wire transfer fees. QuickBooks continues to serve as the primary financial management system, though there remain some limitations related to processing fees and managing multiple budgets and accounts. Church leadership continues to explore alternative systems and cost-saving opportunities while maintaining current financial controls and procedures.

Nashua Cemetery Association

This year included a transition in the Cemetery Committee's financial management. The cemetery's bank account was moved from being held under a previous treasurer's personal name to organizational ownership under the church, doing business as the Nashua Cemetery Association. This required establishing appropriate documentation, coordinating with the bank, and updating account access. The account is now held under the cemetery trustees, and future treasurer transitions should require only updates to authorized signers.

Financial activity is limited and largely seasonal, with most expenses occurring during the summer months. The primary ongoing expense is grounds maintenance, which is labor-intensive due to terrain and limited equipment access. Additional expenses include repairs, administrative support, and periodic improvements such as signage. The overall volume of transactions remains low. An operational change was implemented to keep the cemetery open from April through October.

The cemetery receives a monthly distribution of \$1,664.24 from the Endowment. The committee is aligning withdrawals with a 4.5% spending policy to support long-term stability. An outreach fundraising effort generated approximately \$4,760, which was used to fund repairs to a damaged crypt and retaining wall, with a remaining balance of \$516.13. Current available funds are approximately \$5,876. Combined income sources are generally sufficient to meet routine maintenance costs. It is recommended that October be designated as an annual outreach offering month for the Cemetery Association to provide a consistent supplemental funding source.

Several ongoing considerations affect financial planning. Maintenance costs remain consistent, and volunteer participation is limited, reducing the ability to offset expenses. Additional repair needs for stones and structures remain. Based on these factors, the committee recommends the following for the coming year: establish October as an annual outreach offering; continue aligning endowment withdrawals with the 4.5% policy; evaluate lower-maintenance ground cover options to reduce landscaping costs over time; and explore opportunities to supplement maintenance through targeted volunteer efforts where feasible.

Children's Winter Garden with White Wing School

This year, the preschool remained financially stable, with operations continuing to follow a predictable annual cycle. Tuition revenue sustains the program during the school year, with

reserves used to cover expenses over the summer months when no tuition is collected. Staff salaries are distributed evenly across 26 pay periods to provide consistent income year-round. While enrollment experienced some fluctuation due to family relocations and other changes, available spots were largely refilled. There are currently 71 children registered for the upcoming year, with a small number of open spots remaining across classrooms, and leadership anticipates enrollment will remain consistent with recent trends.

In addition to tuition, the preschool benefits from multiple supplementary funding sources. The church contributed over \$6,000 to the scholarship fund this year, supporting accessibility for families. The program also continues to utilize prior grant funding secured during the COVID period, with approximately \$13,000 remaining, largely designated for teacher retention and related expenses. Parent-led fundraising through the PAWWS group generated additional revenue, including approximately \$2,000 from a fall fundraiser and over \$6,000 from the spring Hop-a-thon.

Expenditures this year included investments in classroom improvements and staff support. New tables and chairs were purchased for classrooms, partially offset by approximately \$900 from the sale of older furniture. Grant funds supported bonuses and retention efforts for staff, as well as ongoing enhancements to classroom materials and facilities. The preschool is also undertaking NAEYC accreditation, which requires additional staff time and compensation to complete digital portfolio requirements. The Preschool Board has approved next year's budget, including staff salary increases, and the program remains in a strong financial position.

Additional planning items are in place for the coming year. Camp registration began for two weeks of programming in early June. In alignment with prior discussions, the preschool will implement a 4% increase in its rent contribution to the church, reflecting a shift toward smaller, more regular adjustments rather than periodic larger increases. Leadership is also evaluating options to invest a portion of reserve funds to generate additional returns while maintaining appropriate liquidity.

Acknowledgement

The committee would like to extend sincere appreciation and gratitude to all parties who opened their books and responded to FRRC inquiries.

Respectfully Submitted:

Amanda Banner

Karen Murray