

November 2018 Board of Trustees Meeting Packet

Table of Contents:

Fall Fundraising Report

October Meeting Minutes

Special October Meeting Minutes

President's Report

Minister's Report

AFD's Report

CYMD's Director's Report

Monthly Financial Reports

Budget/Stewardship Timeline Guide

Board Meeting Agenda
November 15, 2018

Process Observer –April Naturale

Timekeeper –Jim

Guests: Linda DeLorey, fundraising

6:30 Moment of silence, reading, focused check-in: Jessica
Reading covenant

6:50 Report on fundraising: Linda DeLorey
Questions, discussion

7:10 How the board works: timekeeping, parking lot, covenant as guideline: Pat/Jim
Breeze tutorial? December holiday party/meeting?

7:15 Minister's time: Jessica

7:20 Policy: Active shooter policy, alcohol policy Jim

7:55 Planning update: Pat and planning task force

8:05 Report from UUA workshop, link to GTS program Jim and all who attended

8:15 Consent agenda: October minutes, President's report, Minister's report, ADF
report, CYM report, Treasurer's report, Policy report,

8:20 Process Observer's notes April

8:25 Closing Circle, affirmation

8:30 Executive Committee: Request from Jessica

8:35 Huddle

41st ANNUAL FALL FESTIVAL REPORT

For the past 41 years FPB has held an annual fall fair which was called the Sea Captains Fair. This year the fair was held on October 6, 2018 and was renamed the Harvest Festival because with our commitment to dismantling white supremacy we did not feel it was appropriate to honor the sea captains. I met with Jessica, Twinks and Karena and together we decided to take advantage of the holiday weekend (Indigenous People's Day) to hold our fall fundraiser.

I began preparation for the Silent Auction part 6 weeks prior to date by emailing all members who solicited donations from local businesses in the past. The responses were varied and slow but quite a few of the previous volunteers were no longer available to solicit donations. A month before the fair, realizing that there were very few solicitors and after numerous attempts to recruit volunteers, I emailed the board president appealing for their assistance as they had done previously. The board was not able to help out this year citing many responsibilities, but one board member did solicit several donations which was very much appreciated.

I experienced a lot of competition from other committees and events during coffee hour for the month prior to the fair and had some difficulty getting volunteers for set up, cleanup, and clerking venues. It has been my custom to ask committees to handle venues, but this year some committees said they were busy with other activities.

Weather was good, but attendance was poor from the general public and church members. We had chosen to have all venues at the sanctuary and parish room and fellowship hall. It was much easier to set up and put away, but still much physical exertion is required to arrange this fair. As our population is aging I am finding a shortage of able-bodied volunteers.

The final income generated through this fundraiser is \$5000 which is below budget, mostly contributed to the lack of silent auction offerings and the low monetary value of the donations received. In past years we have had some larger ticket items, such as vacations stays, but we did not have these donations this year.

My final take on this fundraiser is that it is very difficult to generate the necessary interest to make this a successful fundraiser so early in the fall. The timing is difficult because our church year starts the second week of September and a month later is the fair. If we wait until later in the fall we have to consider weather and competition from neighboring churches. All our committees are just getting started and member attention is focused on other things. A large fundraiser such as the fall fair is not a good fit for our present congregation as the core volunteer group is aging and the present model of the fall fair is very physical. I recommend that we find a fundraiser that better fits our congregation. I have asked for suggestions from the congregation at large but have not received any viable ideas.

We have a deficit from this fundraiser. To help offset this we are planning a holiday fundraiser on Dec 1 during "Brewster for the Holidays" to take advantage of additional publicity. This event will include Pictures With Santa, cookie walk, pie sale, holiday greens and crafts. We will be exploring ideas for other fundraisers throughout the year. We are reaching out to the Landscape Committee to have a plant sale during Brewster in Bloom and we are open for any suggestions.

Over the past 2 years that I have been fundraising coordinator, I have found it increasingly difficult to carry out my responsibilities to run the two stores along with the extra fundraising efforts. Initially I had thought that I would be able to carry out those responsibilities, but it has become more evident to me that I cannot keep up with this work load. I often have to clerk the thrift store because of a lack of volunteers, and again this means that the annex is not open.

I would like to concentrate my efforts to the stores because that's where the money is. I don't feel particularly competent with the fundraising efforts that I have organized. The thrift store and annex are very physical jobs and my energies are ebbing. Karena and I have been discussing this and it will be reflected in my January assessment.

Respectfully submitted

Linda Delorey

FIRST PARISH BREWSTER UU BOARD MINUTES

October 18, 2018

Members in Attendance

Pat Stover, President
Jim Hild, President Elect
Judy Harrison, Past President
Diane Pansire, Treasurer
Carol DiAnna, Clerk
Susan Daly, Member at Large
Ralph Diamond, Member at Large
Katherine Farnham, Member at Large
Liz Gordon, Member at Large

Members Absent: None

Staff in Attendance

Rev. Jessica Clay
Twinks Hastings, CYM Director

Guests

Don Friend, COSM Chair
Tavis Ossola, Stewardship

Process Observer

April Narurale

Chalice Lighting/Spiritual Opening/Focused Check-in

Pat Stover brought the meeting to order at 6:30 pm. Rev. Jessica Clay read a poem and all members and guests participated in a focused check-in.

Report from Committee of Shared Ministry (COSM) – Don Friend.

Don Friend, Chair of the COSM, shared the COSM's points of interest and discussed the ongoing work of the COSM. Overall, the committee works with Rev. Jessica to support the health of the congregation and to build community and fellowship among FPBUU members. Included in their work is a yearly evaluation of the minister and the effectiveness of the FPBUU ministry.

Report on Stewardship – Tavia Ossola

Tavia, who has been spearheading FPBUU's yearly pledge campaign for a number of years, gave a detailed account of the past pledge campaigns with both the pros and cons of these campaigns. Tavia, stressed that the Board of FPBUU needs to develop a clear message to FPBUU members of who we are and what are our values as part of our future pledge campaigns. Tavia will remain on the Stewardship Committee, but is stepping down as Chair. Rev. Jessica stressed the importance of framing stewardship and our pledge campaign as generosity as a spiritual practice. Anyone on the Board who is interested in being part of the Stewardship Committee, please email Rev. Jessica.

How the Board works: Process Observer Expectations; Communication with the Congregation; Summary of Minutes in Angle; Meet the Board; Study of Hotchkiss or Neiuwhof?

- Process Observation Expectations – A discussion took place as to what are the expectations of the process observer. Two main ideas were discussed; one being that the observer would just give feedback at the end of the Board meeting and the other that she/he/they would intervene if the meeting process was not making progress due to unwholesome dynamics. It was decided that the process observer should intervene if the process dynamics becomes unwholesome.
- Board Communication with FPBUU Congregation/Meet the Board/Minutes in the Angle – This conversation revolved around what is the best way to keep the members of FPBUU informed about the goings on of the Board. There was a general consensus that putting a summary of the Board minutes in the Weekly Angle would not be productive as the minutes are readily available on the FPBUU website. An idea of offering a time to meet some Board members after each service was explored. It was decided to try this in the winter and then evaluate its effectiveness. Judy Harrison agreed to organize this effort.
- Study of Hotchkiss or Neiewhoff – There wasn't any discussion on this. Pat decided that the Board would continue of study of the Hotchkiss book and perhaps read the Neiuhoff book at a later date.

Minister's Report

There were no questions or clarifications about the minister's report. Rev. Jessica spent time discussing the process for the upcoming October 21st after service gathering in which congregants will be asked to fill out index cards during the Sunday service. The Board members will facilitate an after service listening session where members will read what they have written on their index cards. The comments on the cards will be compiled for the Board to review.

Policy: Smoking and Drug Policy; Alcohol Policy

- The Illicit Drug and Smoking Policy was presented to the Board by Jim Hild. The Board unanimously approved the policy as written.
- Jim Hild presented a draft of questions for Board's consideration in creating as FPBUU alcohol policy. The draft includes four options to be considered for Board approval at a later date. There was general consensus that this may be a contentious issue for both the Board and the congregation. The Board will discuss the possible policy options at the November Board meeting. Rev. Jessica asked that Board members – rather than frame the question – as “What do you think about the policy?”frame the question as....”How does this policy fit into the values, mission and vision of FPBUU?”

Endowment Dispersal

The Board unanimously approved the request by the Endowment Board for dispersal of \$1,105 for replacing Barn trim.

October 25th Board Meeting Preparation

An additional Board meeting is scheduled for October 25th. This meeting will focus on FPBUU yearly goals and long-term vision. Pat asked Board members to read Chapter 8 (Hotchkiss) and also view the video that Jim Hild sent in preparation for this meeting.

Consent Agenda

- September Board Minutes: There was an error in the September Board minutes – Karen Witting’s name was spelled incorrectly.
- Administration and Finance Report: Judy Harrison wants some discussion on the future fundraising efforts of FPBUU, especially as it relates to our usual Fall fundraisers as the funds that they raise are declining over the years. She would like Linda Delory and Karena Stroh to be invited to the November Board meeting to get their point of views and ideas about future FPBUU fundraising events. At the end of this discussion, the Consent Agenda was accepted unanimously.

Process Observer Feedback

April reported that the energy at the meeting seem low. She thought perhaps that this was due to how much work and effort is needed to be a part of the Board. She cautioned members to make sure that we are remembering to take care of ourselves and avoid burnout. She also added that the Board seems to be working very well together and that we and the congregation and moving out of our struggle of the past few years into a trajectory of recovery.

Closing Circle

Board members, staff and guests took part in the closing circle.

Executive Session

The Board voted unanimously to accept Tavia Ossola as a member of the FPBUU Personnel Committee.

Huddle

Board members expressed comments about the Board meeting process.

Respectfully submitted by Carol DiAnna

FPBUU Special Board Meeting Minutes
October 25, 2018

Members Attending:

Pat Stover, President
Jim Hild, President Elect
Judy Harrison, Past President
Diane Pansire, Treasurer
Carol DiAnna, Clerk
Susan Daly, Member at Large
Ralph Diamond, Member at Large
Katherine Farnham, Member at Large
Liz Gordon, Member at Large

Members Absent: None

Staff in Attendance

Rev. Jessica Clay
Twinks Hastings, CYM Director

Chalice Lighting/Spiritual Opening/Focused Check-in

Pat Stover brought the meeting to order at 6:30 pm and read *Blessed Are Those* from the UU hymnal.

Annual Vision of Ministry Draft and Definition of Terms

In order to ensure a common understanding, Pat reviewed the definition of terms that are used in the Annual Vision of Ministry and long range goals and objectives.

Process and Timeline

Pat discusses what she hoped to accomplish at this meeting and the process/timeline for the board to move forward on the Annual Vision of Ministry developed by the vision and planning task force. Her hope was to have the four long range goals approved by the members of the board at this meeting.

Present the 4 Long Range Goals; Discuss and Achieve Consensus

Pat presented the 4 long range goals developed by the Vision and Planning Task Force. Board members and staff had many questions, concerns and suggestions about how to improve the 4 long range goals. Given this input, it was decided that the members of the Vision and Planning Task Force will meet and re-write the goals and bring the revised version back to the November board meeting.

Sharing Go-round/ Impressions of October 21st Small Group Sessions

Each member of the board shared some of what individuals said in the small group sessions. Most everyone said that the comments were positive and congregants expressed feelings of being accepted here at First Parish and that we are a church that is concerned about the marginalized in our society. Also, many expressed that First Parish is a place where that supports their journey for individual wholeness. The third question which centered around the FPBUU facilities on our campus brought varied suggestions from individuals. After some discussion, the board concluded that the best way to handle the “facilities issue” is to appoint a building committee/task force comprised of individuals who have some expertise in this area. In addition, it was suggested that in order for this committee/task force be most effective, the board needs to develop a clear list of expectations for the members of the committee. There was no timeline on forming this building committee and no official vote was taken.

Closing Circle/Affirmation

Board members and staff took part in the closing circle.

Respectfully submitted by Carol DiAnna

President's Report
November, 2018

How the board works Topics this month include a better understanding of the purpose of time-keeping and practicing the use of a “parking lot” for unresolved issues that we don't want to lose sight of. In addition, board members who attended the UUA workshop are interested in using our board covenant as a guideline in determining how well we are working together at board meetings.

Policy You were alerted last month to the board's taking up the alcohol policy again at this month's meeting. But in the meantime, there was the mass shooting at the synagogue in Pittsburgh and I got some questions about an active shooter policy. Fortunately, our policy committee has been working on such a policy and it is ready for us to take a look at, so we will be considering both the alcohol policy and the active shooter policy at this month's meeting. Also on the agenda, because of the nature of both these policies, is thinking about how we communicate to the congregation about these policies. Our usual communication via the newsletter as policies in review is probably not enough in these special cases.

Planning After our special board meeting for planning last month, the board vision/planning task force has been back at work, taking your responses into consideration in terms of our “working” vision and long-range goals. We are thinking of your responses as a “course correction” and will be giving you an update as to where we have gotten in the process at this month's meeting. I am hoping that, at our board meeting next week, we will have revised long-term goals for you to take a look at.

Governance Evaluation (clarifying murkiness) The evaluation work is on-going with the Council. In last month's executive team meeting, we made progress in clarifying the role that the council has been playing over the last couple of years, and how it has changed depending on what was happening in the church at various times. Meanwhile, the work with the committees assigned to the council goes on and in addition, council members have taken on their own project, working with Karena, of providing technical assistance to congregation members who need help using our Breeze directory. They are doing tutoring on Sundays during coffee hours in the library. They are also offering group tutorials, and I am in dialogue with Gail about having a group tutorial for the board. I have also asked Gail to have the Council take a look at the GTS (Growth through Service) program, the same program the board is looking at.

Also, next week, Judy, Jim, Jessica and I will be doing more governance evaluation work as we seek clarity on the board- council relationship, and on the progression model of president-elect, president, past-president and how well that is working.

Fundraising This month we are having a discussion on fundraising, requested at last month's meeting. Linda will be sending us her report, based on the recent major fundraising event, the Harvest Fair, and we will be able to ask her any questions we have after reading her report. This is a time for discussion and exploration of the issue of fundraising; we will then need to decide on further steps to take.

UUA workshop A number of board members attended the UUA workshop in October and will be reporting on what they learned that could be of use to us. We will also be discussing the Growth through Service program that Jim asked you to take a look at for last month's planning meeting and how that links up with the material presented at the workshop.

Stewardship The new stewardship committee has been firmed up: Jessica, Karena, Susan Flaws, Dave Winther, Tavia, Barry Powers and myself. We have a plan on how to proceed and Karena keeps revising and updating the timeline (which I believe will be in your board packet) that lays out how stewardship, personnel, board and finance committee intersect in terms of the budget process.

Last but by no means least Jessica, Jim and I were discussing a holiday party for board members. Think about whether you'd like to have our December meeting off-campus and plan on a short meeting followed by a catered meal together to celebrate the holiday season.

Minister's Board Report November 2018

November has been a time of memorials and preparing for the holidays. Overall things are going really well as we move forward. Two services and split plates continue to go well.

Counseling & Pastoral Care:

Helping Hands & Pastoral Care continue to meet together to share and problem solve how best to meet the needs of this congregation. We will be having a guest speaker at the Dec meeting to speak on suicide prevention. I continue to meet with new members interested in joining to get to know them & their needs. Currently we have 3 FPBUU members on hospice care who I have met with. I led one memorial last month and have another on Nov 10th. I continue to reach out and meet with homebound FPBUU members who do not make it to church. I met with the small group facilitators at the end of Oct and had a rich discussion around covenant and behavioral needs/expectations within church community.

We have had two phone calls recently requesting food cards from members of the Cape Cod community.

Practical arts:

We continue to have monthly staff meetings to check in. I continue to meet with staff weekly and monthly to support them. Staff is all coming together to support the holiday fundraiser on Dec 1st. The stewardship team had another meeting and has good plans to move forward with the pledge drive this year. We look forward to thematic input from the board. The team consist of myself, Susan Flaws, Octavia Ossola, Barry Powers, Pat Stover, and Dave Winther. I continue to attend the finance committee meetings as well.

We continue to receive feedback through the HCT, some of it focused around how we welcome visitors, others commenting positively on moving the greeting to the end of the service. We will be hanging banners in the sanctuary (which was one of the requests from the HCT) in Dec just for the month of Dec, I am have been working closely with members of the building and maintenance committee to best do this.

Organizational Ministry

We will have a new member ceremony on Nov 18th, I do not know how many we will have as of yet. I will be attending the membership meeting in Dec and talking about new and different ways to encourage membership. Dinners with Jessica began again in Nov and we had a lovely dinner at Susan & Rog Smith's house. In attendance were several long term members and one who had only been to church 3 times.

Personal & Professional growth & Denominational Activities:

I continue to attend cluster meetings, a local interfaith women ministers meeting, and district UUMA meetings. I am a member of the UUA's generosity ministry which works

to support the Annual Program Fund. I am looking forward to a Cape & surrounding areas pulpit exchange in January.

Teaching:

My sermonating 101 class ends on Nov 14th, what a wonderful time we have had. I will be leading a spiritual practices retreat in Feb and another class in Spring.

Twinks, Liz Libby, and I took a group of youth to see the movie “The Hate U Give” and shared dinner & conversation together after. I will be spending more time with the youth in Dec as well. Sunday Nov 11 Rev Tracy will be preaching and I will be downstairs with the kids, I am much looking forward to getting to know them.

Worship:

Our worship associates retreat went well and we have services planned out through next June. We now have 9 people on the team! We are all much looking forward to the holidays and worshipping together. Note: On Sundays Nov 25 and Dec 30th we will be going to one service due to the holiday weekends.

Prophetic Outreach:

Many of you may have seen my letter to the editor in the Cape Cod Times, I am so thankful that Question 3 passed. I heard from member of the community that the letter meant a lot. Due to what is happening in the national news there have been several vigils at FPBUU lately. Our members are sponsoring these, and as they are often scheduled the day of, this means I may not be able to attend. I trust that our members have it in hand though and support them and FPBUU as a place where people come to gather. After the Tree of Life shooting I attended the service at the Cape Cod Synagogue the following Thursday. I saw many FPBUU members there as well as other clergy.

Report from Administration and Finance Director – November 2018

Pledges & Financials - See page 1 of Financial Reports.

Property Management – *Building Maintenance Committee meets 1st Wed each month at 5:30 pm.*

- The needed re-glazing and painting on the meetinghouse windows is underway.
- In reference to the Brewster Meeting House timber proposal by Ned Chamberlain of BMC submitted last month, Ned is moving forward with salvaging any remaining timber to be used in tbd/future campus projects.
- The front of the Barn has been painted and all damaged trim/wood has been replaced with Asek type product to prevent further damage.
- We are still working on some lingering issues with the lighting in front of the meetinghouse and replacing timers that are not functioning as they should.
- BMC and I are still researching two expensive future projects: repairs to clock tower and steeple and the possibility of raising Dawes Hall to address poor basement condition.
- Thank you to Karen Witting from Fin Com for working with me to create a great new way to project future cost of maintaining our buildings. This will be a important tool for building adequate reserves.
- As always, please encourage people to bring any building/ground issues to me.

Publicity/Communications

- New this year, a paid sponsorship for *Brewster for the Holidays* was submitted to the Brewster Chamber of Commerce. With this sponsorship all our December events will be advertised online by BCC and in the Cape Codder. As in prior years, a paid ad for our December events and an ad for our Christmas Eve Services will also be in the CCT.
- The new website will be ready within the next two weeks. As I have mentioned prior, this project has taken longer than I had hoped due to other requests and needed reprioritizing. Once the website is complete than a new weekly angle template will help streamline the tremendous amount of info that our current weekly Angle contains.

Time Tracking

- Sometimes it can be a bit overwhelming when my plate is already full, and more requests keep coming in. This balancing act is apart of my position here as Administration and Finance Director, and I want to note that as I navigate re-prioritizing projects/tasks the FPBUU mission and vision is my guidepost. Even if I were full time, I would still have to manage not having enough time. Sometimes, I will have to say no even when I wish I could say yes.

Rental/Space Usage

- I am in the process of developing standard agreements for all renters and members who request to use the space here at FPBUU. This will also include more detailed information on what is available in each available space and specific guidelines based on how the space is being used. This is a project that has been on my to-do list for some time, and I look forward to having these new agreements in place by January 2019.

Blessings,

Karena Stroh, Administration and Finance Director

Board Report November 2018

Overview

I'm so excited about where CYM is at this year. I have enrolled a new family every week this month which is wonderful. Elenita is working so hard to make every Sunday magical and the rotating 4 week "Professors" is working very well. The children are engaged and learning and excited to be at church which is a great feeling.

Professional Development

I completed my first credentialing class "Administration and Volunteer Management". I found the class very practical and helpful. Over the course of the next two years I will be building a portfolio of the work I am doing at FPB as a result of the learning from the classes. I was assigned my mentor and had my first meeting this week. The next class I will be taking is "Sexuality for Religious Educators". I'm finding the process fulfilling and helpful in my work.

Mult-Gen

Halloween community was another successful community day which the youth took ownership of. The feedback from parents about the service style was overwhelmingly positive, I haven't heard much from the non-parent members. Multi-Gen worship is something we are trying out various styles for and hopefully we will find a way that works well for us.

The multi-gen component of this job is just something that has occurred somewhat organically. Changing the format of community days so that they were not just a CYM thing made sense but changing them into being congregation-wide adds to the dimension of the planning and running. Holding multi-gen all church events like the summer BBQ also make sense and are great additions to the overall church program but I am finding that I don't have the ability or time to hold them alone as part of my hours. This is what happened with the pot luck that was scheduled for November, there just wasn't enough help to run it. Cancelling led to a few people reaching out offering to help with the next event as they were disappointed. I believe we need a multi-gen task force or team if we want to continue to provide these opportunities.

CYM Committee

The CYM committee is working on the website and outreach of our programs into the community. They are also working on the pageant. They are so dedicated and hardworking, I am blessed.

New Families/Attendance/Nursery

Business is booming in this department which is wonderful, however the nursery question is now becoming critical. We have three toddlers who are very regular in attendance, one child who comes every other week and a new family starting this Sunday who have two nursery aged children. This means that Claudia will regularly have 6 nursery aged children on her own which is too much. For now I am going to use the childcare budget line to hopefully pay one of our teens to cover until another plan is formed. Any thoughts or ideas about a long term solution would be appreciated.

In conclusion

Its full steam ahead into the holidays, we are taking a slight break from the Hogwarts curriculum and are going to be doing a "Holidays at Hogwarts" session, learning about holiday traditions from other religious traditions. The office vibe continues to be positive and Jessica remains very supportive of me and the programs.

Financial Reports - October 2018

Submitted by Karena Stroh, Administration & Finance Director

Table of Contents

Tab 2 (pages 2-5) - *Operating Fund* Profit & Loss Budget vs. Actual

Tab 3 (pages 6-8) - *Operating Fund* Profit & Loss Previous Year Comparison

Tab 4 (pages 9-10) - *Operating Fund* Balance Sheet Previous Year Comparison

Tab 4 (page 11) - *Special Funds* Profit/Loss Previous Year Comparison

Tab 5 (page 12) - *Special Funds* Balance Sheet Previous Year Comparison

% of budget should typically be at 33.3%

Points of Interest

Total Income is at **36%** of budget

Pledges - 18-19 \$351,248 *down \$2,050 from previous month

Pledge Payments received 36% of budget

Offertory is at 28% of budget; 5% and \$1,625 short of budget. It is up from last year at this time by \$248.

Thrift Store Income is at 40% of budget

Total Expenses are at **32%** of budget

Worker's Compensation Insurance is paid once a year in the Spring. An audit of the previous year is also done in the spring, which can result in a reimbursement or additional charge in late summer. On page 6 of the Financial Reports you can see that this year we received a refund, but last year we had an additional charge.

Total Electric (Page 3) is currently slightly under budget, and we have \$1,900 in solar produced credit with Eversource heading into the winter months.

Water (page 3) is paid bi-annually.

Worship Material/Supplies (Page 4) is over budget and reflects an important need for worship materials/supplies. The additional funds will be allocated from the office supplies.

Total Split Plates (monthly July & August, weekly starting in Sept.) **\$4,744** to 10 different organizations.

It is typically for our income to be over budget and expenses to be under budget at this time in the fiscal year.

Operating Funds
Profit and Loss Budget vs Actual
July through October 2018

	<u>Jul - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Pledges				
2018-2019 Pledges	135,111.19	387,100.00	-251,988.81	34.9%
2017-2018 Pledges	6,106.00	7,500.00	-1,394.00	81.41%
2016-2017 Pledges	135.00	0.00	135.00	100.0%
Total Pledges	<u>141,352.19</u>	<u>394,600.00</u>	<u>-253,247.81</u>	<u>35.82%</u>
Contributions				
Offertory	8,390.14	30,000.00	-21,609.86	27.97%
Misc Contributions	240.53	0.00	240.53	100.0%
Total Contributions	<u>8,630.67</u>	<u>30,000.00</u>	<u>-21,369.33</u>	<u>28.77%</u>
Fund Raising				
Thrift Shop	35,731.56	90,000.00	-54,268.44	39.7%
Fall Fair	5,238.64	9,000.00	-3,761.36	58.21%
SpringAuct	475.00	10,000.00	-9,525.00	4.75%
Committee Fund Raisers	2,381.95	6,600.00	-4,218.05	36.09%
Food Certificate Sales	700.00	2,000.00	-1,300.00	35.0%
Women's Circle Alliance		500.00	-500.00	0.0%
Welcoming Congregation-Income	0.00	2,000.00	-2,000.00	0.0%
Total Fund Raising	<u>44,527.15</u>	<u>120,100.00</u>	<u>-75,572.85</u>	<u>37.08%</u>
BldgUse				
Space Rentals	1,856.90	3,000.00	-1,143.10	61.9%
Weddings/Memorials	650.00	2,000.00	-1,350.00	32.5%
Total BldgUse	<u>2,506.90</u>	<u>5,000.00</u>	<u>-2,493.10</u>	<u>50.14%</u>
Investment,Interest, MiscIncome				
Investment Income				
UUA GIF Distribution	700.37	2,600.00	-1,899.63	26.94%
Alton Smith Char Trust	214.71	1,200.00	-985.29	17.89%
Alton Smith Irrev Trust	213.02	1,200.00	-986.98	17.75%
Total Investment Income	<u>1,128.10</u>	<u>5,000.00</u>	<u>-3,871.90</u>	<u>22.56%</u>
Interest Income	29.27	250.00	-220.73	11.71%
Total Investment,Interest, MiscIncome	<u>1,157.37</u>	<u>5,250.00</u>	<u>-4,092.63</u>	<u>22.05%</u>
Total Income	<u>198,174.28</u>	<u>554,950.00</u>	<u>-356,775.72</u>	<u>35.71%</u>
Gross Profit	198,174.28	554,950.00	-356,775.72	35.71%
Expense				
Payroll Expenses				
WorkComplinsurance	-312.00	2,667.00	-2,979.00	-11.7%
Taxes	4,742.15	14,138.00	-9,395.85	33.54%
Total Payroll Expenses	<u>4,430.15</u>	<u>16,805.00</u>	<u>-12,374.85</u>	<u>26.36%</u>
Staff Salaries				
Clergy Housing	8,800.00	26,400.00	-17,600.00	33.33%
Minister	21,285.00	64,680.00	-43,395.00	32.91%
Admin&FinanceDir	14,366.32	43,099.00	-28,732.68	33.33%
CYM Dir	13,388.32	40,165.00	-26,776.68	33.33%
Music Director	11,769.20	35,308.00	-23,538.80	33.33%
ThriftShopManager	10,736.64	32,206.00	-21,469.36	33.34%
Sexton	6,562.50	19,491.00	-12,928.50	33.67%
Bookkeeper	4,821.20	14,461.00	-9,639.80	33.34%

Operating Funds
Profit and Loss Budget vs Actual

July through October 2018

CYM-Childcare	685.51	2,273.00	-1,587.49	30.16%
Total Staff Salaries	92,414.69	278,083.00	-185,668.31	33.23%
Staff Benefits				
Minister Benefit (FICA)	2,288.00	6,885.00	-4,597.00	33.23%
Health Insurance	7,586.40	26,098.00	-18,511.60	29.07%
Pension	7,305.76	25,163.00	-17,857.24	29.03%
Minister's Term Life	244.80	734.00	-489.20	33.35%
Total Staff Benefits	17,424.96	58,880.00	-41,455.04	29.59%
Staff Professional Expenses				
Admin&FinanceDirProf Ex	0.00	1,704.00	-1,704.00	0.0%
CYM Professional Exp	175.00	1,588.00	-1,413.00	11.02%
Music Director Prof Exp	0.00	1,396.00	-1,396.00	0.0%
Minister's Professional Exp	7,654.07	9,000.00	-1,345.93	85.05%
Total Staff Professional Expenses	7,829.07	13,688.00	-5,858.93	57.2%
BldgGrounds				
Electric				
Solar Elec.	1,463.23	3,300.00	-1,836.77	44.34%
Offices	0.00	300.00	-300.00	0.0%
Sanctuary	0.00	700.00	-700.00	0.0%
Thrift Shop	0.00	200.00	-200.00	0.0%
Total Electric	1,463.23	4,500.00	-3,036.77	32.52%
Gas				
Offices	52.06	700.00	-647.94	7.44%
Sanctuary	98.81	3,300.00	-3,201.19	2.99%
Thrift Shop	58.95	1,000.00	-941.05	5.9%
Total Gas	209.82	5,000.00	-4,790.18	4.2%
Groundskeeping	6,782.00	15,000.00	-8,218.00	45.21%
Reg. Maintenance				
Supplies	731.80	4,200.00	-3,468.20	17.42%
Reg. Maintenance - Other	5,686.99	13,800.00	-8,113.01	41.21%
Total Reg. Maintenance	6,418.79	18,000.00	-11,581.21	35.66%
Maint-Special Bldg Projects	4,200.00	13,948.00	-9,748.00	30.11%
Liability/Property Insurance	0.00	10,403.00	-10,403.00	0.0%
Telephone & Internet	1,314.90	3,745.00	-2,430.10	35.11%
Water	453.49	1,500.00	-1,046.51	30.23%
Total BldgGrounds	20,842.23	72,096.00	-51,253.77	28.91%
OfficeExpense				
Advertising	707.00	1,500.00	-793.00	47.13%
Credit Card/Bank/PayPal Fees	297.75	1,500.00	-1,202.25	19.85%
ComputerAsst	0.00	350.00	-350.00	0.0%
Office Expense/Supplies	1,393.73	4,000.00	-2,606.27	34.84%
OfficeEquip/Maint	1,813.49	7,000.00	-5,186.51	25.91%
Payroll Expenses	55.26	800.00	-744.74	6.91%
Software Expense	635.44	1,200.00	-564.56	52.95%
Total OfficeExpense	4,902.67	16,350.00	-11,447.33	29.99%
Loan & Mortgage Payments				
Mortgage Principal Payments	1,513.61	4,038.00	-2,524.39	37.48%
Mortgage Interest Payments	1,364.47	4,597.00	-3,232.53	29.68%
EndowLoanRepayment	3,466.40	10,399.00	-6,932.60	33.33%
Total Loan & Mortgage Payments	6,344.48	19,034.00	-12,689.52	33.33%

Operating Funds
Profit and Loss Budget vs Actual
July through October 2018

Denominational Dues				
UUA-NER	8,668.33	26,005.00	-17,336.67	33.33%
Total Denominational Dues	<u>8,668.33</u>	<u>26,005.00</u>	<u>-17,336.67</u>	<u>33.33%</u>
Consultants/Contract Employees				
Pianist	1,288.70	10,288.00	-8,999.30	12.53%
Substitute Sexton	462.50	800.00	-337.50	57.81%
OMG Music	400.00	2,400.00	-2,000.00	16.67%
Housekeeping	2,800.00	8,320.00	-5,520.00	33.65%
Total Consultants/Contract Employees	<u>4,951.20</u>	<u>21,808.00</u>	<u>-16,856.80</u>	<u>22.7%</u>
Committees				
Sunday Morning Worship Support	0.00	150.00	-150.00	0.0%
HelpingHands	0.00	100.00	-100.00	0.0%
Paul Hush Forums	0.00	1,200.00	-1,200.00	0.0%
Board	635.32	1,500.00	-864.68	42.36%
Council	38.91	500.00	-461.09	7.78%
UU Connections	800.00	3,000.00	-2,200.00	26.67%
Landscape Committee	621.28	1,200.00	-578.72	51.77%
Membership	0.00	575.00	-575.00	0.0%
Stewardship	150.76	1,500.00	-1,349.24	10.05%
Total Committees	<u>2,246.27</u>	<u>9,725.00</u>	<u>-7,478.73</u>	<u>23.1%</u>
CYM				
Child Care Supplies	0.00	300.00	-300.00	0.0%
Sunday Special Programming	726.40	1,500.00	-773.60	48.43%
O.W.L.	45.00	1,000.00	-955.00	4.5%
Contract ChildCare	52.50	1,000.00	-947.50	5.25%
High School Youth Program	91.99	800.00	-708.01	11.5%
Pre K-Grade 6/7	55.96	900.00	-844.04	6.22%
Office/Library	161.65	500.00	-338.35	32.33%
Total CYM	<u>1,133.50</u>	<u>6,000.00</u>	<u>-4,866.50</u>	<u>18.89%</u>
Music				
OMG Music Supplies	0.00	400.00	-400.00	0.0%
Music Scores	505.07	1,000.00	-494.93	50.51%
Music Support/Supplies	783.22	500.00	283.22	156.64%
Musicians	150.00	2,000.00	-1,850.00	7.5%
PianoOrgan	200.00	1,600.00	-1,400.00	12.5%
Total Music	<u>1,638.29</u>	<u>5,500.00</u>	<u>-3,861.71</u>	<u>29.79%</u>
Justice				
Social Justice	550.00	4,150.00	-3,600.00	13.25%
One Earth One People	241.68	1,675.00	-1,433.32	14.43%
Green Sanctuary	0.00	350.00	-350.00	0.0%
Total Justice	<u>791.68</u>	<u>6,175.00</u>	<u>-5,383.32</u>	<u>12.82%</u>
Worship				
Pastoral Care Coverage	0.00	300.00	-300.00	0.0%
Hospitality-Worship	0.00	500.00	-500.00	0.0%
Materials/Supplies	1,559.00	800.00	759.00	194.88%
PulpitSupport	800.00	3,200.00	-2,400.00	25.0%
Total Worship	<u>2,359.00</u>	<u>4,800.00</u>	<u>-2,441.00</u>	<u>49.15%</u>
Total Expense	<u>175,976.52</u>	<u>554,949.00</u>	<u>-378,972.48</u>	<u>31.71%</u>
Net Ordinary Income	<u>22,197.76</u>	<u>1.00</u>	<u>22,196.76</u>	<u>2,219,776.0%</u>
Net Income	<u><u>22,197.76</u></u>	<u><u>1.00</u></u>	<u><u>22,196.76</u></u>	<u><u>2,219,776.0%</u></u>

Operating Funds
Profit and Loss Previous Year Comparision
July through October 2018

	<u>Jul - Oct 18</u>	<u>Jul - Oct 17</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
Pledges				
2018-2019 Pledges	134,841.19	0.00	134,841.19	100.0%
2017-2018 Pledges	6,341.00	128,971.47	-122,630.47	-95.08%
2016-2017 Pledges	-250.00	5,930.00	-6,180.00	-104.22%
Total Pledges	<u>140,932.19</u>	<u>134,901.47</u>	<u>6,030.72</u>	<u>4.47%</u>
Contributions				
Offertory	8,365.14	8,117.00	248.14	3.06%
Misc Contributions	240.53	188.00	52.53	27.94%
Total Contributions	<u>8,605.67</u>	<u>8,305.00</u>	<u>300.67</u>	<u>3.62%</u>
Fund Raising				
Thrift Shop	35,731.56	36,512.34	-780.78	-2.14%
Fall Fair	5,238.64	9,276.33	-4,037.69	-43.53%
SpringAuct	475.00	828.00	-353.00	-42.63%
Committee Fund Raisers	2,381.95	3,786.33	-1,404.38	-37.09%
Food Certificate Sales	700.00	700.00	0.00	0.0%
Women's Circle Alliance	1,130.00	400.00	730.00	182.5%
Total Fund Raising	<u>45,657.15</u>	<u>51,503.00</u>	<u>-5,845.85</u>	<u>-11.35%</u>
BldgUse				
Space Rentals	1,856.90	1,285.00	571.90	44.51%
Weddings/Memorials	650.00	1,475.00	-825.00	-55.93%
SocialHour/Hospitality	0.00	59.00	-59.00	-100.0%
Total BldgUse	<u>2,506.90</u>	<u>2,819.00</u>	<u>-312.10</u>	<u>-11.07%</u>
Investment,Interest, MiscIncome				
Investment Income				
UUA GIF Distribution	700.37	1,441.16	-740.79	-51.4%
Alton Smith Char Trust	214.71	264.74	-50.03	-18.9%
Alton Smith Irrev Trust	213.02	212.57	0.45	0.21%
Total Investment Income	<u>1,128.10</u>	<u>1,918.47</u>	<u>-790.37</u>	<u>-41.2%</u>
Interest Income	29.27	65.53	-36.26	-55.33%
Total Investment,Interest, MiscIncome	<u>1,157.37</u>	<u>1,984.00</u>	<u>-826.63</u>	<u>-41.67%</u>
Total Income	<u>198,859.28</u>	<u>199,512.47</u>	<u>-653.19</u>	<u>-0.33%</u>
Gross Profit	198,859.28	199,512.47	-653.19	-0.33%
Expense				
Payroll Expenses				
WorkComplnsurance	-312.00	1,106.00	-1,418.00	-128.21%
Taxes	4,742.15	6,273.79	-1,531.64	-24.41%
Total Payroll Expenses	<u>4,430.15</u>	<u>7,379.79</u>	<u>-2,949.64</u>	<u>-39.97%</u>
Staff Salaries				
Clergy Housing	8,800.00	0.00	8,800.00	100.0%
Minister	21,285.00	22,770.00	-1,485.00	-6.52%
Admin&FinanceDir	14,366.32	11,972.00	2,394.32	20.0%

Operating Funds
Profit and Loss Previous Year Comparision
July through October 2018

CYM Dir	13,388.32	14,466.80	-1,078.48	-7.46%
Music Director	11,769.20	11,792.00	-22.80	-0.19%
ThriftShopManager	10,736.64	10,008.00	728.64	7.28%
Sexton	6,562.50	5,848.00	714.50	12.22%
Bookkeeper	4,821.20	4,772.00	49.20	1.03%
CYM Youth Ministry Coordinator	0.00	394.00	-394.00	-100.0%
CYM-Childcare	685.51	412.84	272.67	66.05%
Total Staff Salaries	<u>92,414.69</u>	<u>82,435.64</u>	<u>9,979.05</u>	<u>12.11%</u>
Staff Benefits				
DisabilityIns	0.00	105.58	-105.58	-100.0%
Minister Benefit (FICA)	2,288.00	1,162.00	1,126.00	96.9%
Health Insurance	7,586.40	7,514.87	71.53	0.95%
Pension	7,305.76	6,849.00	456.76	6.67%
Minister's Term Life	244.80	183.60	61.20	33.33%
Minister Moving Expense	0.00	5,000.00	-5,000.00	-100.0%
Total Staff Benefits	<u>17,424.96</u>	<u>20,815.05</u>	<u>-3,390.09</u>	<u>-16.29%</u>
Staff Professional Expenses				
CYM Professional Exp	175.00	108.00	67.00	62.04%
Music Director Prof Exp	0.00	1,398.00	-1,398.00	-100.0%
Minister's Professional Exp	7,654.07	4,329.97	3,324.10	76.77%
Total Staff Professional Expenses	<u>7,829.07</u>	<u>5,835.97</u>	<u>1,993.10</u>	<u>34.15%</u>
BldgGrounds				
Electric				
Solar Elec.	1,463.23	1,377.53	85.70	6.22%
Total Electric	<u>1,463.23</u>	<u>1,377.53</u>	<u>85.70</u>	<u>6.22%</u>
Gas				
Offices	52.06	51.50	0.56	1.09%
Sanctuary	98.81	100.85	-2.04	-2.02%
Thrift Shop	58.95	61.44	-2.49	-4.05%
Total Gas	<u>209.82</u>	<u>213.79</u>	<u>-3.97</u>	<u>-1.86%</u>
Groundskeeping	6,782.00	7,439.00	-657.00	-8.83%
Reg. Maintenance				
Supplies	731.80	0.00	731.80	100.0%
Reg. Maintenance - Other	5,686.99	7,157.77	-1,470.78	-20.55%
Total Reg. Maintenance	<u>6,418.79</u>	<u>7,157.77</u>	<u>-738.98</u>	<u>-10.32%</u>
Maint-Special Bldg Projects	4,200.00	1,360.00	2,840.00	208.82%
Telephone & Internet	1,314.90	1,249.38	65.52	5.24%
Water	453.49	472.61	-19.12	-4.05%
Total BldgGrounds	<u>20,842.23</u>	<u>19,270.08</u>	<u>1,572.15</u>	<u>8.16%</u>
OfficeExpense				
Advertising	707.00	344.84	362.16	105.02%
Credit Card/Bank/PayPal Fees	284.22	356.34	-72.12	-20.24%
ComputerAsst	0.00	165.00	-165.00	-100.0%
Office Expense/Supplies	1,393.73	1,743.61	-349.88	-20.07%
OfficeEquip/Maint	1,813.49	2,254.22	-440.73	-19.55%

Operating Funds
Profit and Loss Previous Year Comparision
July through October 2018

Payroll Expenses	55.26	969.38	-914.12	-94.3%
Software Expense	635.44	327.75	307.69	93.88%
Total OfficeExpense	4,889.14	6,161.14	-1,272.00	-20.65%
Loan & Mortgage Payments				
Mortgage Interest Payments	1,031.07	1,432.68	-401.61	-28.03%
EndowLoanRepayment	2,599.80	3,466.40	-866.60	-25.0%
Total Loan & Mortgage Payments	3,630.87	4,899.08	-1,268.21	-25.89%
Denominational Dues				
UUA-NER	8,668.33	7,052.00	1,616.33	22.92%
Total Denominational Dues	8,668.33	7,052.00	1,616.33	22.92%
Consultants/Contract Employees				
Pianist	1,288.70	2,306.47	-1,017.77	-44.13%
Substitute Sexton	462.50	250.00	212.50	85.0%
OMG Music	400.00	0.00	400.00	100.0%
Housekeeping	2,800.00	2,220.00	580.00	26.13%
Total Consultants/Contract Employees	4,951.20	4,776.47	174.73	3.66%
Committees				
Suspense acct-Deer Farewell	0.00	0.00	0.00	0.0%
Search Committee	0.00	-943.63	943.63	100.0%
Paul Hush Forums	0.00	50.00	-50.00	-100.0%
Board	635.32	60.00	575.32	958.87%
Council	38.91	0.00	38.91	100.0%
UU Connections	800.00	1,300.00	-500.00	-38.46%
Landscape Committee	621.28	9.80	611.48	6,239.59%
Stewardship	150.76	0.00	150.76	100.0%
Total Committees	2,246.27	476.17	1,770.10	371.74%
CYM				
CYMDirectorSearch	0.00	114.48	-114.48	-100.0%
Sunday Special Programming	726.40	174.98	551.42	315.13%
O.W.L.	45.00	242.50	-197.50	-81.44%
Contract ChildCare	52.50	0.00	52.50	100.0%
High School Youth Program	91.99	31.45	60.54	192.5%
Pre K-Grade 6/7	55.96	94.11	-38.15	-40.54%
Office/Library	161.65	80.72	80.93	100.26%
Total CYM	1,133.50	738.24	395.26	53.54%
Music				
Music Scores	505.07	599.77	-94.70	-15.79%
Music Support/Supplies	783.22	322.69	460.53	142.72%
Musicians	150.00	0.00	150.00	100.0%
PianoOrgan	200.00	882.00	-682.00	-77.32%
Total Music	1,638.29	1,804.46	-166.17	-9.21%
Justice				
Social Justice	550.00	600.00	-50.00	-8.33%
Alliance for ImmigrationJustice	0.00	22.23	-22.23	-100.0%
One Earth One People	241.68	-171.75	413.43	240.72%

Operating Funds
Profit and Loss Previous Year Comparision
July through October 2018

Green Sanctuary	0.00	16.77	-16.77	-100.0%
Total Justice	<u>791.68</u>	<u>467.25</u>	<u>324.43</u>	<u>69.43%</u>
Worship				
Materials/Supplies	1,559.00	0.00	1,559.00	100.0%
PulpitSupport	800.00	443.00	357.00	80.59%
Total Worship	<u>2,359.00</u>	<u>443.00</u>	<u>1,916.00</u>	<u>432.51%</u>
Total Expense	<u>173,249.38</u>	<u>162,554.34</u>	<u>10,695.04</u>	<u>6.58%</u>
Net Ordinary Income	<u>25,609.90</u>	<u>36,958.13</u>	<u>-11,348.23</u>	<u>-30.71%</u>
Net Income	<u>25,609.90</u>	<u>36,958.13</u>	<u>-11,348.23</u>	<u>-30.71%</u>

Operating Funds
Balance Sheet Previous Year Comparision
July through October 2018

	<u>Nov 6, 18</u>	<u>Nov 6, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
CC5 Ckg - 5859	23,643.12	29,096.13	-5,453.01	-18.74%
Repo Sweep - 0998	61,698.70	92,741.24	-31,042.54	-33.47%
Total Checking/Savings	85,341.82	121,837.37	-36,495.55	-29.95%
Other Current Assets				
Clergy Housing Repayment	5,500.00	0.00	5,500.00	100.0%
Emergency Reserve Fund	-29,400.00	-45,000.00	15,600.00	34.67%
Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
Total Other Current Assets	-49,150.00	-70,250.00	21,100.00	30.04%
Total Current Assets	36,191.82	51,587.37	-15,395.55	-29.84%
Fixed Assets				
Dawes Hall	145,000.00	145,000.00	0.00	0.0%
Dawes Hall Acc Depreciation	-145,000.00	-145,000.00	0.00	0.0%
Sanctuary Improvements	1,068,055.00	1,068,055.00	0.00	0.0%
Sanc Imp Acc Depreciation	-160,206.00	-133,505.00	-26,701.00	-20.0%
Meeting House Improvements	339,203.65	339,203.65	0.00	0.0%
Meet House Imp Acc Depreciation	-50,880.00	-42,400.00	-8,480.00	-20.0%
Winslow House & Barn	283,216.00	283,216.00	0.00	0.0%
Winslow House Acc Depreciation	-42,486.00	-35,405.00	-7,081.00	-20.0%
Winslow-Land	216,284.00	216,284.00	0.00	0.0%
Land Parking Lot Solar Field	150,094.28	150,094.28	0.00	0.0%
Total Fixed Assets	1,803,280.93	1,845,542.93	-42,262.00	-2.29%
Other Assets				
Food Coupon Inventory	10,325.00	6,425.00	3,900.00	60.7%
Petty Cash	100.00	100.00	0.00	0.0%
Total Other Assets	10,425.00	6,525.00	3,900.00	59.77%
TOTAL ASSETS	<u>1,849,897.75</u>	<u>1,903,655.30</u>	<u>-53,757.55</u>	<u>-2.82%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Split Plate	347.00	624.00	-277.00	-44.39%
UUSC Coffee Sales	-244.95	-541.99	297.04	54.81%
Current Portion-Loan Endow	10,399.00	10,399.00	0.00	0.0%
Current portion-Loan Meeting H	4,080.00	4,080.00	0.00	0.0%
Payroll Liabilities				
LTD	-6.48	0.00	-6.48	-100.0%
TIAA CREF	2,739.60	0.00	2,739.60	100.0%
UUA	44.27	0.00	44.27	100.0%
MA Income Tax	911.06	0.00	911.06	100.0%
Federal Taxes (941/944)	5,327.04	0.00	5,327.04	100.0%

Operating Funds
Balance Sheet Previous Year Comparision
July through October 2018

Payroll Liabilities - Other	1,226.48	0.00	1,226.48	100.0%
Total Payroll Liabilities	<u>10,241.97</u>	<u>0.00</u>	<u>10,241.97</u>	<u>100.0%</u>
Total Other Current Liabilities	<u>24,823.02</u>	<u>14,561.01</u>	<u>10,262.01</u>	<u>70.48%</u>
Total Current Liabilities	24,823.02	14,561.01	10,262.01	70.48%
Long Term Liabilities				
Loan-Meeting House Improvements	84,239.14	88,336.12	-4,096.98	-4.64%
Loan-Endowment Fund	<u>218,292.70</u>	<u>251,327.38</u>	<u>-33,034.68</u>	<u>-13.14%</u>
Total Long Term Liabilities	<u>302,531.84</u>	<u>339,663.50</u>	<u>-37,131.66</u>	<u>-10.93%</u>
Total Liabilities	327,354.86	354,224.51	-26,869.65	-7.59%
Equity				
Unrealized Endow Loan Gain/Loss	73,677.60	40,642.92	33,034.68	81.28%
Retained Earnings	1,423,530.39	1,468,200.32	-44,669.93	-3.04%
Net Income	<u>25,609.90</u>	<u>40,587.55</u>	<u>-14,977.65</u>	<u>-36.9%</u>
Total Equity	<u>1,522,817.89</u>	<u>1,549,430.79</u>	<u>-26,612.90</u>	<u>-1.72%</u>
TOTAL LIABILITIES & EQUITY	<u>1,850,172.75</u>	<u>1,903,655.30</u>	<u>-53,482.55</u>	<u>-2.81%</u>

Special Funds
Profit and Loss Prev Yr Comparison

	<u>Jul - Oct 18</u>	<u>Jul - Oct 17</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
WelcCong/CochraneFund	2,650.00	1,900.00	750.00	39.47%
Heed-Income	280.00	0.00	280.00	100.0%
Minister's Discretionary-Income	25.00	0.00	25.00	100.0%
MemorialMarker-Income	600.00	840.00	-240.00	-28.57%
Interest-Checking 6071	2.57	4.05	-1.48	-36.54%
Total Income	<u>3,557.57</u>	<u>2,744.05</u>	<u>813.52</u>	<u>29.65%</u>
Expense				
WelcCong/CochraneFund-E	250.00	512.54	-262.54	-51.22%
Heed-E	1,157.38	950.00	207.38	21.83%
Minister'sDiscretionary-E	99.89	327.17	-227.28	-69.47%
MemorialMarker-E	527.40	1,062.79	-535.39	-50.38%
Total Expense	<u>2,034.67</u>	<u>2,852.50</u>	<u>-817.83</u>	<u>-28.67%</u>
Net Income	<u><u>1,522.90</u></u>	<u><u>-108.45</u></u>	<u><u>1,631.35</u></u>	<u><u>1,504.24%</u></u>

Special Funds
Balance Sheet Prev Yr Comparison

	<u>Oct 31, 18</u>	<u>Oct 31, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Cape Cod Five-CK - 6071	20,594.85	22,862.31	-2,267.46	-9.92%
Total Checking/Savings	<u>20,594.85</u>	<u>22,862.31</u>	<u>-2,267.46</u>	<u>-9.92%</u>
Other Current Assets				
HSYG Fundraiser	0.00	-26.00	26.00	100.0%
Memorial Marker	-3,557.02	-4,114.81	557.79	13.56%
Minister's Discretionary	-3,590.73	-3,772.86	182.13	4.83%
Heed	-3,521.54	-5,224.50	1,702.96	32.6%
Welc.Cong./Cochrane Fund	-2,056.09	-3,498.06	1,441.97	41.22%
Total Other Current Assets	<u>-12,725.38</u>	<u>-16,636.23</u>	<u>3,910.85</u>	<u>23.51%</u>
Total Current Assets	<u>7,869.47</u>	<u>6,226.08</u>	<u>1,643.39</u>	<u>26.4%</u>
TOTAL ASSETS	<u>7,869.47</u>	<u>6,226.08</u>	<u>1,643.39</u>	<u>26.4%</u>
LIABILITIES & EQUITY				
Equity				
Retained Earnings	6,346.57	6,299.39	47.18	0.75%
Retained Earnings-Special Funds				
CircleAlliance	0.00	35.14	-35.14	-100.0%
Total Retained Earnings-Special Funds	<u>0.00</u>	<u>35.14</u>	<u>-35.14</u>	<u>-100.0%</u>
Net Income	<u>1,522.90</u>	<u>-108.45</u>	<u>1,631.35</u>	<u>1,504.24%</u>
Total Equity	<u>7,869.47</u>	<u>6,226.08</u>	<u>1,643.39</u>	<u>26.4%</u>
TOTAL LIABILITIES & EQUITY	<u>7,869.47</u>	<u>6,226.08</u>	<u>1,643.39</u>	<u>26.4%</u>

Budget Process/Stewardship Drive Timeline Guide - As of November 8, 2018

Month/Day	Board of Trustees	FinCom*	Stewardship	Personnel (PC)/HOS**
November		Announce via weekly Angle that budget requests will be sent out in December to Council, Board, Staff and Committees.	Plan Stewardship Drive, review pledge lists.	
December		Budget Requests notification sent to Board, Council, Staff & Committees.	Choose theme in collaboration with Board's <i>Vision of Ministry</i> .	
January	BOT determine priorities, and BOT Liaison emails priorities to PC after Jan. Board meeting.	Budget Requests to Treasurer by 1/31	Refine theme and begin design of printed/digital materials.	HOS does staff evals. PC receives BOT priorities.
February	Present <i>Vision of Ministry</i> to Congregation	<i>Financial Review</i> (6 months) presented to congregation. 2/3		HOS's recommendations to PC and BOT.
		Review budget requests in conjunction with Endowment Fund requests*** Develop 'dream' budget		PC develops personnel budget recommendations based on Board priorities.
March	BOT Review Draft Budget aka Dream Budget	PC recommendations given to Treasurer and presented by PC at March FinCom Meeting.		PC presents recommendations at FinCom March meeting.
		FinCom send BOT draft budget.	Canvass major donors individually with Minister calling on top 5 donors.	Board's Liaison will share dream budget with HOS & Exec Team.
April	BOT Reviews Draft Budget	FinCom –modify dream budget to create a draft budget using projected year-end revenue/expenses.	Campaign mailing to congregation. Minister's Stewardship Sunday and Testimonials 4/7 . Canvas all remaining members	PC draws up options if dream budget is not attainable
		<i>Proposed Budget Presentation</i> to Congregation with Q&A. 4/28	Last Stewardship Sunday 4/28 Begin follow up calls/notes, as needed	
May	BOT approve proposed budget	Finance recommend proposed budget to BOT		

Budget Process/Stewardship Drive Timeline Guide - As of November 8, 2018

May-June	Special Board Budget meeting as needed	Special FinCom Budget meeting as needed		
June 9th		Annual Meeting		
June		Notify Committees of approved budget requests		
July			Conduct Stewardship Drive evaluation	
August			Form Stewardship Team	
September				
October		Budget review with Board & discuss need for 2 nd appeal and/or budget adjustments	Hold 2 nd Stewardship Drive if needed	

* FinCom = Finance Committee

** HOS = Head of Staff, Minister

*** Endowment Fund Distributions can fund some non-operating requests per by-laws and are approved by the Endowment Board and the Board of Trustees.

Overview of the Budget Process Timeline

March: 1st Cycle: Dream Budget in March

April: 2nd Cycle: Dream Budget is modified to create Draft Budget

May: 3rd Cycle: Proposed budget, approved by BOT and voted on by congregation at annual meeting.

BOT regular meeting is 3rd Thursday of the month at 5:45 pm.

FinCom regular meeting is 2nd Tuesday of the month at 3 pm.

PC regular meeting is 2nd Monday of the month at 8:30 am