

# June 2019 Board of Trustees Meeting Packet

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May Meeting Minutes

Annual Vision of Ministry Report

President's Report

Minister's Report

AFD's Report

Monthly Financial Reports

Board Meeting Agenda  
June 13, 2019

Absent: Ralph

- 6:30 Moment of silence, reading, focused check-in Jessica
- 6:50 Reading the covenant
- 6:55 Debriefing the annual meeting
- 7 Ministers Time Jessica
- 7:05 Executive session: Minister's Evaluation
- 7:20 Policy: Active Shooter
- 7:30 Evaluation of Annual Vision of Ministry
- 8 Status of Board Committees
- 8:10 Finance Committee Recommendation
- 8:15 Consent agenda: May minutes, president's report, minister's report, CYM report, Admin. and finance report, treasurer's report, personnel report, policy report
- 8:20 Board self-evaluation, honoring outgoing board members Judy and Susan
- 8:35 Closing Circle
- Huddle

## FIRST PARISH BREWSTER UU BOARD MINUTES

May 16, 2019

### **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

### **Staff in Attendance:**

Rev. Jessica Clay, Minister

### **Process Observer**

April Naturale

### **Chalice Lighting/Spiritual Opening/Focused Check-in**

Rev Jessica Clay started the meeting with a reading and all members participated in a focused check-in. Board members each read a line of the board covenant.

### **Report on the UUA Covenant Workshop**

Pat, Jim, Carol and Katherine gave a brief summary and their impressions of the UUA covenant writing workshop that they attended on May 11, 2019. They found the workshop useful and generally agree that FPBUU needs a congregational covenant which will influence how the congregation interacts with another and can especially facilitate a healthier process when disagreements among members occur.

### **Update on Facilities Task Force**

Pat gave an update of the Facilities Task Force. The FPBUU members who have agreed to join the task force are Nancy Douttiel, Judy Fenner, Howard Hayes, Dave Rogers and Rog Smith. There was an initial meeting on May 8<sup>th</sup> of the task to explain the board's hopes and expectations for the task force. There was much enthusiasm among the members as they move into the initial phase of gathering all the necessary information (town regulations, permits required, potential costs of renovations, etc.)

### **Minister's Report**

Rev Jessica continues with her busy schedule connecting with congregants and committees in a variety of ways. Generally, Jessica reported that there is a level of palpable stress and anxiety in some members of the congregation due to the deficit and budget for next year. However, she is confident that we will work out a feasible solution to the deficit this year. She also expressed appreciation of Karena & Diane's hard work on the budget as well as the finance committee.

### **Active Shooter Policy and the Calendar Policy**

Katherine presented to Active Shooter Policy. After some discussion among the board members about the Active Shooter Policy, a request was made to add “there will be an annual review of this policy by the Brewster police”. Katherine will bring that request back to the Policy Committee to be added to the policy.

Katherine presented the Calendar Policy and it was approved unanimously by the board.

### **Executive Session**

The board went into executive session for the discussion of the draft budget and vote.

- The Board voted to approve the 2019/2020 budget developed by the Finance Committee.
- The following motion was made and a vote was requested on the motion:  
*It is the board's intention - if additional funds are received during the fiscal year 2019/2020 – to direct those funds to the endowment, UUA dues and to capital improvements – unless there is an unforeseen emergency that would require the use of the funds.* The Board voted in favor of the motion.
- The Board voted in favor of postponing the financial review for 2019/2020.

### **Consent Agenda**

The Board voted to unanimously accept the consent agenda.

### **Process Observation Feedback**

April gave constructive feedback on the board process.

### **Closing Circle and Affirmation**

All present took part in the closing circle.

Respectfully submitted by Carol DiAnna

## FIRST PARISH BREWSTER UU BOARD MINUTES

May 23, 2019

### **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

### **Staff in Attendance:**

No staff in attendance

### **Chalice Lighting/Spiritual Opening/Focused Check-in**

All members participated in a focused check-in.

### **Approval of Endowment Distributions**

The following endowment distributions were unanimously approved by the board members:

- *For FY 2018-2019*, \$4,305 requested by the Administration and Finance Director and the Building Maintenance Committee for preparation of painting of Winslow House, WH office storm door, fixing leak in connector between Meetinghouse and Parish Hall, replacing rotten wood around windows and painting the new clapboards, and a keyless lock for barn door.
- *For FY 2019-2020*, \$2,250 additional funds needed for *Beloved Conversations* due to so many members of the congregations signing up to take part.
- *For FY 2019-2020*, \$1300 requested by Rev Jessica Clay to bring Rev Shay Mac Kay to lead a *Geography of Grace Retreat*. This retreat is based on a curriculum developed by Parker Palmer's Center for Courage and Renewal.
- *For FY 2019-2020*, the Board unanimously voted to support the motion that up to \$20,000 of the allowable 5% of the Endowment Fund be used as a payment for the Endowment Fund Loan Account. This motion needs to be approved by the congregation at our Annual meeting on June 9, 2019.

### **Executive Session**

The board went into executive session for the discussion of Rev. Jessica's evaluation.

### **Goodbye to Ralph Diamond**

Since Ralph will be not be able to attend the June board meeting, each member of the board expressed their gratitude for his service to FPBUU this fiscal year.

### **Closing Circle and Affirmation**

All present took part in the closing circle.

Respectfully submitted by Carol DiAnna

**Long Range Goals and Annual Vision of Ministry**  
**Board of Trustees**  
**November, 2018**

**1) Determine and make more visible who we are, who we are here for and what social justice work would inspire and engage our congregation as a whole.**

- Incorporate congregation's hopes and dreams for the future into our planning
- Evaluate the change to two Sunday services in March and again in June
- Evaluate the every Sunday split-plate program in March and again in June
- Consult with CYM, Membership committee and interested members of the congregation regarding how to move forward in encouraging more multigenerational inclusion within our growing membership.
- Consult with the Social Justice Committee to define what social justice means to the FPBUU congregation and support the SJC in continuing to develop a plan for church wide social justice projects that align with FPBUU's mission and vision.
- Plan for increased attendance at next year's GA in Providence

**2) Work to ensure a legacy of healthy partnership with our minister, effective governance, sustainable leadership and financial generosity that will build a strong foundation for the future.**

- Continue to build trust in board/minister/staff partnership
- Evaluate our governance model and make recommendations
  - -role of the Council
  - -progression model of president-elect, president, past president
  - -role of the Leadership Development Committee

- Work on developing a model of sustainable leadership
  - -partner with the Leadership Development Committee to revive a formal program of leadership development
- Build a sustainable stewardship committee
- Evaluate our two major fundraising events-the fall Sea Captain's Fair and the spring auction

**3) Develop a long-range plan to address the challenges of our physical plant/facilities in terms of both accommodating an increasing membership and allowing us to better fulfill our mission of service to the wider community.**

- Continue to work with congregational input from the Oct 21 visioning service, using it as a guide in developing a long range plan.
- Appoint a task force to assess current conditions and usage of existing buildings and grounds, identify regulatory parameters (zoning, historical district, town, etc) regarding structural changes, consider hopes and dreams of the congregation and make recommendations to the Board on how to proceed

## Ministers Board Report June 2019 from Rev Jessica Clay

### Overall thoughts:

Huge thanks to Diane, Pat, Karena, and the finance committee for a fantastic budget presentation last week. The turnout was fantastic, the overall questions and conversation went really well. Thank you to all involved. This helps to set the tone for the annual meeting.

Also BIG thank you to all of you for the birthday card, gift of a meal for me & a friend, and the fantastic cake. Thank you for helping to make my birthday weekend really special.

### Worship and Rites of Passage:

We successfully ended our year of two services, and we can definitely call it a success. Our overall average for attendance is higher than last year.

Total attendance Sept-Dec 2017 2688 average attendance 166.75

Total attendance Jan-June 2 2018 3688 average attendance 160

Total attendance Sept-Dec 2018 3511 average attendance 195

Total attendance Jan-June 3 2019 3526 average attendance 176

Therefore, I recommend we continue with two services next year as well. The congregation and staff overall seems to have adjusted well to the change. Returning to one service over the summer will be good for the people who like all being together.

### Pastoral Care:

I continue to provide pastoral care to members and friends of the congregation visiting with them in their homes, my office, and the hospital. I continue to facilitate the pastoral care & helping hands committee(s) meetings monthly. They will take a break from meeting over the summer. We had two HEED requests this month, one for grocery food cards and one for help with rent.

### Social Justice in the Public Square:

Our total signups for Beloved conversations are 70 people, which is fantastic! I am working with the coordination team from the social justice committee to help organize and provide support. We will be working over the summer to plan it out in anticipation of the fall. I attended the social justice committee meeting last week at the request of the members to have a discussion about the budget changes and split plates. There continues to be a tension in the committee around how the committee is adjusting to change in the culture of how we do social justice. We had discussion around the committee doing fundraising for Habitat & Faith Family Kitchen, and they will lead a service in the fall to help educate the congregation about our history and relationships with these organizations.

Our split plates have so far sent \$19,000 out to non profit organizations, and the overall mood in the conversation around them is really positive. I also recommend we continue with this next year as well.



Administration:

I continue to meet with staff to provide supervision and support. We went out for an end of the year lunch and did an escape room together at the Cape Cod Mall thanks to the Ministers Discretionary Fund. It was good for staff to get together and have fun.

I attended the Homer Clark gathering at Howard and Betty Hayes house, we all had a lovely evening together. We discussed plans for next year to encourage more people to sign up for the Homer Clark Society.

I received 3 HCT feedback forms in the last month, one was appreciating, two were making suggestions around sanctuary aesthetics and worship.

Serves the Larger Unitarian Universalist Faith:

I will be at GA from June 17-26 in Spokane, WA along with Rev Tracy Johnson. I look forward to spending time with colleagues and exploring the new format of GA which is less plenary and more workshops. I will take several days off after GA returning to the Cape on June 30.

## President's Report June, 2019

For the June board meeting, we have a lot of unfinished business to cover to wrap up the year! That is why I have spoken with in-coming president Jim about parting with tradition this year and not inviting new board members to attend the June board meeting. Traditionally, in-coming board members join the whole board for a kind of overlap meeting in June, with time for introductions of new people. But we have so much to get done in this meeting, including discussing the evaluation of the minister with Jessica in executive session, that I feel we don't have time for their introductions. Additionally, because the June meeting is a week ahead of time due to Jessica attending GA, new board members will not have yet had their orientation to the board. And attending a board meeting with no idea of what we are doing could be an overwhelming experience and not a good introduction to serving on the board for them! So, it will just be us in June.

May was supposed to be the month for the task of evaluation. Since we have an annual vision of ministry for the first time this year, we need to evaluate it-what have we accomplished this year, and what remains to be done. I've also been trying to look at board committees for the past several months-not only looking at the status of existing committees (their health and functioning) but also assessing how many and which board committees are truly necessary and provide a vital function.

And then there is board evaluation-in the winter we had a session on board self-evaluation where we looked at how well we were complying with our covenant. Follow-up to that never happened. So now here we are in June. Pressing concerns with the budget have taken up a lot of our time these past few months. As has trying to accommodate a new form for the evaluation of the minister.

At this meeting, we will be discussing the ministers evaluation with Jessica in executive session. We will also be taking a look at our annual vision of ministry (attached) to see how well we have done with it, so prepare for the meeting by reviewing our annual vision of ministry

(included in the packet) and coming to the meeting with your own assessment.

In terms of board committees, liaisons should come prepared to speak about the health and functioning of your committee.

For the board self-evaluation, come prepared with your thoughts on how we have worked together this year. We will not be doing a formal board self-evaluation, just a discussion of what worked well. This discussion will be followed by an honoring of outgoing board members Judy and Susan. Come prepared with your thoughts about what you have appreciated about each of these people as you served with them this year.

## Report from Administration and Finance Director – June 2019

### **Pledges & Financials** - See page 1 of Financial Reports.

- I recommend that the Board move \$6,000 of unallocated/unrestricted funds from the Special Funds Account to the Sweep Account of the Operating Fund. This will allow for more accurate reporting of our cash reserves. Please note in the June meeting minutes if the Board approves this.
- Credit card income from the Spring Auction is still being processed and is not all reflected in the May financial report. With credit card payments added in we will exceed a total of \$15,000.
- The income from the Landscape Committee's Plant Sale, June 9<sup>th</sup> will be added to the Committee Fundraisers line. I expect this to be a successful fundraiser and appreciate the enthusiasm of the Landscape Committee to use their talents to support the financial wellbeing of FPBUU.
- The Thrift Store income is down from last year at this time, which reflects the decrease in customers that Linda has observed over the last several months. This may indicate a natural limit to what the Thrift Store is able to produce as income. That being said, with the direct action that the Board has taken to revive the congregation's enthusiasm to fundraise, Linda will be able to focus more on the two stores. The Annex sales continue to increase and more customers are visiting it each week. This next year will be a big indicator of what we might be able to expect from this income source going forward.
- On the expense side we are proceeding mostly as projected with the exception of the Groundskeeping line, which may come in as low as \$11,000. This is due to the minimal snow plowing needed this year, and I do not recommend adjusting the amount we budget for future years.

### **Property Management**

- Still on track to finish the projects listed in last month's report by the end of June.
- I look forward to working with the Facilities Task Force as they gather all the needed data and determine suggestions for the Board on how best to support the work of this active congregation.

### **Administrative Responsibilities**

- It is in our By-laws that: "The Board of Trustees shall submit a composite report of the regular operational committees for the preceding year." This year in an effort to improve communications, I asked that each Annual Report be limited to 250 words and include how the work of the group connects to the mission of the church. I know some may have needed more words to report all that happened over this amazing church year, and I also know that it is often harder to use less words. I have seen alternative ways churches do their annual reports, and I am curious what we might create to best record the many ways First Parish Brewster UU lives out our mission and vision each year. I will be looking into this over the coming year.
- Calendar requests for next fiscal year are being processed by COVE.
- I will be out of the office June 17-28<sup>th</sup> and am asking that pledge payments and check requests be submitted no later than June 21<sup>st</sup> so that they can be accurately reflected in the year end reports.

### **Report from Linda Delorey**

- The annual Spring Auction was held on May 19<sup>th</sup> and by all accounts was very successful. We had very creative offerings and many bidders, and we exceeded our budget amount. I received much support from the office and cove volunteers, especially Skip Bell. We have improved the record keeping and accounting and included credit card charging which was very successful. This fundraising event proves to be a success year after year.

Blessings, Karena Stroh, Administration and Finance Director

# **Financial Reports - May 2019**

Submitted by Karena Stroh, Administration & Finance Director

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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

**% of budget should typically be at 92%**

## **Points of Interest**

**Total Income** is at 79% of budget

Pledges Commitments FY 19-20      \$365,146

Pledges Commitments FY 18-19      \$354,770 \*down \$258 from previous month

Total Pledge Payments received 85% of budget

Offertory is at 80% of budget; 12% and \$3,716 short of budget. It is up from last year at this time by \$1,330.

Thrift Store Income is at 84% of budget

**Total Expenses** are at 88% of budget

**Total Split Plates** (monthly July & August, weekly starting in Sept.) **\$19,159** was distributed to 40 different organizations.

**Operating Funds**  
**Profit and Loss Budget vs Actual**  
**July through May 2019**

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
2018-2019 Pledges	321,697.36	387,100.00	-65,402.64	83.1%
2017-2018 Pledges	10,588.00	7,500.00	3,088.00	141.17%
2016-2017 Pledges	2,765.00	0.00	2,765.00	100.0%
<b>Total Pledges</b>	<u>335,050.36</u>	<u>394,600.00</u>	<u>-59,549.64</u>	<u>84.91%</u>
<b>Contributions</b>				
<b>Offertory</b>	23,884.39	30,000.00	-6,115.61	79.62%
<b>Misc Contributions</b>	415.13	0.00	415.13	100.0%
<b>Total Contributions</b>	<u>24,299.52</u>	<u>30,000.00</u>	<u>-5,700.48</u>	<u>81.0%</u>
<b>Fund Raising</b>				
<b>CYM Summer Program</b>	250.00			
<b>Holiday Fair</b>	1,078.00			
<b>Thrift Shop</b>	75,703.73	90,000.00	-14,296.27	84.12%
<b>Fall Fair</b>	4,759.57	9,000.00	-4,240.43	52.88%
<b>SpringAuct</b>	8,321.50	10,000.00	-1,678.50	83.22%
<b>Committee Fund Raisers</b>	4,635.68	6,600.00	-1,964.32	70.24%
<b>Food Certificate Sales</b>	1,650.00	2,000.00	-350.00	82.5%
<b>Women's Circle Alliance</b>	2,092.41	500.00	1,592.41	418.48%
<b>Welcoming Congregation-Income</b>	2,800.00	2,000.00	800.00	140.0%
<b>Total Fund Raising</b>	<u>101,290.89</u>	<u>120,100.00</u>	<u>-18,809.11</u>	<u>84.34%</u>
<b>BldgUse</b>				
<b>Space Rentals</b>	3,530.50	3,000.00	530.50	117.68%
<b>Weddings/Memorials</b>	2,545.00	2,000.00	545.00	127.25%
<b>Total BldgUse</b>	<u>6,075.50</u>	<u>5,000.00</u>	<u>1,075.50</u>	<u>121.51%</u>
<b>Investment,Interest, MiscIncome</b>				
<b>Investment Income</b>				
<b>UUA GIF Distribution</b>	2,811.79	2,600.00	211.79	108.15%
<b>Alton Smith Char Trust</b>	1,275.79	1,200.00	75.79	106.32%
<b>Alton Smith Irrev Trust</b>	990.12	1,200.00	-209.88	82.51%
<b>Total Investment Income</b>	<u>5,077.70</u>	<u>5,000.00</u>	<u>77.70</u>	<u>101.55%</u>
<b>Interest Income</b>	76.34	250.00	-173.66	30.54%
<b>Total Investment,Interest, MiscIncome</b>	<u>5,154.04</u>	<u>5,250.00</u>	<u>-95.96</u>	<u>98.17%</u>
<b>Total Income</b>	<u>471,870.31</u>	<u>554,950.00</u>	<u>-83,079.69</u>	<u>85.03%</u>
<b>Gross Profit</b>	<u>471,870.31</u>	<u>554,950.00</u>	<u>-83,079.69</u>	<u>85.03%</u>
<b>Expense</b>				
<b>Payroll Expenses</b>				
<b>WorkComplinsurance</b>	-312.00	2,667.00	-2,979.00	-11.7%
<b>Taxes</b>	13,162.47	14,138.00	-975.53	93.1%
<b>Total Payroll Expenses</b>	<u>12,850.47</u>	<u>16,805.00</u>	<u>-3,954.53</u>	<u>76.47%</u>
<b>Staff Salaries</b>				
<b>Clergy Housing</b>	24,200.00	26,400.00	-2,200.00	91.67%
<b>Minister</b>	59,290.00	64,680.00	-5,390.00	91.67%
<b>Admin&amp;FinanceDir</b>	39,507.38	43,099.00	-3,591.62	91.67%
<b>CYM Dir</b>	36,817.88	40,165.00	-3,347.12	91.67%
<b>Music Director</b>	32,365.30	35,308.00	-2,942.70	91.67%
<b>ThriftShopManager</b>	29,525.76	32,206.00	-2,680.24	91.68%
<b>Sexton</b>	17,958.00	19,491.00	-1,533.00	92.14%
<b>Bookkeeper</b>	13,258.30	14,461.00	-1,202.70	91.68%
<b>CYM-Childcare</b>	2,103.01	2,273.00	-169.99	92.52%
<b>Pianist</b>	5,320.00	8,174.30	-2,854.30	65.08%

**Operating Funds**  
**Profit and Loss Budget vs Actual**  
**July through May 2019**

<b>Total Staff Salaries</b>	260,345.63	286,257.30	-25,911.67	90.95%
<b>Staff Benefits</b>				
Minister Benefit (FICA)	6,302.00	6,885.00	-583.00	91.53%
Health Insurance	25,008.30	26,098.00	-1,089.70	95.83%
Pension	20,090.84	25,163.00	-5,072.16	79.84%
Minister's Term Life	692.70	734.00	-41.30	94.37%
<b>Total Staff Benefits</b>	<u>52,093.84</u>	<u>58,880.00</u>	<u>-6,786.16</u>	<u>88.48%</u>
<b>Staff Professional Expenses</b>				
Admin&FinanceDirProf Ex	1,704.00	1,704.00	0.00	100.0%
CYM Professional Exp	764.10	1,588.00	-823.90	48.12%
Music Director Prof Exp	1,396.00	1,396.00	0.00	100.0%
Minister's Professional Exp	8,964.27	9,000.00	-35.73	99.6%
<b>Total Staff Professional Expenses</b>	<u>12,828.37</u>	<u>13,688.00</u>	<u>-859.63</u>	<u>93.72%</u>
<b>BldgGrounds</b>				
Electric	3,702.24	4,500.00	-797.76	82.27%
Gas	5,676.82	5,000.00	676.82	113.54%
Groundskeeping	8,203.43	15,000.00	-6,796.57	54.69%
Reg. Maintenance				
Supplies	2,955.32	4,200.00	-1,244.68	70.37%
Reg. Maintenance - Other	13,435.14	13,800.00	-364.86	97.36%
Total Reg. Maintenance	<u>16,390.46</u>	<u>18,000.00</u>	<u>-1,609.54</u>	<u>91.06%</u>
Maint-Special Bldg Projects	13,464.82	13,948.00	-483.18	96.54%
Liability/Property Insurance	5,601.50	10,403.00	-4,801.50	53.85%
Telephone & Internet	3,669.42	3,745.00	-75.58	97.98%
Water	1,418.91	1,500.00	-81.09	94.59%
<b>Total BldgGrounds</b>	<u>58,127.60</u>	<u>72,096.00</u>	<u>-13,968.40</u>	<u>80.63%</u>
<b>OfficeExpense</b>				
Advertising	1,592.85	1,500.00	92.85	106.19%
Credit Card/Bank/PayPal Fees	1,126.25	1,500.00	-373.75	75.08%
ComputerAsst	0.00	350.00	-350.00	0.0%
Office Expense/Supplies	4,360.47	4,000.00	360.47	109.01%
OfficeEquip/Maint	6,617.82	7,000.00	-382.18	94.54%
Payroll Expenses	718.26	800.00	-81.74	89.78%
Software Expense	1,664.82	1,200.00	464.82	138.74%
<b>Total OfficeExpense</b>	<u>16,080.47</u>	<u>16,350.00</u>	<u>-269.53</u>	<u>98.35%</u>
<b>Loan &amp; Mortgage Payments</b>				
Mortgage Principal Payments	4,234.84	4,038.00	196.84	104.88%
Mortgage Interest Payments	3,679.88	4,597.00	-917.12	80.05%
EndowLoanRepayment	9,532.60	10,399.00	-866.40	91.67%
<b>Total Loan &amp; Mortgage Payments</b>	<u>17,447.32</u>	<u>19,034.00</u>	<u>-1,586.68</u>	<u>91.66%</u>
<b>Denominational Dues</b>				
UUA-NER	21,670.82	26,005.00	-4,334.18	83.33%
<b>Total Denominational Dues</b>	<u>21,670.82</u>	<u>26,005.00</u>	<u>-4,334.18</u>	<u>83.33%</u>
<b>Consultants/Contract Employees</b>				
Pianist	2,113.70	2,113.70	0.00	100.0%
Substitute Sexton	612.50	800.00	-187.50	76.56%
OMG Music	2,000.00	2,400.00	-400.00	83.33%
Housekeeping	7,720.00	8,320.00	-600.00	92.79%
<b>Total Consultants/Contract Employees</b>	<u>12,446.20</u>	<u>13,633.70</u>	<u>-1,187.50</u>	<u>91.29%</u>
<b>Committees</b>				
Sunday Morning Worship Support	0.00	150.00	-150.00	0.0%
HelpingHands	71.82	100.00	-28.18	71.82%
Paul Hush Forums	1,200.00	1,200.00	0.00	100.0%
Board	710.32	1,500.00	-789.68	47.36%

**Operating Funds**  
**Profit and Loss Budget vs Actual**  
**July through May 2019**

Council	252.15	500.00	-247.85	50.43%
UU Connections	1,403.20	3,000.00	-1,596.80	46.77%
Landscape Committee	1,013.60	1,200.00	-186.40	84.47%
Membership	258.61	575.00	-316.39	44.98%
Stewardship	913.63	1,500.00	-586.37	60.91%
<b>Total Committees</b>	<b>5,823.33</b>	<b>9,725.00</b>	<b>-3,901.67</b>	<b>59.88%</b>
<b>CYM</b>				
Child Care Supplies	0.00	300.00	-300.00	0.0%
Sunday Special Programming	1,484.45	1,500.00	-15.55	98.96%
O.W.L.	568.94	1,000.00	-431.06	56.89%
Contract ChildCare	808.25	1,000.00	-191.75	80.83%
High School Youth Program	448.20	800.00	-351.80	56.03%
Pre K-Grade 6/7	380.01	900.00	-519.99	42.22%
Office/Library	275.22	500.00	-224.78	55.04%
<b>Total CYM</b>	<b>3,965.07</b>	<b>6,000.00</b>	<b>-2,034.93</b>	<b>66.09%</b>
<b>Music</b>				
OMG Music Supplies	0.00	400.00	-400.00	0.0%
Music Scores	1,024.86	1,000.00	24.86	102.49%
Music Support/Supplies	1,012.10	500.00	512.10	202.42%
Musicians	975.00	2,000.00	-1,025.00	48.75%
PianoOrgan	1,327.42	1,600.00	-272.58	82.96%
<b>Total Music</b>	<b>4,339.38</b>	<b>5,500.00</b>	<b>-1,160.62</b>	<b>78.9%</b>
<b>Justice</b>				
Social Justice	2,398.00	4,150.00	-1,752.00	57.78%
One Earth One People	1,674.23	1,675.00	-0.77	99.95%
Green Sanctuary	175.00	350.00	-175.00	50.0%
<b>Total Justice</b>	<b>4,247.23</b>	<b>6,175.00</b>	<b>-1,927.77</b>	<b>68.78%</b>
<b>Worship</b>				
Pastoral Care Coverage	0.00	300.00	-300.00	0.0%
Hospitality-Worship	529.05	500.00	29.05	105.81%
Materials/Supplies	1,389.70	800.00	589.70	173.71%
PulpitSupport	2,300.00	3,200.00	-900.00	71.88%
<b>Total Worship</b>	<b>4,218.75</b>	<b>4,800.00</b>	<b>-581.25</b>	<b>87.89%</b>
<b>Total Expense</b>	<b>486,484.48</b>	<b>554,949.00</b>	<b>-68,464.52</b>	<b>87.66%</b>
<b>Net Ordinary Income</b>	<b>-14,614.17</b>	<b>1.00</b>	<b>-14,615.17</b>	<b>-1,461,417.0%</b>
<b>Net Income</b>	<b>-14,614.17</b>	<b>1.00</b>	<b>-14,615.17</b>	<b>-1,461,417.0%</b>

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**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through May 2019**

	<u>Jul '18 - May 19</u>	<u>Jul '17 - May 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
2018-2019 Pledges	321,697.36	-12,014.00	333,711.36	2,777.69%
2017-2018 Pledges	10,588.00	326,150.37	-315,562.37	-96.75%
2015-2016 Pledges	0.00	200.00	-200.00	-100.0%
2016-2017 Pledges	2,765.00	9,784.00	-7,019.00	-71.74%
<b>Total Pledges</b>	<u>335,050.36</u>	<u>324,120.37</u>	<u>10,929.99</u>	<u>3.37%</u>
<b>Contributions</b>				
Offertory	23,884.39	22,554.50	1,329.89	5.9%
Misc Contributions	415.13	788.00	-372.87	-47.32%
<b>Total Contributions</b>	<u>24,299.52</u>	<u>23,342.50</u>	<u>957.02</u>	<u>4.1%</u>
<b>Fund Raising</b>				
CYM Summer Program	250.00	0.00	250.00	100.0%
Holiday Fair	1,078.00	0.00	1,078.00	100.0%
Thrift Shop	75,703.73	79,832.19	-4,128.46	-5.17%
Fall Fair	4,759.57	9,158.77	-4,399.20	-48.03%
SpringAuct	8,321.50	5,909.00	2,412.50	40.83%
Committee Fund Raisers	4,635.68	6,171.43	-1,535.75	-24.89%
Food Certificate Sales	1,650.00	2,100.00	-450.00	-21.43%
Women's Circle Alliance	2,092.41	1,052.41	1,040.00	98.82%
Welcoming Congregation-Income	2,800.00	3,547.00	-747.00	-21.06%
<b>Total Fund Raising</b>	<u>101,290.89</u>	<u>107,770.80</u>	<u>-6,479.91</u>	<u>-6.01%</u>
<b>BldgUse</b>				
Space Rentals	3,530.50	2,741.30	789.20	28.79%
Weddings/Memorials	2,545.00	2,575.00	-30.00	-1.17%
SocialHour/Hospitality	0.00	301.11	-301.11	-100.0%
<b>Total BldgUse</b>	<u>6,075.50</u>	<u>5,617.41</u>	<u>458.09</u>	<u>8.16%</u>
<b>Investment,Interest, MiscIncome</b>				
<b>Investment Income</b>				
UUA GIF Distribution	2,811.79	2,841.67	-29.88	-1.05%
Alton Smith Char Trust	1,275.79	1,113.94	161.85	14.53%
Alton Smith Irrev Trust	990.12	994.14	-4.02	-0.4%
<b>Total Investment Income</b>	<u>5,077.70</u>	<u>4,949.75</u>	<u>127.95</u>	<u>2.59%</u>
Interest Income	76.34	176.69	-100.35	-56.79%
<b>Total Investment,Interest, MiscIncome</b>	<u>5,154.04</u>	<u>5,126.44</u>	<u>27.60</u>	<u>0.54%</u>
<b>Total Income</b>	<u>471,870.31</u>	<u>465,977.52</u>	<u>5,892.79</u>	<u>1.27%</u>
<b>Gross Profit</b>	471,870.31	465,977.52	5,892.79	1.27%
<b>Expense</b>				
<b>Payroll Expenses</b>				
WorkComplnsurance	-312.00	3,793.00	-4,105.00	-108.23%
Taxes	13,162.47	15,090.59	-1,928.12	-12.78%
<b>Total Payroll Expenses</b>	<u>12,850.47</u>	<u>18,883.59</u>	<u>-6,033.12</u>	<u>-31.95%</u>

**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through May 2019**

<b>Staff Salaries</b>				
Clergy Housing	24,200.00	11,000.00	13,200.00	120.0%
Minister	59,290.00	75,825.00	-16,535.00	-21.81%
Admin&FinanceDir	39,507.38	32,921.88	6,585.50	20.0%
CYM Dir	36,817.88	36,334.90	482.98	1.33%
Music Director	32,365.30	32,429.26	-63.96	-0.2%
ThriftShopManager	29,525.76	27,523.64	2,002.12	7.27%
Sexton	17,958.00	16,079.28	1,878.72	11.68%
Bookkeeper	13,258.30	13,125.44	132.86	1.01%
CYM Youth Ministry Coordinator	0.00	3,163.12	-3,163.12	-100.0%
CYM-Childcare	2,103.01	1,230.95	872.06	70.84%
Pianist	5,320.00	0.00	5,320.00	100.0%
<b>Total Staff Salaries</b>	<b>260,345.63</b>	<b>249,633.47</b>	<b>10,712.16</b>	<b>4.29%</b>
<b>Staff Benefits</b>				
Minister Benefit (FICA)	6,302.00	4,023.00	2,279.00	56.65%
Health Insurance	25,008.30	17,837.38	7,170.92	40.2%
Pension	20,090.84	19,963.21	127.63	0.64%
Minister's Term Life	692.70	550.80	141.90	25.76%
Minister Moving Expense	0.00	5,000.00	-5,000.00	-100.0%
<b>Total Staff Benefits</b>	<b>52,093.84</b>	<b>47,374.39</b>	<b>4,719.45</b>	<b>9.96%</b>
<b>Staff Professional Expenses</b>				
Admin&FinanceDirProf Ex	1,704.00	820.00	884.00	107.81%
CYM Professional Exp	764.10	779.37	-15.27	-1.96%
Music Director Prof Exp	1,396.00	1,398.00	-2.00	-0.14%
Minister's Professional Exp	8,964.27	8,250.00	714.27	8.66%
<b>Total Staff Professional Expenses</b>	<b>12,828.37</b>	<b>11,247.37</b>	<b>1,581.00</b>	<b>14.06%</b>
<b>BldgGrounds</b>				
Barn Restoration	0.00	-1,456.38	1,456.38	100.0%
Signs	0.00	2,265.00	-2,265.00	-100.0%
Electric	3,702.24	3,593.00	109.24	3.04%
Gas	5,676.82	5,868.83	-192.01	-3.27%
Groundskeeping	8,203.43	11,582.00	-3,378.57	-29.17%
<b>Reg. Maintenance</b>				
Supplies	2,955.32	0.00	2,955.32	100.0%
Reg. Maintenance - Other	13,435.14	17,486.36	-4,051.22	-23.17%
<b>Total Reg. Maintenance</b>	<b>16,390.46</b>	<b>17,486.36</b>	<b>-1,095.90</b>	<b>-6.27%</b>
Maint-Special Bldg Projects	13,464.82	6,076.73	7,388.09	121.58%
Liability/Property Insurance	5,601.50	10,558.00	-4,956.50	-46.95%
Telephone & Internet	3,669.42	3,199.55	469.87	14.69%
Water	1,418.91	1,265.66	153.25	12.11%
<b>Total BldgGrounds</b>	<b>58,127.60</b>	<b>60,438.75</b>	<b>-2,311.15</b>	<b>-3.82%</b>
<b>OfficeExpense</b>				
Advertising	1,592.85	1,172.86	419.99	35.81%
Credit Card/Bank/PayPal Fees	1,126.25	1,858.44	-732.19	-39.4%
ComputerAsst	0.00	165.00	-165.00	-100.0%

**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through May 2019**

Office Expense/Supplies	4,360.47	4,455.75	-95.28	-2.14%
Office Equip/Maint	6,617.82	5,097.11	1,520.71	29.84%
Payroll Expenses	718.26	1,664.75	-946.49	-56.86%
Software Expense	1,664.82	1,423.87	240.95	16.92%
<b>Total Office Expense</b>	<b>16,080.47</b>	<b>15,837.78</b>	<b>242.69</b>	<b>1.53%</b>
<b>Loan &amp; Mortgage Payments</b>				
Mortgage Interest Payments	3,679.88	3,868.95	-189.07	-4.89%
Endow Loan Repayment	8,666.00	9,532.60	-866.60	-9.09%
<b>Total Loan &amp; Mortgage Payments</b>	<b>12,345.88</b>	<b>13,401.55</b>	<b>-1,055.67</b>	<b>-7.88%</b>
<b>Denominational Dues</b>				
UUA-NER	21,670.82	21,152.00	518.82	2.45%
<b>Total Denominational Dues</b>	<b>21,670.82</b>	<b>21,152.00</b>	<b>518.82</b>	<b>2.45%</b>
<b>Consultants/Contract Employees</b>				
Pianist	2,113.70	5,961.29	-3,847.59	-64.54%
Substitute Sexton	612.50	750.00	-137.50	-18.33%
OMG Music	2,000.00	1,625.00	375.00	23.08%
Housekeeping	7,720.00	6,580.00	1,140.00	17.33%
<b>Total Consultants/Contract Employees</b>	<b>12,446.20</b>	<b>14,916.29</b>	<b>-2,470.09</b>	<b>-16.56%</b>
<b>Committees</b>				
Helping Hands	71.82	0.00	71.82	100.0%
Search Committee	0.00	-943.63	943.63	100.0%
Paul Hush Forums	1,200.00	600.00	600.00	100.0%
Board	710.32	1,287.63	-577.31	-44.84%
Council	252.15	112.65	139.50	123.84%
UU Connections	1,403.20	3,550.00	-2,146.80	-60.47%
Landscape Committee	1,013.60	402.63	610.97	151.75%
Membership	258.61	362.60	-103.99	-28.68%
Stewardship	913.63	821.54	92.09	11.21%
<b>Total Committees</b>	<b>5,823.33</b>	<b>6,193.42</b>	<b>-370.09</b>	<b>-5.98%</b>
<b>CYM</b>				
CYM Director Search	0.00	114.48	-114.48	-100.0%
Sunday Special Programming	1,484.45	1,280.88	203.57	15.89%
O.W.L.	568.94	526.66	42.28	8.03%
Contract Child Care	808.25	360.00	448.25	124.51%
High School Youth Program	448.20	625.13	-176.93	-28.3%
Pre K-Grade 6/7	380.01	229.03	150.98	65.92%
Office/Library	275.22	180.76	94.46	52.26%
<b>Total CYM</b>	<b>3,965.07</b>	<b>3,316.94</b>	<b>648.13</b>	<b>19.54%</b>
<b>Music</b>				
OMG Music Supplies	0.00	279.00	-279.00	-100.0%
Music Scores	1,024.86	922.83	102.03	11.06%
Music Support/Supplies	1,012.10	322.69	689.41	213.65%
Musicians	975.00	700.00	275.00	39.29%
Piano Organ	1,327.42	1,628.13	-300.71	-18.47%
<b>Total Music</b>	<b>4,339.38</b>	<b>3,852.65</b>	<b>486.73</b>	<b>12.63%</b>

**Operating Funds**  
**Profit and Loss Previous Year Comparision**  
**July through May 2019**

<b>Justice</b>				
<b>Social Justice</b>	2,398.00	1,808.53	589.47	32.59%
<b>Alliance for ImmigrationJustice</b>	0.00	22.23	-22.23	-100.0%
<b>One Earth One People</b>	1,674.23	649.25	1,024.98	157.87%
<b>Green Sanctuary</b>	175.00	81.24	93.76	115.41%
<b>Total Justice</b>	<u>4,247.23</u>	<u>2,561.25</u>	<u>1,685.98</u>	<u>65.83%</u>
<b>Worship</b>				
<b>Hospitality-Worship</b>	529.05	0.00	529.05	100.0%
<b>Installation/Ordination</b>	0.00	3,895.20	-3,895.20	-100.0%
<b>Materials/Supplies</b>	1,389.70	503.85	885.85	175.82%
<b>PulpitSupport</b>	2,300.00	2,356.99	-56.99	-2.42%
<b>Total Worship</b>	<u>4,218.75</u>	<u>6,756.04</u>	<u>-2,537.29</u>	<u>-37.56%</u>
<b>Total Expense</b>	<u>481,383.04</u>	<u>475,565.49</u>	<u>5,817.55</u>	<u>1.22%</u>
<b>Net Ordinary Income</b>	<u>-9,512.73</u>	<u>-9,587.97</u>	<u>75.24</u>	<u>0.79%</u>
<b>Net Income</b>	<u><u>-9,512.73</u></u>	<u><u>-9,587.97</u></u>	<u><u>75.24</u></u>	<u><u>0.79%</u></u>

**Operating Funds**  
**Balance Sheet Previous Year Comparision**  
**July through May 2019**

	<u>May 31, 19</u>	<u>May 31, 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
CC5 Ckg - 5859	27,522.77	30,916.34	-3,393.57	-10.98%
Repo Sweep - 0998	44,447.70	70,781.80	-26,334.10	-37.21%
<b>Total Checking/Savings</b>	<u>71,970.47</u>	<u>101,698.14</u>	<u>-29,727.67</u>	<u>-29.23%</u>
<b>Other Current Assets</b>				
Clergy Housing Repayment	3,575.00	0.00	3,575.00	100.0%
Emergency Reserve Fund	-29,400.00	-29,400.00	0.00	0.0%
Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
Unearned Pledges	-36,172.00	-42,672.00	6,500.00	15.23%
<b>Total Other Current Assets</b>	<u>-87,247.00</u>	<u>-97,322.00</u>	<u>10,075.00</u>	<u>10.35%</u>
<b>Total Current Assets</b>	<u>-15,276.53</u>	<u>4,376.14</u>	<u>-19,652.67</u>	<u>-449.09%</u>
<b>Fixed Assets</b>				
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%
<b>Total Fixed Assets</b>	<u>1,803,280.93</u>	<u>1,845,542.93</u>	<u>-42,262.00</u>	<u>-2.29%</u>
<b>Other Assets</b>				
Food Coupon Inventory	6,600.00	12,350.00	-5,750.00	-46.56%
Petty Cash	100.00	100.00	0.00	0.0%
<b>Total Other Assets</b>	<u>6,700.00</u>	<u>12,450.00</u>	<u>-5,750.00</u>	<u>-46.19%</u>
<b>TOTAL ASSETS</b>	<u><b>1,794,704.40</b></u>	<u><b>1,862,369.07</b></u>	<u><b>-67,664.67</b></u>	<u><b>-3.63%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Split Plate	1,467.50	1,593.00	-125.50	-7.88%
UUSC Coffee Sales	548.25	89.91	458.34	509.78%
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	2,384.38	9,989.53	-7,605.15	-76.13%
<b>Total Other Current Liabilities</b>	<u>18,879.13</u>	<u>26,151.44</u>	<u>-7,272.31</u>	<u>-27.81%</u>
<b>Total Current Liabilities</b>	<u>18,879.13</u>	<u>26,151.44</u>	<u>-7,272.31</u>	<u>-27.81%</u>
<b>Long Term Liabilities</b>	<u>299,820.74</u>	<u>337,063.13</u>	<u>-37,242.39</u>	<u>-11.05%</u>
<b>Total Liabilities</b>	<u>318,699.87</u>	<u>363,214.57</u>	<u>-44,514.70</u>	<u>-12.26%</u>

**Operating Funds**  
**Balance Sheet Previous Year Comparision**  
**July through May 2019**

<b>Equity</b>				
<b>Unrealized Endow Loan Gain/Loss</b>	73,677.60	40,642.92	33,034.68	81.28%
<b>Retained Earnings</b>	1,411,516.39	1,468,099.55	-56,583.16	-3.85%
<b>Net Income</b>	-9,189.46	-9,587.97	398.51	4.16%
<b>Total Equity</b>	<u>1,476,004.53</u>	<u>1,499,154.50</u>	<u>-23,149.97</u>	<u>-1.54%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,794,704.40</b></u>	<u><b>1,862,369.07</b></u>	<u><b>-67,664.67</b></u>	<u><b>-3.63%</b></u>