

December 2019 Board of Trustees Meeting Packet

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Agenda December 19, 2019

FPBUU Board of Trustees

Attending:

Jim Hild	President
Pat Stover	Past President
Carol DiAnna	President Elect
Susan Smith	Clerk
Diane Pansire	Treasurer
Frank Re*	Member at Large
Katharine Farnham	Member at Large
Liz Gordon	Member at Large
Marian Brunck	Member at Large
Rev. Jessica Clay	Minister

Guests: [Facilities Task Force]

5:30 “Spiritual” opening and focused check-in – Jessica

5:40 Appoint a timekeeper - Jim

5:45 Read Board Covenant – All

5:50 “Centering” Discussion - Jessica

6:05 Financial – Diane

6:10 Policy - Katharine

6:15 Facilities Committee - Pat

6:30 Brief Preview of Goals & Other Subjects – Jim

- Governance Model & Draft Organization Chart
- Minister’s Evaluation Update

6:35 Consent agenda: November Board minutes, President’s report, Minister’s report, Admin and Finance report, Lifespan Faith Development report, and Financial reports.

6:40 Check-out / Closing

6:45 Celebration

FIRST PARISH BREWSTER UU BOARD MINUTES
November 21, 2019 Parish Room

Members in Attendance:

Jim Hild, President
Carol DiAnna, President-Elect
Pat Stover, Past President
Susan Smith, Clerk
Diane Pansire, Treasurer
Marian Brunck, Member at Large
Katharine Farnham, Member at Large
Liz Gordon, Member at Large
Frank Re, Member at Large

Staff in Attendance: Rev Jessica Clay, Minister; Twinks Hastings, Lifespan Faith Development Director

Guest in Attendance: Judy Harrison, Fundraising

Spiritual Opening and focused check in Carol lit the chalice while Rev Jessica led us with an opening reading and gratitude activity.

Appoint a timekeeper Frank agreed to be our timekeeper. Jim said we have a full agenda and we may use the parking lot if additional items arise.

Reading of Board Covenant All read the Board Covenant.

Minister's Time Rev Jessica lead a discussion on our board common read Centering, which focused on our reactions to the second essay and the response. Next month we will read and discuss the third essay and response, that is to page 65.

Fundraising Judy recounted the history of the recent fundraising effort, reporting that in June she presented a proposal on fundraising to the Board, seeing a need, especially in light of last year's budget shortfall. She created a Fundraising Task Force and her report to the Board outlines the yearly fundraising cycle which has been created and implemented with fresh ideas and success. Judy feels this Task Force continues to be an "orphan child" of FPB, outside of our structure and the lack of communication with and feedback from the Board is problematic. The Board has two decisions to make: should this continue as a task force perhaps under the minister and/or staff or become a

committee of the board and what will be the disposition of anticipated funds above those in the line item?

Financial Diane It was decided we will present a mid-year financial report to the congregation on February 2 at both coffee hours. This may also include a vision of ministry. Diane reported we are ahead in pledges, behind in offertory. The Finance Committee is gathering data so that more accurate statistics can help us compare with past years and better project into the future. Diane and Karena are beginning next year's budget process in January. The Finance Committee will work on it in February. It should be ready for the Board in March. Karena & Diane are also looking to create a 5 year budget, perhaps a skeleton projection.

Policy Katharine reported first on the **Financial Controls Policy**. Linda Delorey made the decision to additionally require thrift store volunteers to have background checks. Under the Spending Money section, the Board President was added to the list as having sole authority to spend operating funds. In the **Fundraising Policy**, It was added that once funds are raised, at the end of the year, money will not stay with the committees. Should Lindsey be reviewing our policies? It was decided that if the Policy Committee thinks a specific policy should go to Lindsey, she should be asked to weigh in but not review all policies. Are there other policies that should be focused on?

Personnel Committee Pat reported on the new recommendation that 1-2 people from the Personnel Committee become personnel consultants and meet quarterly with the minister or if any personnel issues arise. They can select themselves or if needed, Pat or the minister can inquire if there is another congregant with HR experience who may be willing to be a consultant. Karena will make these changes. The motion was made and passed to disband the Personnel Committee and change to personnel consultants.

Year's Board Goals & Calendar (update)

In order to help the visibility and accessibility of the Board, the President will post the agenda of the board meeting as well the approved minutes. We should all wear our name badges with green board member ribbon. It was also decided that we will sign up to be available during coffee hour during the second Sunday of each month starting in January and Carol will set up that calendar.

Governance Model & Draft Organization Chart will be worked on at a meeting during the second week of December.

Year's Board Goals Jim passed out a working document reflecting our goals as established at the Board retreat.

Our December Board Meeting will be held December 19. We will have a short agenda and then a celebration dinner. We will meet earlier at 5 PM in the Parish Room for our business meeting which will include a report from the Facilities Task Force. The Board will then adjourn to the Chowder House for dinner afterwards.

Minister's Evaluation Katharine will take lead on completing these documents, along with Diane and Frank. The eval will then be distributed to all to divide up and each will fill out a section, with congregational input.

Consent agenda: October Board minutes, President's report, Minister's Report, Admin and Finance reports, Lifespan Faith report, Financial Reports, Facility Task Force Report, Policy Documents, Treasurer's Report. The motion was made and passed to approve the consent agenda.

The Board went into **Executive Session**. A motion was made and passed to approve \$900 for staff bonuses.

Check-out / Closing

Respectfully submitted, Susan Smith Clerk

President's Report

19 December 2019

As we enter into the Christmas holidays, I wish all of our Board members a wonderful Christmas holiday.

Our Governance Team of Pat Stover, Carol DiAnna, Frank Re and myself, have established a draft organization chart. Our Team will meet again in January 2020 to prepare a final draft to present to the full Board for discussion early next year. One important idea that is becoming clearer to our Team is the evolution of what our FPBUU Board of Trustees' role in our church is. With the fact that FPBUU has a settled minister who is not only capable but willing to expand the roles and responsibilities of the "ministry" of our church, the Board can and should be addressing the long-term plans and governance in accordance to our By-laws.

We will receive a report on the progress of our formal evaluation process of our minister at our December meeting and hear back from the Facility Task Force as to possible facilities improvements. One of the Board's stated goals for this year and, as under our By-laws, is the status and planning of the financial health of our church community. As such, the report back from the Facility Task Force will be helpful in the Board's planning of needed improvements to our facilities in both the near future as well as the long term future.

The Board has been reading and discussing the book "Centering" as part of our monthly board meetings which closely tracks the work being done with the "Beloved Conversations" program. I look forward to our continued discussion of this month's readings.

This month's Board meeting is abbreviated to allow the Board to celebrate the Holidays at the conclusion of our meeting by gathering at the Brewster Chowder House next door for a dinner together.

Respectfully submitted,

Jim Hild, Board President

"Health is the greatest gift, contentment the greatest wealth, faithfulness the best relationship."

Minister's Board Report December 2019 from Rev Jessica Clay

Overall thoughts:

It is a short report this month. We are in the full swing of the holidays and things are busy but good. People seem to be energized and looking forward to all of the events happening at church. Very grateful to all who helped out at the holiday fair which was certainly a success.

Worship and Rites of Passage:

I had two memorials in November and we currently have one member on hospice. We have another memorial planned for January. Worship services are going well this month and members seem to be appreciating them.

Pastoral Care:

I continue to meet with people in their homes, at the hospital and tend to the pastoral care needs of the congregation. We will be holding the Blue Holidays service on Dec 18th for people who are having a hard time over the holidays, I anticipate a similar attendance to past years. I had to miss the pastoral care/helping hands meeting this month due to being ill. Kathy Budreski presented on end of life issues and getting one's things in order. It was received well.

Social Justice in the Public Square:

Half of the participants in Beloved Conversations met on Sunday Dec 8th to discuss next steps for the congregation, they decided on three action areas, education, communication, and UU the Vote. Look forward to hearing more about these in the new year. I will be sending out an email to all participants letting them know how they can get involved.

Administration:

We are gearing up for staff evaluations in January. The staff will all be going out to a holiday dinner on Tuesday, Dec 17th. They are very thankful of the staff bonuses you authorized last month. Thank you!

Serves the Larger Unitarian Universalist Faith:

I had a wonderful retreat with my study group in early Dec where we discussed the topic of anger. The UUMA colleagues cluster continues to meet at FPBUU, and we are discussing the proposed new ministerial guidelines. I will be on silent retreat Dec 28- Jan 7th with Tracy Johnson covering for pastoral care. Additionally, there is a district ministers retreat Jan 13-15 that I will be attending. I am on the planning committee for a New England Ministers' retreat planned for April.

Report from Administration and Finance Director – December 2019

Pledges & Financials

- Please see the cover page of the financial reports.
- For FY19-20 we currently have 220 pledge units for a total of \$383,306 pledge commitments.
- This is our first full year of splitting our plate with organizations. Last year we did monthly split plates for July and August and started weekly split plates in September. To compare last year at this time we had given \$6,489 to 14 different organizations. In summary, we have given \$3,033 more to 5 additional organizations this year compared to last.
- The Endowment Loan is down to \$150,000 thanks to donations received this past week to help pay down the loan. Endowment Board members will be in the Parish Room the rest of December to answer questions about transferring stock or donations of RMD that individuals may wish to do before the end of the year.
- Committee Budget Request forms will be available in January. The Finance Committee reviewed a draft this month, and we will finalize the process for submissions at our January meeting. It is important to know if the Board is going to continue to waive the 50/50 Committee fundraising policy for FY20-21, so the correct information can be given to the Committees as they budget and plan for the following church year.

Fundraising

- Our 2nd annual Photos with Santa – Holiday Fundraiser was another success, raising over \$1,300 and much cheer.
- We received 2 grants for a total of \$550 from The Brewster Cultural Council for our *Deeper Than the Skin* Concert held in November and our concert with Ana Glig scheduled for February. Thank you, Judy Harrison, for submitting these applications.

Property Management

- I continue to work with the Building Maintenance Committee and Facility Task Force to address current facilities concerns and access what might be possible for the future.

Administrative Responsibilities

- I am working with the Leadership Development and Membership Committees on electronic surveys that can be used to update and track member involvement and interests.

HR Responsibilities

- Working on finalizing the new job descriptions and getting ready for January and the annual review of staff.

Blessings, Karena Stroh, Administration and Finance Director

Board Report December 2019

Twinks Hastings, Lifespan Faith Development Director

Overview

December started with an unexpected surgery for me, however the committee stepped up and were able to cover for the week I was off. I am grateful to have recovered well and quickly. I am looking forward to jumping back into the holiday season this Sunday with our No-rehearsal Christmas Pageant on Sunday. I have a great team working hard with me behind the scenes to make this an easy and enjoyable service for all. We will then be celebrating Hanukah on the 22nd with all of our CYM programs together and end the month by leading the family Christmas Eve service and start the New Year leading the Yule Log service. As ever a busy and productive month with the minor detail of an unexpected surgery.

Professional Development

This week I was asked by the UUA to be trained as a renaissance module leader, I was surprised by the invitation and feel very honored. They will be flying me to Chicago and covering all the costs for a week in April where I will be joined by a small group of other selected Dre's from around the country to be trained to teach the classes I recently graduated from. This training was last held 10 years ago, I am thrilled for this opportunity.

Pathways

We are in the process of gathering class idea for the rest of the year. We decided to try the administration slightly differently for this half of the year, by only doing one ask for classes and then scheduling them for the remaining months. This is an experiment as we work towards the best way to provide lifelong religious education for all.

CYM Committee

The CYM committee were great last Sunday in my absence – it was a Sunday where I was scheduled to lead COA with the mentors and we had a lot going on.

Summer Camp

I am in the process of discerning how and if we will offer camp again this summer. There is much interest in this programming, it was incredibly successful last year and I think there is much potential for growth, and the resulting start up for the year was difficult with having one month off and then the week of camp to plan, prepare and run.

In conclusion

I am looking forward to a fun and festive December at FPBUU

First Parish Brewster Facilities Task Force Report

December 19, 2019

Task Force Members:

Howard Hayes, Elenita Muñiz, Dave Rogers (resigned), Rog Smith, Karena Stroh,
Pat Stover (ex officio)

The charge from the board:

Research First Parish Brewster's facilities, assess options and associated costs.

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 Not Included in this Report, but Available in the A&F Director's Office		
Building and Site Plans for Robinson Hall (1999)		
Assessors Cards for All FPB Properties		

Report Summary

- **The most vulnerable aspect of FPB's planning for the future of its facilities is parking.** This issue drives all plans for our future and our parking situation is fluid at best. Any initiative to expand facilities or build new will be impacted by parking because of our own convenience/safety and by the Town of Brewster regulations.
- The Task Force has focused on five options related to FPB's existing realty assets. Each has its own advantages and limitations.
 - Modest upgrade to the existing kitchen in Fellowship Hall - \$25,000
 - Significant upgrade to the existing kitchen in Fellowship Hall - \$90,000-\$100,000
 - Renovation of the Parish Hall using existing footprint - Cost TBD
 - Add 10' to the front (Rte. 6A) side of Parish Hall - Cost TBD
 - Building a new facility (working title: Robinson Hall) - projected cost = \$1,944,250 - \$2,000,000

Parking Review

- FPB congregants currently have access to 6 parking areas:
 - Behind the Brewster Inn & Chowder House (25 spaces + 12 more when the Chowder House is not open)
 - the Thrift Shop (18-20 parking spaces)
 - the Solar Farm (63 parking spaces)
 - the Green Field lot (???)
 - the lower Barn parking lot (10 parking spaces)
 - Winslow House (6 parking spaces + 1 handicapped)
 - and, on Sundays, driveway (which shouldn't happen) and Kinlin Grover Real Estate parking lot (12 parking places).
- Our ability to park behind the Brewster Inn & Chowderhouse is based on an oral agreement with Peter Murphy, the former owner of the property (now deceased), and Jim Robinson. That property is now owned by the Murphy Family Trust and administered by Andy Murphy. So, if we ever alienate the officer of the Trust or the manager of the Chowder House, overnight our largest and most convenient parking disappears. **The Board is encouraged to formalize FPB's agreement with the Murphy Family Trust.**
- Specific recommendations for each of the other parking areas are contained in the Parking Report in the Appendix below.

Options for Facilities

1. Status quo
2. Modest kitchen upgrade [\$25,000]
 - a. Does not include any upgrade to the septic system
3. Significant kitchen upgrade to a commercial kitchen upgrade [\$90,000 - \$100,000]
 - a. Will require
 - i. ServSafe certified food manager
 - ii. Septic upgrade / grease trap
 - iii. 3 bay sink
 - iv. Hand sink
 - v. Mop sink
 - vi. Restaurant grade equipment, stove, fridge, pots, pans
 - vii. floor/ceiling/walls = smooth and easily cleanable
4. Reconfigure all of Parish Hall using existing footprint, with new kitchen upstairs [**insert cost estimate here**]
 - a. Will require a septic upgrade
5. Add 10' to the front (Rte. 6A) side of Parish Hall.
 - a. Brewster Building Department regulations and the Old King's Highway Historic District constrain what we can do
 - i. According to a meeting that Karena held with the Brewster building inspector, it may be possible to blow out the front wall of the Parish Hall by as much as 10'. This would increase the square footage by 660' upstairs (Downstairs would require a lot of digging). The roofline on the south (Rte. 6A) side would have to be reconfigured.
 - ii. Whether or not this would be acceptable to the Old King's Highway Historic District is unknown.
 - iii. Cost feasibility would have to be examined.
6. Elevate Dawes Hall with a new foundation - estimated cost of \$47,800. We include this only to make the Board aware that this work should be done eventually.
 - a. Dawes Hall lies in a floodplain and should be elevated
 - b. Dawes Hall's annual gross is in the neighborhood of \$90,000. Any construction or sale must factor in associated loss of income.
7. Build Robinson Hall on the Cottonwood Property [ballpark \$350/sq.ft. x 5,555 sq.ft. (for Robinson Hall as currently designed) = \$1,944,250]
 - a. Architectural drawings and model from 1999 already exist

- b. This property contains 2 wetlands. It is prohibited to build within 50' of a wetland. Anything within 100' of a wetland is subject to Brewster Conservation Commission application and review.
 - c. **The solar field contract is a big, knotty issue.** We have a 20-year contract (commencement date 12/31/2012) with My Generation who can choose to renew for another 10 years, which they are likely to do. Speculation is that we would be able to move the solar field or put it on top of Robinson Hall, but this isn't for sure.
8. Sell properties and use proceeds to build a new hall on Cottonwood Property [\$800,000 for the Winslow House property and \$300,000 for Dawes Hall, based on guesstimates by Howard Hayes in 10.11.19 email.]
- a. All activities that currently take place in Winslow House, the Barn, [and Dawes Hall] would have to be incorporated into the new hall
 - b. Architectural drawings and model from 1999 already exist
 - c. It is prohibited to build within 50' of a wetland. Anything within 100' of a wetland is subject to Brewster Conservation Commission application and review.
 - d. Solar field contract must be taken into consideration
9. Assess parking
- a. Ours
 - i. Handicapped in front of the Parish Hall
 - ii. Dawes Hall
 - iii. Cottonwood Property
 - b. That which we have no control over (there is no written agreement between us and those who allow us to park on their property)
 - i. we are guests of the Brewster Inn and Chowder House and
 - ii. we are allowed to use the Kinlin Grover parking on Sundays
 - c. Then how are we going to deal with increased parking needs that any of these revisions create?
10. Factor in the impact/constraints of the Solar Field

Organizations, Regulations, or Contracts that Could Impact our Planning

- Brewster Board of Health
- Brewster Building Department
- Brewster Cemetery Commission
- Brewster Conservation Commission (Anything within 100' of a wetlands)
- Brewster Old King's Highway Historic District Committee
- Cape Cod 5 (existing renovation mortgage)
- Chowder House / Murphy Family Trust
- Kinlin Grover property owner
- My Generation solar farm contract

Other Brewster Congregations and their Facilities

- Brewster Baptist Church (1848 Main St.) - 8,000 sq. ft. on 8 acres
- Cape Cod Bible Alliance Church (3600 Main St.) - 11,500 sq. ft. on 1.4 acres
- Church of Latter Day Saints - (94 Freemans Way) - 9,000 sq. ft. on 3.5 acres
- Evangelical Covenant Church - (11 Satucket Rd.) - 7,480 sq. ft. on 1.47 acres
- Northside Methodist Church (701 Airline Rd.) - 11,000 sq. ft. on 6.4 acres
- Our Lady of the Cape Church (468 Stony Brook Rd.) -

Questions, relevant to facilities, for the Board of Trustees to answer:

- What does the larger community need from First Parish Brewster?
- What needs or social justice issues do the FPB congregants have the will to address?
- What are other churches/non-profits doing that we could partner with or should not compete with?

Existing Facilities / Real Estate

- Brewster Meeting House
 - Relevant Documents
 - Historically there has been a church on this site for 300 years. No deed can be found from this era.
 - 1983 deed from Unitarian Universalist Association (UUA) conveying ownership of the meetinghouse to First Parish Brewster (FPB) for \$15,000.
 - Site plan for FPB drawn since the church was restored
 - Site plan for the Brewster Inn & Chowder House property which documents what we don't own. We don't own the parking lot, the steps coming up from the parking lot to the parish hall, or the playground. The Chowder House is owned by the Murphy Family Trust (according to Howard, but he says we should look at the record.) Peter Murphy put the Inn property in a trust, which in turn rents it to Bob Ford of the Chowder House. The Wobbly Barn is also part of that parcel. The Murphy Family Trust and Bob Ford allow FPB to use the parking lot, steps, and playground based on a verbal agreement made by Reverend Jim Robinson (left FPB in 2004) and Peter Murphy (now deceased) long ago.
 - Site plan that identifies the four abutters that define the Meetinghouse property as Route 6A, Breakwater Rd., the cemetery, and the Brewster Inn & Chowder House.
 - Copy of the septic plan from Coastal Engineering drawn in 1982 for the Meetinghouse. There are more recent plans in CE's files if we want them.
 - Site plan for FPB drawn since the church was restored

- Parish Hall

- Cemetery
 - Relevant Documents
 - Howard Hayes cannot find definitive evidence about the ownership of the cemetery.
 - It may be owned by UU Association of Massachusetts or the First Parish Unitarian Society. There are a lot of names for various entities (or are they the same entity?)
 - Howard thinks we do in fact own the cemetery, but the documentation is murky.
 - It may be owned by FPB with responsibility for upkeep transferred to the Town of Brewster

- Winslow House and the Barn (1 Harwich Rd. or 1942 Main St.) [estimated value = \$800,000]
 - Relevant Documents
 - Deed from Michael and Paula Gilmour (dated 1999) selling the Barn and Winslow House to FPB.
 - Site plan that was approved when the Barn was renovated. Not sure that this property has ever been surveyed (even when we bought it). As Howard reads the deed, there is no reference to a survey. Perhaps all the adjoining properties have been surveyed, so we could get the info from those deeds.
 - Septic plan for the Winslow House property.
 - Most recent septic plan for when the Barn was renovated. This property is known as 1942 Main St. So we have a tail of road frontage on 6A.

- Dawes Hall (1960 Main St.) [estimated value = \$300,000]
 - Relevant Documents
 - Septic plan.
 - Howard can't find any deed for Dawes Hall. What we have is a subdivision plan that is on record. In 1982 we sold the parsonage to the contractor who built the Parish Room. The deal with Craig Lohr is that he took the parsonage in payment for building the Parish Hall. The church was going to have to sell the parsonage to pay for the Parish Hall any way so this seemed like a good deal at the time. This subdivision plan shows Dawes Hall as being owned by the church.

- Parking lot and solar field (the Cottonwood Property), bought from Howard Hayes on December 31, 1998.
 - Relevant Documents
 - Copy of the easement that is the driveway that goes over the Kinlin Grover property. That still belongs to Howard as K-G is his tenant. There is a deed restriction that says nothing can be built on the section currently known as the Quiddich Pitch. Howard or any future owner of the Kinlin Grover building has the right of first refusal if we ever choose to sell this property. Between 3 and 4 acres.
 - Summary of restrictions and easements in the transfer of the Cottonwood Property.
 - Another plan submitted by the church that combined the two parcels. February 2001 but don't know when it was recorded.
 - Correspondence between Howard and David King (one of Karena's predecessors).
 - Karena has had a conversation with a representative from My Generation who said moving the solar field might be possible.

Appendix

Parking Report from Dave and Elenita - October 4, 2019

Dave Rogers and Elenita Muniz toured the various “FPB” parking areas, coming up with more questions than solutions! But here are our observations, questions, and suggestions for your consideration:

Chowder House lot:

- Observations:
 - about 25 cars can be parked in the rear half of the lot. Another dozen plus can park along the cemetery side and the rows behind that, but they should not be there when the Chowder House is open.
 - The rear part of the lot narrows down as it goes north, partly due to the marsh and partly due to creeping growth of weeds into the lot. As a result, it is not possible to have two rows of cars parked there, as there isn't sufficient room to back out of one row to leave. The eastern row can theoretically depart via the “fire lane” marked on the east side of the lot, which ends in a dead end at the far north end of the lot.
- Questions:
 - What time does the Chowder House open on Sundays?
 - For the 11:00 service, should we limit FPB parking near the stairs to one smaller area only?
 - Where does the Chowder House staff park?
 - Could any parts of the lot be widened, especially in the far back?
 - Is the “fire lane”; really a fire lane? Is it supposed to be left open? How are fire trucks supposed to get out of it if the lot is full?
 - Where does the choir park?
 - Do FPBers ever park in front of the art gallery east of the Chowder House on Sundays?
 - How do we, as good neighbors, up our commitment to doing our share of caring for this lot, including trash pickup, shoveling/plowing, and pruning brush.
 - Should we investigate how the Endowment Fund might be able to help support initial costs of “fixing up” this parking lot, in the interests of good neighbor relations? (Endowment cannot help with ongoing maintenance costs, as those are operational.)
 - What is our liability now should an accident happen on our watch in this lot?
- Suggestions for Chowder House lot:
 - Meet with Andy Murphy of the Murphy Trust to talk about how to share responsibility for this lot as well as to arrange some permanent, legal easement for use of this lot.
 - We need more permanent signage to indicate
 - Sunday morning parking/restrictions;

- special event parking/restrictions.
- We could put better lines into this parking lot to help clarify.
- Clean out along the cemetery wall so parking there is easier and more welcoming.
- Meet with the Fire Department to clarify issues with this lot.
- Put up a storage box for temporary signage to be used for special events.

Dawes Hall lot:

- Observations:
 - Not clear who parks here, both on Sundays and during special events.
 - It's important that this lot NOT be used for general parking when the Thrift Shop is open.
- Questions:
 - Is it clear that this lot is for handicap or limited mobility parking ONLY on Sundays? To the congregation? to visitors?
 - Can we improve the signage here?
 - Where does the choir park?
- Suggestions:
 - Install better, clearer signage re:use of this lot -- when Thrift Shop is open and when it is closed!

Driveway/Kinlin Grover parking lot and easement:

- Observations:
 - There should be no parking along the driveway, ever. Unsafe, not wide enough, blocks vision into Route 6A.
 - There should be no parking in the RE lot any time when that office is open.
 - Existing lighting at Route 6A end of driveway is insufficient and dangerous. Existing "street lights" along driveway and in parking lot are expensive.
- Questions:
 - Is this where the choir parks?
 - Could we install a shorter set of additional street lights (something less expensive) between the existing street lights?
- Suggestions:
 - Install No Parking signs along driveway (including up to solar farm).
 - Install clearer signage re: RE office hours.
 - Install street light at end of driveway. (Building Maintenance has done research into this. It would need to be added to existing electrical poles. Work and power at FPB's expense. Need to coordinate/permit with Eversource and Town.)

Cottonwood parking lot

- Observations:
 - This lot is completely UNwelcoming! Hidden, narrow entrance, not clear that it's the main FPB lot, overgrown -- horrible, spooky, dangerous.
 - Parking arrangement is unclear.

- Solar farm takes up too much room.
- Church can't be seen from this lot, so there is no visual connection between the two.
- It's like entering a no-man's land... lonely and separated from the church.
- Driveway, sidewalks, and lot are too dark -- the lights there are insufficient to make one feel safe and welcome.
- Questions:
 - What can we demand from the solar farm owners? Or can we make changes to the fencing without them?
 - Why wasn't the Solar Field installed on WH lawn where there's an open slope already? Can it be moved?
 - Do we have this lot plowed in case of snow?
 - How do we deal with weed growth here?
 - How much longer are we committed to hosting the solar farm?
 - What would it cost to resurface this lot?
 - What would it cost to paint "permanent" lines? Or should we do this only for special events?
- Suggestions:
 - Give the solar contract a complete review.
 - Install sign on solar farm fence: "First Parish Brewster Parking Lot", with an arrow toward entrance.
 - Widen entrance by changing the angle of Solar Field fence on right and cutting back overgrown shrubbery and evergreens on the left. Maybe put in a little fill at the curve to allow for two lanes of traffic but also to make the parking lot visible from the church.
 - Install a split rail fence (or a small boxwood hedge) between the two main light poles to help drivers figure out where/how to park their cars.
 - Consider where else plantings or fencing might help clarify the layout of the lot (without interfering with plowing.)
 - Angle the southeast corner of the Solar Field fence, to widen entrance to field parking for big events.
 - Remove the little berm in the southeast corner of lot, as it serves NO purpose.
 - Install additional lighting along driveway and inside the parking lot. Feed off existing power lines. Maybe use solar low-level LED lights to indicate the pathway. Maybe attach directional lights to existing light poles to cast light into the recesses of the lot.

Green field lot:

- Observations:
 - This area is used temporarily for large-scale events (PotatoFest, some memorials or weddings, etc.)
 - The entrance is located behind the solar farm, so it's hidden and easily blocked by parkers who don't know how to use it. It also contains the labyrinth and the firepit for CYM.

- It is mowed as part of the lawns, so lines painted on it will disappear eventually. (During certain events, temporary ropes/posts are installed to guide parking.)
- Suggestions:
 - Change the angle of the SF fence at its southwest corner to make access to this area clearer and more welcoming.
 - Install signage to keep the entrance clear.
 - Consider whether plantings could help delineate this field for parking.

Barn lower parking lot:

- Observations:
 - For special events, this lot is used as a handicap parking area. It holds 12 cars safely.
 - The new steps along the north side of the Barn need better lighting.
- Suggestions:
 - Install signage to clarify use?

Analysis of the Congregation's Forward Visioning Exercise on October 21, 2018

Elenita Muñiz read through all the responses in all three categories (Who are we here for?, Why does this place matter?, and What are your hopes and dreams?) looking for common themes **as they related to buildings and facilities**. I also watched for repeated motifs that provided a **reason** for the specific facility. So this is a fairly specific analysis of the responses, to note what was pertinent for this Task Force's charge.

120 people responded to the questions in this survey. Eight common categories appeared in their responses, listed below in order of number of mentions:

- Non-specific request for improved kitchen -- 46
- Improved kitchen suitable for public/commercial use -- 28
- Improved accessibility -- 24
- Remove the pews/modernize the Meeting House -- 21
- Build a large Parish Hall -- 16
- Create space for families/kids/youth (including reopening day care/early childhood center) -- 7
- Add or convert to apartments/housing -- 7
- Reinstall the north windows in the Meeting House -- 1

The visioning process has given us a broad range of responses without, however, a central theme or focus. It seems to be a good start that needs further work (with the congregation) in order to find that focus. Once we have that, decisions about what to do to and with our buildings might become clearer.

Map of First Parish Brewster's Real Estate



Financial Reports - November 2019

Submitted by Karena Stroh, Administration & Finance Director

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% of budget should typically be at 42%

Points of Interest

Total Income is at 49% of budget

Pledge Commitments FY 19-20 \$382,306

Total Pledge Payments received 52% of budget

Offertory is at 31% of budget (11% or \$2,895 under budget)

Thrift Store Income is at 47% of budget

Total Expenses are at 40% of budget

Total Weekly Split Plates - \$9,522 was distributed to 21 different organizations.

This is our first full year of splitting our plate with organization. Last year we did monthly split plates for July and August and started weekly split plates in September. To compare last year at this time we had given \$6,489 to 14 different organizations.

Operating Funds
Profit Loss Budget vs. Actual
July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
1 Income				
2 Pledges				
3 2019-2020 Pledges	181,978.62	364,560.00	-182,581.38	49.92%
4 2018-2019 Pledges	10,187.00	7,500.00	2,687.00	135.83%
5 2017-2018 Pledges	130.00	0.00	130.00	100.0%
6 Total Pledges	192,295.62	372,060.00	-179,764.38	51.68%
7 Contributions				
8 Offertory	8,445.50	27,000.00	-18,554.50	31.28%
9 Misc Contributions	143.00	0.00	143.00	100.0%
10 Total Contributions	8,588.50	27,000.00	-18,411.50	31.81%
11 Fund Raising				
12 Thrift Shop	44,530.30	95,000.00	-50,469.70	46.87%
13 Church Fundraisers	6,938.83	8,000.00	-1,061.17	86.74%
14 SpringAuct	373.00	13,000.00	-12,627.00	2.87%
15 CYM Summer Program	770.92	3,000.00	-2,229.08	25.7%
16 Small Group Fund Raisers	22.00	3,000.00	-2,978.00	0.73%
17 Food Certificate Sales	1,150.00	2,000.00	-850.00	57.5%
18 Women's Circle Alliance	690.00	1,500.00	-810.00	46.0%
19 Welcoming Congregation-Income	0.00	3,000.00	-3,000.00	0.0%
20 Total Fund Raising	54,475.05	128,500.00	-74,024.95	42.39%
21 BldgUse				
22 Space Rentals	4,698.65	7,000.00	-2,301.35	67.12%
23 Weddings/Memorials	1,850.00	3,500.00	-1,650.00	52.86%
24 Total BldgUse	6,548.65	10,500.00	-3,951.35	62.37%
25 Investment,Interest, MiscIncome				
26 Investment Income				
27 UUA GIF Distribution	1,432.89	2,600.00	-1,167.11	55.11%
28 Alton Smith Char Trust	333.46	1,200.00	-866.54	27.79%
29 Alton Smith Irrev Trust	311.43	1,200.00	-888.57	25.95%
30 Total Investment Income	2,077.78	5,000.00	-2,922.22	41.56%
31 Interest Income	91.05	250.00	-158.95	36.42%
32 Total Investment,Interest, MiscIncome	2,168.83	5,250.00	-3,081.17	41.31%
33 Total Income	264,076.65	543,310.00	-279,233.35	48.61%
34 Gross Profit	264,076.65	543,310.00	-279,233.35	48.61%
35 Expense				
36 Staff Salaries				
37 Clergy Housing	10,700.00	26,400.00	-15,700.00	40.53%
38 Minister	27,250.00	64,680.00	-37,430.00	42.13%
39 Admin&FinanceDir	17,957.90	43,099.00	-25,141.10	41.67%
40 CYM Dir	17,668.56	42,101.00	-24,432.44	41.97%
41 Music Director	14,711.50	35,308.00	-20,596.50	41.67%
42 ThriftShopManager	13,420.80	32,206.00	-18,785.20	41.67%
43 Sexton	8,260.50	19,491.00	-11,230.50	42.38%
44 Bookkeeper	6,026.50	14,461.00	-8,434.50	41.67%

Operating Funds
Profit Loss Budget vs. Actual
July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget	
45	CYM-Childcare	420.00	4,636.00	-4,216.00	9.06%
46	Pianist	4,287.50	10,920.00	-6,632.50	39.26%
47	Total Staff Salaries	120,703.26	293,302.00	-172,598.74	41.15%
48	Staff Benefits/Payroll Expenses				
49	WorkCompInsurance	73.00	2,667.00	-2,594.00	2.74%
50	Taxes	5,867.36	15,301.00	-9,433.64	38.35%
51	Minister Benefit (FICA)	2,870.00	6,885.00	-4,015.00	41.69%
52	Health Insurance	13,637.10	34,014.00	-20,376.90	40.09%
53	Pension	10,552.20	26,016.00	-15,463.80	40.56%
54	Minister's Term Life	367.20	734.00	-366.80	50.03%
55	Total Staff Benefits/Payroll Expenses	33,366.86	85,617.00	-52,250.14	38.97%
56	Staff Professional Expenses				
57	Minister's Professional Exp	7,003.42	9,000.00	-1,996.58	77.82%
58	Admin&FinanceDirProf Ex	49.74	1,704.00	-1,654.26	2.92%
59	CYM Professional Exp	0.00	1,664.00	-1,664.00	0.0%
60	Music Director Prof Exp	941.65	1,396.00	-454.35	67.45%
61	Total Staff Professional Expenses	7,994.81	13,764.00	-5,769.19	58.09%
62	BldgGrounds				
63	Electric	2,238.04	4,500.00	-2,261.96	49.73%
64	Gas	800.65	5,000.00	-4,199.35	16.01%
65	Groundskeeping	8,385.88	15,000.00	-6,614.12	55.91%
66	Reg. Maintenance				
67	Supplies	848.92	4,200.00	-3,351.08	20.21%
68	Reg. Maintenance - Other	4,032.88	13,800.00	-9,767.12	29.22%
69	Total Reg. Maintenance	4,881.80	18,000.00	-13,118.20	27.12%
70	Maint-Special Bldg Projects	2,400.00	8,366.00	-5,966.00	28.69%
71	Liability/Property Insurance	6,644.50	13,215.00	-6,570.50	50.28%
72	Telephone & Internet	1,723.24	4,000.00	-2,276.76	43.08%
73	Water	502.09	1,500.00	-997.91	33.47%
74	Total BldgGrounds	27,576.20	69,581.00	-42,004.80	39.63%
75	OfficeExpense				
76	Transfer Suspense Account	1,125.73			
77	Advertising	395.00	1,500.00	-1,105.00	26.33%
78	Credit Card/Bank/PayPal Fees	1,019.57	1,500.00	-480.43	67.97%
79	ComputerAsst	0.00	350.00	-350.00	0.0%
80	Office Expense/Supplies	1,360.61	4,000.00	-2,639.39	34.02%
81	OfficeEquip/Maint	2,009.51	6,200.00	-4,190.49	32.41%
82	Payroll Expenses	153.00	800.00	-647.00	19.13%
83	Software Expense	748.25	1,200.00	-451.75	62.35%
84	Total OfficeExpense	6,811.67	15,550.00	-8,738.33	43.81%
85	Loan & Mortgage Payments				
86	Mortgage Principal Payments	1,979.58	4,623.00	-2,643.42	42.82%
87	Mortgage Interest Payments	1,618.02	4,012.00	-2,393.98	40.33%
88	EndowLoanRepayment	1,995.00	4,784.00	-2,789.00	41.7%
89	Total Loan & Mortgage Payments	5,592.60	13,419.00	-7,826.40	41.68%

Operating Funds
Profit Loss Budget vs. Actual
July through November 2019

	Jul - Nov 19	Budget	\$ Over Budget	% of Budget	
90	Denominational Dues				
91	7,136.00	21,407.00	-14,271.00	33.34%	
92	Total Denominational Dues	7,136.00	21,407.00	-14,271.00	33.34%
93	Consultants/Contract Employees				
94	Substitute Sexton	580.00	800.00	-220.00	72.5%
95	OMG Music	800.00	2,400.00	-1,600.00	33.33%
96	Housekeeping	3,520.00	8,320.00	-4,800.00	42.31%
97	Total Consultants/Contract Employees	4,900.00	11,520.00	-6,620.00	42.54%
98	Committees				
99	Board	519.24	1,000.00	-480.76	51.92%
100	HelpingHands	0.00	100.00	-100.00	0.0%
101	Landscape Committee	370.39	1,000.00	-629.61	37.04%
102	Membership	108.90	575.00	-466.10	18.94%
103	One Earth One People	0.00	500.00	-500.00	0.0%
104	Paul Hush Forums	0.00	600.00	-600.00	0.0%
105	Social Justice	121.25	1,000.00	-878.75	12.13%
106	Stewardship	0.00	1,000.00	-1,000.00	0.0%
107	UU Connections	150.00	500.00	-350.00	30.0%
108	Total Committees	1,269.78	6,275.00	-5,005.22	20.24%
109	CYM				
110	Special Programing/Multigen	864.54	1,500.00	-635.46	57.64%
111	OWL/COA	344.58	1,000.00	-655.42	34.46%
112	High School Youth Program	357.18	625.00	-267.82	57.15%
113	Pre K-Grade 6/7	152.95	450.00	-297.05	33.99%
114	Contract Childcare	420.00	600.00	-180.00	70.0%
115	Office/Library	111.11	300.00	-188.89	37.04%
116	Child Care Supplies	0.00	200.00	-200.00	0.0%
117	Child Abuse Prevention Training	0.00	200.00	-200.00	0.0%
118	Total CYM	2,250.36	4,875.00	-2,624.64	46.16%
119	Music				
120	Music Scores	-131.72	1,000.00	-1,131.72	-13.17%
121	Music Support/Supplies	55.06	500.00	-444.94	11.01%
122	Guest Musicians	0.00	1,000.00	-1,000.00	0.0%
123	PianoOrgan	703.21	1,600.00	-896.79	43.95%
124	Total Music	626.55	4,100.00	-3,473.45	15.28%
125	Worship				
126	Pastoral Care Coverage	350.00	0.00	350.00	100.0%
127	Hospitality	195.13	650.00	-454.87	30.02%
128	Materials/Supplies	349.30	1,250.00	-900.70	27.94%
129	Pulpit Support	700.00	2,000.00	-1,300.00	35.0%
130	Total Worship	1,594.43	3,900.00	-2,305.57	40.88%
131	Total Expense	219,822.52	543,310.00	-323,487.48	40.46%
132	Net Ordinary Income	44,254.13	0.00	44,254.13	100.0%
	Net Income	44,254.13	0.00	44,254.13	100.0%

Operating Funds
Profit & Loss Prev Year Comparison
July through November 2019

	Jul - Nov 19	Jul - Nov 18	\$ Change	% Change
Ordinary Income/Expense				
1 Income				
2 Pledges				
3 2019-2020 Pledges	181,978.62	0.00	181,978.62	100.0%
4 2018-2019 Pledges	10,187.00	167,694.84	-157,507.84	-93.93%
5 2017-2018 Pledges	130.00	7,531.00	-7,401.00	-98.27%
6 2016-2017 Pledges	0.00	295.00	-295.00	-100.0%
7 Total Pledges	192,295.62	175,520.84	16,774.78	9.56%
8 Contributions				
9 Offertory	8,445.50	10,449.14	-2,003.64	-19.18%
10 Misc Contributions	143.00	263.13	-120.13	-45.65%
11 Total Contributions	8,588.50	10,712.27	-2,123.77	-19.83%
12 Fund Raising				
13 Thrift Shop	44,530.30	38,643.06	5,887.24	15.24%
14 Church Fundraisers	6,938.83	0.00	6,938.83	100.0%
15 Fall Fair	0.00	4,741.57	-4,741.57	-100.0%
16 SpringAuct	373.00	475.00	-102.00	-21.47%
17 CYM Summer Program	770.92	0.00	770.92	100.0%
18 Small Group Fund Raisers	22.00	1,418.67	-1,396.67	-98.45%
19 Food Certificate Sales	1,150.00	700.00	450.00	64.29%
20 Women's Circle Alliance	690.00	972.41	-282.41	-29.04%
21 Total Fund Raising	54,475.05	46,950.71	7,524.34	16.03%
22 BldgUse				
23 Space Rentals	4,698.65	2,154.30	2,544.35	118.11%
24 Weddings/Memorials	1,850.00	1,070.00	780.00	72.9%
25 Total BldgUse	6,548.65	3,224.30	3,324.35	103.1%
26 Investment,Interest, MiscIncome				
27 Investment Income				
28 UUA GIF Distribution	1,432.89	1,402.39	30.50	2.18%
29 Alton Smith Char Trust	333.46	214.71	118.75	55.31%
30 Alton Smith Irrev Trust	311.43	213.02	98.41	46.2%
31 Total Investment Income	2,077.78	1,830.12	247.66	13.53%
32 Interest Income	91.05	46.87	44.18	94.26%
33 Total Investment,Interest, MiscIncome	2,168.83	1,876.99	291.84	15.55%
34 Total Income	264,076.65	238,285.11	25,791.54	10.82%
35 Gross Profit	264,076.65	238,285.11	25,791.54	10.82%
36 Expense				
37 Staff Salaries				
38 Clergy Housing	10,700.00	11,000.00	-300.00	-2.73%
39 Minister	27,250.00	26,675.00	575.00	2.16%
40 Admin&FinanceDir	17,957.90	17,957.90	0.00	0.0%
41 CYM Dir	17,668.56	16,735.40	933.16	5.58%
42 Music Director	14,711.50	14,711.50	0.00	0.0%
43 ThriftShopManager	13,420.80	13,420.80	0.00	0.0%
44 Sexton	8,260.50	8,445.00	-184.50	-2.19%
45 Bookkeeper	6,026.50	6,026.50	0.00	0.0%

Operating Funds
Profit & Loss Prev Year Comparison
July through November 2019

	Jul - Nov 19	Jul - Nov 18	\$ Change	% Change	
46	CYM-Childcare	420.00	910.51	-490.51	-53.87%
47	Pianist	4,287.50	0.00	4,287.50	100.0%
48	Total Staff Salaries	120,703.26	115,882.61	4,820.65	4.16%
49	Staff Benefits/Payroll Expenses				
50	WorkComplnsurance	73.00	-312.00	385.00	123.4%
51	Taxes	5,867.36	5,950.32	-82.96	-1.39%
52	Minister Benefit (FICA)	2,870.00	2,860.00	10.00	0.35%
53	Health Insurance	13,637.10	9,483.00	4,154.10	43.81%
54	Pension	10,552.20	9,132.20	1,420.00	15.55%
55	Minister's Term Life	367.20	306.00	61.20	20.0%
56	Total Staff Benefits/Payroll Expenses	33,366.86	27,419.52	5,947.34	21.69%
57	Staff Professional Expenses				
58	Minister's Professional Exp	7,003.42	8,474.27	-1,470.85	-17.36%
59	Admin&FinanceDirProf Ex	49.74	239.88	-190.14	-79.27%
60	CYM Professional Exp	0.00	442.40	-442.40	-100.0%
61	Music Director Prof Exp	941.65	0.00	941.65	100.0%
62	Total Staff Professional Expenses	7,994.81	9,156.55	-1,161.74	-12.69%
63	BldgGrounds				
64	Electric	2,238.04	1,691.88	546.16	32.28%
65	Gas	800.65	671.21	129.44	19.29%
66	Groundskeeping	8,385.88	8,091.50	294.38	3.64%
67	Reg. Maintenance				
68	Supplies	848.92	1,593.19	-744.27	-46.72%
69	Reg. Maintenance - Other	4,032.88	5,626.24	-1,593.36	-28.32%
70	Total Reg. Maintenance	4,881.80	7,219.43	-2,337.63	-32.38%
71	Maint-Special Bldg Projects	2,400.00	9,200.00	-6,800.00	-73.91%
72	Liability/Property Insurance	6,644.50	-1,008.00	7,652.50	759.18%
73	Telephone & Internet	1,723.24	1,644.12	79.12	4.81%
74	Water	502.09	453.49	48.60	10.72%
75	Total BldgGrounds	27,576.20	27,963.63	-387.43	-1.39%
76	OfficeExpense				
77	Transfer Suspense Account	1,125.73	0.00	1,125.73	100.0%
78	Advertising	395.00	905.85	-510.85	-56.4%
79	Credit Card/Bank/PayPal Fees	1,019.57	460.23	559.34	121.54%
80	Office Expense/Supplies	1,360.61	2,006.87	-646.26	-32.2%
81	OfficeEquip/Maint	2,009.51	2,192.44	-182.93	-8.34%
82	Payroll Expenses	153.00	91.39	61.61	67.41%
83	Software Expense	748.25	967.41	-219.16	-22.65%
84	Total OfficeExpense	6,811.67	6,624.19	187.48	2.83%
85	Loan & Mortgage Payments				
86	Mortgage Interest Payments	1,618.02	1,707.58	-89.56	-5.25%
87	EndowLoanRepayment	1,995.00	4,333.00	-2,338.00	-53.96%
88	Total Loan & Mortgage Payments	3,613.02	6,040.58	-2,427.56	-40.19%
89	Denominational Dues				
90	UUA-NER	7,136.00	10,835.41	-3,699.41	-34.14%
91	Total Denominational Dues	7,136.00	10,835.41	-3,699.41	-34.14%

Operating Funds
Profit & Loss Prev Year Comparison
July through November 2019

	Jul - Nov 19	Jul - Nov 18	\$ Change	% Change
92	Consultants/Contract Employees			
93	Pianist	0.00	1,288.70	-1,288.70 -100.0%
94	Substitute Sexton	580.00	462.50	117.50 25.41%
95	OMG Music	800.00	800.00	0.00 0.0%
96	Housekeeping	3,520.00	3,440.00	80.00 2.33%
97	Total Consultants/Contract Employees	4,900.00	5,991.20	-1,091.20 -18.21%
98	Committees			
99	Board	519.24	635.32	-116.08 -18.27%
100	Landscape Committee	370.39	621.28	-250.89 -40.38%
101	Membership	108.90	0.00	108.90 100.0%
102	One Earth One People	0.00	241.68	-241.68 -100.0%
103	Paul Hush Forums	0.00	400.00	-400.00 -100.0%
104	Social Justice	121.25	150.00	-28.75 -19.17%
105	Stewardship	0.00	150.76	-150.76 -100.0%
106	Council	0.00	66.08	-66.08 -100.0%
107	UU Connections	150.00	698.00	-548.00 -78.51%
108	Total Committees	1,269.78	2,963.12	-1,693.34 -57.15%
109	CYM			
110	Special Programing/Multigen	864.54	1,072.69	-208.15 -19.4%
111	OWL/COA	344.58	45.00	299.58 665.73%
112	High School Youth Program	357.18	196.86	160.32 81.44%
113	Pre K-Grade 6/7	152.95	191.51	-38.56 -20.14%
114	Contract Childcare	420.00	72.50	347.50 479.31%
115	Office/Library	111.11	192.45	-81.34 -42.27%
116	Total CYM	2,250.36	1,771.01	479.35 27.07%
117	Music			
118	Music Scores	-131.72	535.07	-666.79 -124.62%
119	Music Support/Supplies	55.06	783.22	-728.16 -92.97%
120	Guest Musicians	0.00	275.00	-275.00 -100.0%
121	PianoOrgan	703.21	200.00	503.21 251.61%
122	Total Music	626.55	1,793.29	-1,166.74 -65.06%
123	Worship			
124	Pastoral Care Coverage	350.00	0.00	350.00 100.0%
125	Hospitality	195.13	140.88	54.25 38.51%
126	Materials/Supplies	349.30	1,676.72	-1,327.42 -79.17%
127	Pulpit Support	700.00	800.00	-100.00 -12.5%
128	Total Worship	1,594.43	2,617.60	-1,023.17 -39.09%
129	Total Expense	217,842.94	219,058.71	-1,215.77 -0.56%
130	Net Ordinary Income	46,233.71	19,226.40	27,007.31 140.47%
	Net Income	46,233.71	19,226.40	27,007.31 140.47%

Operating Funds Balance Sheet Prev Year Comparison

As of November 30, 2019

		Nov 30, 19	Nov 30, 18	\$ Change	% Change
ASSETS					
Current Assets					
Checking/Savings					
1	CC5 Ckg - 5859	945.13	28,195.67	-27,250.54	-96.65%
2	Repo Sweep - 0998	105,368.22	53,667.57	51,700.65	96.34%
3	Total Checking/Savings	106,313.35	81,863.24	24,450.11	29.87%
4	Other Current Assets				
5	Clergy Housing Repayment	2,200.00	5,500.00	-3,300.00	-60.0%
6	Emergency Reserve Fund	-29,400.00	-29,400.00	0.00	0.0%
7	Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
8	Unearned Pledges	0.00	-12,014.00	12,014.00	100.0%
9	Total Other Current Assets	-52,450.00	-61,164.00	8,714.00	14.25%
10	Total Current Assets	53,863.35	20,699.24	33,164.11	160.22%
11	Fixed Assets	1,761,018.93	1,803,280.93	-42,262.00	-2.34%
12	Other Assets				
13	Food Coupon Inventory	6,000.00	6,700.00	-700.00	-10.45%
14	Petty Cash	100.00	100.00	0.00	0.0%
15	Total Other Assets	6,100.00	6,800.00	-700.00	-10.29%
16	TOTAL ASSETS	1,820,982.28	1,830,780.17	-9,797.89	-0.54%
LIABILITIES & EQUITY					
17	Liabilities				
18	Current Liabilities				
19	Other Current Liabilities				
20	Split Plate	1,562.00	312.00	1,250.00	400.64%
21	UUSC Coffee Sales	-404.80	-515.90	111.10	21.54%
22	Current Portion-Loan Endow	10,399.00	10,399.00	0.00	0.0%
23	Current portion-Loan Meeting H	4,080.00	4,080.00	0.00	0.0%
24	Payroll Liabilities	6,756.02	10,315.37	-3,559.35	-34.51%
25	Total Other Current Liabilities	22,392.22	24,590.47	-2,198.25	-8.94%
26	Total Current Liabilities	22,392.22	24,590.47	-2,198.25	-8.94%
27	Long Term Liabilities				
28	Loan-Meeting House Improvements	79,159.79	83,476.61	-4,316.82	-5.17%
29	Loan-Endowment Fund	185,385.71	218,292.70	-32,906.99	-15.08%
30	Total Long Term Liabilities	264,545.50	301,769.31	-37,223.81	-12.34%
31	Total Liabilities	286,937.72	326,359.78	-39,422.06	-12.08%
32	Equity				
33	Unrealized Endow Loan Gain/Loss	106,584.59	73,677.60	32,906.99	44.66%
34	Retained Earnings	1,380,240.45	1,411,516.39	-31,275.94	-2.22%
35	Net Income	47,219.52	19,226.40	27,993.12	145.6%
36	Total Equity	1,534,044.56	1,504,420.39	29,624.17	1.97%
37	TOTAL LIABILITIES & EQUITY	1,820,982.28	1,830,780.17	-9,797.89	-0.54%