

May 2020 Board of Trustees Meeting Packet

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President's Report

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AFD's Report

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Thrift Store Update Report

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Agenda May 21, 2020
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
Rev. Jessica	Minister

Guests:

6:30 “Spiritual” opening and focused check-in – Jessica

6:55 Read Board Covenant – Jim

7:00 “Centering” Discussion (pages 154 – 184) – Jessica

7:20 MSC Feedback - Jessica

7:30 Financial (Budget & Stewardship) – Diane & Tavia

8:10 Brief Preview of Goals & Other Subjects – Jim

- GA 2020 – Delegates, process
- Covid-19 status & welfare of FPBUU
- June Annual Meeting

8:25 Consent agenda: April 2020 Board minutes, President’s report, Minister’s Report, Admin and Finance report, Life Span Faith report, and Financial Reports

8:30 Check-out / Closing

8:40 Executive Session

FIRST PARISH BREWSTER UU BOARD MINUTES

April 16, 2020 Zoom Meeting 6:30 PM

Members in Attendance:

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

Member Absent: Marian Brunck

Staff in Attendance: Rev Jessica Clay, Twinks Hastings

Spiritual Opening/Focused Check-in Jessica had a reading “The Conditional” and we all checked-in during this challenging time of distance and COVID-19.

Reading of Board Covenant Jim read the Board Covenant.

Centering Discussion Jessica led a discussion of our common read Centering. Next month we will read and discuss pages 154-184.

Financial Diane. Karena and Jessica have drafted a budget after reading a blog post from UUA, with recommendations concerning our financial outlook in this uncertain time of pandemic. The Finance Committee has discussed it and applied many of these suggestions. Projections are very difficult as so much is unknown. **This year** the estimate is that we will receive 80% of remaining pledges. We are freezing all program expenses at this time. Twinks and Danica are figuring how to proceed with these cutbacks. This projects we may reopen the Thrift Store in June, so all Thrift Store income is subtracted for this spring. Perhaps we will do an online auction. The online Text to Give during Zoom worship gleaned \$450 last Sunday plus mail-in checks not accounted for yet. The budget projects a deficit of \$16,182. We have that \$16K in reserve funds. **Next year's** projected budgets are as follows. Plan A we will be open in the summer, close again for 2 months in winter, a dire, trimmed budget. We keep all staff as now with two exceptions. Claudia will be reduced by 1 hour, her second service childcare hour, as there is not a need. Rich Elliott-Grunes, who leads OMG, is contracted for 6 services a year @ \$2,400. He will be given \$1,200 for the rest of this

year, and not hired for next year. As there will be no OMG, other musical options will be utilized. Our dedicated cleaning crew is in contract and being paid for not working. This budget projects an \$80,000 deficit. Plan B budget, assumes we're going to be open all year, and will be a bare bones budget, much like this year. Jessica would also like to consider Plan C, which assumes we will not be open this summer and many activities will continue to be suspended for a long time. Everyone is at risk. The Thrift Store opening date is up in the air. How sustainable is Zoom worship over months and months? What will the most inclusive form of worship look like over a long haul? In this eventuality, we may need to request to draw money from the Endowment Fund. Plan C will be drawn up and reflect this very possible, long term distanced reality.

Policy Priorities Katharine. Faith Family Kitchen has changed their policies. Churches are now being asked to step back. We won't be doing it for a while.

Facilities Plan (Hotchkiss date) Jim. Our Dan Hotchkiss consulting date has been postponed until after the pandemic. We will recontact him. The Facilities Plan is also pushed out into the future.

Review of Goals

GA 2020 As GA will be fully virtual, a refund is being offered, both full refund or \$150 will be applied to virtual registration. UUA is cancelling all hotel reservations. The virtual GA will include online governance, business and elections with all delegates voting. Our church will need delegates to represent FPB. Some workshops will be available on Zoom. They will televise the Ware lecture.

LCD & Candidates Jim has not received the list of candidates from Judy. Marion will be leaving the Board after this year and will not be finishing her 3 year term.

Annual Meeting will be done virtually on Zoom and is being discussed by leadership. A quorum will be required and we'll need a $\frac{2}{3}$ approval to draw from the Endowment.

Stewardship Jessica reported the Pledge Drive is going OK. The Payroll Protection Plan Loan from the feds, through Cape Cod Five, is not yet approved. It would cover about \$73K for 2 1/2 months of salary, mortgage and utilities.

Consent Agenda The Board voted unanimously to accept the Consent Agenda which consisted of the March Board minutes, the President's Report, the Minister's report, Admin and Finance report, Lifespan Faith Development report, and Financial reports.

Closing Circle and Affirmation Rev Jessica offered a closing prayer.

Respectfully submitted, Susan Smith Clerk

President's Report, 20 May 2020

As we continue to adjust to virtual meetings, staying at home a lot, wearing masks in public, staying 6 feet apart and constantly washing our hands, our minister, staff, Board of Trustees, committees and church leaders continue to do the important work of FPBUU. This month we will address our 2020-2021 church budget and related financial issues, our now virtual FPBUU Annual Congregational Meeting and virtual General Assembly (GA), which normally we would be gathering together to do. With the closing of our campus buildings including our Thrift Shop, canceling church meetings in person, planned fundraisers, and end of the church year celebratory activities, we have had to adjust and rethink how we communicate with each other and establish new ways to keep in touch. At this point we do not know just how long we will have to work and socialize virtually with each other. It may be into this next church year before we can gather together in person again. Rev. Jessica has proposed that the Board establish a Board taskforce of selected leaders in the church along with several medical, socially active church members to advise the Board as to when and how we as a congregation can return to a more normal, open church campus. We will discuss this at our May Board meeting.

As you can see we will have a jam-packed Board meeting this month. I look forward to our discussions in successfully providing the congregation with meaningful solutions in coping with the pandemic affecting our church and community. We have a strong Board and ministry whose leadership at FPBUU has been working hard to deal with the many issues facing FPBUU. At some point in time we know this pandemic will pass and we will have learned much that will strengthen our resolve even more to accomplish our mission of *"Opening hearts, growing souls, turning love into justice"*.

Jim Hild

Board President

"Having a soft heart in a cruel world is courage, not weakness." Buddha

Ministers Board Report May 2020 from Rev Jessica Clay

Overall thoughts:

We are now in month two of having our buildings closed and moving everything online. Overall the congregation seems to continue to come together during this time. I am so grateful for the sweet video Twinks made during worship on May 10 congratulating me on receiving full fellowship. Many thanks to the board for their support during the fellowship process.

Worship and Rites of Passage:

Online worship seems to be going well averaging 150 people in attendance. Much gratitude to Rog Smith for counting during each service. The services continue to be very dependent on staff for tech support. Having the staff take Sunday the 19th of April off seemed to work well. One of the benefits of this time is that we can worship with many different UU churches, on and off cape. Many worshiped at different congregations that Sunday and it provided rich fodder for our Monday coffee conversation on the 20th. We plan to continue with this model for as long as we are doing online services. I am also in talks with Rev Tracy Johnson who has accepted a 2 year contract to serve the UU church of Chatham about a joint service over the summer.

Since Rev Tracy is now serving a parish, she will continue to be a member of FPBUU but will no longer be affiliated since she isn't considered a community minister. Therefore, we will have a ritual around this during an upcoming service.

Our vespers service has increased in attendance to around 20 people each Wednesday evening, it is a really love service and one I enjoy leading.

Pastoral Care:

I am in close contact with Tavia Ossola who chairs the Pastoral Care & Helping Hands committee to monitor the needs of the congregation. I continue to call on congregants to check in and see how they are doing. So far I have only heard of one member having Covid-19, she is recovering. Our system of having people call and check on others seems to be going well. Members also report appreciating the videos that are sent out 3x a week.

Social Justice in the Public Square:

Big kudos to our UU the Vote co-chairs Diane Pansire and Susan Smith who continue to make postcards and mailings which many people are taking advantage of. We also had many members attend the "How We Thrive" event offered by UU the Vote. Additionally, we have had many members reach out to legislators to support the Wampanoags land rights.

Administration:

Staff continues to meet frequently to check in and problem solve how we can best meet the needs of the congregation during these times. During each week the directors and I are offering 5-7 opportunities for members of the congregation to connect with each other and staff. We average between 10-20 people at each one, and I anticipate the attendance dropping as the weather improves. If it does we will cancel some of the offerings and bring them back in fall. We continue to try different things and try to encourage people to use our Zoom account for small group fellowship.

The conversation I led on Wednesday May 6th about our thoughts regarding the future during the pandemic seemed to go well with much positive feedback. I am in the process of figuring out a way to disseminate that information to a wider audience as well.

The pledge numbers for next year are not surprising, but are a bit concerning. I feel we are so lucky to have our endowment for situations such as these and look forward to our discussion during the meeting on the budget and possible vote for using the endowment.

There has already been some preliminary conversations around disagreement with the budget that we can discuss during our meeting.

Serves the Larger Unitarian Universalist Faith:

I look forward to hearing how many members we have attending virtual GA and plan to lead a zoom conversation soon to discuss and plan.

Report from Administration and Finance Director – May 2020

Financial Highlights & Pledges (see the cover page of the financial reports for more info)

- We received a Paycheck Protection Program (PPP) loan for the amount of \$72,300 on April 24, 2020. Although the SBA has not issued definitive instructions for loan forgiveness, there are enough details to provide initial guidance. Currently, qualifying expenses must be accrued and paid within the 8-week covered period which ends June 19, 2020. I will continue to work with CC5 Bank to submit all the need documents to qualify for loan forgiveness and to update the Board as more information become available.
- For FY19-20 we currently have 228 pledge units for a total of \$386,626 pledge commitments.
- For FY20-21 we currently have 142 pledge units for a total of \$282,155 pledge commitments
- Although as expected our pledged amount is down from where it was last year, we have about \$8,000 more in pre-paid pledges for this coming fiscal year than we did last year at this time.

Property Management

- I continue to work with Jennie to schedule access to the buildings for people needing to retrieve items. We will be working on some sort of pick up station at Winslow House that can be used for things like people dropping off paper ballots for the Annual Meeting.
- I met with the Building Maintenance Committee last week, and their recommendation was to hold off for a year to do the steeple repairs due to our financial uncertainty and that deferring these repairs for a year will not result in further damage to our building.
- A shout out to the Landscape Committee. This dedicated crew continues to tend to and beautifying our gardens and grounds in rain and shine.

Administration as Ministry

- I have sent out requests for submissions for our Annual Report. Each group is asked to submit a written report of no more than 200 words that demonstrates how their work over this past year relates to the church mission. Submission should be emailed to me by May 20th and should include a list of the groups' members.
- Annual Meeting procedures are being finetuned. We will have our meeting via Zoom on June 14th, and the call to meeting (which includes the agenda, slate of nominees and votes that will be put forth to the congregation) will go out May 29. We already have 33 members already pre-registered for our Zoom Annual Meeting, which is nearly half of the quorum needed for the meeting. People requesting paper ballots must contact me and return their paper ballot by June 10th. Members must be present at the meeting for their vote to be counted.
- More church groups are requesting zoom meetings, which I am scheduling and offering support as needed.
- Debbi Klein is the volunteer coordinator for our *Community Building Summer Auction* (previously Spring Auction), which will be an online event in July. We are currently asking for offerings and working on the details of the event. We are looking for a few confident and enthusiastic individuals interested in being one of our auctioneers.
- I continue to meet virtually with the staff that I supervise as needed for support and guidance. If you are curious what's up with the Thrift Store and Annex see Celine's separate report within the Board Packet.

Worship and Congregational Support

- I am have begun offering a weekly Open Office Hour with the COVE Team to help people feel more comfortable with using Zoom and to offer general office support.
- I created new digital forms for our visitors and new members to help keep our member directory up to date and support a smooth transition to welcoming new members during this time of online church.

Professional Development

- I completed a two-day Mastering QuickBooks online course and am looking into other offers to enrich my financial understanding.

Blessings, Karena Stroh, Administration and Finance Director

Board Report May 2020
Director of Lifespan Religious Education

Overview

I don't want to say that I am getting used to this new normal, because I never want for this to feel normal, but I certainly am in a new and good rhythm with it. I have quarantined in with a friend for the duration and that has made all the difference in the world for my mental and emotional health.

CYM Classes

All classes are going well. I would say surprisingly well, but we have the best group of CYM volunteers on the planet! So, I am actually not that surprised that they have risen to the occasion. I facilitate COA, and YG and am present for Time Travelers and Chalice Children.

The summer

With the CYM committee, I am looking at ways to sustainably provide programming over the summer. It seems very likely that all camp and rec programs for kids will be cancelled this summer and this seems like a need that we can fill for our community and those beyond our walls in turn providing an avenue for outreach.

Worship

This month I have facilitated the youth group service and the COA service and will be worship associate for the guest minister and lead the CYM closing service at the end of the month. Video production is something I really enjoy and its time consuming and finicky. I think Jessica has created a wonderful worship format for us and am excited to see where we go over this next year.

Outreach/Professional Development

My next classes are curriculum development and pastoral care. Since the pandemic started, I have been responding to more pastoral needs than ever so am very ready for this class. I applied to the Credentialing Committee for my interview in March 2021.

Brewster in Gloom Parade

The parade will be on May 30th, all are invited to join, we will meet by the solar panels at 1pm. Everyone has been instructed to stay in their vehicles.

Adult Education

I am working on a plan for adult education for the fall.

In conclusion

I am living into the mystery of this time. I feel proud of us, considering the time we are living in.
We are rocking this!

Thrift Store Update from Celine Crook, Manager ~ May 2020

- Pulled out all shelving and moved all racks to clean.
- Cleaned out both sheds
- Removed all winter clothing and tagged them and moved into storage
- Replaced winter clothing with the summer clothing that we had in the shed, de-wrinkled and tagged clothing items
- Re-arranged and cleaned the glass and crystal area.
- Painted wooden shelves white to brighten up the store
- Installed background lighting for glass area
- Painted trim and walls with remaining paint found in the store
- Installed wall clothing rack in children's area to create more floor space.
- Increase store display capacity approximately 15%
- Complete organization of the store floor.
- Removed linens and blankets from the shop and moved to the Annex
- Removed larger artwork and picture frames and moved to the Annex
- I donated a new DVD holder that hangs on the wall - creating more floor space
- Added about an extra foot of floor space behind the desk to facilitate donation acceptance and workflow.
- Consolidated fabric department
- Cleaned items and found various missing pieces putting items back together to make them sellable.
- Brought in a lot of things from the shed (still doing this) to fill the extra room created in the shop.
- Donated approximately 500 stainless steel rings and ring displays
- Donated two pricing guns and various items to help organize the store
- Vacuumed and mopped the Annex
- Wiped down all furniture in the Annex with polish
- Cleaned pictures and mirrors in Annex
- Re-arranged furniture and artwork in Annex to create better flow
- Created a separate Facebook page for the store
- Will be working on creating a website/store front so we can move some of the better items online.
- Jennie found some extra shelving for me which has been a big help. I removed 3 tables from the shop and replaced them with shelving which created more floor space and improves the flow of the store.

Re-opening plan in process

- Donations will be placed in a separate area in one of the sheds. Donations will remain undisturbed for 72 hours. All donations must be in bags or boxes. There will be set days/times set aside for bringing in donations.
- Following guidelines set by the State, we will limit the number of people allowed in the store. Because of the small square footage, I think a maximum of 4 at a time would be a good start.
- All volunteers and patrons must wear masks.
- Have hand sanitizer available for everyone who comes through the door.
- We have discussed getting a shield for the register area.
- We have also discussed reaching out to Parishioners and offering personalized shopping before we open with contactless pick up.
- We could also offer local pick up on the website
- It may be difficult to staff the Store and Annex at first, although the Annex will probably be the safest place for a volunteer.

Financial Reports - April 2020

**these reports are through April 30,2020*

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 83%

Points of Interest

Total Income is at 80% of budget

Pledge Commitments FY 19-20 \$386,626

Total Pledge Payments received 86% of budget

*Offertory is at 62% of budget

Thrift Store Income is at 72% of budget

Total Expenses are at 77% of budget

***Total Weekly Split Plates** - \$15,368.50 was distributed to 36 different organizations.

Additional Notes of Clarification

Some of the income from space rentals may need to be returned due to cancelled events.

PPP Loan funds of \$72,300 can be found on the Balance Sheet (page 8, line22)

Expect a \$750 refund form COA camp (page 4, line 109)

Operating Funds
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	<u>Jul - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
Ordinary Income/Expense					
Income					
Pledges					
1	2019-2020 Pledges	307,963.29	364,560.00	-56,596.71	84.48%
2	2018-2019 Pledges	10,222.00	7,500.00	2,722.00	136.29%
3	2017-2018 Pledges	300.00	0.00	300.00	100.0%
4	Total Pledges	318,485.29	372,060.00	-53,574.71	85.6%
Contributions					
6	Offertory	16,864.11	27,000.00	-10,135.89	62.46%
7	Misc Contributions	1,117.73	0.00	1,117.73	100.0%
8	Total Contributions	17,981.84	27,000.00	-9,018.16	66.6%
Fund Raising					
10	Thrift Shop	68,448.97	95,000.00	-26,551.03	72.05%
11	Church Fundraisers	9,981.70	8,000.00	1,981.70	124.77%
12	SpringAuct	373.00	13,000.00	-12,627.00	2.87%
13	CYM Summer Program	770.92	3,000.00	-2,229.08	25.7%
14	Small Group Fund Raisers	1,185.00	3,000.00	-1,815.00	39.5%
15	Food Certificate Sales	1,850.00	2,000.00	-150.00	92.5%
16	Women's Circle Alliance	750.50	1,500.00	-749.50	50.03%
17	Welcoming Congregation-Income	3,000.00	3,000.00	0.00	100.0%
18	Total Fund Raising	86,360.09	128,500.00	-42,139.91	67.21%
BldgUse					
20	Space Rentals	6,006.55	7,000.00	-993.45	85.81%
21	Weddings/Memorials	1,750.00	3,500.00	-1,750.00	50.0%
22	Total BldgUse	7,756.55	10,500.00	-2,743.45	73.87%
Investment,Interest, MiscIncome					
Investment Income					
25	UUA GIF Distribution	2,159.27	2,600.00	-440.73	83.05%
26	Alton Smith Char Trust	1,219.26	1,200.00	19.26	101.61%
27	Alton Smith Irrev Trust	1,057.96	1,200.00	-142.04	88.16%
28	Total Investment Income	4,436.49	5,000.00	-563.51	88.73%
29	Interest Income	206.22	250.00	-43.78	82.49%
30	Total Investment,Interest, MiscIncome	4,642.71	5,250.00	-607.29	88.43%
31	Total Income	435,226.48	543,310.00	-108,083.52	80.11%
32	Gross Profit	435,226.48	543,310.00	-108,083.52	80.11%
Expense					
Staff Salaries					
35	Bonus	900.00			
36	Clergy Housing	20,200.00	26,400.00	-6,200.00	76.52%
37	Minister	55,765.00	64,680.00	-8,915.00	86.22%
38	Admin&FinanceDir	35,915.80	43,099.00	-7,183.20	83.33%
39	CYM Dir	35,210.76	42,101.00	-6,890.24	83.63%
40	Music Director	29,423.00	35,308.00	-5,885.00	83.33%
41	ThriftShopManager	27,362.44	32,206.00	-4,843.56	84.96%
42	Sexton	16,188.00	19,491.00	-3,303.00	83.05%
43	Bookkeeper	12,053.00	14,461.00	-2,408.00	83.35%
44	CYM-Childcare	2,167.50	4,636.00	-2,468.50	46.75%
45	Pianist	8,312.50	10,920.00	-2,607.50	76.12%
46	Total Staff Salaries	243,498.00	293,302.00	-49,804.00	83.02%

Operating Funds
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	<u>Jul - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
47	Staff Benefits/Payroll Expenses				
48	WorkCompsurance	73.00	2,667.00	-2,594.00	2.74%
49	Taxes	13,198.54	15,301.00	-2,102.46	86.26%
50	Minister Benefit (FICA)	5,740.00	6,885.00	-1,145.00	83.37%
51	Health Insurance	27,044.20	34,014.00	-6,969.80	79.51%
52	Pension	19,416.02	26,016.00	-6,599.98	74.63%
53	Minister's Term Life	682.20	734.00	-51.80	92.94%
54	Total Staff Benefits/Payroll Expenses	66,153.96	85,617.00	-19,463.04	77.27%
55	Staff Professional Expenses				
56	Minister's Professional Exp	8,725.69	9,000.00	-274.31	96.95%
57	Admin&FinanceDirProf Ex	837.30	1,704.00	-866.70	49.14%
58	CYM Professional Exp	50.00	1,664.00	-1,614.00	3.01%
59	Music Director Prof Exp	941.65	1,396.00	-454.35	67.45%
60	Total Staff Professional Expenses	10,554.64	13,764.00	-3,209.36	76.68%
61	BldgGrounds				
62	Electric	3,938.69	4,500.00	-561.31	87.53%
63	Gas	4,846.08	5,000.00	-153.92	96.92%
64	Groundskeeping	7,683.88	15,000.00	-7,316.12	51.23%
65	Reg. Maintenance				
66	Supplies	2,002.61	4,200.00	-2,197.39	47.68%
67	Reg. Maintenance - Other	10,259.16	13,800.00	-3,540.84	74.34%
68	Total Reg. Maintenance	12,261.77	18,000.00	-5,738.23	68.12%
69	Maint-Special Bldg Projects	3,182.82	8,366.00	-5,183.18	38.05%
70	Liability/Property Insurance	6,344.50	13,215.00	-6,870.50	48.01%
71	Telephone & Internet	3,681.85	4,000.00	-318.15	92.05%
72	Water	1,477.23	1,500.00	-22.77	98.48%
73	Total BldgGrounds	43,416.82	69,581.00	-26,164.18	62.4%
74	OfficeExpense				
75	Advertising	1,410.11	1,500.00	-89.89	94.01%
76	Credit Card/Bank/PayPal Fees	3,316.87	1,500.00	1,816.87	221.13%
77	ComputerAsst	0.00	350.00	-350.00	0.0%
78	Office Expense/Supplies	2,655.77	4,000.00	-1,344.23	66.39%
79	OfficeEquip/Maint	6,196.26	6,200.00	-3.74	99.94%
80	Payroll Expenses	892.50	800.00	92.50	111.56%
81	Software Expense	1,450.56	1,200.00	250.56	120.88%
82	Total OfficeExpense	15,922.07	15,550.00	372.07	102.39%
83	Loan & Mortgage Payments				
84	Mortgage Principal Payments	3,931.72	4,623.00	-691.28	85.05%
85	Mortgage Interest Payments	3,187.00	4,012.00	-825.00	79.44%
86	EndowLoanRepayment	3,990.00	4,784.00	-794.00	83.4%
87	Total Loan & Mortgage Payments	11,108.72	13,419.00	-2,310.28	82.78%
88	Denominational Dues				
89	UUA-NER	10,704.00	21,407.00	-10,703.00	50.0%
90	Total Denominational Dues	10,704.00	21,407.00	-10,703.00	50.0%
91	Consultants/Contract Employees				
92	Substitute Sexton	580.00	800.00	-220.00	72.5%
93	OMG Music	2,400.00	2,400.00	0.00	100.0%
94	Housekeeping	7,200.00	8,320.00	-1,120.00	86.54%
95	Total Consultants/Contract Employees	10,180.00	11,520.00	-1,340.00	88.37%

Operating Funds
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	<u>Jul - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
96	Committees				
97	Board	519.24	1,000.00	-480.76	51.92%
98	HelpingHands	58.14	100.00	-41.86	58.14%
99	Landscape Committee	405.92	1,000.00	-594.08	40.59%
100	Membership	487.48	575.00	-87.52	84.78%
101	One Earth One People	0.00	500.00	-500.00	0.0%
102	Paul Hush Forums	0.00	600.00	-600.00	0.0%
103	Social Justice	405.50	1,000.00	-594.50	40.55%
104	Stewardship	273.70	1,000.00	-726.30	27.37%
105	UU Connections	350.00	500.00	-150.00	70.0%
106	Total Committees	2,499.98	6,275.00	-3,775.02	39.84%
107	CYM				
108	Special Programing/Multigen	1,334.11	1,500.00	-165.89	88.94%
109	OWL/COA	1,530.97	1,000.00	530.97	153.1%
110	High School Youth Program	357.18	625.00	-267.82	57.15%
111	Pre K-Grade 6/7	390.38	450.00	-59.62	86.75%
112	Contract Childcare	420.00	600.00	-180.00	70.0%
113	Office/Library	206.11	300.00	-93.89	68.7%
114	Child Care Supplies	154.24	200.00	-45.76	77.12%
115	Child Abuse Prevention Training	0.00	200.00	-200.00	0.0%
116	Total CYM	4,392.99	4,875.00	-482.01	90.11%
117	Music				
118	Music Scores	948.57	1,000.00	-51.43	94.86%
119	Music Support/Supplies	116.78	500.00	-383.22	23.36%
120	Guest Musicians	425.00	1,000.00	-575.00	42.5%
121	PianoOrgan	1,088.21	1,600.00	-511.79	68.01%
122	Total Music	2,578.56	4,100.00	-1,521.44	62.89%
123	Reconciliation Discrepancies	129.04			
124	Worship				
125	Pastoral Care Coverage	450.00	0.00	450.00	100.0%
126	Hospitality	435.85	650.00	-214.15	67.05%
127	Materials/Supplies	688.84	1,250.00	-561.16	55.11%
128	Pulpit Support	1,500.00	2,000.00	-500.00	75.0%
129	Total Worship	3,074.69	3,900.00	-825.31	78.84%
130	Total Expense	424,213.47	543,310.00	-119,096.53	78.08%
131	Net Ordinary Income	11,013.01	0.00	11,013.01	100.0%
	Net Income	11,013.01	0.00	11,013.01	100.0%

Operating Funds Profit & Loss Prev Year Comparison July 2019 through April 2020

		<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense					
Income					
Pledges					
1	2019-2020 Pledges	307,963.29	0.00	307,963.29	100.0%
2	2018-2019 Pledges	10,222.00	304,353.30	-294,131.30	-96.64%
3	2017-2018 Pledges	300.00	10,463.00	-10,163.00	-97.13%
4	2016-2017 Pledges	0.00	2,765.00	-2,765.00	-100.0%
5	Total Pledges	<u>318,485.29</u>	<u>317,581.30</u>	903.99	0.29%
Contributions					
7	Offertory	16,864.11	21,934.14	-5,070.03	-23.12%
8	Misc Contributions	1,117.73	315.13	802.60	254.69%
9	Total Contributions	<u>17,981.84</u>	<u>22,249.27</u>	-4,267.43	-19.18%
Fund Raising					
11	Thrift Shop	68,448.97	70,019.68	-1,570.71	-2.24%
12	Church Fundraisers	9,981.70	0.00	9,981.70	100.0%
13	Fall Fair	0.00	4,759.57	-4,759.57	-100.0%
14	SpringAuct	373.00	510.00	-137.00	-26.86%
15	Holiday Fair	0.00	1,078.00	-1,078.00	-100.0%
16	CYM Summer Program	770.92	0.00	770.92	100.0%
17	Small Group Fund Raisers	1,185.00	3,640.73	-2,455.73	-67.45%
18	Food Certificate Sales	1,850.00	1,650.00	200.00	12.12%
19	Women's Circle Alliance	750.50	2,092.41	-1,341.91	-64.13%
20	Welcoming Congregation-Income	3,000.00	2,800.00	200.00	7.14%
21	Total Fund Raising	<u>86,360.09</u>	<u>86,550.39</u>	-190.30	-0.22%
BldgUse					
23	Space Rentals	6,006.55	3,360.50	2,646.05	78.74%
24	Weddings/Memorials	1,750.00	2,545.00	-795.00	-31.24%
25	Total BldgUse	<u>7,756.55</u>	<u>5,905.50</u>	1,851.05	31.35%
Investment,Interest, MiscIncome					
Investment Income					
28	UUA GIF Distribution	2,159.27	2,811.79	-652.52	-23.21%
29	Alton Smith Char Trust	1,219.26	1,275.79	-56.53	-4.43%
30	Alton Smith Irrev Trust	1,057.96	990.12	67.84	6.85%
31	Total Investment Income	<u>4,436.49</u>	<u>5,077.70</u>	-641.21	-12.63%
32	Interest Income	206.22	76.34	129.88	170.13%
33	Total Investment,Interest, MiscIncome	<u>4,642.71</u>	<u>5,154.04</u>	-511.33	-9.92%
34	Total Income	<u>435,226.48</u>	<u>437,440.50</u>	-2,214.02	-0.51%
35	Gross Profit	435,226.48	437,440.50	-2,214.02	-0.51%
Expense					
Staff Salaries					
38	Bonus	900.00	0.00	900.00	100.0%
39	Clergy Housing	20,200.00	22,000.00	-1,800.00	-8.18%
40	Minister	55,765.00	53,900.00	1,865.00	3.46%
41	Admin&FinanceDir	35,915.80	35,915.80	0.00	0.0%
42	CYM Dir	35,210.76	33,470.80	1,739.96	5.2%
43	Music Director	29,423.00	29,423.00	0.00	0.0%

Operating Funds
Profit & Loss Prev Year Comparison
July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Change</u>	<u>% Change</u>	
44	ThriftShopManager	27,362.44	26,841.60	520.84	1.94%
45	Sexton	16,188.00	16,372.50	-184.50	-1.13%
46	Bookkeeper	12,053.00	12,053.00	0.00	0.0%
47	CYM-Childcare	2,167.50	1,968.01	199.49	10.14%
48	Pianist	8,312.50	4,410.00	3,902.50	88.49%
49	Total Staff Salaries	<u>243,498.00</u>	<u>236,354.71</u>	<u>7,143.29</u>	<u>3.02%</u>
50	Staff Benefits/Payroll Expenses				
51	WorkCompInsurance	73.00	-312.00	385.00	123.4%
52	Taxes	13,198.54	11,973.42	1,225.12	10.23%
53	Minister Benefit (FICA)	5,740.00	5,728.00	12.00	0.21%
54	Health Insurance	27,044.20	22,283.02	4,761.18	21.37%
55	Pension	19,416.02	18,264.40	1,151.62	6.31%
56	Minister's Term Life	682.20	612.00	70.20	11.47%
57	Total Staff Benefits/Payroll Expenses	<u>66,153.96</u>	<u>58,548.84</u>	<u>7,605.12</u>	<u>12.99%</u>
58	Staff Professional Expenses				
59	Minister's Professional Exp	8,725.69	8,964.27	-238.58	-2.66%
60	Admin&FinanceDirProf Ex	837.30	1,704.00	-866.70	-50.86%
61	CYM Professional Exp	50.00	764.10	-714.10	-93.46%
62	Music Director Prof Exp	941.65	1,396.00	-454.35	-32.55%
63	Total Staff Professional Expenses	<u>10,554.64</u>	<u>12,828.37</u>	<u>-2,273.73</u>	<u>-17.72%</u>
64	BldgGrounds				
65	Electric	3,938.69	3,356.13	582.56	17.36%
66	Gas	4,846.08	5,366.24	-520.16	-9.69%
67	Groundskeeping	7,683.88	8,091.50	-407.62	-5.04%
68	Reg. Maintenance				
69	Supplies	2,002.61	3,048.69	-1,046.08	-34.31%
70	Reg. Maintenance - Other	10,259.16	12,615.78	-2,356.62	-18.68%
71	Total Reg. Maintenance	<u>12,261.77</u>	<u>15,664.47</u>	<u>-3,402.70</u>	<u>-21.72%</u>
72	Maint-Special Bldg Projects	3,182.82	12,672.00	-9,489.18	-74.88%
73	Liability/Property Insurance	6,344.50	-1,008.00	7,352.50	729.42%
74	Telephone & Internet	3,681.85	3,327.91	353.94	10.64%
75	Water	1,477.23	1,418.91	58.32	4.11%
76	Total BldgGrounds	<u>43,416.82</u>	<u>48,889.16</u>	<u>-5,472.34</u>	<u>-11.19%</u>
77	OfficeExpense				
78	Advertising	1,410.11	1,402.85	7.26	0.52%
79	Credit Card/Bank/PayPal Fees	3,316.87	1,099.41	2,217.46	201.7%
80	Office Expense/Supplies	2,655.77	4,151.48	-1,495.71	-36.03%
81	OfficeEquip/Maint	6,196.26	4,149.87	2,046.39	49.31%
82	Payroll Expenses	892.50	718.26	174.24	24.26%
83	Software Expense	1,450.56	1,664.82	-214.26	-12.87%
84	Total OfficeExpense	<u>15,922.07</u>	<u>13,186.69</u>	<u>2,735.38</u>	<u>20.74%</u>
85	Loan & Mortgage Payments				
86	Mortgage Interest Payments	3,187.00	3,356.61	-169.61	-5.05%
87	EndowLoanRepayment	3,990.00	8,666.00	-4,676.00	-53.96%
88	Total Loan & Mortgage Payments	<u>7,177.00</u>	<u>12,022.61</u>	<u>-4,845.61</u>	<u>-40.3%</u>
89	Denominational Dues				

Operating Funds
Profit & Loss Prev Year Comparison
July 2019 through April 2020

	<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Change</u>	<u>% Change</u>	
90	UUA-NER	10,704.00	21,670.82	-10,966.82	-50.61%
91	Total Denominational Dues	10,704.00	21,670.82	-10,966.82	-50.61%
92	Consultants/Contract Employees				
93	Pianist	0.00	2,113.70	-2,113.70	-100.0%
94	Substitute Sexton	580.00	612.50	-32.50	-5.31%
95	OMG Music	2,400.00	1,600.00	800.00	50.0%
96	Housekeeping	7,200.00	6,960.00	240.00	3.45%
97	Total Consultants/Contract Employees	10,180.00	11,286.20	-1,106.20	-9.8%
98	Committees				
99	Board	519.24	710.32	-191.08	-26.9%
100	HelpingHands	58.14	71.82	-13.68	-19.05%
101	Green Sanctuary	0.00	175.00	-175.00	-100.0%
102	Landscape Committee	405.92	1,013.60	-607.68	-59.95%
103	Membership	487.48	258.61	228.87	88.5%
104	One Earth One People	0.00	1,644.23	-1,644.23	-100.0%
105	Paul Hush Forums	0.00	1,200.00	-1,200.00	-100.0%
106	Social Justice	405.50	2,398.00	-1,992.50	-83.09%
107	Stewardship	273.70	913.63	-639.93	-70.04%
108	Council	0.00	194.40	-194.40	-100.0%
109	UU Connections	350.00	1,403.20	-1,053.20	-75.06%
110	Total Committees	2,499.98	9,982.81	-7,482.83	-74.96%
111	CYM				
112	Special Programing/Multigen	1,334.11	1,484.45	-150.34	-10.13%
113	OWL/COA	1,530.97	417.94	1,113.03	266.31%
114	High School Youth Program	357.18	398.20	-41.02	-10.3%
115	Pre K-Grade 6/7	390.38	280.01	110.37	39.42%
116	Contract Childcare	420.00	722.00	-302.00	-41.83%
117	Office/Library	206.11	275.22	-69.11	-25.11%
118	Child Care Supplies	154.24	0.00	154.24	100.0%
119	Total CYM	4,392.99	3,577.82	815.17	22.78%
120	Music				
121	Music Scores	948.57	966.97	-18.40	-1.9%
122	Music Support/Supplies	116.78	1,012.10	-895.32	-88.46%
123	Guest Musicians	425.00	975.00	-550.00	-56.41%
124	PianoOrgan	1,088.21	1,327.42	-239.21	-18.02%
125	Total Music	2,578.56	4,281.49	-1,702.93	-39.77%
126	Reconciliation Discrepancies	129.04	0.00	129.04	100.0%
127	Worship				
128	Pastoral Care Coverage	450.00	0.00	450.00	100.0%
129	Hospitality	435.85	626.92	-191.07	-30.48%
130	Materials/Supplies	688.84	1,389.70	-700.86	-50.43%
131	Pulpit Support	1,500.00	1,900.00	-400.00	-21.05%
132	Total Worship	3,074.69	3,916.62	-841.93	-21.5%
133	Total Expense	420,281.75	436,546.14	-16,264.39	-3.73%
134	Net Ordinary Income	14,944.73	894.36	14,050.37	1,571.0%
135	Net Income	14,944.73	894.36	14,050.37	1,571.0%

Operating Funds
Balance Sheet Prev Year Comparison
As of April 30, 2020

	Apr 30, 20	Apr 30, 19	\$ Change	% Change	
ASSETS					
Current Assets					
Checking/Savings					
1	CC5 Ckg - 5859	106,470.15	29,629.05	76,841.10	259.34%
2	Repo Sweep - 0998	73,715.84	44,447.70	29,268.14	65.85%
3	Total Checking/Savings	180,185.99	74,076.75	106,109.24	143.24%
4	Other Current Assets				
5	Payroll Corrections	-129.04	0.00	-129.04	-100.0%
6	Clergy Housing Repayment	550.00	3,850.00	-3,300.00	-85.71%
7	Emergency Reserve Fund	-29,400.00	-29,400.00	0.00	0.0%
8	Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
9	Unearned Pledges	-31,557.00	-24,950.00	-6,607.00	-26.48%
10	Total Other Current Assets	-85,786.04	-75,750.00	-10,036.04	-13.25%
11	Total Current Assets	94,399.95	-1,673.25	96,073.20	5,741.71%
12	Fixed Assets	1,761,018.93	1,803,280.93	-42,262.00	-2.34%
13	Other Assets				
14	Food Coupon Inventory	4,925.00	8,500.00	-3,575.00	-42.06%
15	Petty Cash	100.00	100.00	0.00	0.0%
16	Total Other Assets	5,025.00	8,600.00	-3,575.00	-41.57%
17	TOTAL ASSETS	1,860,443.88	1,810,207.68	50,236.20	2.78%
18	LIABILITIES & EQUITY				
19	Liabilities				
20	Current Liabilities				
21	Other Current Liabilities				
22	PPP Loan	72,300.00	0.00	72,300.00	100.0%
23	Split Plate	620.00	4,450.00	-3,830.00	-86.07%
24	UUSC Coffee Sales	-40.20	267.75	-307.95	-115.01%
25	Current Portion-Loan Endow	10,399.00	10,399.00	0.00	0.0%
26	Current portion-Loan Meeting H	4,080.00	4,080.00	0.00	0.0%
27	Payroll Liabilities	7,254.93	5,101.84	2,153.09	42.2%
28	Total Other Current Liabilities	94,613.73	24,298.59	70,315.14	289.38%
29	Total Current Liabilities	94,613.73	24,298.59	70,315.14	289.38%
30	Long Term Liabilities				
31	Loan-Meeting House Improvements	77,139.26	81,528.04	-4,388.78	-5.38%
32	Loan-Endowment Fund	185,385.71	218,292.70	-32,906.99	-15.08%
33	Total Long Term Liabilities	262,524.97	299,820.74	-37,295.77	-12.44%
34	Total Liabilities	357,138.70	324,119.33	33,019.37	10.19%
35	Equity				
36	Unrealized Endow Loan Gain/Loss	106,584.59	73,677.60	32,906.99	44.66%
37	Retained Earnings	1,380,423.27	1,411,516.39	-31,093.12	-2.2%
38	Net Income	16,297.32	894.36	15,402.96	1,722.23%
39	Total Equity	1,503,305.18	1,486,088.35	17,216.83	1.16%
	TOTAL LIABILITIES & EQUITY	1,860,443.88	1,810,207.68	50,236.20	2.78%