

# September 2020 Board of Trustees Meeting Packet

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**FPBUU Board of Trustees**  
**Meeting Agenda September 17, 2020**

6:30 Spiritual Opening and focused check-in - Rev Jessica

6:55 Read Board Covenant – Carol D

6:57 Widening the Circle Discussion (pages 1-20) - Rev Jessica

7:30 Covid Policy – Katharine, Rev Jessica, Carol D

7:50 Covenant Task Force and 8<sup>th</sup> Principle Task Force Report & Vote  
for Goals/Objectives and Members.

8:10 Intern Minister and Tech Support – Susan

8:25 – Consent Agenda – July 2020 Board minutes, President’s report,  
Minister’s report, Treasurer’s Financial report, Administration and  
Finance Director’s report, Thrift Store report, Committee on Shared  
Ministry report

8:30 – Check-out/Closing

\*Reminder – Reports for Board Packet starting in October are due to  
Karena by 3 pm on the 2<sup>nd</sup> Thursday of each month.

**FIRST PARISH BREWSTER UU BOARD MINUTES**  
**July 18, 2020 Zoom Meeting 6:30 PM**

**Members in Attendance:**

Carol DiAnna, President  
Jim Hild, Past President  
Susan Smith, President-Elect  
Diane Pansire, Treasurer  
Katharine Farnham, Member at Large  
Tom O'Brien, Member at Large  
Frank Re, Member at Large  
Bill Roberts, Member at Large

**Staff in Attendance:** Rev Jessica Clay, Twinks Hastings

**Spiritual Opening/Focused Check-in** Jessica read a selection by Sean Parker Dennison "A Letter to our Better Angels". We had a focused check in reflecting on "Holy Manners: The Spiritual Politeness of Healthy Congregations" by Gilbert R. Rendle.

**Reading of Board Covenant** Carol read the Board Covenant.

**Covid 19 Task Force Update** Carol and Jessica reported that the Task Force had their monthly meeting. There is a small faction in our congregation that would like to see our campus open, with two emails suggesting small group gatherings on campus. Difficult issues remain around using the bathrooms, cleaning the buildings, and accessibility for our most vulnerable. We are in a watching and waiting pattern. For the health and safety of all, the campus will remain closed.

**Annual Meeting Reflection** We had a discussion about the Annual Meeting and possible changes going forward. Perhaps we can make revisions to the structure of our meeting. Using Robert's Rules of Order, a complex system, is not required. UUA is looking into alternative ways of holding governance meetings. Perhaps we need a task force to examine our Annual Meeting and review our procedures.

**Vision for the Future and Board Retreat** Carol spoke. We need to continue to show we care, to seek connections, and communicate issues we are facing during the pandemic. We can offer resources, be proactive in our communications, announcing changes or impacts that affect congregation. As stated in our covenant, the Board speaks with one voice. We will set annual goals, perhaps 3 goals that can be achieved in one year. We set the date of our 3 hour virtual Board retreat for August 15 from 9-12.

To help structure the retreat, Carol will email questions to the Board for us to respond. We will not have an outside facilitator this year and Carol will facilitate. Goals may include a Congregational Covenant and endorsing the 8th Principle.

**Consent Agenda** The Board voted unanimously to accept the Consent Agenda which consisted of the June Board minutes, President's Report, Minister's Report, Admin and Finance Report, Lifespan Faith Report, and Financial/Budget Reports.

**Board Common Read** This year we will all read the **Commission On Institutional Change** report Widening the Circle of Concern which was presented at GA in June. This can be downloaded or purchased from the UUA bookstore or on Amazon. Jessica will tell us how far to read for our August Board meeting.

**Check out/Closing** We all shared some closing words with the group.

**Executive Session.** The Board went into Executive Session.

**Adjourn** 8:50 pm

**Respectfully submitted,** Susan Smith, Acting Clerk

## **President's Report – September 2020**

On August 15<sup>th</sup> the Board of Trustees held their first ever zoom Board retreat. It was a This retreat was 4 hours of very intense work in which the Board worked together to develop 3 goals for this church year. The members of the Board overwhelming agreed on the following goals:

- To create a task force of the board members and congregants to develop[ a congregational covenant. (See attached document for the objectives.)
- To Adopt the 8th Principle as one of its mission-driven goals for the church year 2020-2021. (See attached document for the objectives.)
- To develop clear protocols and guidelines for FPBUU Annual Meeting. (A task force will be formed in January 2021.)

A formal vote to approve of the objectives will be taken at the September Board meeting. No Board meeting was held in August due to Board retreat.

The Board welcomed Carol Yerby who graciously accepted the position of clerk. Carol plunged right into the thick of things and will be one of the Board members as a liaison to the 8<sup>th</sup> Principle task.

The Covid Task Force met in August and proposed loosening some of the restrictions for gathering at FPBUU. Those recommendations were given to the Policy Committee for review. The Board will vote on the policy at our September Board meeting. The policy is included in the Board packet.

Thanks to Rev Jessica and staff our first parking lot service was held on August 28<sup>th</sup>. It was a welcome diversion to our zoom gatherings. Heartful thanks to everyone who made this gathering possible.

We continue to deal with the challenges of the Covid 19 pandemic and the FPBUU Board members are working together to ensure that all of our members are safe as we move through these most challenging times.

As we move forward I ask that FPBUU congregants trust that the Board of Trustees is doing its best to deal with the challenges and difficulties that we are facing as we live with the "new normal".

Carol DiAnna, President of FPBUU Board of Trustees

**Overall thoughts:**

The church year has officially started, we are now in month 6 of the pandemic and overall I think we are doing as well as can be in these circumstances. We are all thinking creatively together about how to best meet the needs of this congregation.

I will be on vacation September 20 to September 27 and Reverend Tracy Johnson will cover pastoral care. In October I will be on vacation October 5 through the 12<sup>th</sup> but will be available for emergencies.

**Worship and Rites of Passage:**

Worship attendance has been around 100 people on average for the summer. Our first parking lot service was a success with 30 cars in attendance. Our ingathering event was quite successful with approximately 80 people in attendance. We will hold another parking lot service on Friday Oct 2 as well. I am officiating two online memorials in the next month.

**Pastoral Care:**

I continue to meet with congregants via phone, zoom, or in their backyards and these are going well. Our pastoral care team is reaching out to their members to check in as fall approaches. We have an active list of people willing to show up for each other in this congregation. Twinks and I met with parents in August to best discern their needs during this pandemic, and there is definite need for children to be together in person and for parents to have a parent support group. They are not looking for more zoom opportunities.

**Social Justice in the Public Square:**

Our reparations team has launched and is doing quite well with 14 members. They are doing historical research as well as formulating recommendations for the congregation. For now, I am chairing these meetings. I am leading the Common Read discussion at the end of this month.

**Administration:**

Our first staff retreat is next week and the staff team will read Robyn D'Angelo's book White Fragility this year. The directors are reading Widening the Circle of Concern. Staff continues to meet frequently, I am meeting more frequently with the people I supervise as we head into fall so that we are in constant communication about how we are using our hours and trying to meet the needs at this church. I look forward to our discussion about hiring someone to help with tech needs. More details on this are in Karena's report.

I am worried about staff burn out during this time and therefore I am recommending that we give staff an additional week of time off after Christmas returning to work duties after January 8<sup>th</sup>. This is based on UUA recommendations. I look forward to discussing this with the board during our meeting.

**Serves the Larger Unitarian Universalist Faith:**

I'm so happy that we received the UU the vote grant from the UUA. This is wonderful news and huge appreciation to Susan Smith and Diane Pansire for their continued hard work on this project. I have my first district meeting next week and look forward to hearing what plans the district has for this time.

## Report from Administration and Finance Director – September 2020

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

- Updated final numbers: 2019-2020 fiscal year end had a surplus of \$30,073 due to the PPP loan.
- July 2020 Financial Reports show us with a surplus of \$47,633 and checking/savings at \$143,949.
- For FY20-21 we currently have 184 pledge units for a total of \$349,401 pledge commitments. We budgeted for \$350,000 in pledges, and we are only in the 3<sup>rd</sup> month of our fiscal year.
- The Thrift Store is at 16% of the budget as of the end of July; last year at the end of July we were at 9% of budget. See the Thrift Store Report submitted by Celine included in the Board Packet.

### Property Management

- The Building Maintenance Committee did a walk around the exterior of the buildings this month and has a list of minor regular maintenance projects that they will be following up on this fall.
- The locked mailbox on the ramp of Winslow House is used nearly every day, and the weather tight drop off/pick up box outside the steps of Winslow House has been a useful addition as well.

### Administration as Ministry

- Included in this month's Board Packet you will find a draft job description for a Tech Support person. The position needed is for 5-8hrs per week for approx. 40 weeks (roughly the rest of our fiscal year) at \$15/hr. This cost would range from \$3,000 - \$4,800. The need for this new position has been discussed in consultation with the Committee on Shared Ministry, the Personnel Consultants and the Finance Committee. I am bringing this forward for Board consideration and this request is based on the additional workload our current situation has put on some of our staff. This tech support work has primarily been absorbed by Rev Jessica, Twinks Hastings and myself all of who already had a full plate of responsibilities. In interest of sustainable leadership, I encourage the Board to consider the equity of asking some staff to take on more work while others are unable to perform their job due to the campus being closed.
- With guidance from the UUA, we have decided not to defer payroll tax withholdings as the August 8<sup>th</sup> Executive Order suggests. It is optional and would most likely result in employees having to pay double taxes January – April and ultimately the church would be responsible for any owed taxes not paid by employees. There is no real benefit, but a large administrative burden to FPBUU.
- The Fall Quarterly came out this week, and I have received many positive comments on it.
- We are already starting to gear up for our Holiday Fair with some creative ideas to keep the spirit of this annual event even though we will not be able to have an in-person event. I encourage Board members to help spread the word and build up enthusiasm for this fundraiser that is sure to be full of FUN.

### Worship and Congregational Support

- We had a great turn out for our on-campus event where we filmed the Ingathering Water Ceremony, distributed pandemic gift bags, had new members sign the membership book, offer UUSC products and yard signs for sale. It was a collaborative event certainly raised spirits and warmed hearts of those in attendance.
- I will continue to offer Open Office Hour with the COVE Team through September and reevaluate. Few people utilize this time although the people who do say they really appreciate it.
- I look forward to working with Rev Jessica on the November 15<sup>th</sup> service on Decolonizing Wealth. I will also be leading a book discussion in January on the book *Decolonizing Wealth* by Edgar Villanueva and encourage Board members to consider joining this important discussion.

Blessings, Karena Stroh, Administration and Finance Director

## **Thrift Store Report - September 2, 2020**

Since opening on July 7th, the Thrift Store has been remarkably busy, both with donations and sales. Most days we have a line waiting outside to get in and business has been steady. The challenges associated with the restrictions put in place for safety surrounding Covid-19 are doable and all the volunteers have been at ease policing those restrictions.

We still have signage in place reminding customers of social distancing and we have not opened the bathrooms/dressing rooms for public use. The biggest challenge is keeping the interior count down to 5 customers at a time. That involves a lot of vigilance and constant counting of heads. We have lost customers who did not want to wait their turn coming in but overall, it has worked well. We have had many people thank us for providing hand sanitizer and keeping the occupancy down.

I am hoping that with the extended tourist season we continue to see steady business longer than we may have in the past. Many of the people visiting us over the past month and a half have been visitors. Considering that our hours are reduced from the previous schedule I feel that we are maximizing sales during the time we are open.

The Annex remains closed and we are working to create the same safe atmosphere there, including the installation of a shield/guard around the volunteer area. At this point we have two volunteers who are interested in working at the Annex. We do have items from the Annex up on our website but the quality of items that are currently housed there have not really caught anyone's attention. I have been moving the better items over to the main store (including some small furniture) and selling them one at a time. When one larger item sells, I bring in another one.

We have been discussing plans to create an official retail website where items may be purchased with a shipping option. We will continue to explore that avenue which, if developed correctly, could create a significant income stream, and protect us in case of any future shutdowns.

Celine Crook, Thrift Store Manager

## POSITION DESCRIPTION

**Title:** Tech Support

**FLSA Status:** Hourly

**Reports to:** Administration and Finance Director (AFD)    **HOURS:** 5-8 hrs/wk; 40 weeks

**Date:** 9/2020

### Position Purpose

The Tech Support person would be needed during online Sunday services and other online church events such as memorials, weddings and committee meetings.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Vision and Purpose:** Demonstrates commitment to and knowledge of Unitarian Universalist Principles and values.

### Essential Job Functions

**Worship Support:** Arrives on time to open the online Zoom rooms. Communicates with the appropriate staff to understand what support is needed for services and programs. Is knowledgeable regarding Zoom and other online platforms that the congregation utilize to gather online. Edits and creates videos for services and promotion purposes. Admits members and visitors, manages the chat, shares videos and audio as needed, breaks participants up into break out rooms for Coffee and Conversation time.

**Congregational Support:** Leads tech training sessions for groups and individuals as needed to support access for online offerings. Offers timely responses to questions within the chat during services and other online gatherings as well as via email to offer further support. Schedules Zoom meetings for groups and committees. Starts Zoom meetings and assigns host permissions as needed.

**Human Resource Support:** Completes bi-monthly timesheet and submit to AFD. Informs AFD of potential absence dates in a timely fashion by email or phone (office or home).

**Administrative Responsibilities:** Takes accurate weekly attendance and record as directed. Provides visitor digital form in chat during service. Assists in meeting calendar management and updates.

**Communications & Public Relations:** Serves as an ambassador for FPBUU by welcoming all.

## Position Requirements

### Skills & Knowledge

- Knowledge and proficiency of all aspects of general online platforms.
- Possesses creativity, works well within a team setting and aware of self differentiation.
- Ability to use proper grammar and punctuation to communicate effectively, particularly, but not limited to, the chat feature in Zoom.
- Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.
- Organized, punctual, dependable.

### Minimum Experience

- Three to five years of prior experience supporting organizations with online platforms, preferably in a religious or non-profit organization.
- Must agree to a CORI/SORI check.

**First Parish Brewster Unitarian Universalist Policy**

**Policy Title:** COVID Guidelines

**Policy Number:** 4.9

**Purpose:** To describe the guidelines for meetings on FPBUU campus during the COVID pandemic.

**Revisions:** new

**Board Review Date:** 9/17/2020

**Congregations' Review Period:** TBD

**Effective Date:** TBD

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**POLICY STATEMENT**

Due to the COVID pandemic, the FPBUU buildings have been closed and use of the grounds significantly restricted. This policy describes the restrictions on gatherings of groups on FPBUU property.

**PROCEDURES**

- Only outdoor gatherings are allowed at this time.
- All gatherings must be reserved in advance with the Administration and Finance Director.
- All groups will be limited to a maximum of 10 people. The exception to this is parking lot worship services, during which all participants will remain in their cars with the exception of worship leaders and parking lot attendants.
- Masks or face coverings must be worn over the mouth and nose at all times when members of more than one household are present. Activities that cannot be done while wearing a mask (including, but not limited to, eating, drinking, playing wind/brass instruments) will not be allowed at this time.
- Singing on FPBUU grounds is only permitted during outdoor parking lot worship, and only where the following conditions are met: 1) singing leaders are separated by at least 20 feet from non-household members and limited to no more than 3 individuals 2) worship participants sing only while inside vehicles with windows closed.
- Members of different households will try to maintain a 6-foot distance from each other.
- No physical contact (such as handshakes or hugs) may occur between members of different households.
- Hand sanitizer and disinfectant wipes are available in a bin on the Barn porch and must be provided to all participants and returned after use. If church equipment is used those materials should be disinfected when returned.
- The use of shared objects should be avoided if possible.

- Any objects that are touched by members of different households must be wiped down between each separate contact.
- Indoor bathroom use is only allowed if all of the following precautions can be adhered to:
  - A church staff member is present for the entire duration of the event and has agreed ahead of time to facilitate access to indoor bathrooms.
  - Only one person is inside the building at a time, with exceptions made for persons who need assistance from a household member or other designated caregiver (e.g. small children).
  - Anyone in the building wears a mask or face covering at all times while inside.
  - There is a designated staff member or cleaning company who will clean the bathroom before the next gathering.
- Group activities must have one person designated as organizer for the gathering. The organizer must contact all gathering participants in advance and obtain agreement verbally or by email from each participant to the above requirements. Organizers should keep a private list of the participants and the date and time of the gathering, for the purposes of contact tracing, if it becomes necessary.
- Participants must bring their own chairs and not disturb staff working in the buildings.

### **GUIDELINES**

No guidelines are recommended at this time.

### **STANDARDS**

No standards are recommended at this time

### **DEFINITIONS**

No definitions are recommended at this time

## **Covenant Goals and Objectives**

1. Create a task force of the board and congregants: a. two board members and three congregants is ideal. (Jim, Katharine, Susan) (possible members from congregation: Chuck M, Don Friend, b. Use the 'calling in' covenant, using the UUA definition of a spiritual covenant. c. Create a charge for the task force for example 'Create a covenant for the health of the community, that can be voted on at the next in a meeting. d. November—Education to congregation why we are doing this. Meet in September and beyond.

2. Timeline for creation of the covenant:

1. October—talk with facilitators from previous small group conversations,
2. January—Congregational conversations (modeling the facilities task force to meet in small groups, write down and postcards, increase the buy-in from the congregation,
3. February/March —start drafting a version and send those out for comment, process and integrate congregational feedback
4. June—propose “try on for a year“at the next annual meeting,
3. Identify previous members of covenant working group to glean wisdom

## **Objectives for Achieving the Goal of Adopting the 8th Principle**

The Board of Trustees at FPBUU has chosen **Adopting the 8th Principle** as one of its mission-driven goals for the church year 2020-2021. The 8th Principle is as follows:

*“We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.”*

In order to achieve this goal, the Board will collaborate with the 8th Principle Working Group that was established by members of FPBUU following this year’s General Assembly. Members of the 8th Principle Working Group (at this point in time) include: Ed Klein, Elenita Muniz, Tom O’Brien (Board Liaison), Jane Perkins, Rosanne Shapiro, and Carol Yerby (Board Liaison).

**Objectives for achieving the goal of adopting the 8th Principle are listed below.**

The First Parish Brewster Board of Trustees will

1. Educate ourselves about the 8th Principle and how it impacts our congregation and our work as a Board during the 20/21 fiscal year. Dates and times to be determined (TBD).
2. Explore doing an anti-racism audit of the church bylaws to determine how they will be impacted by the adoption of the 8th Principle. (TBD)
3. Collaborate with the 8th Principle Working Group to share internet resources to the congregation and provide opportunities for discussion, so that parishioners can learn

about the background, purpose, and significance of the 8th Principle and its impact on Unitarian Universalism. (TBD)

4. Encourage the 8th Principle Working Group to meet with the Social Justice Committee to discuss how the adoption of the 8th Principle would impact our social justice initiatives, and work with Twinks Hastings to develop opportunities to share information about the 8th Principle with our children and youth. (TBD)
  
5. Vote to adopt the 8th Principle, thereby moving it to congregational vote at the next annual meeting. (June)

The members of the Committee on Shared Ministry include Marie Hartley, Tavia Ossola, Barry Powers, Annette Winther and Don Friend chair.

With the development of the Covid crisis our committee has been challenged in much of the same ways that we have seen in every level of human interrelationships. Without clear information and walking on untrodden ground we met through zoom meetings monthly and agreed to be supportive in erring on the side of safety in guiding the policies of closing the property and putting the health of the congregation as top priority. It was helpful having Marie present to give guidance on the updated medical information as it became available and we are in hindsight relieved that caution was justified, as difficult as it has been to be forced to adapt to distanced relations and interactions. The creativity that Reverend Jessica and the Board has demonstrated is admirable given the unique challenge of these times and the intimate nature of shared worship in a spiritual community.

This challenge was revealed in the unfortunate way in which the decision not to renew the contract of the OMG Musical Group was executed. Impactful decisions involving valued community members are never easy and it would have been much preferable to have been handled in a more transparent, direct and sensitive manner rather than through e-mail. We are hopeful that healing can be done in this area and that lessons can be learned that the value and dignity of each person who brings their gifts to FPB receive the appreciation and respect that they deserve.

Respectfully Don Friend

## **Financial Reports -Year-end 2019-2020**

*\*these reports are through June 30,2020*

Submitted by Karena Stroh, Administration & Finance Director

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

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

Tab 5 (page 11) - Special Fund Profit & Loss Previous Year Comparison

Tab 6 (page 12) - Special Fund Profit & Loss Previous Year Comparison

**% of budget should typically be at 100%**

### **Points of Interest**

**Total Income** is at 88% of budget

Pledge Commitments FY 19-20                      \$386,626

Pledge Commitments FY 20-21                      \$346,201

Total Pledge Payments received 96% of budget

\*Offertory is at 70% of budget

Thrift Store Income is at 72% of budget

**Total Expenses** are at 97% of budget

**\*Total Weekly Split Plates** - \$19,955.50 was distributed to 48 different organizations.

### **Additional Notes of Clarification**

**PPP Loan funds of \$72,300** at the bottom of the P&L Actual vs Budget and Balance Sheet (page 8, line22)

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

|   | <u>Jul - June 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|----------------------|---------------|-----------------------|--------------------|
| 1 <b>Ordinary Income/Expense</b>                |                      |               |                       |                    |
| 2 <b>Income</b>                                 |                      |               |                       |                    |
| 3 <b>Pledges</b>                                |                      |               |                       |                    |
| 4 <b>2019-2020 Pledges</b>                      | 352,458.47           | 364,560.00    | -12,101.53            | 96.68%             |
| 5 <b>2018-2019 Pledges</b>                      | 10,222.00            | 7,500.00      | 2,722.00              | 136.29%            |
| 6 <b>2017-2018 Pledges</b>                      | 300.00               | 0.00          | 300.00                | 100.0%             |
| 7 <b>Total Pledges</b>                          | 362,980.47           | 372,060.00    | -9,079.53             | 97.56%             |
| 8 <b>Offertory</b>                              | 20,102.11            | 27,000.00     | -6,897.89             | 74.45%             |
| 9 <b>Fund Raising</b>                           |                      |               |                       |                    |
| 10 <b>Thrift Shop</b>                           | 68,448.97            | 95,000.00     | -26,551.03            | 72.05%             |
| 11 <b>Church Fundraisers</b>                    |                      |               |                       |                    |
| 12 <b>Small Group Fundraisers</b>               | 1,185.00             | 3,000.00      | -1,815.00             | 39.5%              |
| 13 <b>Spring Auction</b>                        | 623.00               | 13,000.00     | -12,377.00            | 4.79%              |
| 14 <b>Church Fundraisers - Other</b>            | 10,101.70            | 8,000.00      | 2,101.70              | 126.27%            |
| 15 <b>Total Church Fundraisers</b>              | 11,909.70            | 24,000.00     | -12,090.30            | 49.62%             |
| 16 <b>CYM Summer Program</b>                    | 770.92               | 3,000.00      | -2,229.08             | 25.7%              |
| 17 <b>Food Certificate Sales</b>                | 1,850.00             | 2,000.00      | -150.00               | 92.5%              |
| 18 <b>Women's Circle Alliance</b>               | 750.50               | 1,500.00      | -749.50               | 50.03%             |
| 19 <b>Welcoming Congregation-Income</b>         | 3,000.00             | 3,000.00      | 0.00                  | 100.0%             |
| 20 <b>Total Fund Raising</b>                    | 86,730.09            | 128,500.00    | -41,769.91            | 67.49%             |
| 21 <b>BldgUse</b>                               |                      |               |                       |                    |
| 22 <b>Space Rentals</b>                         | 5,736.55             | 7,000.00      | -1,263.45             | 81.95%             |
| 23 <b>Weddings/Memorials</b>                    | 1,750.00             | 3,500.00      | -1,750.00             | 50.0%              |
| 24 <b>Total BldgUse</b>                         | 7,486.55             | 10,500.00     | -3,013.45             | 71.3%              |
| 25 <b>Investment,Interest, MiscIncome</b>       |                      |               |                       |                    |
| 26 <b>Investment Income</b>                     |                      |               |                       |                    |
| 27 <b>UUA GIF Distribution</b>                  | 2,884.55             | 2,600.00      | 284.55                | 110.94%            |
| 28 <b>Alton Smith Char Trust</b>                | 1,552.97             | 1,200.00      | 352.97                | 129.41%            |
| 29 <b>Alton Smith Irrev Trust</b>               | 1,363.87             | 1,200.00      | 163.87                | 113.66%            |
| 30 <b>Total Investment Income</b>               | 5,801.39             | 5,000.00      | 801.39                | 116.03%            |
| 31 <b>Interest Income</b>                       | 312.18               | 250.00        | 62.18                 | 124.87%            |
| 32 <b>Total Investment,Interest, MiscIncome</b> | 6,113.57             | 5,250.00      | 863.57                | 116.45%            |
| 33 <b>Contributions</b>                         |                      |               |                       |                    |
| 34 <b>Misc Contributions</b>                    | 1,291.52             | 0.00          | 1,291.52              | 100.0%             |
| 35 <b>Total Contributions</b>                   | 1,291.52             | 0.00          | 1,291.52              | 100.0%             |
| 36 <b>Total Income</b>                          | 484,704.31           | 543,310.00    | -58,605.69            | 89.21%             |
| 37 <b>Gross Profit</b>                          | 484,704.31           | 543,310.00    | -58,605.69            | 89.21%             |
| 38 <b>Expense</b>                               |                      |               |                       |                    |
| 39 <b>Staff Salaries</b>                        |                      |               |                       |                    |
| 40 <b>Bonus</b>                                 | 900.00               |               |                       |                    |
| 41 <b>Minister</b>                              | 91,080.00            | 91,080.00     | 0.00                  | 100.0%             |
| 42 <b>Admin&amp;FinanceDir</b>                  | 43,098.96            | 43,099.00     | -0.04                 | 100.0%             |
| 43 <b>CYM Director</b>                          | 42,227.64            | 42,101.00     | 126.64                | 100.3%             |
| 44 <b>Music Director</b>                        | 35,307.60            | 35,308.00     | -0.40                 | 100.0%             |
| 45 <b>ThriftShopManager</b>                     | 32,562.44            | 32,206.00     | 356.44                | 101.11%            |
| 46 <b>Sexton</b>                                | 19,359.00            | 19,491.00     | -132.00               | 99.32%             |
| 47 <b>Bookkeeper</b>                            | 14,463.60            | 14,461.00     | 2.60                  | 100.02%            |
| 48 <b>Pianist</b>                               | 10,885.00            | 10,920.00     | -35.00                | 99.68%             |
| 49 <b>CYM-Childcare</b>                         | 3,007.50             | 4,636.00      | -1,628.50             | 64.87%             |

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

|    | <b>Jul - June 20</b>                         | <b>Budget</b> | <b>\$ Over Budget</b> | <b>% of Budget</b> |         |
|----|--|---------------|-----------------------|--------------------|---------|
| 50 | <b>Total Staff Salaries</b>                  | 292,891.74    | 293,302.00            | -410.26            | 99.86%  |
| 51 | <b>Staff Benefits/Payroll Expenses</b>       |               |                       |                    |         |
| 52 | <b>WorkCompInsurance</b>                     | 3,052.00      | 2,667.00              | 385.00             | 114.44% |
| 53 | <b>Taxes</b>                                 | 16,212.19     | 15,301.00             | 911.19             | 105.96% |
| 54 | <b>Minister Benefit (FICA)</b>               | 6,888.00      | 6,885.00              | 3.00               | 100.04% |
| 55 | <b>Health Insurance</b>                      | 32,039.04     | 34,014.00             | -1,974.96          | 94.19%  |
| 56 | <b>Pension</b>                               | 25,372.14     | 26,016.00             | -643.86            | 97.53%  |
| 57 | <b>Minister's Term Life</b>                  | 745.20        | 734.00                | 11.20              | 101.53% |
| 58 | <b>Total Staff Benefits/Payroll Expenses</b> | 84,308.57     | 85,617.00             | -1,308.43          | 98.47%  |
| 59 | <b>Staff Professional Expenses</b>           |               |                       |                    |         |
| 60 | <b>Minister's Professional Exp</b>           | 8,743.07      | 9,000.00              | -256.93            | 97.15%  |
| 61 | <b>Admin&amp;FinanceDirProf Ex</b>           | 1,704.00      | 1,704.00              | 0.00               | 100.0%  |
| 62 | <b>CYM Professional Exp</b>                  | 1,337.24      | 1,664.00              | -326.76            | 80.36%  |
| 63 | <b>Music Director Prof Exp</b>               | 1,395.65      | 1,396.00              | -0.35              | 99.98%  |
| 64 | <b>Total Staff Professional Expenses</b>     | 13,179.96     | 13,764.00             | -584.04            | 95.76%  |
| 65 | <b>BldgGrounds</b>                           |               |                       |                    |         |
| 66 | <b>Electric</b>                              | 5,233.78      | 4,500.00              | 733.78             | 116.31% |
| 67 | <b>Gas</b>                                   | 5,112.58      | 5,000.00              | 112.58             | 102.25% |
| 68 | <b>Groundskeeping</b>                        | 9,563.15      | 15,000.00             | -5,436.85          | 63.75%  |
| 69 | <b>Reg. Maintenance</b>                      |               |                       |                    |         |
| 70 | <b>Supplies</b>                              | 2,566.55      | 4,200.00              | -1,633.45          | 61.11%  |
| 71 | <b>Reg. Maintenance - Other</b>              | 11,132.34     | 13,800.00             | -2,667.66          | 80.67%  |
| 72 | <b>Total Reg. Maintenance</b>                | 13,698.89     | 18,000.00             | -4,301.11          | 76.11%  |
| 73 | <b>Maint-Special Bldg Projects</b>           | 3,182.82      | 8,366.00              | -5,183.18          | 38.05%  |
| 74 | <b>Liability/Property Insurance</b>          | 13,423.50     | 13,215.00             | 208.50             | 101.58% |
| 75 | <b>Telephone &amp; Internet</b>              | 4,501.43      | 4,000.00              | 501.43             | 112.54% |
| 76 | <b>Water</b>                                 | 1,477.23      | 1,500.00              | -22.77             | 98.48%  |
| 77 | <b>Total BldgGrounds</b>                     | 56,193.38     | 69,581.00             | -13,387.62         | 80.76%  |
| 78 | <b>OfficeExpense</b>                         |               |                       |                    |         |
| 79 | <b>Advertising</b>                           | 1,734.37      | 1,500.00              | 234.37             | 115.63% |
| 80 | <b>Credit Card/Bank/PayPal Fees</b>          | 3,840.72      | 1,500.00              | 2,340.72           | 256.05% |
| 81 | <b>ComputerAsst</b>                          | 0.00          | 350.00                | -350.00            | 0.0%    |
| 82 | <b>Office Expense/Supplies</b>               | 3,692.61      | 4,000.00              | -307.39            | 92.32%  |
| 83 | <b>OfficeEquip/Maint</b>                     | 6,839.16      | 6,200.00              | 639.16             | 110.31% |
| 84 | <b>Payroll Expenses</b>                      | 1,028.50      | 800.00                | 228.50             | 128.56% |
| 85 | <b>Software Expense</b>                      | 2,147.40      | 1,200.00              | 947.40             | 178.95% |
| 86 | <b>OfficeExpense - Other</b>                 | -103.65       |                       |                    |         |
| 87 | <b>Total OfficeExpense</b>                   | 19,179.11     | 15,550.00             | 3,629.11           | 123.34% |
| 88 | <b>Loan &amp; Mortgage Payments</b>          |               |                       |                    |         |
| 89 | <b>Mortgage Principal Payments</b>           | 4,828.42      | 4,623.00              | 205.42             | 104.44% |
| 90 | <b>Mortgage Interest Payments</b>            | 3,805.82      | 4,012.00              | -206.18            | 94.86%  |
| 91 | <b>EndowLoanRepayment</b>                    | 4,788.00      | 4,784.00              | 4.00               | 100.08% |
| 92 | <b>Total Loan &amp; Mortgage Payments</b>    | 13,422.24     | 13,419.00             | 3.24               | 100.02% |
| 93 | <b>Denominational Dues</b>                   |               |                       |                    |         |
| 94 | <b>UUA-NER</b>                               | 21,407.00     | 21,407.00             | 0.00               | 100.0%  |
| 95 | <b>Total Denominational Dues</b>             | 21,407.00     | 21,407.00             | 0.00               | 100.0%  |
| 96 | <b>Consultants/Contract Employees</b>        |               |                       |                    |         |
| 97 | <b>Substitute Sexton</b>                     | 580.00        | 800.00                | -220.00            | 72.5%   |
| 98 | <b>OMG Music</b>                             | 2,400.00      | 2,400.00              | 0.00               | 100.0%  |

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

|     | <b>Jul - June 20</b>                                     | <b>Budget</b>     | <b>\$ Over Budget</b> | <b>% of Budget</b> |               |
|-----|--|-------------------|-----------------------|--------------------|---------------|
| 99  | Housekeeping   | 8,320.00          | 8,320.00              | 0.00               | 100.0%        |
| 100 | <b>Total Consultants/Contract Employees</b>              | <b>11,300.00</b>  | <b>11,520.00</b>      | <b>-220.00</b>     | <b>98.09%</b> |
| 101 | <b>Committees</b>  |                   |                       |                    |               |
| 102 | Board  | 519.24            | 1,000.00              | -480.76            | 51.92%        |
| 103 | HelpingHands   | 58.14             | 100.00                | -41.86             | 58.14%        |
| 104 | Landscape Committee                                      | 452.52            | 1,000.00              | -547.48            | 45.25%        |
| 105 | Membership   | 717.98            | 575.00                | 142.98             | 124.87%       |
| 106 | One Earth One People                                     | 0.00              | 500.00                | -500.00            | 0.0%          |
| 107 | Paul Hush Forums   | 0.00              | 600.00                | -600.00            | 0.0%          |
| 108 | Social Justice   | 405.50            | 1,000.00              | -594.50            | 40.55%        |
| 109 | Stewardship  | 273.70            | 1,000.00              | -726.30            | 27.37%        |
| 110 | UU Connections   | 350.00            | 500.00                | -150.00            | 70.0%         |
| 111 | <b>Total Committees</b>                                  | <b>2,777.08</b>   | <b>6,275.00</b>       | <b>-3,497.92</b>   | <b>44.26%</b> |
| 112 | <b>CYM</b>   |                   |                       |                    |               |
| 113 | Special Programing/Multigen                              | 1,550.51          | 1,500.00              | 50.51              | 103.37%       |
| 114 | OWL/COA  | 1,530.97          | 1,000.00              | 530.97             | 153.1%        |
| 115 | High School Youth Program                                | 457.18            | 625.00                | -167.82            | 73.15%        |
| 116 | Pre K-Grade 6/7  | 390.38            | 450.00                | -59.62             | 86.75%        |
| 117 | Contract Childcare                                       | 420.00            | 600.00                | -180.00            | 70.0%         |
| 118 | Office/Library   | 206.11            | 300.00                | -93.89             | 68.7%         |
| 119 | Child Care Supplies                                      | 154.24            | 200.00                | -45.76             | 77.12%        |
| 120 | Child Abuse Prevention Training                          | 0.00              | 200.00                | -200.00            | 0.0%          |
| 121 | <b>Total CYM</b>   | <b>4,709.39</b>   | <b>4,875.00</b>       | <b>-165.61</b>     | <b>96.6%</b>  |
| 122 | <b>Music</b>   |                   |                       |                    |               |
| 123 | Music Scores   | 1,448.57          | 1,000.00              | 448.57             | 144.86%       |
| 124 | Music Support/Supplies                                   | 837.78            | 500.00                | 337.78             | 167.56%       |
| 125 | Guest Musicians  | 725.00            | 1,000.00              | -275.00            | 72.5%         |
| 126 | PianoOrgan   | 1,088.21          | 1,600.00              | -511.79            | 68.01%        |
| 127 | <b>Total Music</b>                                       | <b>4,099.56</b>   | <b>4,100.00</b>       | <b>-0.44</b>       | <b>99.99%</b> |
| 128 | Reconciliation Discrepancies                             | 129.04            |                       |                    |               |
| 129 | <b>Worship</b>   |                   |                       |                    |               |
| 130 | Pastoral Care Coverage                                   | 450.00            | 0.00                  | 450.00             | 100.0%        |
| 131 | Hospitality  | 435.85            | 650.00                | -214.15            | 67.05%        |
| 132 | Materials/Supplies                                       | 697.57            | 1,250.00              | -552.43            | 55.81%        |
| 133 | Pulpit Support   | 1,750.00          | 2,000.00              | -250.00            | 87.5%         |
| 134 | <b>Total Worship</b>                                     | <b>3,333.42</b>   | <b>3,900.00</b>       | <b>-566.58</b>     | <b>85.47%</b> |
| 135 | <b>Total Expense</b>                                     | <b>526,930.49</b> | <b>543,310.00</b>     | <b>-16,379.51</b>  | <b>96.99%</b> |
| 136 | <b>Net Ordinary Income</b>                               | <b>-42,226.18</b> | <b>0.00</b>           | <b>-42,226.18</b>  | <b>100.0%</b> |
| 137 | Net Income   | <b>-42,226.18</b> | <b>0.00</b>           | <b>-42,226.18</b>  | <b>100.0%</b> |
| 138 |  |                   |                       |                    |               |
| 139 | PPP Loan (which should be 100% forgive)                  | 72,300.00         | 0                     |                    |               |
| 140 | <b>Actual Net Income (surplus to be applied to FY21)</b> | <b>30,073.82</b>  |                       |                    |               |

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

|   | Jul '19 - Jun     | Jul '18 - Jun 19  | \$ Change         | % Change       |
|---|-------------------|-------------------|-------------------|----------------|
| <b>Ordinary Income/Expense</b>                  |                   |                   |                   |                |
| <b>Income</b>                                   |                   |                   |                   |                |
| <b>Pledges</b>                                  |                   |                   |                   |                |
| 1      2019-2020 Pledges                        | 352,458.47        | 0.00              | 352,458.47        | 100.0%         |
| 2      2018-2019 Pledges                        | 10,222.00         | 360,543.36        | -350,321.36       | -97.17%        |
| 3      2017-2018 Pledges                        | 300.00            | 11,138.00         | -10,838.00        | -97.31%        |
| 4      2016-2017 Pledges                        | 0.00              | 2,765.00          | -2,765.00         | -100.0%        |
| 5 <b>Total Pledges</b>                          | <u>362,980.47</u> | <u>374,446.36</u> | <u>-11,465.89</u> | <u>-3.06%</u>  |
| 6 <b>Offertory</b>                              | 20,102.11         | 25,670.89         | -5,568.78         | -21.69%        |
| 7 <b>Fund Raising</b>                           |                   |                   |                   |                |
| 8 <b>Thrift Shop</b>                            | 68,448.97         | 88,830.94         | -20,381.97        | -22.95%        |
| 9 <b>Church Fundraisers</b>                     |                   |                   |                   |                |
| 10 <b>Small Group Fundraisers</b>               | 1,185.00          | 5,250.01          | -4,065.01         | -77.43%        |
| 11 <b>Spring Auction</b>                        | 623.00            | 15,401.50         | -14,778.50        | -95.96%        |
| 12 <b>Fall Fair</b>                             | 0.00              | 4,759.57          | -4,759.57         | -100.0%        |
| 13 <b>Holiday Fair</b>                          | 0.00              | 1,078.00          | -1,078.00         | -100.0%        |
| 14 <b>Church Fundraisers - Other</b>            | 10,101.70         | 0.00              | 10,101.70         | 100.0%         |
| 15 <b>Total Church Fundraisers</b>              | <u>11,909.70</u>  | <u>26,489.08</u>  | <u>-14,579.38</u> | <u>-55.04%</u> |
| 16 <b>CYM Summer Program</b>                    | 770.92            | 1,175.00          | -404.08           | -34.39%        |
| 17 <b>Food Certificate Sales</b>                | 1,850.00          | 1,650.00          | 200.00            | 12.12%         |
| 18 <b>Women's Circle Alliance</b>               | 750.50            | 2,058.43          | -1,307.93         | -63.54%        |
| 19 <b>Welcoming Congregation-Income</b>         | 3,000.00          | 2,800.00          | 200.00            | 7.14%          |
| 20 <b>Total Fund Raising</b>                    | <u>86,730.09</u>  | <u>123,003.45</u> | <u>-36,273.36</u> | <u>-29.49%</u> |
| 21 <b>BldgUse</b>                               |                   |                   |                   |                |
| 22 <b>Space Rentals</b>                         | 5,736.55          | 4,333.90          | 1,402.65          | 32.37%         |
| 23 <b>Weddings/Memorials</b>                    | 1,750.00          | 2,895.00          | -1,145.00         | -39.55%        |
| 24 <b>Total BldgUse</b>                         | <u>7,486.55</u>   | <u>7,228.90</u>   | <u>257.65</u>     | <u>3.56%</u>   |
| 25 <b>Investment,Interest, MiscIncome</b>       |                   |                   |                   |                |
| 26 <b>Investment Income</b>                     |                   |                   |                   |                |
| 27 <b>UUA GIF Distribution</b>                  | 2,884.55          | 2,811.79          | 72.76             | 2.59%          |
| 28 <b>Alton Smith Char Trust</b>                | 1,552.97          | 1,660.98          | -108.01           | -6.5%          |
| 29 <b>Alton Smith Irrev Trust</b>               | 1,363.87          | 1,359.01          | 4.86              | 0.36%          |
| 30 <b>Total Investment Income</b>               | <u>5,801.39</u>   | <u>5,831.78</u>   | <u>-30.39</u>     | <u>-0.52%</u>  |
| 31 <b>Interest Income</b>                       | 312.18            | 97.26             | 214.92            | 220.98%        |
| 32 <b>Total Investment,Interest, MiscIncome</b> | <u>6,113.57</u>   | <u>5,929.04</u>   | <u>184.53</u>     | <u>3.11%</u>   |
| 33 <b>Contributions</b>                         |                   |                   |                   |                |
| 34 <b>Misc Contributions</b>                    | 1,291.52          | 345.13            | 946.39            | 274.21%        |
| 35 <b>Total Contributions</b>                   | <u>1,291.52</u>   | <u>345.13</u>     | <u>946.39</u>     | <u>274.21%</u> |
| 36 <b>Total Income</b>                          | <u>484,704.31</u> | <u>536,623.77</u> | <u>-51,919.46</u> | <u>-9.68%</u>  |
| 37 <b>Gross Profit</b>                          | 484,704.31        | 536,623.77        | -51,919.46        | -9.68%         |
| 38 <b>Expense</b>                               |                   |                   |                   |                |
| 39 <b>Staff Salaries</b>                        |                   |                   |                   |                |
| 40 <b>Bonus</b>                                 | 900.00            | 0.00              | 900.00            | 100.0%         |
| 41 <b>Minister</b>                              | 91,080.00         | 91,080.00         | 0.00              | 0.0%           |
| 42 <b>Admin&amp;FinanceDir</b>                  | 43,098.96         | 43,098.96         | 0.00              | 0.0%           |
| 43 <b>CYM Director</b>                          | 42,227.64         | 40,164.96         | 2,062.68          | 5.14%          |
| 44 <b>Music Director</b>                        | 35,307.60         | 35,307.60         | 0.00              | 0.0%           |
| 45 <b>ThriftShopManager</b>                     | 32,562.44         | 32,209.92         | 352.52            | 1.09%          |
| 46 <b>Sexton</b>                                | 19,359.00         | 19,543.50         | -184.50           | -0.94%         |
| 47 <b>Bookkeeper</b>                            | 14,463.60         | 14,463.60         | 0.00              | 0.0%           |
| 48 <b>Pianist</b>                               | 10,885.00         | 5,320.00          | 5,565.00          | 104.61%        |
| 49 <b>CYM-Childcare</b>                         | 3,007.50          | 2,313.01          | 694.49            | 30.03%         |
| 50 <b>Total Staff Salaries</b>                  | <u>292,891.74</u> | <u>283,501.55</u> | <u>9,390.19</u>   | <u>3.31%</u>   |
| 51 <b>Staff Benefits/Payroll Expenses</b>       |                   |                   |                   |                |

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

|     | <u>Jul '19 - Jun</u>                         | <u>Jul '18 - Jun 19</u> | <u>\$ Change</u> | <u>% Change</u>  |                |
|-----|--|-------------------------|------------------|------------------|----------------|
| 52  | WorkCompInsurance                            | 3,052.00                | 2,598.00         | 454.00           | 17.48%         |
| 53  | Taxes  | 16,212.19               | 14,287.65        | 1,924.54         | 13.47%         |
| 54  | Minister Benefit (FICA)                      | 6,888.00                | 6,876.00         | 12.00            | 0.18%          |
| 55  | Health Insurance                             | 32,039.04               | 27,733.58        | 4,305.46         | 15.52%         |
| 56  | Pension                                      | 25,372.14               | 25,224.28        | 147.86           | 0.59%          |
| 57  | Minister's Term Life                         | 745.20                  | 673.20           | 72.00            | 10.7%          |
| 58  | <b>Total Staff Benefits/Payroll Expenses</b> | <b>84,308.57</b>        | <b>77,392.71</b> | <b>6,915.86</b>  | <b>8.94%</b>   |
| 59  | <b>Staff Professional Expenses</b>           |                         |                  |                  |                |
| 60  | Minister's Professional Exp                  | 8,743.07                | 8,964.27         | -221.20          | -2.47%         |
| 61  | Admin&FinanceDirProf Ex                      | 1,704.00                | 1,704.00         | 0.00             | 0.0%           |
| 62  | CYM Professional Exp                         | 1,337.24                | 1,588.00         | -250.76          | -15.79%        |
| 63  | Music Director Prof Exp                      | 1,395.65                | 1,396.00         | -0.35            | -0.03%         |
| 64  | <b>Total Staff Professional Expenses</b>     | <b>13,179.96</b>        | <b>13,652.27</b> | <b>-472.31</b>   | <b>-3.46%</b>  |
| 65  | <b>BldgGrounds</b>                           |                         |                  |                  |                |
| 66  | Electric                                     | 5,233.78                | 4,169.22         | 1,064.56         | 25.53%         |
| 67  | Gas  | 5,112.58                | 5,695.12         | -582.54          | -10.23%        |
| 68  | Groundskeeping                               | 9,563.15                | 10,120.93        | -557.78          | -5.51%         |
| 69  | Reg. Maintenance                             |                         |                  |                  |                |
| 70  | Supplies                                     | 2,566.55                | 3,298.62         | -732.07          | -22.19%        |
| 71  | Reg. Maintenance - Other                     | 11,132.34               | 14,261.78        | -3,129.44        | -21.94%        |
| 72  | <b>Total Reg. Maintenance</b>                | <b>13,698.89</b>        | <b>17,560.40</b> | <b>-3,861.51</b> | <b>-21.99%</b> |
| 73  | Maint-Special Bldg Projects                  | 3,182.82                | 13,675.00        | -10,492.18       | -76.73%        |
| 74  | Liability/Property Insurance                 | 13,423.50               | 5,601.50         | 7,822.00         | 139.64%        |
| 75  | Telephone & Internet                         | 4,501.43                | 4,010.93         | 490.50           | 12.23%         |
| 76  | Water  | 1,477.23                | 1,418.91         | 58.32            | 4.11%          |
| 77  | <b>Total BldgGrounds</b>                     | <b>56,193.38</b>        | <b>62,252.01</b> | <b>-6,058.63</b> | <b>-9.73%</b>  |
| 78  | <b>OfficeExpense</b>                         |                         |                  |                  |                |
| 79  | Advertising                                  | 1,734.37                | 1,592.85         | 141.52           | 8.89%          |
| 80  | Credit Card/Bank/PayPal Fees                 | 3,840.72                | 2,230.78         | 1,609.94         | 72.17%         |
| 81  | Office Expense/Supplies                      | 3,692.61                | 4,400.45         | -707.84          | -16.09%        |
| 82  | OfficeEquip/Maint                            | 6,839.16                | 6,617.82         | 221.34           | 3.35%          |
| 83  | Payroll Expenses                             | 1,028.50                | 794.76           | 233.74           | 29.41%         |
| 84  | Software Expense                             | 2,147.40                | 1,911.12         | 236.28           | 12.36%         |
| 85  | OfficeExpense - Other                        | -103.65                 | 0.00             | -103.65          | -100.0%        |
| 86  | <b>Total OfficeExpense</b>                   | <b>19,179.11</b>        | <b>17,547.78</b> | <b>1,631.33</b>  | <b>9.3%</b>    |
| 87  | <b>Loan &amp; Mortgage Payments</b>          |                         |                  |                  |                |
| 88  | Mortgage Interest Payments                   | 3,805.82                | 4,012.27         | -206.45          | -5.15%         |
| 89  | EndowLoanRepayment                           | 4,788.00                | 10,399.20        | -5,611.20        | -53.96%        |
| 90  | <b>Total Loan &amp; Mortgage Payments</b>    | <b>8,593.82</b>         | <b>14,411.47</b> | <b>-5,817.65</b> | <b>-40.37%</b> |
| 91  | <b>Denominational Dues</b>                   |                         |                  |                  |                |
| 92  | UUA-NER                                      | 21,407.00               | 21,670.82        | -263.82          | -1.22%         |
| 93  | <b>Total Denominational Dues</b>             | <b>21,407.00</b>        | <b>21,670.82</b> | <b>-263.82</b>   | <b>-1.22%</b>  |
| 94  | <b>Consultants/Contract Employees</b>        |                         |                  |                  |                |
| 95  | Pianist                                      | 0.00                    | 2,238.70         | -2,238.70        | -100.0%        |
| 96  | Substitute Sexton                            | 580.00                  | 612.50           | -32.50           | -5.31%         |
| 97  | OMG Music                                    | 2,400.00                | 2,400.00         | 0.00             | 0.0%           |
| 98  | Housekeeping                                 | 8,320.00                | 8,040.00         | 280.00           | 3.48%          |
| 99  | <b>Total Consultants/Contract Employees</b>  | <b>11,300.00</b>        | <b>13,291.20</b> | <b>-1,991.20</b> | <b>-14.98%</b> |
| 100 | <b>Committees</b>                            |                         |                  |                  |                |
| 101 | Board  | 519.24                  | 710.32           | -191.08          | -26.9%         |
| 102 | HelpingHands                                 | 58.14                   | 71.82            | -13.68           | -19.05%        |
| 103 | Green Sanctuary                              | 0.00                    | 175.00           | -175.00          | -100.0%        |
| 104 | Landscape Committee                          | 452.52                  | 1,013.60         | -561.08          | -55.36%        |
| 105 | Membership                                   | 717.98                  | 346.59           | 371.39           | 107.16%        |

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

|     | <u>Jul '19 - Jun</u>         | <u>Jul '18 - Jun 19</u>  | <u>\$ Change</u>       | <u>% Change</u>          |                        |
|-----|------------------------------|--------------------------|------------------------|--------------------------|------------------------|
| 106 | One Earth One People         | 0.00                     | 1,674.23               | -1,674.23                | -100.0%                |
| 107 | Paul Hush Forums             | 0.00                     | 1,200.00               | -1,200.00                | -100.0%                |
| 108 | Social Justice               | 405.50                   | 2,398.00               | -1,992.50                | -83.09%                |
| 109 | Stewardship                  | 273.70                   | 913.63                 | -639.93                  | -70.04%                |
| 110 | Council                      | 0.00                     | 252.15                 | -252.15                  | -100.0%                |
| 111 | UU Connections               | 350.00                   | 1,665.20               | -1,315.20                | -78.98%                |
| 112 | <b>Total Committees</b>      | <u>2,777.08</u>          | <u>10,420.54</u>       | <u>-7,643.46</u>         | <u>-73.35%</u>         |
| 113 | <b>CYM</b>                   |                          |                        |                          |                        |
| 114 | Special Programing/Multigen  | 1,550.51                 | 1,484.45               | 66.06                    | 4.45%                  |
| 115 | OWL/COA                      | 1,530.97                 | 800.84                 | 730.13                   | 91.17%                 |
| 116 | High School Youth Program    | 457.18                   | 753.57                 | -296.39                  | -39.33%                |
| 117 | Pre K-Grade 6/7              | 390.38                   | 501.30                 | -110.92                  | -22.13%                |
| 118 | Contract Childcare           | 420.00                   | 853.25                 | -433.25                  | -50.78%                |
| 119 | Office/Library               | 206.11                   | 453.36                 | -247.25                  | -54.54%                |
| 120 | Child Care Supplies          | 154.24                   | 227.17                 | -72.93                   | -32.1%                 |
| 121 | <b>Total CYM</b>             | <u>4,709.39</u>          | <u>5,073.94</u>        | <u>-364.55</u>           | <u>-7.19%</u>          |
| 122 | <b>Music</b>                 |                          |                        |                          |                        |
| 123 | Music Scores                 | 1,448.57                 | 1,236.33               | 212.24                   | 17.17%                 |
| 124 | Music Support/Supplies       | 837.78                   | 1,012.10               | -174.32                  | -17.22%                |
| 125 | Guest Musicians              | 725.00                   | 975.00                 | -250.00                  | -25.64%                |
| 126 | PianoOrgan                   | 1,088.21                 | 1,327.42               | -239.21                  | -18.02%                |
| 127 | <b>Total Music</b>           | <u>4,099.56</u>          | <u>4,550.85</u>        | <u>-451.29</u>           | <u>-9.92%</u>          |
| 128 | Reconciliation Discrepancies | 129.04                   | 0.00                   | 129.04                   | 100.0%                 |
| 129 | <b>Worship</b>               |                          |                        |                          |                        |
| 130 | Pastoral Care Coverage       | 450.00                   | 0.00                   | 450.00                   | 100.0%                 |
| 131 | Hospitality                  | 435.85                   | 644.05                 | -208.20                  | -32.33%                |
| 132 | Materials/Supplies           | 697.57                   | 1,389.70               | -692.13                  | -49.8%                 |
| 133 | Pulpit Support               | 1,750.00                 | 2,650.00               | -900.00                  | -33.96%                |
| 134 | <b>Total Worship</b>         | <u>3,333.42</u>          | <u>4,683.75</u>        | <u>-1,350.33</u>         | <u>-28.83%</u>         |
| 135 | <b>Total Expense</b>         | <u>522,102.07</u>        | <u>528,448.89</u>      | <u>-6,346.82</u>         | <u>-1.2%</u>           |
| 136 | <b>Net Ordinary Income</b>   | <u>-37,397.76</u>        | <u>8,174.88</u>        | <u>-45,572.64</u>        | <u>-557.47%</u>        |
|     | <b>Net Income</b>            | <u><b>-37,397.76</b></u> | <u><b>8,174.88</b></u> | <u><b>-45,572.64</b></u> | <u><b>-557.47%</b></u> |

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

|   | June 30, 20         | June 30, 19         | \$ Change        | % Change     |
|---|---------------------|---------------------|------------------|--------------|
| <b>1 ASSETS</b>                           |                     |                     |                  |              |
| <b>2 Current Assets</b>                   |                     |                     |                  |              |
| <b>3 Checking/Savings</b>                 |                     |                     |                  |              |
| 4 <b>CC5 Ckg - 5859</b>                   | 29,906.29           | 26,865.03           | 3,041.26         | 11.32%       |
| 5 <b>Repo Sweep - 0998</b>                | 114,942.99          | 89,870.68           | 25,072.31        | 27.9%        |
| 6 <b>Total Checking/Savings</b>           | 144,849.28          | 116,735.71          | 28,113.57        | 24.08%       |
| <b>7 Other Current Assets</b>             |                     |                     |                  |              |
| 8 <b>Payroll Corrections</b>              | -129.04             | 0.00                | -129.04          | -100.0%      |
| 9 <b>Clergy Housing Repayment</b>         | 0.00                | 3,300.00            | -3,300.00        | -100.0%      |
| 10 <b>Emergency Reserve Fund</b>          | -29,400.00          | -29,400.00          | 0.00             | 0.0%         |
| 11 <b>Capital Expense Fund</b>            | -25,250.00          | -25,250.00          | 0.00             | 0.0%         |
| 12 <b>Unearned Pledges</b>                | -38,117.00          | -54,167.32          | 16,050.32        | 29.63%       |
| 13 <b>Total Other Current Assets</b>      | -92,896.04          | -105,517.32         | 12,621.28        | 11.96%       |
| 14 <b>Total Current Assets</b>            | 51,953.24           | 11,218.39           | 40,734.85        | 363.11%      |
| 15 <b>Fixed Assets</b>                    | 1,761,018.93        | 1,761,018.93        | 0.00             | 0.0%         |
| 16 <b>Other Assets</b>                    |                     |                     |                  |              |
| 17 <b>Food Coupon Inventory</b>           | 1,975.00            | 3,500.00            | -1,525.00        | -43.57%      |
| 18 <b>Petty Cash</b>                      | 100.00              | 100.00              | 0.00             | 0.0%         |
| 19 <b>Total Other Assets</b>              | 2,075.00            | 3,600.00            | -1,525.00        | -42.36%      |
| 20 <b>TOTAL ASSETS</b>                    | <b>1,815,047.17</b> | <b>1,775,837.32</b> | <b>39,209.85</b> | <b>2.21%</b> |
| <b>21 LIABILITIES &amp; EQUITY</b>        |                     |                     |                  |              |
| <b>22 Liabilities</b>                     |                     |                     |                  |              |
| <b>23 Current Liabilities</b>             |                     |                     |                  |              |
| <b>24 Other Current Liabilities</b>       |                     |                     |                  |              |
| 25 <b>PPP Loan</b>                        | 72,300.00           | 0.00                | 72,300.00        | 100.0%       |
| 26 <b>Split Plate</b>                     | 3,888.00            | 3,650.50            | 237.50           | 6.51%        |
| 27 <b>UUSC Coffee Sales</b>               | 174.80              | 614.45              | -439.65          | -71.55%      |
| 28 <b>Current Portion-Loan Endow</b>      | 10,399.00           | 10,399.00           | 0.00             | 0.0%         |
| 29 <b>Current portion-Loan Meeting H</b>  | 4,080.00            | 4,080.00            | 0.00             | 0.0%         |
| 30 <b>Payroll Liabilities</b>             | 13,293.32           | 6,949.14            | 6,344.18         | 91.29%       |
| 31 <b>Total Other Current Liabilities</b> | 104,135.12          | 25,693.09           | 78,442.03        | 305.3%       |
| 32 <b>Total Current Liabilities</b>       | 104,135.12          | 25,693.09           | 78,442.03        | 305.3%       |
| 33 <b>Long Term Liabilities</b>           |                     |                     |                  |              |
| 34 <b>Loan-Meeting House Improvements</b> | 75,916.24           | 80,744.66           | -4,828.42        | -5.98%       |
| 35 <b>Loan-Endowment Fund</b>             | 185,385.71          | 185,385.71          | 0.00             | 0.0%         |
| 36 <b>Total Long Term Liabilities</b>     | 261,301.95          | 266,130.37          | -4,828.42        | -1.81%       |
| 37 <b>Total Liabilities</b>               | 365,437.07          | 291,823.46          | 73,613.61        | 25.23%       |
| 38 <b>Equity</b>                          |                     |                     |                  |              |
| 39 <b>Unrealized Endow Loan Gain/Loss</b> | 106,584.59          | 106,584.59          | 0.00             | 0.0%         |
| 40 <b>Retained Earnings</b>               | 1,380,423.27        | 1,411,516.39        | -31,093.12       | -2.2%        |
| 41 <b>Net Income</b>                      | -37,397.76          | -34,087.12          | -3,310.64        | -9.71%       |
| 42 <b>Total Equity</b>                    | 1,449,610.10        | 1,484,013.86        | -34,403.76       | -2.32%       |
| 43 <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>1,815,047.17</b> | <b>1,775,837.32</b> | <b>39,209.85</b> | <b>2.21%</b> |

**Special Funds / First Parish Brewster  
 Profit & Loss Prev Year Comparison  
 July 2019 through June 2020**

|  | <b>Jul '19 - Jun 20</b> | <b>Jul '18 - Jun 19</b> | <b>\$ Change</b> | <b>% Change</b> |
|--|-------------------------|-------------------------|------------------|-----------------|
| <b>1 Income</b>                          |                         |                         |                  |                 |
| 2 <b>WelcCong/CochraneFund</b>           | 18,114.00               | 17,970.00               | 144.00           | 0.8%            |
| 3 <b>Heed-Income</b>                     | 8,444.00                | 4,934.00                | 3,510.00         | 71.14%          |
| 4 <b>Minister's Discretionary-Income</b> | 629.27                  | 1,882.20                | -1,252.93        | -66.57%         |
| 5 <b>MemorialMarker-Income</b>           | 2,240.00                | 1,200.00                | 1,040.00         | 86.67%          |
| 6 <b>Interest-Checking 6071</b>          | 7.31                    | 10.12                   | -2.81            | -27.77%         |
| 7 <b>Total Income</b>                    | <b>29,434.58</b>        | <b>25,996.32</b>        | <b>3,438.26</b>  | <b>13.23%</b>   |
| <b>8 Expense</b>                         |                         |                         |                  |                 |
| 9 <b>WelcCong/CochraneFund-E</b>         | 16,388.75               | 17,328.14               | -939.39          | -5.42%          |
| 10 <b>Heed-E</b>                         | 8,316.34                | 4,164.38                | 4,151.96         | 99.7%           |
| 11 <b>Minister'sDiscretionary-E</b>      | 1,024.26                | 3,089.79                | -2,065.53        | -66.85%         |
| 12 <b>MemorialMarker-E</b>               | 1,824.07                | 1,027.40                | 796.67           | 77.54%          |
| 13 <b>Total Expense</b>                  | <b>27,553.42</b>        | <b>25,609.71</b>        | <b>1,943.71</b>  | <b>7.59%</b>    |
| 14 <b>Net Income</b>                     | <b>1,881.16</b>         | <b>386.61</b>           | <b>1,494.55</b>  | <b>386.58%</b>  |

**Special Funds / First Parish Brewster**  
**Balance Sheet Prev Year Comparison**  
 As of June 30, 2020

|  | Jun 30, 20      | Jun 30, 19      | \$ Change        | % Change       |
|--|-----------------|-----------------|------------------|----------------|
| <b>1 ASSETS</b>                          |                 |                 |                  |                |
| 2 <b>Current Assets</b>                  |                 |                 |                  |                |
| 3 <b>Checking/Savings</b>                |                 |                 |                  |                |
| 4 <b>Cape Cod Five-CK - 6071</b>         | 15,839.72       | 19,458.56       | -3,618.84        | -18.6%         |
| 5 <b>Total Checking/Savings</b>          | 15,839.72       | 19,458.56       | -3,618.84        | -18.6%         |
| 6 <b>Other Current Assets</b>            |                 |                 |                  |                |
| 7 <b>Music Fund</b>                      | -500.00         | 0.00            | -500.00          | -100.0%        |
| 8 <b>Memorial Marker</b>                 | -3,729.62       | -3,557.02       | -172.60          | -4.85%         |
| 9 <b>Minister's Discretionary</b>        | -2,383.14       | -3,590.73       | 1,207.59         | 33.63%         |
| 10 <b>Heed</b>                           | -4,291.16       | -3,521.54       | -769.62          | -21.86%        |
| 11 <b>Welc.Cong./Cochrane Fund</b>       | -2,697.95       | -2,056.09       | -641.86          | -31.22%        |
| 12 <b>Total Other Current Assets</b>     | -13,601.87      | -12,725.38      | -876.49          | -6.89%         |
| 13 <b>Total Current Assets</b>           | 2,237.85        | 6,733.18        | -4,495.33        | -66.76%        |
| 14 <b>TOTAL ASSETS</b>                   | <b>2,237.85</b> | <b>6,733.18</b> | <b>-4,495.33</b> | <b>-66.76%</b> |
| <b>15 LIABILITIES &amp; EQUITY</b>       |                 |                 |                  |                |
| 16 <b>Equity</b>                         |                 |                 |                  |                |
| 17 <b>Retained Earnings</b>              | 356.69          | 6,346.57        | -5,989.88        | -94.38%        |
| 18 <b>Net Income</b>                     | 1,881.16        | 386.61          | 1,494.55         | 386.58%        |
| 19 <b>Total Equity</b>                   | 2,237.85        | 6,733.18        | -4,495.33        | -66.76%        |
| 20 <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>2,237.85</b> | <b>6,733.18</b> | <b>-4,495.33</b> | <b>-66.76%</b> |

## **Financial Reports - July 2020**

*\*these reports are through July 31,2020*

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 8.3%**

### **Points of Interest**

**Total Income** is at 22% of budget

Pledge Commitments FY 20-21                      \$348,201

Total Pledge Payments received 22% of budget

\*Offertory is at 6% of budget

Thrift Store Income is at 16% of budget

**Total Expenses** are at 8% of budget

**\*Total Weekly Split Plates** - estimating \$700 to 4 organizations

\*\*PPP Loan forgiveness applications have just been made available, and I will be get that in asap.

**Operating Funds**  
**Profit & Loss Budget vs. Actual**  
July 2020

|    | <u>Jul - June 20</u>                         | <u>Budget</u>    | <u>\$ Over Budget</u> | <u>% of Budget</u> |               |
|----|--|------------------|-----------------------|--------------------|---------------|
| 1  | <b>Ordinary Income/Expense</b>               |                  |                       |                    |               |
| 2  | Income                                       |                  |                       |                    |               |
| 3  | Pledges                                      |                  |                       |                    |               |
| 4  | 2020-2021 Pledges                            | 62,278.00        | 315,000.00            | -252,722.00        | 19.77%        |
| 5  | 2019-2020 Pledges                            | 9,277.24         | 7,500.00              | 1,777.24           | 123.7%        |
| 6  | 2018-2019 Pledges                            | 100.00           |                       |                    |               |
| 7  | <b>Total Pledges</b>                         | <b>71,655.24</b> | <b>322,500.00</b>     | <b>-250,844.76</b> | <b>22.22%</b> |
| 8  | Offertory                                    | 737.00           | 13,000.00             | -12,263.00         | 5.67%         |
| 9  | Fund Raising                                 |                  |                       |                    |               |
| 10 | Thrift Shop                                  | 6,584.03         | 40,000.00             | -33,415.97         | 16.46%        |
| 11 | Church Fundraisers                           |                  |                       |                    |               |
| 12 | Garden Tours                                 | 2,117.00         | 1,000.00              | 1,117.00           |               |
| 13 | Spring Auction                               | 0.00             | 6,500.00              | -6,500.00          | 0.0%          |
| 14 | Summer Auction                               | 5,351.00         | 1,000.00              | 4,351.00           |               |
| 15 | <b>Total Church Fundraisers</b>              | <b>7,468.00</b>  | <b>8,500.00</b>       | <b>-1,032.00</b>   | <b>87.86%</b> |
| 16 | Food Certificate Sales                       | 250.00           | 500.00                | -250.00            | 50.0%         |
| 17 | Welcoming Congregation-Income                | 0.00             | 2,000.00              | -2,000.00          | 0.0%          |
| 18 | <b>Total Fund Raising</b>                    | <b>14,302.03</b> | <b>51,000.00</b>      | <b>-36,697.97</b>  | <b>28.04%</b> |
| 19 | Investment,Interest, MiscIncome              |                  |                       |                    |               |
| 20 | Investment Income                            |                  |                       |                    |               |
| 21 | UUA GIF Distribution                         | 728.07           | 2,800.00              | -2,071.93          | 26.0%         |
| 22 | Alton Smith Char Trust                       | 245.22           | 1,000.00              | -754.78            | 24.52%        |
| 23 | Alton Smith Irrev Trust                      | 317.00           | 1,200.00              | -883.00            | 26.42%        |
| 24 | <b>Total Investment Income</b>               | <b>973.29</b>    | <b>5,000.00</b>       | <b>-4,026.71</b>   | <b>19.47%</b> |
| 25 | Interest Income                              | 0.00             | 250.00                | -250.00            | 0.0%          |
| 26 | <b>Total Investment,Interest, MiscIncome</b> | <b>973.29</b>    | <b>5,250.00</b>       | <b>-4,276.71</b>   | <b>18.54%</b> |
| 27 | Contributions                                |                  |                       |                    |               |
| 28 | Misc Contributions                           | 0.00             | 300.00                | -300.00            | 0.0%          |
| 29 | <b>Total Contributions</b>                   | <b>0.00</b>      | <b>300.00</b>         | <b>-300.00</b>     | <b>0.0%</b>   |
| 30 | <b>Total Income</b>                          | <b>87,667.56</b> | <b>392,050.00</b>     | <b>-304,382.44</b> | <b>22.36%</b> |
| 31 | <b>Gross Profit</b>                          | <b>87,667.56</b> | <b>392,050.00</b>     | <b>-304,382.44</b> | <b>22.36%</b> |
| 32 | Expense                                      |                  |                       |                    |               |
| 33 | Staff Salaries                               |                  |                       |                    |               |
| 34 | Total Minister                               | 7,680.00         | 91,080.00             | -83,400.00         | 8.43%         |
| 35 | Admin&FinanceDir                             | 3,591.58         | 43,099.00             | -39,507.42         | 8.33%         |
| 36 | CYM Director                                 | 3,508.44         | 42,101.00             | -38,592.56         | 8.33%         |
| 37 | Music Director                               | 2,942.30         | 35,308.00             | -32,365.70         | 8.33%         |
| 38 | ThriftShopManager                            | 2,600.00         | 31,574.00             | -28,974.00         | 8.24%         |
| 39 | Sexton                                       | 1,608.12         | 20,325.00             | -18,716.88         | 7.91%         |
| 40 | Bookkeeper                                   | 1,205.30         | 14,461.00             | -13,255.70         | 8.34%         |
| 41 | Pianist                                      | 840.00           | 10,920.00             | -10,080.00         | 7.69%         |
| 42 | CYM-Childcare                                | 90.00            | 3,634.00              | -3,544.00          | 2.48%         |
| 43 | <b>Total Staff Salaries</b>                  | <b>24,065.74</b> | <b>292,502.00</b>     | <b>-268,436.26</b> | <b>8.23%</b>  |
| 44 | Staff Benefits/Payroll Expenses              |                  |                       |                    |               |
| 45 | WorkComplnsurance                            | 0.00             | 2,910.00              | -2,910.00          | 0.0%          |
| 46 | Taxes  | 1,169.57         | 15,239.00             | -14,069.43         | 7.68%         |
| 47 | Minister Benefit (FICA)                      | 574.00           | 6,885.00              | -6,311.00          | 8.34%         |
| 48 | Health Insurance                             | 2,429.42         | 35,000.00             | -32,570.58         | 6.94%         |
| 49 | Pension                                      | 1,558.06         | 23,956.00             | -22,397.94         | 6.5%          |

**Operating Funds**  
**Profit & Loss Budget vs. Actual**  
July 2020

|    | <b>Jul - June 20</b>                         | <b>Budget</b>   | <b>\$ Over Budget</b> | <b>% of Budget</b> |               |
|----|--|-----------------|-----------------------|--------------------|---------------|
| 50 | Minister's Term Life                         | 126.00          | 734.00                | -608.00            | 17.17%        |
| 51 | <b>Total Staff Benefits/Payroll Expenses</b> | <b>5,857.05</b> | <b>84,724.00</b>      | <b>-78,866.95</b>  | <b>6.91%</b>  |
| 52 | <b>Staff Professional Expenses</b>           |                 |                       |                    |               |
| 53 | Minister's Professional Exp                  | 0.00            | 9,000.00              | -9,000.00          | 0.0%          |
| 54 | Admin&FinanceDirProf Ex                      | 0.00            | 1,704.00              | -1,704.00          | 0.0%          |
| 55 | CYM Professional Exp                         | 0.00            | 1,664.00              | -1,664.00          | 0.0%          |
| 56 | Music Director Prof Exp                      | 1,396.00        | 1,396.00              | 0.00               | 100.0%        |
| 57 | <b>Total Staff Professional Expenses</b>     | <b>1,396.00</b> | <b>13,764.00</b>      | <b>-12,368.00</b>  | <b>10.14%</b> |
| 58 | <b>BldgGrounds</b>                           |                 |                       |                    |               |
| 59 | Electric                                     | 463.81          | 3,500.00              | -3,036.19          | 13.25%        |
| 60 | Gas  | 127.61          | 4,500.00              | -4,372.39          | 2.84%         |
| 61 | Groundskeeping                               | 922.50          | 12,000.00             | -11,077.50         | 7.69%         |
| 62 | Reg. Maintenance                             |                 |                       |                    |               |
| 63 | Supplies                                     | 259.86          | 3,000.00              | -2,740.14          | 8.66%         |
| 64 | Reg. Maintenance - Other                     | 539.85          | 13,800.00             | -13,260.15         | 3.91%         |
| 65 | <b>Total Reg. Maintenance</b>                | <b>799.71</b>   | <b>16,800.00</b>      | <b>-16,000.29</b>  | <b>4.76%</b>  |
| 66 | Liability/Property Insurance                 | 0.00            | 14,200.00             | -14,200.00         | 0.0%          |
| 67 | Telephone & Internet                         | 414.92          | 4,300.00              | -3,885.08          | 9.65%         |
| 68 | Water  | 0.00            | 1,500.00              | -1,500.00          | 0.0%          |
| 69 | <b>Total BldgGrounds</b>                     | <b>2,728.55</b> | <b>56,800.00</b>      | <b>-54,071.45</b>  | <b>4.8%</b>   |
| 70 | <b>Thrift Store/Annex Expenses</b>           | <b>55.25</b>    |                       |                    |               |
| 71 | <b>OfficeExpense</b>                         |                 |                       |                    |               |
| 72 | Transfer Suspense Account                    | 744.00          |                       |                    |               |
| 73 | Advertising                                  | 0.00            | 1,500.00              | -1,500.00          | 0.0%          |
| 74 | Credit Card/Bank/PayPal Fees                 | 317.88          | 4,000.00              | -3,682.12          | 7.95%         |
| 75 | Office Expense/Supplies                      | 24.04           | 3,000.00              | -2,975.96          | 0.8%          |
| 76 | OfficeEquip/Maint                            | 263.95          | 6,200.00              | -5,936.05          | 4.26%         |
| 77 | Payroll Expenses                             | 0.00            | 800.00                | -800.00            | 0.0%          |
| 78 | Software Expense                             | 0.00            | 1,800.00              | -1,800.00          | 0.0%          |
| 79 | <b>Total OfficeExpense</b>                   | <b>1,349.87</b> | <b>17,300.00</b>      | <b>-15,950.13</b>  | <b>7.8%</b>   |
| 80 | <b>Loan &amp; Mortgage Payments</b>          |                 |                       |                    |               |
| 81 | Mortgage Principal Payments                  | 417.43          | 4,038.00              | -3,620.57          | 10.34%        |
| 82 | Mortgage Interest Payments                   | 302.09          | 4,597.00              | -4,294.91          | 6.57%         |
| 83 | <b>Total Loan &amp; Mortgage Payments</b>    | <b>719.52</b>   | <b>8,635.00</b>       | <b>-7,915.48</b>   | <b>8.33%</b>  |
| 84 | <b>Denominational Dues</b>                   |                 |                       |                    |               |
| 85 | UUA-NER                                      | 3,568.00        | 21,407.00             | -17,839.00         | 16.67%        |
| 86 | <b>Total Denominational Dues</b>             | <b>3,568.00</b> | <b>21,407.00</b>      | <b>-17,839.00</b>  | <b>16.67%</b> |
| 87 | <b>Consultants/Contract Employees</b>        |                 |                       |                    |               |
| 88 | Housekeeping                                 | 800.00          | 8,320.00              | -7,520.00          | 9.62%         |
| 89 | <b>Total Consultants/Contract Employees</b>  | <b>800.00</b>   | <b>8,320.00</b>       | <b>-7,520.00</b>   | <b>9.62%</b>  |
| 90 | <b>Committees</b>                            |                 |                       |                    |               |
| 91 | Board  | 0.00            | 100.00                | -100.00            | 0.0%          |
| 92 | Landscape Committee                          | 0.00            | 500.00                | -500.00            | 0.0%          |
| 93 | Membership                                   | 0.00            | 500.00                | -500.00            | 0.0%          |
| 94 | Stewardship                                  | 0.00            | 500.00                | -500.00            | 0.0%          |
| 95 | <b>Total Committees</b>                      | <b>0.00</b>     | <b>1,600.00</b>       | <b>-1,600.00</b>   | <b>0.0%</b>   |
| 96 | <b>CYM</b>                                   |                 |                       |                    |               |
| 97 | Special Programing/Multigen                  | 0.00            | 800.00                | -800.00            | 0.0%          |
| 98 | OWL/COA                                      | 0.00            | 500.00                | -500.00            | 0.0%          |

**Operating Funds**  
**Profit & Loss Budget vs. Actual**  
 July 2020

|     |                             | <b>Jul - June 20</b> | <b>Budget</b>      | <b>\$ Over Budget</b> | <b>% of Budget</b> |
|-----|-----------------------------|----------------------|--------------------|-----------------------|--------------------|
| 99  | High School Youth Program   | 0.00                 | 500.00             | -500.00               | 0.0%               |
| 100 | Pre K-Grade 6/7             | 0.00                 | 650.00             | -650.00               | 0.0%               |
| 101 | Office/Library              | 0.00                 | 200.00             | -200.00               | 0.0%               |
| 102 | <b>Total CYM</b>            | <b>0.00</b>          | <b>2,650.00</b>    | <b>-2,650.00</b>      | <b>0.0%</b>        |
| 103 | <b>Music</b>                |                      |                    |                       |                    |
| 104 | Music Scores                | 0.00                 | 500.00             | -500.00               | 0.0%               |
| 105 | Music Support/Supplies      | 0.00                 | 300.00             | -300.00               | 0.0%               |
| 106 | PianoOrgan                  | 0.00                 | 800.00             | -800.00               | 0.0%               |
| 107 | <b>Total Music</b>          | <b>0.00</b>          | <b>1,600.00</b>    | <b>-1,600.00</b>      | <b>0.0%</b>        |
| 108 | <b>Worship</b>              |                      |                    |                       |                    |
| 109 | Hospitality                 | 0.00                 | 300.00             | -300.00               | 0.0%               |
| 110 | Materials/Supplies          | 0.00                 | 1,000.00           | -1,000.00             | 0.0%               |
| 111 | <b>Total Worship</b>        | <b>0.00</b>          | <b>1,300.00</b>    | <b>-1,300.00</b>      | <b>0.0%</b>        |
| 112 | <b>Total Expense</b>        | <b>40,539.98</b>     | <b>510,602.00</b>  | <b>-470,062.02</b>    | <b>7.94%</b>       |
| 113 | <b>Net Ordinary Income</b>  | <b>47,127.58</b>     | <b>-118,552.00</b> | <b>165,679.58</b>     | <b>-39.75%</b>     |
| 114 | <b>Other Income/Expense</b> |                      |                    |                       |                    |
| 115 | <b>Other Income</b>         |                      |                    |                       |                    |
| 116 | Endowment Fund Distribution | 0.00                 | 110,000.00         | -110,000.00           | 0.0%               |
| 117 | Surplus Transfer            | 30,073.82            | 20,000.00          | 10,073.82             | 150.37%            |
| 118 | <b>Total Other Income</b>   | <b>30,073.82</b>     | <b>130,000.00</b>  | <b>-99,926.18</b>     | <b>23.13%</b>      |
| 119 | <b>Net Other Income</b>     | <b>30,073.82</b>     | <b>130,000.00</b>  | <b>-99,926.18</b>     | <b>23.13%</b>      |
| 120 | <b>Net Income</b>           | <b>77,201.40</b>     | <b>11,448.00</b>   | <b>65,753.40</b>      | <b>674.37%</b>     |

**Operating Funds**  
**Profit & Loss Prev Year Comparison**  
July 2020

|  | Jul '19 - Jun | Jul '18 - Jun 19 | \$ Change  | % Change |
|--|---------------|------------------|------------|----------|
| 1 Ordinary Income/Expense                |               |                  |            |          |
| 2 Income                                 |               |                  |            |          |
| 3 Pledges                                |               |                  |            |          |
| 4 2020-2021 Pledges                      | 62,278.00     | 0.00             | 62,278.00  | 100.0%   |
| 5 2019-2020 Pledges                      | 9,277.24      | 77,678.98        | -68,401.74 | -88.06%  |
| 6 2018-2019 Pledges                      | 100.00        | 3,645.00         | -3,545.00  | -97.26%  |
| 7 Total Pledges                          | 71,655.24     | 81,323.98        | -9,668.74  | -11.89%  |
| 8 Offertory                              | 737.00        | 1,592.50         | -855.50    | -53.72%  |
| 9 Fund Raising                           |               |                  |            |          |
| 10 Thrift Shop                           | 6,584.03      | 9,818.55         | -3,234.52  | -32.94%  |
| 11 Church Fundraisers                    |               |                  |            |          |
| 12 Garden Tours                          | 2,117.00      | 0.00             | 2,117.00   | 100.0%   |
| 13 Spring Auction                        | 0.00          | 83.00            | -83.00     | -100.0%  |
| 14 Summer Auction                        | 5,351.00      | 0.00             | 5,351.00   | 100.0%   |
| 15 Church Fundraisers - Other            | 0.00          | 880.26           | -880.26    | -100.0%  |
| 16 Total Church Fundraisers              | 7,468.00      | 963.26           | 6,504.74   | 675.28%  |
| 17 CYM Summer Program                    | 0.00          | 450.00           | -450.00    | -100.0%  |
| 18 Food Certificate Sales                | 250.00        | 250.00           | 0.00       | 0.0%     |
| 19 Women's Circle Alliance               | 0.00          | 300.00           | -300.00    | -100.0%  |
| 20 Total Fund Raising                    | 14,302.03     | 11,781.81        | 2,520.22   | 21.39%   |
| 21 BldgUse                               |               |                  |            |          |
| 22 Space Rentals                         | 0.00          | 1,542.60         | -1,542.60  | -100.0%  |
| 23 Weddings/Memorials                    | 0.00          | 500.00           | -500.00    | -100.0%  |
| 24 Total BldgUse                         | 0.00          | 2,042.60         | -2,042.60  | -100.0%  |
| 25 Investment,Interest, MiscIncome       |               |                  |            |          |
| 26 Investment Income                     |               |                  |            |          |
| 27 UUA GIF Distribution                  | 728.07        | 713.53           | 14.54      | 2.04%    |
| 28 Total Investment Income               | 728.07        | 713.53           | 14.54      | 2.04%    |
| 29 Interest Income                       | 0.00          | 11.52            | -11.52     | -100.0%  |
| 30 Total Investment,Interest, MiscIncome | 728.07        | 725.05           | 3.02       | 0.42%    |
| 31 Contributions                         |               |                  |            |          |
| 32 Misc Contributions                    | 0.00          | 50.00            | -50.00     | -100.0%  |
| 33 Total Contributions                   | 0.00          | 50.00            | -50.00     | -100.0%  |
| 34 Total Income                          | 87,422.34     | 97,515.94        | -10,093.60 | -10.35%  |
| 35 Gross Profit                          | 87,422.34     | 97,515.94        | -10,093.60 | -10.35%  |
| 36 Expense                               |               |                  |            |          |
| 37 Staff Salaries                        |               |                  |            |          |
| 38 Minister                              | 7,680.00      | 7,315.00         | 365.00     | 4.99%    |
| 39 Admin&FinanceDir                      | 3,591.58      | 3,591.58         | 0.00       | 0.0%     |
| 40 CYM Director                          | 3,508.44      | 3,508.44         | 0.00       | 0.0%     |
| 41 Music Director                        | 2,942.30      | 2,942.30         | 0.00       | 0.0%     |
| 42 ThriftShopManager                     | 2,600.00      | 2,684.16         | -84.16     | -3.14%   |
| 43 Sexton                                | 1,608.12      | 1,585.50         | 22.62      | 1.43%    |
| 44 Bookkeeper                            | 1,205.30      | 1,205.30         | 0.00       | 0.0%     |
| 45 Pianist                               | 840.00        | 735.00           | 105.00     | 14.29%   |
| 46 CYM-Childcare                         | 90.00         | 0.00             | 90.00      | 100.0%   |
| 47 Total Staff Salaries                  | 24,065.74     | 23,567.28        | 498.46     | 2.12%    |
| 48 Staff Benefits/Payroll Expenses       |               |                  |            |          |
| 49 WorkComplnsurance                     | 0.00          | 73.00            | -73.00     | -100.0%  |
| 50 Taxes                                 | 1,169.57      | 1,177.88         | -8.31      | -0.71%   |
| 51 Minister Benefit (FICA)               | 574.00        | 574.00           | 0.00       | 0.0%     |
| 52 Health Insurance                      | 2,429.42      | 2,727.42         | -298.00    | -10.93%  |
| 53 Pension                               | 1,558.06      | 1,826.44         | -268.38    | -14.69%  |
| 54 Minister's Term Life                  | 126.00        | 122.40           | 3.60       | 2.94%    |

**Operating Funds**  
**Profit & Loss Prev Year Comparison**  
July 2020

|     | <u>Jul '19 - Jun</u>                  | <u>Jul '18 - Jun 19</u> | <u>\$ Change</u> | <u>% Change</u> |          |
|-----|---------------------------------------|-------------------------|------------------|-----------------|----------|
| 55  | Total Staff Benefits/Payroll Expenses | 5,857.05                | 6,501.14         | -644.09         | -9.91%   |
| 56  | Staff Professional Expenses           |                         |                  |                 |          |
| 57  | Minister's Professional Exp           | 0.00                    | 6,354.00         | -6,354.00       | -100.0%  |
| 58  | Music Director Prof Exp               | 1,396.00                | 125.00           | 1,271.00        | 1,016.8% |
| 59  | Total Staff Professional Expenses     | 1,396.00                | 6,479.00         | -5,083.00       | -78.45%  |
| 60  | BldgGrounds                           |                         |                  |                 |          |
| 61  | Electric                              | 463.81                  | 439.81           | 24.00           | 5.46%    |
| 62  | Gas                                   | 127.61                  | 119.74           | 7.87            | 6.57%    |
| 63  | Groundskeeping                        | 922.50                  | 1,546.63         | -624.13         | -40.35%  |
| 64  | Reg. Maintenance                      |                         |                  |                 |          |
| 65  | Supplies                              | 259.86                  | 99.00            | 160.86          | 162.49%  |
| 66  | Reg. Maintenance - Other              | 539.85                  | 646.46           | -106.61         | -16.49%  |
| 67  | Total Reg. Maintenance                | 799.71                  | 745.46           | 54.25           | 7.28%    |
| 68  | Liability/Property Insurance          | 0.00                    | 35.00            | -35.00          | -100.0%  |
| 69  | Telephone & Internet                  | 414.92                  | 343.83           | 71.09           | 20.68%   |
| 70  | Water                                 | 0.00                    | 502.09           | -502.09         | -100.0%  |
| 71  | Total BldgGrounds                     | 2,728.55                | 3,732.56         | -1,004.01       | -26.9%   |
| 72  | Thrift Store/Annex Expenses           | 55.25                   | 0.00             | 55.25           | 100.0%   |
| 73  | OfficeExpense                         |                         |                  |                 |          |
| 74  | Transfer Suspense Account             | 744.00                  | 511.23           | 232.77          | 45.53%   |
| 75  | Advertising                           | 0.00                    | 220.00           | -220.00         | -100.0%  |
| 76  | Credit Card/Bank/PayPal Fees          | 317.88                  | 215.73           | 102.15          | 47.35%   |
| 77  | Office Expense/Supplies               | 24.04                   | 0.00             | 24.04           | 100.0%   |
| 78  | OfficeEquip/Maint                     | 263.95                  | 577.89           | -313.94         | -54.33%  |
| 79  | Payroll Expenses                      | 0.00                    | 38.25            | -38.25          | -100.0%  |
| 80  | Software Expense                      | 0.00                    | 155.35           | -155.35         | -100.0%  |
| 81  | Total OfficeExpense                   | 1,349.87                | 1,718.45         | -368.58         | -21.45%  |
| 82  | Loan & Mortgage Payments              |                         |                  |                 |          |
| 83  | Mortgage Interest Payments            | 302.09                  | 320.22           | -18.13          | -5.66%   |
| 84  | EndowLoanRepayment                    | 0.00                    | 399.00           | -399.00         | -100.0%  |
| 85  | Total Loan & Mortgage Payments        | 302.09                  | 719.22           | -417.13         | -58.0%   |
| 86  | Denominational Dues                   |                         |                  |                 |          |
| 87  | UUA-NER                               | 3,568.00                | 3,568.00         | 0.00            | 0.0%     |
| 88  | Total Denominational Dues             | 3,568.00                | 3,568.00         | 0.00            | 0.0%     |
| 89  | Consultants/Contract Employees        |                         |                  |                 |          |
| 90  | Housekeeping                          | 800.00                  | 800.00           | 0.00            | 0.0%     |
| 91  | Total Consultants/Contract Employees  | 800.00                  | 800.00           | 0.00            | 0.0%     |
| 92  | Committees                            |                         |                  |                 |          |
| 93  | Landscape Committee                   | 0.00                    | 147.00           | -147.00         | -100.0%  |
| 94  | Membership                            | 0.00                    | 29.00            | -29.00          | -100.0%  |
| 95  | Total Committees                      | 0.00                    | 176.00           | -176.00         | -100.0%  |
| 96  | CYM                                   |                         |                  |                 |          |
| 97  | Contract Childcare                    | 0.00                    | 22.50            | -22.50          | -100.0%  |
| 98  | Office/Library                        | 0.00                    | 20.68            | -20.68          | -100.0%  |
| 99  | Total CYM                             | 0.00                    | 43.18            | -43.18          | -100.0%  |
| 100 | Music                                 |                         |                  |                 |          |
| 101 | PianoOrgan                            | 0.00                    | 150.00           | -150.00         | -100.0%  |
| 102 | Total Music                           | 0.00                    | 150.00           | -150.00         | -100.0%  |
| 103 | Worship                               |                         |                  |                 |          |
| 104 | Pastoral Care Coverage                | 0.00                    | 350.00           | -350.00         | -100.0%  |
| 105 | Hospitality                           | 0.00                    | 19.46            | -19.46          | -100.0%  |
| 106 | Total Worship                         | 0.00                    | 369.46           | -369.46         | -100.0%  |
| 107 | Total Expense                         | 40,122.55               | 47,824.29        | -7,701.74       | -16.1%   |
| 108 | Net Ordinary Income                   | 47,299.79               | 49,691.65        | -2,391.86       | -4.81%   |

Operating Funds  
Profit & Loss Prev Year Comparison  
July 2020

|            | <u>Jul '19 - Jun</u> | <u>Jul '18 - Jun 19</u> | <u>\$ Change</u> | <u>% Change</u> |
|------------|----------------------|-------------------------|------------------|-----------------|
| Net Income | <u>47,299.79</u>     | <u>49,691.65</u>        | <u>-2,391.86</u> | <u>-4.81%</u>   |

**Operating Funds**  
**Balance Sheet Prev Year Comparison**  
As of July 31, 2020

|   | June 30, 20         | June 30, 19         | \$ Change        | % Change     |
|---|---------------------|---------------------|------------------|--------------|
| <b>1 ASSETS</b>                           |                     |                     |                  |              |
| <b>2 Current Assets</b>                   |                     |                     |                  |              |
| <b>3 Checking/Savings</b>                 |                     |                     |                  |              |
| <b>4 CC5 Ckg - 5859</b>                   | 29,006.92           | 25,141.76           | 3,865.16         | 15.37%       |
| <b>5 Repo Sweep - 0998</b>                | 114,942.99          | 94,037.84           | 20,905.15        | 22.23%       |
| <b>6 Total Checking/Savings</b>           | 143,949.91          | 119,179.60          | 24,770.31        | 20.78%       |
| <b>7 Other Current Assets</b>             |                     |                     |                  |              |
| <b>8 Payroll Corrections</b>              | -129.04             | 0.00                | -129.04          | -100.0%      |
| <b>9 Clergy Housing Repayment</b>         | 0.00                | 3,300.00            | -3,300.00        | -100.0%      |
| <b>10 Emergency Reserve Fund</b>          | -29,400.00          | -29,400.00          | 0.00             | 0.0%         |
| <b>11 Capital Expense Fund</b>            | -25,250.00          | -25,250.00          | 0.00             | 0.0%         |
| <b>12 Total Other Current Assets</b>      | -54,779.04          | -51,350.00          | -3,429.04        | -6.68%       |
| <b>13 Total Current Assets</b>            | 89,170.87           | 67,829.60           | 21,341.27        | 31.46%       |
| <b>14 Fixed Assets</b>                    | 1,761,018.93        | 1,761,018.93        | 0.00             | 0.0%         |
| <b>15 Other Assets</b>                    |                     |                     |                  |              |
| <b>16 Food Coupon Inventory</b>           | 5,715.00            | 4,600.00            | 1,115.00         | 24.24%       |
| <b>17 Petty Cash</b>                      | 100.00              | 100.00              | 0.00             | 0.0%         |
| <b>18 Total Other Assets</b>              | 5,815.00            | 4,700.00            | 1,115.00         | 23.72%       |
| <b>19 TOTAL ASSETS</b>                    | <b>1,856,004.80</b> | <b>1,833,548.53</b> | <b>22,456.27</b> | <b>1.23%</b> |
| <b>20 LIABILITIES &amp; EQUITY</b>        |                     |                     |                  |              |
| <b>21 Liabilities</b>                     |                     |                     |                  |              |
| <b>22 Current Liabilities</b>             |                     |                     |                  |              |
| <b>23 Other Current Liabilities</b>       |                     |                     |                  |              |
| <b>24 PPP Loan</b>                        | 72,300.00           | 0.00                | 72,300.00        | 100.0%       |
| <b>25 Split Plate</b>                     | 3,430.00            | 1,824.00            | 1,606.00         | 88.05%       |
| <b>26 UUSC Coffee Sales</b>               | 326.55              | -159.00             | 485.55           | 305.38%      |
| <b>27 Current Portion-Loan Endow</b>      | 10,399.00           | 10,399.00           | 0.00             | 0.0%         |
| <b>28 Current portion-Loan Meeting H</b>  | 4,080.00            | 4,080.00            | 0.00             | 0.0%         |
| <b>29 Payroll Liabilities</b>             | 6,923.32            | 11,967.95           | -5,044.63        | -42.15%      |
| <b>30 Total Other Current Liabilities</b> | 97,458.87           | 28,111.95           | 69,346.92        | 246.68%      |
| <b>31 Total Current Liabilities</b>       | 97,458.87           | 28,111.95           | 69,346.92        | 246.68%      |
| <b>32 Long Term Liabilities</b>           |                     |                     |                  |              |
| <b>33 Loan-Meeting House Improvements</b> | 75,916.24           | 80,345.36           | -4,429.12        | -5.51%       |
| <b>34 Loan-Endowment Fund</b>             | 185,385.71          | 185,385.71          | 0.00             | 0.0%         |
| <b>35 Total Long Term Liabilities</b>     | 261,301.95          | 265,731.07          | -4,429.12        | -1.67%       |
| <b>36 Total Liabilities</b>               | 358,760.82          | 293,843.02          | 64,917.80        | 22.09%       |
| <b>37 Equity</b>                          |                     |                     |                  |              |
| <b>38 Unrealized Endow Loan Gain/Loss</b> | 106,584.59          | 106,584.59          | 0.00             | 0.0%         |
| <b>39 Retained Earnings</b>               | 1,343,025.51        | 1,383,429.27        | -40,403.76       | -2.92%       |
| <b>40 Net Income</b>                      | 47,633.88           | 49,691.65           | -2,057.77        | -4.14%       |
| <b>41 Total Equity</b>                    | 1,497,243.98        | 1,539,705.51        | -42,461.53       | -2.76%       |
| <b>42 TOTAL LIABILITIES &amp; EQUITY</b>  | <b>1,856,004.80</b> | <b>1,833,548.53</b> | <b>22,456.27</b> | <b>1.23%</b> |