

## September 2021 Board of Trustees Meeting Packet

### ***Covenant of First Parish Brewster UU Board of Trustees***

“Entrusted by the congregation, we recognize that ours is a sacred duty and we will bring our highest selves to all work on their behalf. We promise to arrive on time, come prepared, speak gently and respectfully with each other, and allow everyone time to speak. We will operate by majority vote, trying whenever possible to work toward consensus and support a decision once it has been made.

We pledge to use one-on-one communication to express concerns or resolve conflicts with each other. When communicating with the congregation and community at large, the Board speaks with one voice. Our primary commitment is to the long-range health of First Parish Brewster Unitarian Universalist congregation.”

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Meeting Agenda

August Meeting Minutes

President’s Report

Minister’s Report

DLRE’s Report

AFD’s Report

Covid Taskforce Report

Secure Networks Presentation

Financial Reports – August 2021

**FPBUU Board of Trustees Meeting Agenda**  
**September 21, 2021 6:30 PM**

6:30 Welcome Board and Staff - Susan

6:35 Spiritual Opening and focused check-in - Jessica

6:55 Read Board Covenant - Liz

7:00 Board common read Mistakes and Miracles- Chapter 2 Jessica

7:15 Board study book Governance and Ministry Chapter 3 Diane W.

7:25 Finance Committee - Diane P.

7:40 Reflecting on Board member responsibilities

7:55 Board goal #1 Living Into the 8th Principle

8:05 Board goal #2 Capital campaign/Project planning

8:10 Consent Agenda: President's report, Minister's Report, Director of Administration and Finance report, Lifespan Religious Ed Report, Financial Reports, Covid Task Force report

8:25 Check out/Closing

8:30 Adjourn to Executive Session

## **Minutes of FPBUU Board of Trustees Meeting, August 17, 2021 6:30 PM**

Board Members Present: Susan Smith (President), Carol Yerby (President Elect), Diane Pansire (Treasurer), Rand Burkert (Clerk), Diane Willcox, Bill Roberts

Members in absentia: Elizabeth Libby, Thomas OBrien, John Kielb

Staff Present: Reverend Jessica Clay

**Susan Smith welcomed the Board and opened the meeting at 6:30 PM.**

### **Spiritual Opening and focused check-in:**

Reverend Jessica read the poem "Whitecaps," and invited Board members to meditate on our calling as a congregation and our challenges. We reflected on our wish to live into the 8th Principle adopted by the congregation this year.

### **Bill Roberts read aloud the Board Covenant**

### **Board Common Read: "Mistakes and Miracles" (Intro to pg. 25)**

Rev. Jessica led the Board to reflect on our Board Read, "Mistakes and Miracles," and the wish to live into the 8th Principle adopted by the congregation this year, that of accountably working to dismantle racism. We reflected on the difference between being an "ally" and an effective "accomplice" in striving for social and racial equity. Reverend Jessica recommended looking to effective actions advocated by UU Mass Actions. She also asked us to continue our work toward self-awareness through reflection on our ingrained patterns, within a predominantly white congregation wishing to become genuinely welcoming.

Reading in "Mistakes and Miracles for the September meeting will be pages 26-68.

### **Board Read: "Governance and Ministry"**

Diane Pansire summarized Chapter 2, which addresses challenges to effective modern governance. Cultural changes posing challenges include: growing distrust of leaders, remainders of repressive structures within protestant churches, expectations that clergy fulfill many roles and expectations, and social changes with many more people choosing or needing paid work. Rev. Jessica and Susan Smith responded by emphasizing Board's role in strengthening a responsive connection to the congregation so that members can be apprised of decisions.

Diane Willcox agreed to summarize the next chapter for the September meeting.

### **Policy Committee -- Policy Changes**

Karen Witting, Chair of the Policy Committee, reported that there is a small but excellent group of Policy Committee Members. She presented the following proposal:

Covid Policy: As the Covid situation is changing quickly, we should adopt current recommendations of the Covid Task Force, but also a policy to enable updates in the policy to be announced quickly through the Weekly Angle or special email bulletins.

**Diane Willcox moved to approve the Covid Policy proposal, including addition of a sentence which enabling the Covid Task Force to announce updates directly, as outlined above; Diane Pansire seconded; all approved.**

**The board reviewed recommendations for the proposed policies awaiting Board direction and agreed to all the recommendations listed in the Policy Report provided by Karen.**

### **Breakout Working groups: Anti-racism Actions; Capital Campaign/Project Planning**

Susan Smith, Rand Burkert, and Diane Pansire attended discussion of the Capital Campaign and Project planning; Rev. Jessica, Diane Willcox, Bill Roberts, and Carol Yerby attended the Anti-racism discussion.

Susan Smith reported on discussion of the Capital Campaign/Project Planning: After consultation with Cape Associates, we need to consult some other Design Build Groups. We will need both an architect and an engineering firm to develop a vision and an estimate of cost for launching the Capital Campaign as early as March. Equity considerations should broaden our search for consultants, to include BIPOC or women candidates. The project will need to build in concepts of Sustainability and Energy efficiency. As the project develops, the Board will be important to communicate the goals to the congregation.

Carol Yerby reported two objectives decided upon in the Anti-racism discussion:

1. Conduct an anti-racism audit of our bylaws and policies.
2. Offer leadership training and/or Jubilee anti-racism training from the UUA.

**Consent Agenda:** President's report, Minister's Report, Director of Administration and Finance report, Lifespan Religious Ed Report, Financial Reports, Covid Task Force report

Bill moved that we pass the Consent Agenda. Diane Willcox seconded. The Board unanimously agreed to adopt the Consent Agenda

The meeting was adjourned by unanimous consent at 8:20 PM

Minutes respectfully submitted by the Clerk, Rand Burkert

## President's Report September 21, 2021

Our church year has launched despite the daunting challenges which continue to arise with the Covid 19 pandemic and the variants that change the landscape. I remain confident in the Covid Task Force as it guides our decisions using the latest data and recommendations from the CDC and local public health officials.

We have been fortunate so far to be able to meet outdoors and also inside masked and with windows open for good ventilation. The Building Maintenance Committee has researched the best solution for increased air purification. For the sanctuary, we will purchase, from Cape Cod Mechanical Systems for \$2,880, a Reme Halo air purifying system made by RGF Environmental Group, which Inactivates SARS-CoV-2 by 99.9%. The BMC is still researching solutions for other First Parish buildings.

It feels very important to me to care for and steward our beautiful church buildings. We have made great progress with refurbishing the second floor of Winslow House with 25 volunteers stepping up to help so far. Many members and friends have donated needed items. Many others have met to do the work. Surplus furnishings have been moved out and taken to Habitat Restore or offered for free. We are starting to cull through documents, saving some in the Archive Room, discarding others when appropriate. There are now AC units in each room and Jennie has done a wonderful job painting and cleaning. Twinks's office is now downstairs, Kevin has moved into the largest office upstairs, and the Archive Room has shelving along three walls. The residential staff suite is very functional, with a sitting room, a bedroom and private bath. A video tour of the "after" will be sent out soon, to compare with the "before" video sent out earlier.

I continue to meet with individual congregants, church leaders and members, to fill them in on the Facilities Task Force report, the Covid delay, our strategic planning with Dan Hotchkiss in the spring, and our FY 22 Capital Campaign Vision document. With the focus on paying off the Endowment Loan this month and their worship service September 26, this work should best be done person to person for a little longer.

I continue to seek other interested individuals to join in the twin efforts of Project Planning and Capital Campaign.

Sincerely, Susan Smith President

## Ministers Board Report September 2021 from Rev Jessica Clay

### **Overall thoughts:**

Our ingathering Sunday was a success (100 people inside, 5 outside, and 20 streaming), and yet we aren't out of the woods yet. The overall tenor of the congregation is cautious/anxious/mildly optimistic. I am sending a poll to the congregation regarding attendance in person and the possible switch to two services. We need to be consistently getting more than 120 people inside to switch, and make sure we will have an equal amount at each service. I will keep you posted on the poll results.

While we had a great turnout for the choir initially, it has now dwindled to 13 singers due to Covid fears. They would really benefit from section leads, but this isn't in the budget. HUGE thank you to Susan Smith and all who helped transform the upstairs into a suite. I have stayed over twice, and it is just lovely. Thank you for your flexibility and generosity.

### **Worship and Rites of Passage:**

We had our worship associates retreat this past week and have 9 people on the team. It was so good to be together again and I am grateful to all who are saying yes to this embodiment of shared ministry.

I am working with the Endowment Committee who is planning a service on Sept 25<sup>th</sup> and the Welcoming Congregation Committee who is helping to lead the service on Oct 10<sup>th</sup>.

I have 3 funerals and one wedding in the next month.

### **Pastoral Care:**

I am in close contact with the chair of the Caring Committee, and we continue to visit with our more isolated members as they request it. I continue to meet with congregants via phone, zoom, or in person.

### **Social Justice in the Public Square:**

I postponed the large meeting for all of the social justice groups to the beginning of Oct. I have been asked to serve on the board of UU Mass Action and said yes!

### **Administration:**

We had a successful staff retreat on Sept 7 and reviewed Rev Sunshine Jeremiah Wolfe's video on trauma responses to covid. I have begun advertising for the parental leave minister position. The search committee will consist of myself, Twinks Hastings, Susan Smith, & Tavia Ossola. Per request at the last board meeting, I submitted documentation to the finance committee around the costs to bring all staff to midrange of their pay. The annual cost is an additional \$25,000. Finance had a robust discussion around this and will have a proposal for you at the board meeting in executive session.

### **Serves the Larger Unitarian Universalist Faith:**

The UUMA cluster meetings and my local interfaith women ministers group have resumed. I am on the retreat planning team of the NE Region as we look forward to our October retreat in NH.

I am covering pastoral care leave for Tracy Johnson as she goes on vacation. The UUMA NE region regional retreat is next week on zoom, I will be attending.

Director of Lifespan Religious Education  
Twinks Hastings  
Board Report  
September 2021

Overview

September is always an inherently busy month in CYM. I am so excited that all of our children and youth with one exception from last year have re-registered for our programs. We have 3 siblings who have now “aged in” and three new participants. I am grateful to be in this situation, as many colleagues are not. Start-up and finding volunteers is proving very difficult. As of now I am planning through December only, as folks are unwilling to commit beyond that.

Teacher training

As with everything in 21/22 I am reshaping this process entirely. I usually run a 6 hour retreat before programs start. This year we are doing a two hour in person meeting on Saturday and then 1 or 2 follow up zoom meetings in the following weeks. This is partly because we are still working on finding teachers, and partly because I am having to recreate all of our safety policies and other procedures for outdoor learning.

CYM Committee

The CYM committee is moving to a model of shared leadership without a chair in the interest of preventing burnout. I am interested and curious to see how effectively this model works. I am very worried about burnout for this group. Every single person on the committee is not only doing all of the jobs of the committee which is a lot in a year, including multiple worships and events, but also teaching all year long, and this is not sustainable. I cannot speak to this lack of CYM volunteers enough; we are genuinely only able to run this year because of a core of 5 folks. If you see them, please give them some thanks.

Adult Education

Pat Stover has agreed to teach the New UU with me later this fall, and I could not be more delighted.

Pew Removal

Before the pandemic we had come to the agreement to hold a couple of listening sessions with the congregation before doing the work. I would like to hold these this fall, one in person and one via zoom. It would be great to have board support at these meetings.

Professional Development

I will be leading an Ingathering worship for the NE LREDA chapter based off of the worship that Chuck Madansky and I led at the end of August. I am honored to be asked to do this.

Conclusion

I still stand in this space of excitement for the year, as well as the space of unknowing and uncertainty. I met with a volunteer today and found myself saying that really at the end of the day, if our children know they are loved, then that’s all that matters. I truly believe that.



## Report from Administration and Finance Director – September 2021

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

- August 2021 Financial Reports show a surplus of \$71,902 and a checking/savings balance of \$231,626.
- For FY21-22, we have received, as of 9/14/21, 201 pledge units for a total of \$373,584.

### **Thrift Store Update from Celine Crook, Manager**

- As we near the end of the first three months of the fiscal year, the Thrift Store continues to be very busy. Although the chaos of the summer tourist season is behind us, the store has a continuous flow of customers with income holding steady. We have a good amount of followers on social media as well. Even though we were forced to close the Annex due to lack of volunteers, it has not made a dent in profits. I am hoping to be able to open the Annex as a holiday boutique for at least a few days a week during November and December if we can work out coverage. The core group of volunteers that have been with the store through the pandemic have truly gone above and beyond. At this point I project business to remain busy through the holiday season.

### **Property Management**

- The new air filtration system for the meetinghouse/sanctuary is being installed September 17. The deposit has been paid from the operating fund to expedite installation. The Building Maintenance Committee has postponed the refinishing of Winslow House floors to use those funds towards the new air filtration system. I am asking both the Board of Trustees and the Endowment Board to approve this reallocation of Endowment distributions. Once this is approved, we can reimburse the operating fund for the deposit.

### **Administration as Ministry**

- The office volunteers are getting back to working in person in the office and it's so good to be back together. We are all trying to remember the systems we had in place pre-pandemic and offering each other grace as go. I am very grateful to our COVE volunteers: Skip Bell, Susan Flaws, Sylvia Stringer, Marilyn McDermott, Bob Flanagan and Betty Hayes. If you see them, please let them know that their dedication is appreciated!
- While I was away, our internet router decided to return to factory settings, which left the office without accessible internet access. Upon my return, I was able to make a temporary fix, but it is just a patch. We have been struggling with spotty internet at the office for a while, and I am thankful for Susan Smith's leadership in looking for a long-term solution to our campus-wide networking needs.
- I have been working with the Fundraising Team on their fall fundraiser, *Eats & Beats*, to make sure we have the proper food permits for the Town. Huge shoutout to Debbi Klein for her outstanding work on this fundraiser! I do hope Board members try to participate and help spread the word. Info can be found in the Weekly Angle and on the website.
- I have ordered a banner for the Main Parking lot as well as some additional sandwich board signs specifically for service/event parking to better navigate traffic to our designated parking areas.
- The Fall Quarterly was sent out on September 9<sup>th</sup>, and I appreciate Skip Bell and Susan Flaws work on this to help make this happen.
- I am working to developing a better timesheet system that meets our legal requirements and is simple enough to maintain. I am thankful for the other directors' support in this process.
- I continue to meet regularly with the staff that I supervise and offer support to the rest of the staff as needed.

### **Sustainable Leadership**

- I was unable to complete my detailed sabbatical proposal for this month's Board meeting due to unexpected work issues that needed my immediate attention upon returning from vacation. Reprioritizing is the nature of this position. I am excited about the prospect of contracting with a network company as this could greatly improve office productivity and add needed IT support to the organization as a whole. I have been in touch with another admin who recently took a sabbatical who said it saved her and am happy to share more of her story if anyone is interested.

Kind regards, Karena Stroh, Administration and Finance Director

September 16, 2021

The COVID Task Force had our monthly meeting on September 7th. At this time we continue to feel it is safe to hold in person services and other group activities indoors and outdoors, with indoor masking requirements as per our current policies. We routinely review UAAA guidelines, current trends in COVID case data, and trustworthy, evidence-based public health guidance regarding prevention and mitigation strategies. We will continue to reevaluate or own policies and procedures on an ongoing basis and answer questions for situations that are unclear. We have requested that all worship leaders be vaccinated. Irie Mullin will be moving back from the team, we are grateful for her service and send her with gratitude and blessings



**First Parish Brewster Unitarian Universalist**

opening hearts, growing souls and turning love into justice



**Secure Networks**

# First Parish Brewster UU

Technology Review

# All Bases Covered



Support your entire  
Organization  
Remotely



State-Of-The-Art  
Trouble-Ticketing  
System



Remote Desktop  
Sharing Assistance



Onsite Support As  
Needed



Help Desk Phone  
Support



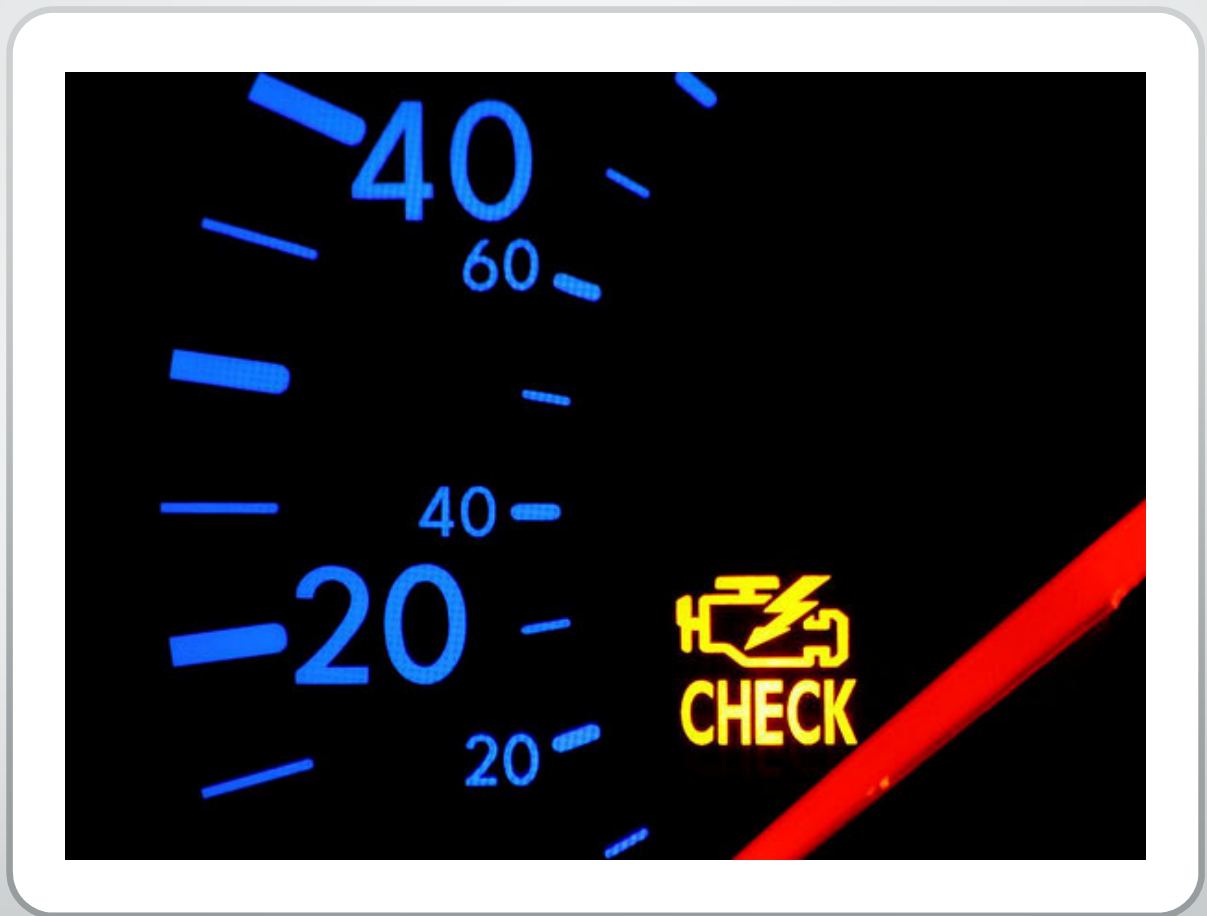
iPhone, Tablet, or  
Smartphone Support



Complete Network  
Administration

## Taking Initiative With Your Network

- 24x7x365 Network Monitoring
- Network / WIFI Monitoring and Crucial Services Alerting
- Automated Patch Management
- Automated Disk Clean Ups
- Automated Restart of Services
- Automated Ticket Generation and Escalation



# Hassle Free Vendor Management

## Manage Vendor Relationships

- Copier Company
- Website Company
- Telephone Service
- Internet Provider

The Verizon logo, featuring the word "verizon" in a bold, lowercase, sans-serif font. A red checkmark is positioned to the right of the "n". The entire logo is enclosed in a white rounded rectangle with a thin grey border.The Comcast logo, featuring the word "comcast" in a lowercase, sans-serif font. A red "C" is positioned to the left of the "c". The entire logo is enclosed in a white rounded rectangle with a thin grey border.The Axion Business Technologies logo. The word "AXion" is in a bold, sans-serif font, with a red diagonal slash through the "X". Below it, the words "Business Technologies" and "A Visual Edge Technology Company" are written in a smaller, sans-serif font. The entire logo is enclosed in a white rounded rectangle with a thin grey border.The Secure Networks logo, featuring a blue circle with a yellow padlock icon inside. Below the icon, the text "Secure Networks" is written in a bold, sans-serif font, and "for Small Businesses" is written in a smaller, sans-serif font below it.

# Professional Services



Technology Consulting



Technology Solution  
Engineering



Training Services



Technology Business  
Reviews



Yearly budgeting and  
budgeting and  
planning



Proof of Concept Lab  
Testing

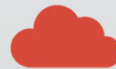
# Security Management



Content Filtering  
and Reporting



Intrusion Prevention



Spyware, Botnets  
Phishing Protection



Industry security  
best practices



Security Training



Secure Access for  
Remote Employees



Backup / Disaster  
Recovery



# Flat Rate IT Services

- Hourly Backups Performed Automatically
- Same Day Virtualization
- Data is Secure in Three Places
- Automatic Nightly Offsite Transfer
- Backup Verification and Reporting
- 24x7 Monitoring for Backup Failure

- Stay up to speed on the latest MS products
- Enhance employee productivity

- Content Filtering & Reporting
- Intrusion Prevention
- Spyware, Botnets, and Phishing Protection
- VPN – Secure access for remote users

## Backup and Disaster Recovery

## Training

## Security Management

## Professional Services

- Technology Consulting
- Technology Solution Engineering
- Quarterly Technology Business Review
- Proof of Concept Lab Testing

## All Bases Covered

- Remote Assistance
- Onsite Services As Needed
- Replacement Parts
- 24x7 Help Desk
- iPhone, Tablet, or Smartphone Support

## Taking Initiative With Your Network

- Patch and AV Updates
- SPAM Control
- Email Archiving & Email Continuity
- Critical Monitoring 24x7x365

## Hassle Free Vendor Management

- Manage Technology Relationships
- Single Point-Of-Contact for Vendor Issues



**Secure Networks**  
for Small Businesses

# Open Onboarding Projects

Consulting agreement to begin creation of IT strategic plan and budget

Immediate IT needs plan and budget

- Complete Network Audit with recommendation on best practice
  - Stabilize current infrastructure with hardware standardization
  - Plan for connectivity growth to allow for Multimedia in the Winslow House Meeting Room
  - Improve WIFI coverage in Admin office
  - Standardize IT operations (Office 365 VS Google)
  - Deliver WIFI to Annex
  - Stabilize connectivity in Church (Separate Comcast)?
  - Plan infrastructure for Growth / connectivity in Sanctuary and Parish Room
  - Plan and budget for upgrades / Multimedia experience / Winslow House / Sanctuary /Parish Room
  - VOIP Phone System

## Consulting Agreement Cost

- IT Plan = \$750.00

# **Financial Reports - August 2021**

## **Reconciled**

Submitted by Karena Stroh, Administration & Finance Director

### Table of Contents

Tab 2 (pages 2-4) - *Operating Fund* Profit & Loss Budget vs. Actual

Tab 3 (pages 5-6) - *Operating Fund* Profit & Loss Previous Year Comparison

Tab 4 (page 7) - *Operating Fund* Balance Sheet Previous Year Comparison

**% of budget should typically be at 17%**

### **Points of Interest**

**Total Income** is at 31% of budget

Pledge Commitments FY 21-22          \$373,584

Total Pledge Payments received 37% of budget

Offertory is at 7% of budget

Thrift Store Income is at 34% of budget

**Total Expenses** are at 15% of budget

Please note that starting this fiscal year I have separated the long term disability from the staff salaries on the reports. It now has its own line (line 49, page 2). This should be considered when comparing salaries and benefits to prior years.

**Operating Funds**  
**Profit & Loss Budget vs. Actual**  
July through August 2021

	Aug 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
1 2021-2022 Pledges	119,361.78	364,117.00	-244,755.22	32.78%
2 2020-2021 Pledges	6,569.67	10,000.00	-3,430.33	65.7%
3 <b>Total Pledges</b>	<b>125,931.45</b>	<b>374,117.00</b>	<b>-248,185.55</b>	<b>33.66%</b>
4 <b>Offertory</b>	<b>1,440.36</b>	<b>20,000.00</b>	<b>-18,559.64</b>	<b>7.2%</b>
<b>Fund Raising</b>				
6 Thrift Store/Annex Income	27,475.43	80,000.00	-52,524.57	34.34%
7 <b>Church Fundraisers</b>				
8 Spring Auction	31.20	10,000.00	-9,968.80	0.31%
9 Church Fundraisers - Other	0.00	9,000.00	-9,000.00	0.0%
10 <b>Total Church Fundraisers</b>	<b>31.20</b>	<b>19,000.00</b>	<b>-18,968.80</b>	<b>0.16%</b>
11 Food Certificate Sales	0.00	1,500.00	-1,500.00	0.0%
12 Welcoming Congregation-Income	0.00	2,000.00	-2,000.00	0.0%
13 <b>Total Fund Raising</b>	<b>27,506.63</b>	<b>102,500.00</b>	<b>-74,993.37</b>	<b>26.84%</b>
<b>BldgUse</b>				
15 Space Rentals	951.27	2,500.00	-1,548.73	38.05%
16 Weddings/Memorials	700.00	1,500.00	-800.00	46.67%
17 <b>Total BldgUse</b>	<b>1,651.27</b>	<b>4,000.00</b>	<b>-2,348.73</b>	<b>41.28%</b>
<b>Investment,Interest, MiscIncome</b>				
19 Misc Contributions	26.28	300.00	-273.72	8.76%
20 <b>Investment Income</b>				
21 UUA GIF Distribution	760.56	2,800.00	-2,039.44	27.16%
22 Alton Smith Char Trust	0.00	1,000.00	-1,000.00	0.0%
23 Alton Smith Irrev Trust	0.00	1,200.00	-1,200.00	0.0%
24 <b>Total Investment Income</b>	<b>760.56</b>	<b>5,000.00</b>	<b>-4,239.44</b>	<b>15.21%</b>
25 Interest Income	35.04	250.00	-214.96	14.02%
26 <b>Total Investment,Interest, MiscIncome</b>	<b>821.88</b>	<b>5,550.00</b>	<b>-4,728.12</b>	<b>14.81%</b>
27 <b>Total Income</b>	<b>157,351.59</b>	<b>506,167.00</b>	<b>-348,815.41</b>	<b>31.09%</b>
<b>Gross Profit</b>	<b>157,351.59</b>	<b>506,167.00</b>	<b>-348,815.41</b>	<b>31.09%</b>
<b>Expense</b>				
<b>Staff Salaries</b>				
31 Minister	15,900.00	95,400.00	-79,500.00	16.67%
32 Admin&FinanceDir	7,523.84	45,143.00	-37,619.16	16.67%
33 CYM Director	7,349.68	44,098.00	-36,748.32	16.67%
34 Music Director	6,178.84	36,633.00	-30,454.16	16.87%
35 ThriftStoreManager	5,262.40	31,574.00	-26,311.60	16.67%
36 Sexton	3,365.16	20,698.00	-17,332.84	16.26%
37 Bookkeeper	2,453.12	14,718.00	-12,264.88	16.67%
38 Pianist	280.00	10,920.00	-10,640.00	2.56%
39 Tech Support	0.00	2,560.00	-2,560.00	0.0%
40 CYM-Childcare	0.00	2,208.00	-2,208.00	0.0%
41 <b>Total Staff Salaries</b>	<b>48,313.04</b>	<b>303,952.00</b>	<b>-255,638.96</b>	<b>15.9%</b>
<b>Staff Benefits/Payroll Expenses</b>				
43 Employee Health Insurance	5,267.92	41,220.00	-35,952.08	12.78%
44 Retirement	4,566.40	23,691.00	-19,124.60	19.28%
45 FICA Taxes	2,415.59	15,954.00	-13,538.41	15.14%
46 Minister Benefit (FICA)	1,216.32	7,298.00	-6,081.68	16.67%
47 Minister's Term Life	126.00	734.00	-608.00	17.17%
48 WorkComplnsurance	0.00	2,910.00	-2,910.00	0.0%
49 Long Term Disability	191.74	3,461.00	-3,269.26	5.54%
50 Staff Appreciation	0.00	900.00	-900.00	0.0%
51 <b>Total Staff Benefits/Payroll Expenses</b>	<b>13,783.97</b>	<b>96,168.00</b>	<b>-82,384.03</b>	<b>14.33%</b>
<b>Staff Professional Expenses</b>				
53 Minister's Professional Exp	3,164.58	9,540.00	-6,375.42	33.17%
54 Admin&FinanceDirProf Ex	864.01	2,709.00	-1,844.99	31.89%
55 CYM Professional Exp	110.00	2,646.00	-2,536.00	4.16%
56 Music Director Prof Exp	0.00	2,198.00	-2,198.00	0.0%

**Operating Funds**  
**Profit & Loss Budget vs. Actual**  
July through August 2021

	Aug 21	Budget	\$ Over Budget	% of Budget
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Operating Funds  
Profit & Loss Budget vs. Actual  
July through August 2021

	Aug 21	Budget	\$ Over Budget	% of Budget
116 Other Income/Expense				
117 Other Income				
118 Other Income and Expenses				
119 Surplus from prior year	0.00	48,851.00	-48,851.00	0.0%
120 Total Other Income and Expenses	0.00	48,851.00	-48,851.00	0.0%
121 Total Other Income	0.00	48,851.00	-48,851.00	0.0%
122 Net Other Income	0.00	48,851.00	-48,851.00	0.0%
123 Net Income	71,901.73	0.00	71,901.73	100.0%

**Operating Funds**  
**Profit & Loss Prev Year Comparison**  
July through August 2021

	Aug 21	Aug 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Pledges</b>				
1 2021-2022 Pledges	119,361.78	0.00	119,361.78	100.0%
2 2020-2021 Pledges	6,569.67	84,354.34	-77,784.67	-92.21%
3 2019-2020 Pledges	0.00	11,782.24	-11,782.24	-100.0%
4 2018-2019 Pledges	0.00	150.00	-150.00	-100.0%
5 <b>Total Pledges</b>	<u>125,931.45</u>	<u>96,286.58</u>	<u>29,644.87</u>	<u>30.79%</u>
6 <b>Offerty</b>	1,440.36	2,037.00	-596.64	-29.29%
7 <b>Fund Raising</b>				
8 Thrift Store/Annex Income	27,475.43	13,837.26	13,638.17	98.56%
9 <b>Church Fundraisers</b>				
10 Garden Tours	0.00	2,182.00	-2,182.00	-100.0%
11 Small Group Fundraisers	0.00	-316.82	316.82	100.0%
12 Spring Auction	31.20	0.00	31.20	100.0%
13 Summer Auction	0.00	5,798.00	-5,798.00	-100.0%
14 <b>Total Church Fundraisers</b>	<u>31.20</u>	<u>7,663.18</u>	<u>-7,631.98</u>	<u>-99.59%</u>
15 <b>Food Certificate Sales</b>	<u>0.00</u>	<u>250.00</u>	<u>-250.00</u>	<u>-100.0%</u>
16 <b>Total Fund Raising</b>	<u>27,506.63</u>	<u>21,750.44</u>	<u>5,756.19</u>	<u>26.47%</u>
17 <b>BldgUse</b>				
18 Space Rentals	951.27	0.00	951.27	100.0%
19 Weddings/Memorials	700.00	0.00	700.00	100.0%
20 <b>Total BldgUse</b>	<u>1,651.27</u>	<u>0.00</u>	<u>1,651.27</u>	<u>100.0%</u>
21 <b>Investment,Interest, MiscIncome</b>				
22 Misc Contributions	26.28	238.57	-212.29	-88.98%
23 <b>Investment Income</b>				
24 UUA GIF Distribution	760.56	728.07	32.49	4.46%
25 <b>Total Investment Income</b>	<u>760.56</u>	<u>728.07</u>	<u>32.49</u>	<u>4.46%</u>
26 <b>Interest Income</b>	<u>35.04</u>	<u>69.56</u>	<u>-34.52</u>	<u>-49.63%</u>
27 <b>Total Investment,Interest, MiscIncome</b>	<u>821.88</u>	<u>1,036.20</u>	<u>-214.32</u>	<u>-20.68%</u>
28 <b>Total Income</b>	<u>157,351.59</u>	<u>121,110.22</u>	<u>36,241.37</u>	<u>29.92%</u>
29 <b>Gross Profit</b>	<u>157,351.59</u>	<u>121,110.22</u>	<u>36,241.37</u>	<u>29.92%</u>
<b>Expense</b>				
31 <b>Staff Salaries</b>				
32 Minister	15,900.00	15,360.00	540.00	3.52%
33 Admin&FinanceDir	7,523.84	7,183.16	340.68	4.74%
34 CYM Director	7,349.68	7,016.88	332.80	4.74%
35 Music Director	6,178.84	5,884.60	294.24	5.0%
36 ThriftStoreManager	5,262.40	5,200.00	62.40	1.2%
37 Sexton	3,365.16	3,216.24	148.92	4.63%
38 Bookkeeper	2,453.12	2,410.60	42.52	1.76%
39 Pianist	280.00	1,680.00	-1,400.00	-83.33%
40 CYM-Childcare	0.00	202.50	-202.50	-100.0%
41 <b>Total Staff Salaries</b>	<u>48,313.04</u>	<u>48,153.98</u>	<u>159.06</u>	<u>0.33%</u>
42 <b>Staff Benefits/Payroll Expenses</b>				
43 Employee Health Insurance	5,267.92	4,858.84	409.08	8.42%
44 Retirement	4,566.40	3,116.12	1,450.28	46.54%
45 FICA Taxes	2,415.59	2,340.82	74.77	3.19%
46 Minister Benefit (FICA)	1,216.32	1,148.00	68.32	5.95%
47 Minister's Term Life	126.00	126.00	0.00	0.0%
48 Long Term Disability	191.74	0.00	191.74	100.0%
49 <b>Total Staff Benefits/Payroll Expenses</b>	<u>13,783.97</u>	<u>11,589.78</u>	<u>2,194.19</u>	<u>18.93%</u>



**Operating Funds**  
**Profit & Loss Prev Year Comparison**  
July through August 2021

	Aug 21	Aug 20	\$ Change	% Change
50	<b>Staff Professional Expenses</b>			
51	3,164.58	2,011.79	1,152.79	57.3%
52	864.01	546.19	317.82	58.19%
53	110.00	346.24	-236.24	-68.23%
54	0.00	1,396.00	-1,396.00	-100.0%
55	<b>4,138.59</b>	<b>4,300.22</b>	<b>-161.63</b>	<b>-3.76%</b>
56	<b>BldgGrounds</b>			
57	918.22	1,734.53	-816.31	-47.06%
58	3,412.00	2,274.50	1,137.50	50.01%
59	0.00	1,440.00	-1,440.00	-100.0%
60	752.48	934.44	-181.96	-19.47%
61	104.26	175.50	-71.24	-40.59%
62	984.70	925.11	59.59	6.44%
63	644.23	450.90	193.33	42.88%
64	<b>6,815.89</b>	<b>7,934.98</b>	<b>-1,119.09</b>	<b>-14.1%</b>
65	<b>Office Expenses</b>			
66	0.00	913.83	-913.83	-100.0%
67	1,080.94	784.36	296.58	37.81%
68	492.27	337.51	154.76	45.85%
69	642.90	823.87	-180.97	-21.97%
70	63.75	85.00	-21.25	-25.0%
71	1,227.91	635.75	592.16	93.14%
72	<b>3,507.77</b>	<b>3,580.32</b>	<b>-72.55</b>	<b>-2.03%</b>
73	<b>Loan &amp; Mortgage Payments</b>			
74	437.91	612.51	-174.60	-28.51%
75	<b>437.91</b>	<b>612.51</b>	<b>-174.60</b>	<b>-28.51%</b>
76	<b>Denominational Dues</b>			
77	6,249.00	3,568.00	2,681.00	75.14%
78	<b>6,249.00</b>	<b>3,568.00</b>	<b>2,681.00</b>	<b>75.14%</b>
79	<b>Committees</b>			
80	164.00	0.00	164.00	100.0%
81	0.00	53.00	-53.00	-100.0%
82	0.00	-250.00	250.00	100.0%
83	<b>164.00</b>	<b>-197.00</b>	<b>361.00</b>	<b>183.25%</b>
84	<b>CYM</b>			
85	851.62	473.05	378.57	80.03%
86	<b>851.62</b>	<b>473.05</b>	<b>378.57</b>	<b>80.03%</b>
87	<b>Music</b>			
88	24.76	0.00	24.76	100.0%
89	<b>24.76</b>	<b>0.00</b>	<b>24.76</b>	<b>100.0%</b>
90	<b>Worship</b>			
91	370.00	502.88	-132.88	-26.42%
92	<b>370.00</b>	<b>502.88</b>	<b>-132.88</b>	<b>-26.42%</b>
93	<b>84,656.55</b>	<b>80,518.72</b>	<b>4,137.83</b>	<b>5.14%</b>
94	<b>72,695.04</b>	<b>40,591.50</b>	<b>32,103.54</b>	<b>79.09%</b>
95	<b>72,695.04</b>	<b>40,591.50</b>	<b>32,103.54</b>	<b>79.09%</b>

**Operating Funds**  
**Balance Sheet Prev Year Comparison**  
As of August 31, 2021

	Aug 31, 21	Aug 31, 2020	\$ Change	% Change	
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking/Savings</b>					
1	CC5 Ckg - 5859	19,670.10	28,234.29	-8,564.19	-30.33%
2	Repo Sweep - 0998	211,955.53	115,015.87	96,939.66	84.28%
3	<b>Total Checking/Savings</b>	<b>231,625.63</b>	<b>143,250.16</b>	<b>88,375.47</b>	<b>61.69%</b>
<b>Other Current Assets</b>					
5	Payroll Corrections	-129.04	-129.04	0.00	0.0%
6	Emergency Reserve Fund	-29,400.00	-29,400.00	0.00	0.0%
7	Capital Expense Fund	-25,250.00	-25,250.00	0.00	0.0%
8	<b>Total Other Current Assets</b>	<b>-54,779.04</b>	<b>-54,779.04</b>	<b>0.00</b>	<b>0.0%</b>
9	<b>Total Current Assets</b>	<b>176,846.59</b>	<b>88,471.12</b>	<b>88,375.47</b>	<b>99.89%</b>
10	<b>Fixed Assets</b>	<b>1,761,018.93</b>	<b>1,761,018.93</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Assets</b>					
12	Food Coupon Inventory	5,645.00	4,615.00	1,030.00	22.32%
13	Petty Cash	100.00	100.00	0.00	0.0%
14	<b>Total Other Assets</b>	<b>5,745.00</b>	<b>4,715.00</b>	<b>1,030.00</b>	<b>21.85%</b>
15	<b>TOTAL ASSETS</b>	<b>1,943,610.52</b>	<b>1,854,205.05</b>	<b>89,405.47</b>	<b>4.82%</b>
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current Liabilities</b>					
<b>Other Current Liabilities</b>					
20	PPP Loan	144,867.50	72,300.00	72,567.50	100.37%
21	Split Plate	2,099.00	3,325.00	-1,226.00	-36.87%
22	UUSC Coffee Sales	478.28	607.85	-129.57	-21.32%
23	Current portion-Loan Meeting H	4,080.00	4,080.00	0.00	0.0%
24	Payroll Liabilities	-3,919.99	12,816.18	-16,736.17	-130.59%
25	<b>Total Other Current Liabilities</b>	<b>147,604.79</b>	<b>93,129.03</b>	<b>54,475.76</b>	<b>58.5%</b>
26	<b>Total Current Liabilities</b>	<b>147,604.79</b>	<b>93,129.03</b>	<b>54,475.76</b>	<b>58.5%</b>
<b>Long Term Liabilities</b>					
28	Loan-Meeting House Improvements	70,233.14	75,089.71	-4,856.57	-6.47%
29	Loan-Endowment Fund	49,425.63	122,015.71	-72,590.08	-59.49%
30	<b>Total Long Term Liabilities</b>	<b>119,658.77</b>	<b>197,105.42</b>	<b>-77,446.65</b>	<b>-39.29%</b>
31	<b>Total Liabilities</b>	<b>267,263.56</b>	<b>290,234.45</b>	<b>-22,970.89</b>	<b>-7.92%</b>
<b>Equity</b>					
33	Unrealized Endow Loan Gain/Loss	252,943.67	180,353.59	72,590.08	40.25%
34	Retained Earnings	1,350,708.25	1,343,025.51	7,682.74	0.57%
35	Net Income	72,695.04	40,591.50	32,103.54	79.09%
36	<b>Total Equity</b>	<b>1,676,346.96</b>	<b>1,563,970.60</b>	<b>112,376.36</b>	<b>7.19%</b>
37	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,943,610.52</b>	<b>1,854,205.05</b>	<b>89,405.47</b>	<b>4.82%</b>

# 1 PPP has been forgiven so is not a liability anymore. #2 PPP loan should be forgiven as well.