

## Notes for FY14 Year-End Financial Statements

### OVERVIEW

The Board of Trustees approved the proposed FY14 budget on June 25, 2013. The motion states: to accept the 2013-14 budget as we have amended it and that we accept that there will be a deficit which will be made up by funds from the CIF.

Motion passed: 9-0-0.

The approved budget included an anticipated deficit of \$49,090. The motion stated that the deficit would be covered by transfers from the CIF. No procedures were put in place, causing cash-flow problems throughout the year. The Board was called upon several times throughout the year to address this.

At year-end FY14, due to reasons explained below, actual expenses exceeded actual revenue by \$60,387, exceeding the budgeted deficit by an additional \$11,297.

At year-end FY14, transfers from the CIF to operating totaled \$77,014; this amount covered the actual deficit (\$60,387), and an additional \$16,627 to ensure cash to pay expenses early in the FY15 year.

NOTE: For FY15, the Board approved, in June 2014, a budget with a \$48,000 deficit and specified it would be paid by a supplemental monthly transfer from the CIF General Endowment Fund.

### REVENUE SHORTFALL (ACTUAL VS. BUDGET)

Actual revenue did not meet budgeted projections. The shortfall of \$20,508 is attributed to the following factors:

Pledge/Contributions Income: Actual income was \$6,453 below budget. The budgeted amount of \$325,000 was a bit optimistic.

Fundraising/Program Income: The \$4169 shortfall in fundraising and programming was due primarily to three factors: 1) The Service Auction raised less than anticipated, 2) there was no plan to raise Miscellaneous Funds, and 3) there was a change in policy regarding spiritual development program fees after the budget was passed.

Rental Income: Actual rental income was \$5,804 below budget due to a decrease in wedding/unions and memorial/funeral rentals.

Eliza Justice Fund was closed and the principal was moved to the General Endowment fund during fiscal year FY14, thus eliminating the regular annual transfer of \$3,700 to the operating account.

Music Maintenance Fund: The \$1,700 budgeted from the Music Maintenance Fund was never transferred to the operating account.

### EXPENSES (ACTUAL VS. BUDGET)

Actual expenses were \$9,211 less than budgeted.

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Accounts	Annual Budget FY14	YTD Actual FY14
<b>REVENUES</b>		
<b>REVENUE</b>		
<b>Pledges/Gifts/Grants</b>		
4000 - PLEDGES & CONTRIBUTIONS	\$325,000.00	\$318,547.04
4019 - SPECIAL GIFTS	\$30,750.00	\$30,580.14
4020 - SUNDAY PLATE	\$10,750.00	\$10,147.15
4021 - CHRISTMAS PLATE	\$2,000.00	\$2,065.92
4023 - MISC GIFTS	\$250.00	\$590.85
4024 - UUA STAFFING GRANT	\$7,000.00	\$7,000.00
<b>Total Pledges/Gifts/Grants</b>	<u>\$375,750.00</u>	<u>\$368,931.10</u>
<b>Fundraising/Program Income</b>		
4031 - MLK FUND RAISING	\$1,700.00	\$2,707.40
4032 - SERVICE AUCTION	\$27,000.00	\$25,334.22
4033 - REBATE FUND RAISING	\$1,000.00	\$885.63
4035 - MISCEL. FUND RAISING	\$3,000.00	\$507.00
4040 - CHILD SPIRITUAL DEVELOPMENT	\$1,500.00	\$1,066.31
4044 - OTHER PROGRAM INCOME	\$500.00	\$0.00
4045 - ADULT SPIRITUAL DEVELOPMENT	\$500.00	\$530.00
<b>Total Fundraising/Program Income</b>	<u>\$35,200.00</u>	<u>\$31,030.56</u>
<b>Rental Income</b>		
4500 - CO-OP NURSERY	\$15,836.00	\$15,804.09
4530 - COMBINED RENTALS	\$24,350.00	\$17,378.33
4550 - HOME SCHOOLING	\$9,000.00	\$16,320.00
4560 - APARTMENT	\$14,400.00	\$8,280.01
<b>Total Rental Income</b>	<u>\$63,586.00</u>	<u>\$57,782.43</u>
<b>Total REVENUE</b>	<u>\$474,536.00</u>	<u>\$457,744.09</u>
<b>CIF Fund Revenues</b>		
4600 - GEN ENDOW TOTAL RETURN (4%)	\$27,000.00	\$28,570.41
4685 - JUSTICE AND REINVEST FUND	\$3,700.00	\$113.42
4695 - MUSIC MAINTENANCE	\$1,700.00	\$0.00
<b>Total CIF Fund Revenues</b>	<u>\$32,400.00</u>	<u>\$28,683.83</u>
<b>Total REVENUES</b>	<u><u>\$506,936.00</u></u>	<u><u>\$486,427.92</u></u>
<b>Expenses</b>		
<b>Administrative Expenses</b>		
<b>Buildings &amp; Grounds</b>		
<b>Utilities</b>		
7040 - ELECTRIC CHURCH	\$6,500.00	\$4,522.05
7050 - ELECTRIC LODGE	\$0.00	\$302.04
7060 - OIL/GAS CHURCH	\$15,000.00	\$8,887.03
7070 - WATER-CHURCH & LODGE	\$5,500.00	\$1,863.19
<b>Total Utilities</b>	<u>\$27,000.00</u>	<u>\$15,574.31</u>
<b>Building Operations</b>		
7010 - FIRE/SECURITY SYSTEM	\$3,000.00	\$1,679.60
7218 - GROUNDS/VOLUNTEERS	\$1,000.00	\$690.51
7220 - SNOW & ICE REMOVAL	\$7,000.00	\$10,510.47
<b>Total Building Operations</b>	<u>\$11,000.00</u>	<u>\$12,880.58</u>
<b>Maintenance, Repairs &amp; Improv</b>		
7110 - CHAIR LIFT	\$500.00	\$50.00
7120 - EQUIPMENT	\$200.00	\$588.69
7130 - HEATING MAINT CONTRACTS	\$1,500.00	\$2,993.00
7160 - MAIN/REPAIRS CHURCH	\$20,000.00	\$20,556.18
7165 - MAIN/REPAIRS LODGE	\$10,000.00	\$15,324.39
7190 - ROOF	\$0.00	\$860.00

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Accounts	Annual Budget FY14	YTD Actual FY14
7191 - IMPROVEMENTS & ELECTRICAL UPGRADE	\$0.00	\$6,990.00
7240 - PARKING LOT	\$5,000.00	\$4,227.58
<b>Total Maintenance, Repairs &amp; Improv</b>	<b>\$37,200.00</b>	<b>\$51,589.84</b>
<b>Total Buildings &amp; Grounds</b>	<b>\$75,200.00</b>	<b>\$80,044.73</b>
<b>Communication</b>		
5120 - PUBLICITY/ADVERTISING	\$500.00	\$540.00
5124 - WEBSITE	\$300.00	\$239.90
5125 - SOUND SYSTEM	\$1,100.00	\$1,095.55
<b>Total Communication</b>	<b>\$1,900.00</b>	<b>\$1,875.45</b>
<b>Denominational Dues &amp; Events</b>		
5345 - UUA DUES	\$18,000.00	\$18,240.00
5347 - JPD DUES	\$8,100.00	\$8,208.00
<b>Total Denominational Dues &amp; Events</b>	<b>\$26,100.00</b>	<b>\$26,448.00</b>
<b>Stewardship &amp; Fundraising</b>		
5370 - ANNUAL PLEDGE CAMPAIGN	\$4,000.00	\$3,532.78
5375 - LOAN PAYMENTS	\$13,575.00	\$15,837.50
5378 - CREDIT/ACH FEES	\$750.00	\$927.84
<b>Total Stewardship &amp; Fundraising</b>	<b>\$18,325.00</b>	<b>\$20,298.12</b>
<b>Governance</b>		
5355 - BOARD EXPENSE	\$500.00	\$499.12
5356 - PROGRAMS & EVENTS COUNCIL	\$1,200.00	\$665.80
5360 - LEADERSHIP DEVELOPMENT	\$500.00	\$0.00
<b>Total Governance</b>	<b>\$2,200.00</b>	<b>\$1,164.92</b>
<b>Operations</b>		
5100 - MAILINGS (GENERAL)	\$1,100.00	\$1,061.87
5101 - OFFICE SUPPLIES	\$2,200.00	\$1,630.30
5102 - TELEPHONE LAND LINE	\$3,000.00	\$3,357.54
5103 - CELL PHONE MIN/DSD/ADMIN	\$1,800.00	\$1,225.00
5104 - EQUIP REPAIR/MAINTENANCE	\$2,400.00	\$2,141.36
5106 - BANK CHARGES ONLINE/ETC	\$250.00	\$277.06
5108 - COMPUTER EXPENSE	\$4,000.00	\$4,000.00
5109 - SUPPLIES-BOOKKEEPER	\$250.00	\$279.45
5112 - COPIER EXPENSE	\$3,662.00	\$3,462.08
7000 - PROPERTY & LIABILITY INSURANCE	\$16,500.00	\$15,885.05
7140 - HOUSEKEEPING SUPPLIES	\$2,500.00	\$2,303.12
<b>Total Operations</b>	<b>\$37,662.00</b>	<b>\$35,622.83</b>
<b>Total Administrative Expenses</b>	<b>\$161,387.00</b>	<b>\$165,454.05</b>
<b>Program Expenses</b>		
<b>Adult Spiritual Development</b>		
5400 - ADULT SPIRITUAL DEV	\$500.00	\$306.67
<b>Total Adult Spiritual Development</b>	<b>\$500.00</b>	<b>\$306.67</b>
<b>Welcoming Community</b>		
5310 - HOSPITALITY	\$1,000.00	\$1,027.51
5320 - CARING COMMUNITY	\$100.00	\$100.00
5330 - WELCOMING COMMUNITY	\$1,500.00	\$1,420.16
<b>Total Welcoming Community</b>	<b>\$2,600.00</b>	<b>\$2,547.67</b>
<b>Child Spiritual Development</b>		
5440 - FAMILY FUN EVENTS	\$1,000.00	\$966.60
5445 - CURRICULUM & LIBRARY	\$750.00	\$753.52
5450 - OTHER CSD PROGRAMMING	\$200.00	\$193.00
5455 - CSD TEACHER TRAINING	\$250.00	\$209.76
5460 - CSD EQUIPMENT & SUPPLIES	\$650.00	\$636.92
5465 - CSD ADMINISTRATIVE	\$300.00	\$347.80

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5467 - YRUU	\$500.00	\$150.50
<b>Total Child Spiritual Development</b>	<u>\$3,650.00</u>	<u>\$3,258.10</u>
<b>Social Justice</b>		
5486 - ENDING RACISM	\$1,100.00	\$1,084.47
5488 - LINGELBACH DINNER	\$600.00	\$371.69
5489 - MLK DAY	\$1,700.00	\$1,367.83
5490 - UU-UNO	\$650.00	\$697.32
5492 - REPRODUCTIVE JUSTICE	\$350.00	\$200.39
<b>Total Social Justice</b>	<u>\$4,400.00</u>	<u>\$3,721.70</u>
<b>Worship Arts</b>		
5510 - SPEAKER FEES	\$1,800.00	\$1,650.00
5515 - MUSIC MINISTRY	\$7,469.00	\$5,801.28
5520 - SHEET MUSIC EXPENSE	\$600.00	\$541.60
5525 - PIANO/ORGAN MAINT	\$1,700.00	\$1,545.00
5530 - SUNDAY SERVICES SUPPLIES	\$250.00	\$342.52
<b>Total Worship Arts</b>	<u>\$11,819.00</u>	<u>\$9,880.40</u>
<b>Total Program Expenses</b>	<u>\$22,969.00</u>	<u>\$19,714.54</u>
<b>Salaries &amp; Benefits</b>		
<b>Minister</b>		
5000 - MINISTER SALARY	\$85,800.00	\$50,510.14
5005 - MINISTER FICA	\$6,564.00	\$5,785.12
5010 - MINISTER HOUSING	\$0.00	\$36,000.00
5020 - MINISTER PROFESSIONAL EXPENSES	\$6,625.00	\$6,452.76
5030 - MINISTER MEDICAL INSURANCE	\$3,426.00	\$1,741.18
5040 - MINISTER DISABILITY INSURANCE	\$858.00	\$570.96
5050 - MINISTER PENSION	\$9,236.00	\$8,251.88
<b>Total Minister</b>	<u>\$112,509.00</u>	<u>\$109,312.04</u>
<b>Director Spiritual Development</b>		
5411 - DSD SALARY	\$44,230.00	\$41,217.01
5416 - DSD EMPLOYER P/R TAXES	\$3,383.00	\$3,899.77
5421 - DSD PENSION	\$4,423.00	\$2,887.17
5427 - DSD MEDICAL INSURANCE	\$3,426.00	\$3,157.59
5428 - DSD DISABILITY	\$442.00	\$331.74
5431 - DSD PROFESSIONAL EXPENSE	\$3,250.00	\$3,479.08
5433 - RE DIRECTOR STATE UE	\$404.00	\$0.00
<b>Total Director Spiritual Development</b>	<u>\$59,558.00</u>	<u>\$54,972.36</u>
<b>Church Administrator</b>		
5021 - CHURCH ADMIN SALARY	\$45,114.00	\$45,073.25
5022 - CHURCH ADMIN EMPLOYER P/R TAXES	\$3,451.00	\$4,109.45
5023 - CHURCH ADMIN RETIREMENT/PENSION	\$4,511.00	\$4,049.98
5025 - CHURCH ADMIN MEDICAL	\$3,426.00	\$3,666.94
5031 - CHURCH ADMIN PROFESSIONAL EXPENSES	\$2,250.00	\$2,179.34
5032 - CHURCH ADMIN DISABILITY	\$451.00	\$429.96
<b>Total Church Administrator</b>	<u>\$59,203.00</u>	<u>\$59,508.92</u>
<b>Music Director</b>		
5200 - MUSIC DIRECTOR SALARY	\$25,245.00	\$25,244.85
5215 - MUSIC DIRECTOR EMPLOYER P/R TAXES	\$1,931.00	\$2,412.94
5217 - MUSIC DIRECTOR PROF EXPENSES	\$1,750.00	\$1,507.32
<b>Total Music Director</b>	<u>\$28,926.00</u>	<u>\$29,165.11</u>
<b>Admin Assistant</b>		
5026 - ADMIN ASSISTANT SALARY	\$10,096.00	\$9,788.50
5027 - ADMIN ASSISTANT EMPLOYER P/R TAXES	\$772.00	\$1,179.99
<b>Total Admin Assistant</b>	<u>\$10,868.00</u>	<u>\$10,968.49</u>

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<b>Sexton</b>		
6070 - SEXTON SALARY	\$17,060.00	\$10,908.50
6071 - SEXTON FOR RENTAL EVENTS	\$2,500.00	\$2,092.00
6075 - SEXTON EMPLOYER P/R TAXES	\$1,306.00	\$1,430.56
<b>Total Sexton</b>	<u>\$20,866.00</u>	<u>\$14,431.06</u>
<b>Soloists</b>		
5250 - SOLOISTS	\$10,000.00	\$11,850.99
5255 - SOLOISTS EMPLOYER P/R TAXES	\$800.00	\$1,446.39
<b>Total Soloists</b>	<u>\$10,800.00</u>	<u>\$13,297.38</u>
<b>Childcare Providers</b>		
5115 - CHILDCARE	\$4,352.00	\$4,150.50
<b>Total Childcare Providers</b>	<u>\$4,352.00</u>	<u>\$4,150.50</u>
<b>Employer Unemploy/Workers Comp</b>		
5493 - WORKERS COMP	\$0.00	\$2,021.65
<b>Total Employer Unemploy/Workers Comp</b>	<u>\$0.00</u>	<u>\$2,021.65</u>
<b>Contracts</b>		
5110 - BOOKKEEP/DIR DEP FEE	\$13,200.00	\$13,445.55
5600 - RENTAL COMMISSION	\$5,700.00	\$5,448.00
5601 - RENTAL SOUND TECHNICIAN	\$2,500.00	\$1,718.13
6090 - CLEANING SERVICES	\$24,850.00	\$25,900.00
<b>Total Contracts</b>	<u>\$46,250.00</u>	<u>\$46,511.68</u>
<b>Intern/Consulting Minister</b>		
5060 - INTERN/CONSULTING MINISTER SALARY	\$13,770.00	\$13,419.77
5061 - INTERN/CM EMPLOYER P/R TAXES	\$1,053.00	\$1,476.87
5062 - INTERN/CONSULTING MIN DISABILITY	\$138.00	\$0.00
5063 - INTERN/CONSULTIN MIN PROF EXPENSES	\$1,000.00	\$607.83
5064 - INTERN/CM RETIREMENT/PENSION	\$1,377.00	\$1,024.14
<b>Total Intern/Consulting Minister</b>	<u>\$17,338.00</u>	<u>\$16,528.61</u>
<b>Parking Attendant</b>		
5070 - PARKING ATTENDANT SALARY	\$1,000.00	\$680.00
5071 - PARKING ATTENDANT EMPLOYER P/R TAXE	\$0.00	\$98.15
<b>Total Parking Attendant</b>	<u>\$1,000.00</u>	<u>\$778.15</u>
<b>Total Salaries &amp; Benefits</b>	<u>\$371,670.00</u>	<u>\$361,645.95</u>
<b>Total Expenses</b>	<u>\$556,026.00</u>	<u>\$546,814.54</u>
	<b>Net Total</b>	(\$49,090.00) (\$60,386.62)
<b>CIF TRANSFERS TO COVER DEFICIT</b>		
4680 - GEN ENDOW TRANSFER TO COVER DEFICIT	\$0.00	\$77,014.00
<b>Total CIF TRANSFERS TO COVER DEFICIT</b>	<u>\$0.00</u>	<u>\$77,014.00</u>
	<b>Net Operating Total</b>	(\$49,090.00) \$16,627.38