

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 05/31/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 11/12 or 91.67% of our current fiscal year. Current YTD pledges are under budget at 83.15%. Pledges for the month are under budget at 6.07%, which is slightly higher than the same period last year (5.53%).
- 2) #4020-Post Stewardship Pledges: Under budget at 32.06% YTD and 5.35% in May.
- 3) #4025-Est. Unpaid Pledges: Estimate of 2.89%.
- 4) #4040-Operating Fund Donations: Significantly under budget at 59.37% YTD and 6.24% in May (vs 8.33%).
- 5) #4210-Prior Years Carryover: Portion of 14/15 surplus carried over to current fiscal year.
- 6) #4220-Operations Contingency Fund Withdrawal: This represents the amount that account 6140 "Service Contracts-Cleaning Service" is over budget YTD, and is being transferred from account 2378 "Operations Contingency Fund".
- 7) #4510-Building Use Fees: Under budget at 80.33% YTD, but over budget at 10.92% in May.
- 8) #4620-Insurance Dividends: Over budget at 141.50% YTD due to receipt of \$283 in October for UUA Safety Group Dividend Program from Church Mutual (based on 3-year loss experience).

Notes on Expense Items:

- 1) #5020-Director of Music-Contract Services: Under budget YTD and in May due to vacancy in this position. The only expense was a \$250 payment to our Music Director candidate for conducting the V.E. on May 8.
- 2) #5040-310-Contract R.E. Child Care/Nursery Assistants: Over budget at 122.45% YTD due to needing coverage during two services on Sundays since September. Over budget at 16.33% in May due to a timing issue (two April invoices were received in May).
- 3) #5320-Dental Ins.-Adm: Over budget at 115.33% YTD due to the budget being completed before the hiring of our new office administrator.
- 4) #5340-100-Retirement-Minister: Budget is correctly based on 10 months, so this is on budget at 90%.
- 5) #5345-Group Life-Minister: Budget calculated on 10 months instead of 12.
- 6) #5435-435-Supplies-Membership: Over budget at 108.14% YTD and 33.33% in May due to Membership's portion of the 2016 member directory printing costs (\$200 of the \$365.70 total cost).
- 7) #5520-Office Copying: Under budget at 80.31% YTD, but over budget at 28.50% in May, primarily due to the 2016 member directory printing costs (\$165.70).
- 8) #6010-Insurance – Building & Liability: Under budget at 83.07% YTD because our premiums dropped significantly this year (\$3,406 in 2015 vs \$3,985 in 2014).
- 9) #6120-Service Contracts-Logos Software: Over budget at 105.26% YTD and in May, due to the annual license renewal (\$1,441).

- 10) #6140-Service Contracts-Cleaning Service: Over budget at 226.48% YTD. Budget is based on prior year's Custodian's fees.
- 11) #6210-Copier Contracts: Over budget at 105.62% YTD due to payment of color copier maintenance in July 2015 for May 2014 – August 2015. Over budget at 10.24% in May due to payment of quarterly color copy invoice.
- 12) #6240-Piano Tuning & Repair: Under budget at 17.24% YTD, but over budget at 15.63% in May due to piano tuning (\$125).
- 13) #6340-700-Telephone and Telecommunications: Significantly over budget at 113.81% YTD due to the November ASCOM invoice of \$440.46 to install a phone line in the classroom. May was on budget at 8.28%.
- 14) #7090-Worker's Comp Insurance: Over budget at 114.10% YTD due to an audit rate adjustment by Church Mutual.
- 15) #7120-UUA Program Fund – Under budget at 75.00% YTD due to not fulfilling two months of our pledge.
- 16) #7210-300-Professional Expense-DLE: Under budget at 27.71% YTD. May expense is negative due to a refund of G.A. fees.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 12.31% versus the goal of 25%.
- 2) #2130-Next Year's Pledge Payments: We have received \$19,107 YTD in 16/17 pledge payments.
- 3) #2235-Memorial Reception Fund: Negative balance because we are awaiting payment for a recent memorial reception, but have paid the associated expenses.
- 4) #2366-Community Needs: Donations were made to: Grand Traverse Commission on Aging-Senior Support Program (\$500) and The Rock of Kingsley (\$500).
- 5) #2370-Special Collections-Sound System: \$790 of the sound system expense was taken from this fund (total sound system expense was \$1,050).
- 6) #2378-Operations Contingency Reserve: \$740 (the amount that account 6140 "Service Contracts-Cleaning Service" was over budget in May) was transferred to Operations Contingency Fund Withdrawal (Income) account.
- 7) #2410-Memorial Garden Fund: The remaining balance for the Memorial Garden irrigation system was paid in May (\$1,182).
- 8) #2440-MM Capital Improvement Reserve: \$260 of the sound system expense was taken from this fund (total sound system expense was \$1,050).
- 9) May activity resulted in a deficit of \$2,300.31, with a YTD surplus of \$6,100.42.

Capital Improvements 2015-2016:

- Carpet Cleaning in July: \$1,250.68
- Critter Control in November: \$2,500.00
- Sound System (portion) in May: \$260.23