

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 02/29/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 8/12 or 66.67% of our current fiscal year. Current YTD pledges are under budget at 63.21%. Pledges for the month are very slightly under budget at 8.12%, which is much higher than the same period last year (4.86%).
- 2) #4020-Post Stewardship Pledges: Under budget at 21.58% YTD and 2.68% in February.
- 3) #4025-Est. Unpaid Pledges: Estimate of 2.89%.
- 4) #4040-Operating Fund Donations: Significantly under budget at 43.46% YTD and 2.83% in February (vs 8.33%).
- 5) #4110-Miscellaneous Fundraising: Under budget at 54.78% YTD. February is negative as \$606 was transferred from Miscellaneous Fundraising to GA-Scholarship Fund, which is 30% of the fundraising dinner payments received to date. Outstanding dinner payments total \$155.
- 6) #4210-Prior Years Carryover: Portion of 14/15 surplus carried over to current fiscal year.
- 7) #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".
- 8) #4510-Building Use Fees: Under budget at 59.00% YTD and at budget at 8.75% in February.
- 9) #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 February due to vacancy in this position.
- 2) #5040-200-Contract Musicians: Slightly under budget at 64.46% YTD, but over budget at 9.78% in February.
- 3) #5040-310-Contract R.E. Child Care/Nursery Assistants: Over budget at 86.48% YTD and 13.63% in February due to needing coverage during two services on Sundays since September.
- 4) #5320-Dental Ins.-Adm: Over budget at 81.14% YTD due to the budget being completed before the hiring of our new office administrator.
- 5) #5340-100-Retirement-Minister: Budget is correctly based on 10 months, so this is on budget at 60%.
- 6) #5345-Group Life-Minister: Budget calculated on 10 months instead of 12.
- 7) #5405-Office Supplies: Under budget at 65.27% YTD and over budget at 9.45% in February.
- 8) #5410-Programming-LE Child/Youth: Under budget at 43.76% YTD and 2.72% in February.
- 9) #5430-Hospitality: Under budget at 29.93% YTD and 1.03% in February.
- 10) #5520-Office Copying: Under budget at 47.74% YTD. There was no expense in February.

- 11) #5610-Postage and Shipping: Under budget at 58.08% YTD and 3.23% in February.
- 12) #5710-450-Resources/Curriculum Sunday Services: Under budget at 29.26% YTD. There was no expense in February.
- 13) #6040-Bldg. Maintenance: Over budget at 81.11% YTD, but under budget at 2.80% in February due to a reclass of the December Northern Fire \$190 invoice to Service Contracts-Building Maintenance. The main expense in February was \$245 for gutter ice removal.
- 14) #6110-Service Contracts-Building Maintenance: At budget at 67.47% YTD but over budget at 27.33% in February. February expenses included quarterly Sheren HVAC service of \$493.25 and a reclass of the December Northern Fire invoice of \$190 from Building Maintenance.
- 15) #6140-Service Contracts-Cleaning Service: Over budget at 182.90% YTD. Budget is based on prior year's Custodian's fees.
- 16) #6150-Service Contracts-Snow Plowing: Under budget at 47.86% YTD but over budget at 19.29% in February due to this being a seasonal expense. February expense included 4 January plowings plus rock salt.
- 17) #6210-Copier Contracts: Over budget at 84.22% YTD due to payment of color copier maintenance in July 2015 for February 2014 – August 2015. Over budget at 11.58% in February as the quarterly Netlink invoice was paid in addition to the monthly GE Capital lease payment.
- 18) #6220-Computers and Technology: Over budget YTD at 78.13% because the majority of our annual renewals occur in the first half of the year. Under budget at 3.53% in February.
- 19) #6340-700-Telephone and Telecommunications: Significantly over budget at 82.28% YTD due to the November ASCOM invoice of \$440.46 to install a phone line in the classroom. Slightly under budget at 8.04% in February.
- 20) #7045-New Hire & Recruitment Expense: Over budget at 150.60% YTD and 67.50% in February due to posting of Director of Music position (\$135 for TC Ticker advertising).
- 21) #7050-Advertising: Slightly over budget at 68.61% YTD and at 11.32% in February.
- 22) #7090-Worker's Comp Insurance: Over budget at 114.10% YTD due to an audit rate adjustment by Church Mutual.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 8.77% versus the goal of 25%.
- 2) #2372-GA Scholarship Fund: Transferred \$606 from Miscellaneous Fundraising to GA-Scholarship Fund, which is 30% of the fundraising dinner payments received to date.
- 3) #2378-Operations Contingency Reserve: \$1,170 (the amount that account 6140 "Service Contracts-Cleaning Service" was over budget in February) was transferred to Operations Contingency Fund Withdrawal (Income) account.
- 4) #2386-Endowment Holding Account: \$1,620 in Arline Howe memorials and \$5,935.89 from Dick Dancer's estate were invested with Vanguard in February.
- 5) February activity resulted in a surplus of \$1,540.96, with a YTD surplus of \$11,932.48.

Capital Improvements 2015-2016:

- Carpet Cleaning in July: \$1,250.68
- Critter Control in November: \$2,500.00