

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 03/31/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 9/12 or 75% of our current fiscal year. Current YTD pledges are under budget at 72.05%. Pledges for the month are slightly over budget at 8.84%, which is higher than the same period last year (7.25%).
- 2) #4020-Post Stewardship Pledges: Under budget at 23.76% YTD and 2.18% in March.
- 3) #4025-Est. Unpaid Pledges: Estimate of 2.89%.
- 4) #4040-Operating Fund Donations: Significantly under budget at 47.93% YTD and 4.47% in March (vs 8.33%).
- 5) #4110-Miscellaneous Fundraising: Under budget at 57.08% YTD. \$36 was transferred from Miscellaneous Fundraising to GA-Scholarship Fund in March, which is 30% of the fundraising dinner payments received in March.
- 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 64.00% YTD and 5.00% in March.
- 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 March due to vacancy in this position.
- 2) #5040-200-Contract Musicians: Slightly under budget at 72.07% YTD and 7.61% in March.
- 3) #5040-310-Contract R.E. Child Care/Nursery Assistants: Over budget at 100.15% YTD and 13.67% in March due to needing coverage during two services on Sundays since September.
- 4) #5320-Dental Ins.-Adm: Over budget at 92.54% 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 70%.
- 6) #5345-Group Life-Minister: Budget calculated on 10 months instead of 12.
- 7) #5405-Office Supplies: Under budget at 65.27% YTD. There was no expense in March.
- 8) #5410-Programming-LE Child/Youth: Under budget at 47.90% YTD and 4.14% in March.
- 9) #5430-Hospitality: Under budget at 32.63% YTD and 2.7% in March.
- 10) #5520-Office Copying: Under budget at 47.74% YTD. There was no expense in March.
- 11) #5610-Postage and Shipping: Under budget at 70.33% YTD, but over budget at 12.25% in March.
- 12) #5710-340-Resources/Curriculum R/E Adult: Over budget at 80.99% YTD and 23.11% in March due to Chili Cook-Off expenses.

- 13) #5710-450-Resources/Curriculum Sunday Services: Under budget at 29.26% YTD. There was no expense in March.
- 14) #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).
- 15) #6040-Bldg. Maintenance: Over budget at 91.76% YTD and 10.65% in March. The main expenses in March were \$367 to replace a sump pump, \$95 for fire panel work, and \$100 to reset toilets.
- 16) #6110-Service Contracts-Building Maintenance: Over budget at 79.47% YTD and 12.00% in March. March expense was \$300 for the Northern Fire and Safety annual renewal for monitoring.
- 17) #6140-Service Contracts-Cleaning Service: Over budget at 196.31% YTD. Budget is based on prior year's Custodian's fees. March expense was lower than past months because we have decreased our cleaning schedule from twice per week to once per week.
- 18) #6150-Service Contracts-Snow Plowing: Slightly over budget at 76.43% and 28.57% in March due to this being a seasonal expense. March expense included 8 plowings (7 in February, 1 in March), and 16 bags of rock salt.
- 19) #6210-Copier Contracts: Over budget at 89.80% YTD due to payment of color copier maintenance in July 2015 for March 2014 – August 2015. Under budget at 5.58% in March, as the only expense was the monthly GE Capital lease payment.
- 20) #6220-Computers and Technology: Over budget YTD at 88.44% because the majority of our annual renewals occur in the first half of the year. Over budget at 10.31% in March, with the only expense being \$247.50 to Inacomp to set up remote desktop access for staff.
- 21) #6340-700-Telephone and Telecommunications: Significantly over budget at 96.99% YTD due to the November ASCOM invoice of \$440.46 to install a phone line in the classroom. Over budget at 15.17% in March, which included \$160 to ASCOM for phone line repairs.
- 22) #7045-New Hire & Recruitment Expense: Over budget at 150.60% YTD due to advertising the Director of Music open position.
- 23) #7050-Advertising: Over budget at 82.25% YTD and 13.64% in March.
- 24) #7073-Leadership Development: Under budget at 45.22% YTD, but over budget at 45.22% in March due to discernment workshop expenses.
- 25) #7090-Worker's Comp Insurance: Over budget at 114.10% YTD due to an audit rate adjustment by Church Mutual.
- 26) #7120-UUA Program Fund – Under budget at 66.67% YTD due to not fulfilling our March pledge, as approved by the Board.
- 27) #7210-100-Professional Expense-Minister: Under budget at 48.33% YTD but over budget in March due to various expenses, including UUMA membership and General Assembly registration.
- 28) #7210-300-Professional Expense-DLE: Under budget at 37.71% YTD, but over budget at 13.70% for various expenses, including General Assembly registration.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 11.00% versus the goal of 25%.
- 2) #2235-Memorial Reception Fund: Negative balance because we are awaiting payment for a recent memorial reception, but have paid the associated expenses.

- 3) #2305-Benzie Satellite Pledges & Donations: Distributed donations totaling \$5,900 to various local charities in March.
- 4) #2365-214-For Those in Need Collections: 3rd quarter collections of \$4,193.67 distributed to: Community Lunch (\$900), Community Needs (\$2,245.25), and Pastoral Care Emergency Fund (\$1,048.42).
- 5) #2366-Community Needs: Received 3rd quarter distribution of \$2,245.25 from FTIN collections.
- 6) #2372-GA Scholarship Fund: \$36 was transferred from Miscellaneous Fundraising to GA-Scholarship Fund in March, which is 30% of the fundraising dinner payments received in March.
- 7) #2378-Operations Contingency Reserve: \$592 (the amount that account 6140 “Service Contracts-Cleaning Service” was over budget in March) was transferred to Operations Contingency Fund Withdrawal (Income) account.
- 8) #2386-Endowment Holding Account: Received \$35 in Arline Howe memorials in March.
- 9) #2430-MM Pastoral Care Emergency Fund: Received 3rd quarter distribution of \$1,048.42 from FTIN collections.
- 10) March activity resulted in a surplus of \$1,087.58, with a YTD surplus of \$13,020.06.

Capital Improvements 2015-2016:

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