BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 04/30/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

1) #4010-Current Year Stewardship Pledges: We have completed 10/12 or 83.33% of our current fiscal year. Current YTD pledges are under budget at 77.07%. Pledges for the month are under budget at 5.02%, which is slightly lower than the same period last year (5.23%).
2) #4020-Post Stewardship Pledges: Under budget at 26.71% YTD and 2.95% in April.
3) #4025-Est. Unpaid Pledges: Estimate of 2.89%.
4) #4040-Operating Fund Donations: Significantly under budget at 53.14% YTD and 5.21% in April (vs 8.33%).
5) #4110-Miscellaneous Fundraising: Under budget at 57.76% YTD and 0.67% in April. $10.50 was transferred from Miscellaneous Fundraising to GA-Scholarship Fund in April, which is 30% of the fundraising dinner payments received in April.
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 69.42% YTD and 5.42% in April.
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 April due to vacancy in this position. The only expense was a $250 payment to our Music Director candidate for conducting the V.E. on April 17.
2) #5040-200-Contract Musicians: Slightly under budget at 81.85% YTD but over budget at 9.78% in April (expenses were 4 VE accompaniments and 2 service accompaniments).
3) #5040-310-Contract R.E. Child Care/Nursery Assistants: Over budget at 106.12% YTD due to needing coverage during two services on Sundays since September. Under budget at 5.97% in April due to a timing issue (two April invoices were received in May).
4) #5320-Dental Ins.-Adm: Over budget at 103.93% 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 80%.
6) #5345-Group Life-Minister: Budget calculated on 10 months instead of 12.
7) #5435-435-Supplies-Membership: Under budget at 74.81% YTD, but over budget at 18.45% in April due to purchase of new member welcome packet supplies.
8) #5710-340-Resources/Curriculum R/E Adult: Under budget at 64.55% YTD. April's expense is negative due to reclass of March Chili Cook-Off expenses to Hospitality.

9) #5710-450-Resources/Curriculum Sunday Services: Under budget at 29.26% YTD. There was no expense in April.
10) #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).
11) #6040-Bldg. Maintenance: Over budget at 92.32% YTD, but under budget at 0.56% in April.
12) #6140-Service Contracts-Cleaning Service: Over budget at 209.72% YTD. Budget is based on prior year's Custodian's fees.
13) #6150-Service Contracts-Snow Plowing: Under budget at 79.29% YTD and 2.86% in April. April expense was for one plowing in March.
14) #6210-Copier Contracts: Over budget at 95.38% YTD due to payment of color copier maintenance in July 2015 for April 2014 – August 2015. Under budget at 5.58% in April, as the only expense was the monthly GE Capital lease payment.
15) #6340-700-Telephone and Telecommunications: Significantly over budget at 105.53% YTD due to the November ASCOM invoice of $440.46 to install a phone line in the classroom. April was on budget at 8.54%.
16) #7050-Advertising: Over budget at 90.43% YTD, but on budget at 8.18% in April.
17) #7090-Worker's Comp Insurance: Over budget at 114.10% YTD due to an audit rate adjustment by Church Mutual.
18) #7120-UUA Program Fund – Under budget at 75.00% YTD due to not fulfilling our March pledge. We did pay our April pledge.
19) #7210-100-Professional Expense-Minister: Under budget at 48.57% YTD and 0.23% in April.

STATEMENT OF FINANCIAL POSITION

Items of Note:

1) #1010-Operating Fund Accounts: Cash reserves are at 10.83% versus the goal of 25%.
2) #2130-Next Year's Pledge Payments: We have received $11,343 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: $430 of Endowment Fund Distribution was allocated here. Donations were made to: Goodwill ($500) and Traverse Health Clinic ($500).
5) #2372-GA Scholarship Fund: $10.50 was transferred from Miscellaneous Fundraising to GA-Scholarship Fund in April, which is 30% of the fundraising dinner payments received in April. $430 of Endowment Fund Distribution was allocated here.
6) #2378-Operations Contingency Reserve: $592 (the amount that account 6140 "Service Contracts-Cleaning Service" was over budget in April) was transferred to Operations Contingency Fund Withdrawal (Income) account.
7) #2385-Safe Harbor: There were expense reimbursements of $290 for three meals in April.
8) #2386-Endowment Holding Account: Received $35 in Arline Howe memorials in April.
9) #2440-MM Capital Improvement Reserve: $430 of Endowment Fund Distribution was allocated here.
10) April activity resulted in a deficit of $4,619.33, with a YTD surplus of $8,400.73.

Capital Improvements 2015-2016:

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