

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER  
For the Period Ending 11/30/16  
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 5/12 or 41.67% of our current fiscal year. Current YTD pledges continue to exceed the budget at 45.44% due to prepaid pledges received in July. Pledges for the month are under budget at 7.80%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget YTD at 133.56%.
- 3) #4030-Prior Year Stewardship Pledges: We have received \$1,430 of the \$2,000 budgeted, and may receive approximately \$300 more this year.
- 4) #4040-Operating Fund Donations: Under budget at 5.55% in November, but over budget YTD at 47.45%.
- 5) #4510-Building Use Fees: Under budget at 6.30% in November, but over budget at 45.50% YTD.
- 6) #4620-Insurance Dividends: Over budget YTD at 264.50% due to receipt of \$529 for UUA Safety Group Dividend Program from Church Mutual (based on 3-year loss experience).

Notes on Expense Items:

- 1) #5040-310-Contract LE Child Care/Nursery Asst: Reimbursement forms were not received in November, so the expense will be paid in December. Under budget YTD at 24.52%.
- 2) #5320-Dental Ins.-Adm: Under budget due to budget error which didn't account for Office Administrator's decrease in hours.
- 3) #5340-Retirement Minister, DLE, and Administration: Over budget due to UUA plan change timing, which required us to continue contributing 10% to retirement in July.
- 4) #5410-Child/Youth LE Programming: Negative in November due to large donations toward Friday Night Out, and one reimbursement of a duplicate Friday Night Out pizza charge.
- 5) #5430-Hospitality: Over budget in November at 19.31% due to two months of coffee orders being applied in November, and the purchase of paper towels and trash bags for the kitchen. Under budget YTD at 27.67%.
- 6) #6010-Insurance-Building & Liability: Paid annual Church Mutual invoices of \$350 for our Umbrella policy and \$2,316 for our Church Package policy. Our Church Package policy rate continues to decrease, from \$3,635 in 2014 to \$3,056 in 2015 to \$2,316 in 2016.
- 7) #6040-Building Maintenance: On budget in November at 8.10% with the largest expense being a repair by Mr. Rooter (\$263). Under budget YTD at 26.20%.
- 8) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$889 in November.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 16.44% versus the goal of 25%.
- 2) #2366-Community Needs: Donations were made in November to NW MI Community Action-Emergency Energy Assistance Fund (\$500), GT Commission on Aging-Senior Support Heat Assistance Program (\$500), and The Laundry Project (\$500).

- 3) #2370-219-Special Collections-Thanksgiving: Received \$345 in November for the Thanksgiving dinner, and had expenses of \$200 for the rental of Twin Lakes Lodge, and \$76 in food/supplies.
- 4) #2386-Endowment Holding Account: Received \$625 in memorials for Gene Rundell in November.
- 5) #2440-MM Capital Improvement Reserve: Received a donation of \$8,025 in November.
- 6) November activity resulted in a deficit of \$1,169.32, with a YTD surplus of \$32,323.30.

Capital Improvements 2016-2017:

- Front Door Pin Lock System in August: \$1,449.54.