

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 06/30/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed the 2015/2016 fiscal year. We collected 88.20% of our current year pledges. Pledges for the month are under budget at 5.06%, which is lower than the same period last year (7.63%).
- 2) #4020-Post Stewardship Pledges: Under budget at 33.91% YTD and 1.85% in June.
- 3) #4025-Est. Unpaid Pledges: Estimate of 2.89%.
- 4) #4040-Operating Fund Donations: Significantly under budget at 67.31% YTD and slightly under budget at 7.94% in June (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 plus \$661.48 to cover a portion of our YTD deficit, and is being transferred from account #2378 "Operations Contingency Fund".
- 7) #4510-Building Use Fees: Under budget at 87.42% YTD and 7.08% in June. Received \$140 for Connemara Concerts building rentals.
- 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 June due to vacancy in this position. June expense represents a partial-month payment to the new Music Director, who began on June 9.
- 2) #5040-310-Contract R.E. Child Care/Nursery Assistants: Over budget at 132.25% YTD due to needing coverage during two services on Sundays since September.
- 3) #5320-Dental Ins.-Adm: Over budget at 126.72% YTD due to the budget being completed before the hiring of our new office administrator.
- 4) #5345-Group Life-Minister: Budget calculated on 10 months instead of 12.
- 5) #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).
- 6) #6140-Service Contracts-Cleaning Service: Over budget at 239.90% YTD. Budget is based on prior year's Custodian's fees.
- 7) #6210-Copier Contracts: Over budget at 111.20% YTD due to payment of color copier maintenance in July 2015 for June 2014 – August 2015.
- 8) #6340-700-Telephone and Telecommunications: Significantly over budget at 122.07% YTD due to the November ASCOM invoice of \$440.46 to install a phone line in the classroom. June was on budget at 8.26%.
- 9) #7050-Advertising: Over budget at 110.30% YTD and 14.41% in June. June expense included 2 weeks of TC Ticker ads and 3 weeks of Northern Express ads, plus one Facebook ad about our Candlelight Vigil service.

- 10) #7090-Worker's Comp Insurance: Over budget at 114.10% YTD due to an audit rate adjustment by Church Mutual.
- 11) #7120-UUA Program Fund – Under budget at 75.00% YTD due to not fulfilling three months of our pledge.
- 12) #7210-100-Professional Expense-Minister: Under budget at 72.02% YTD but over budget at 23.45% in June due to G.A. expenses.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 11.70% versus the goal of 25%.
- 2) #2130-Next Year's Pledge Payments: We have received \$24,862 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) #2365-214-For Those in Need Collections: 4th quarter collections of \$4,976.64 distributed to: Community Lunch (\$1,200), Community Needs (\$2,532.48), and Pastoral Care Emergency Fund (\$1,244.16).
- 5) #2366-Community Needs: Received 4th quarter distribution of \$2,532.48 from FTIN collections.
- 6) #2378-Operations Contingency Reserve: \$592 (the amount that account 6140 "Service Contracts-Cleaning Service" was over budget in June) and \$661.48 (the remaining balance in this account, to help cover the YTD net deficit) were transferred to Operations Contingency Fund Withdrawal (Income) account.
- 7) #2430-MM Pastoral Care Emergency Fund: Received 4th quarter distribution of \$1,244.16 from FTIN collections.
- 8) June activity resulted in a deficit of \$6,456.70, with a YTD deficit of \$356.28.

Capital Improvements 2015-2016:

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