

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 07/31/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 1/12 or 8.33% of our current fiscal year. Pledges for the month are significantly over budget due to prepaid pledges of \$24,861.67. Actual collections for the month also exceed the budget at 9.01%.
- 2) #4030-Prior Year Stewardship Pledges: We received \$980, or 49% of budget, in July.
- 3) #4040-Operating Fund Donations: Significantly over budget at 18.77%.
- 4) #4210-Prior Years Carryover/Thyllis Williams: The balance of \$8,882.64 in the "Thyllis Williams Memorial Fund" was transferred to this income account per the budget.

Notes on Expense Items:

- 1) #5010-Salaries-Minister, DLE, and Administration: These three accounts are slightly under budget due to fewer hours worked for the first pay of the month, prior to the amended budget becoming effective in mid July.
- 2) #5030-Housing Allowance-Minister: Slightly under budget due to fewer hours worked for the first pay of the month, prior to the amended budget becoming effective in mid July.
- 3) #5040-200-Contract Musicians: Under budget because two accompaniment invoices were received and paid on 8/1/16, but would be over budget due to five Sunday service accompaniments in July.
- 4) #5040-310-Contract R.E. Child Care/Nursery Assistants: Under budget due to only needing coverage for one service each Sunday in July.
- 5) #5320-Dental Ins.-Adm: Under budget due to budget error which didn't account for Office Administrator's decrease in hours.
- 6) #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.
- 7) #6110-Service Contracts-Building Maintenance: Quarterly Sheren HVAC service of \$493.25.
- 8) #6220-Computers and Technology: Constant Contact annual renewal of \$458.25.
- 9) #7045-New Hire and Recruitment Expense: Background checks on Safe Congregation and Congregational Care members totaling \$46.80.
- 10) #7210-100-Professional Expense-Minister: Chava's UUMA annual membership dues of \$525.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 19.07% versus the goal of 25%.
- 2) #2310-Social Action-Coffee: Slight negative balance due to vendor credit to be applied to next invoice.
- 3) #2410-Memorial Garden Fund: Received \$250 for Howe interment.

- 4) #2420-Thyllis Williams Memorial Fund: Balance of \$8,882.64 was transferred to income account #4210 "Prior Year's Carryover/Thyllis Williams" per the budget.
- 5) July activity resulted in a surplus of \$39,564.17, a large portion of which was prepaid pledges from 15/16 (\$24,861.67) and the Thyllis Williams Memorial Fund (\$8,882.64).