

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 01/31/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 7/12 or 58.33% of our current fiscal year. Current YTD pledges are under budget at 55.09%. Pledges for the month are under budget at 4.55%, which is lower than the same period last year (6.17%).
- 2) #4020-Post Stewardship Pledges: Under budget at 18.90% YTD and 1.68% in January.
- 3) #4025-Est. Unpaid Pledges: Estimate of 2.89%.
- 4) #4040-Operating Fund Donations: Significantly under budget at 40.63% YTD, and slightly under budget at 7.60% in January (vs 8.33%).
- 5) #4110-Miscellaneous Fundraising: On budget at 58.78% YTD and over budget in January at 10.57%, due to fundraising dinners. Expecting an additional \$535 in payments for fundraising dinners soon.
- 6) #4210-Prior Years Carryover: Portion of 14/15 surplus carried over to current fiscal year.
- 7) #4220-Operations Contingency Fund Withdrawal: New account as of January per request of Finance Committee. 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 3.25% in January and 50.25% YTD. The only income was Bridge and one event rental.
- 9) #4620-Insurance Dividends: Over budget YTD at 141.50% 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 January due to vacancy in this position.
- 2) #5040-200-Contract Musicians: Under budget at 7.61% in January and 54.67% YTD.
- 3) #5040-310-Contract R.E. Child Care/Nursery Assistants: Over budget at 9.75% in January and 72.85% YTD because we now need coverage during two services on Sundays.
- 4) #5320-Dental Ins.-Adm: Over budget YTD at 69.75% 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 50%.
- 6) #5345-Group Life-Minister: Budget calculated on 10 months instead of 12.
- 7) #5405-Office Supplies: Under budget at 55.82% YTD. There was no expense in January and one payment of \$25 for Beacon mailings was applied to this account, so January expense is negative.
- 8) #5410-Programming-LE Child/Youth: Under budget at 2.39% in January and 41.05% YTD.
- 9) #5430-Hospitality: Under budget at 4.68% in January and 28.91% YTD.

- 10) #5520-Office Copying: Under budget YTD at 47.74%. There was no expense in January and \$10.71 for visitors' payments for the use of the office copy machine was deposited into this account in January, so the expense is negative.
- 11) #5610-Postage and Shipping: Slightly under budget at 54.86% YTD, but over budget in January at 25.22% primarily due to purchase of stamps for mailing of pledge/donation letters and thank you letters for Howe memorials.
- 12) #5710-450-Resources/Curriculum Sunday Services: Under budget at 29.26% YTD but over budget as expected at 22.86% due to Christmas Eve expenses. The Christmas Eve budget was \$1,000 and actual expenses were \$996.
- 13) #6040-Bldg. Maintenance: Over budget YTD at 78.30%, but under budget in January at 1.50%.
- 14) #6110-Service Contracts-Building Maintenance: Under budget YTD at 40.14%. There was no expense in January.
- 15) #6140-Service Contracts-Cleaning Service: Over budget at 156.39% YTD. Budget is based on prior year's Custodian's fees.
- 16) #6150-Service Contracts-Snow Plowing: Under budget at 28.57% YTD but over budget at 28.57% in January due to this being a seasonal expense. January expense included 7 plowings (1 in November, 1 in December, and 5 in January) plus rock salt.
- 17) #6210-Copier Contracts: Over budget at 72.64% YTD due to payment of color copier maintenance in July 2015 for January 2014 – August 2015. Under budget at 5.58% in January with the only expense being the monthly GE Capital lease payment.
- 18) #6220-Computers and Technology: Significantly over budget YTD at 74.59% because the majority of our annual renewals occur in the first half of the year. On budget in January at 8.44% with \$202 in computer repairs.
- 19) #6340-700-Telephone and Telecommunications: Significantly over budget YTD at 74.24% due to November ASCOM invoice of \$440.46 to install a phone line in the classroom. Slightly under budget in January at 8.03%.
- 20) #7045-New Hire & Recruitment Expense: Over budget at 83.10% YTD and 67.50% in January due to posting of Director of Music position (\$135 for TC Ticker advertising).
- 21) #7050-Advertising: Slightly under budget YTD at 57.30%. January expense is negative due to reclassing a Christmas Eve service ad to Sunday Services (the ad was paid in December).
- 22) #7090-Worker's Comp Insurance – Over budget YTD at 114.10% and in January at 27.70% due to an audit rate adjustment by Church Mutual.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 8.65%, versus the goal of 25%.
- 2) #1010-000 Operating Fund Checking Account and 1010-004 MM Checking Account: Transferred \$7,268.68 from General Checking Account to Money Market in January to ensure that Money Market balance covered Total Restricted Funds balance as of 12/31/15 because too much was transferred out of the Money Market in November.
- 3) #2366-Community Needs: Donations made to: Father Fred Blessings in a Backpack (\$500); Grace Episcopal Church (\$500); Grand Traverse County Health Dept (\$200); Northern Michigan Safe Housing (\$1,000); TCAPS/STEP (\$500); Traverse Health Clinic (\$200); and UUCGT Safe Harbor (\$250).

- 4) #2378-Operations Contingency Reserve: \$2,489 (the amount that account 6140 “Service Contracts-Cleaning Service” is over budget YTD) was transferred to Operations Contingency Fund Withdrawal (Income) account.
- 5) #2385-Safe Harbor: \$250 donation received from Community Needs.
- 6) #2386-Endowment Holding Account: Received \$1,620 in Arline Howe memorials in January. \$1,125 was invested with Vanguard in January, with the balance of \$1,620 being invested at the beginning of February.
- 7) January activity resulted in a deficit of \$7,158.56, with a YTD surplus of \$10,391.52. Note that \$2,129 received at the 1/31/16 service was deposited on 2/1/16, so those funds will be reflected in the February financial statements.

Capital Improvements 2015-2016:

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