

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 08/31/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 2/12 or 16.67% of our current fiscal year. Current YTD pledges continue to exceed the budget at 24.13% due to prepaid pledges received in July. Pledges for the month are under budget at 4.85%, which is lower than the same period last year (5.47%).
- 2) #4020-Post Stewardship Pledges: Significantly over budget YTD and in August at 92.22%.
- 3) #4040-Operating Fund Donations: Over budget YTD at 25.44%, but slightly under budget at 6.67% in August.
- 4) #4510-Building Use Fees: Over budget YTD and in August due to a variety of building rental receipts.

Notes on Expense Items:

- 1) #5040-200-Contract Musicians: Over budget YTD at 17.89% and in August at 13.30%. Payments include two July and three August Sunday Service accompaniments, and two July VE accompaniments.
- 2) #5040-310-Contract L.E. Child Care/Nursery Assistants: Under budget due to only needing coverage for one service each Sunday in July and August.
- 3) #5320-Dental Ins.-Adm: Under budget due to budget error which didn't account for Office Administrator's decrease in hours.
- 4) #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.
- 5) #5520-Office Copying: Under budget due to receipt of personal copies payments and a Beacon mailing payment, the expense for which will be spread throughout the year.
- 6) #6220-Computers and Technology: Over budget YTD due to Constant Contact annual renewal of \$458.25 in July.
- 7) #7045-New Hire and Recruitment Expense: Over budget YTD due to background checks on committee members.
- 8) #7210-300-Professional Expense-DLE: Sarah's LREDA annual membership dues of \$179 were erroneously paid twice, so we will receive a refund of \$179 in September.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 17.99% versus the goal of 25%.
- 2) #2235-Memorial Reception Fund: Transferred \$400 from the MM Pastoral Care Emergency Fund, per Congregational Care's request, in order to cover prior memorial reception expenses.
- 3) #2310-Social Action-Coffee: Recorded Hospitality's late June coffee order in August.
- 4) #2365-CUUPS: Received \$215 in Pagan Fair booth fees in August.

- 5) #2366-Community Needs: Donations were made in August to: Father Fred “Blessings in a Backpack” (\$350), Food Rescue of Northern Michigan (\$500), Grace Episcopal Church’s Food Pantry (\$500), The Laundry Project (\$350), and Traverse Health Clinic Immunization Fund (\$1,000).
- 6) #2410-Memorial Garden Fund: Paid \$90 for two Memorial Garden markers and \$212.50 to Designs in Bloom for one-half of the landscape design fee.
- 7) #2430-MM Pastoral Care Emergency Fund: Transferred \$400 to the Memorial Reception fund, per Congregational Care’s request, in order to cover prior memorial reception expenses.
- 8) August activity resulted in a deficit of \$3,002.82, with a YTD surplus of \$36,561.35.

Capital Improvements 2016-2017:

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