

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER  
For the Period Ending 09/30/16  
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 3/12 or 25% of our current fiscal year. Current YTD pledges continue to exceed the budget at 30.50% due to prepaid pledges received in July. Pledges for the month are under budget at 6.36%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget YTD at 92.78%.
- 3) #4030-Prior Year Stewardship Pledges: Significantly over budget at 22.50% in September and 71.50% YTD.
- 4) #4040-Operating Fund Donations: Over budget YTD at 33.38%.
- 5) #4110-Miscellaneous Fundraising: Under budget at 6.14% in September and 11.95% YTD.
- 6) #4510-Building Use Fees: Under budget 3.2% in September, but nearly at budget at 22.80% YTD.

Notes on Expense Items:

- 1) #5040-310-Contract L.E. Child Care/Nursery Assistants: Under budget at 6.30% in September and 17.40% YTD.
- 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) #5520-Office Copying: Negative expense in September due to receipt of a Beacon mailing payment, the offsetting expense for which will be spread throughout the year.
- 5) #5610-Postage and Shipping: Negative expense in September due to receipt of a Beacon mailing payment, the offsetting expense for which will be spread throughout the year.
- 6) #6220-Computers and Technology: Over budget at 12.88% in September due to GoDaddy email and Wordpress hosting renewals. Over budget at 38.63% YTD as the majority of our annual renewals occur in the first half of the year.
- 7) #7045-New Hire Expense/Background Checks: Over budget YTD due to background checks on Board, LDC, and Congregational Care members.
- 8) #7120-UUA Program Fund: Paid one-quarter of our annual budgeted dues in September.
- 9) #7130-Mid America District Program Fund: Paid one-quarter of our annual budgeted dues in September.
- 10) #7160-Nonprofit Corporation Filing Fees: Annual State of Michigan non-profit filing fees.
- 11) #7210-300-Professional Expense-DLE: Negative due to refund of Sarah's LREDA annual membership dues of \$179, which were erroneously paid twice in August.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 17.13% versus the goal of 25%.

- 2) #2311-Social Justice/Social Action: Transferred the balance in this account (\$372.86) to Community Needs, per Emmy Lou Cholak's request.
- 3) #2365-For Those in Need Collections: 1<sup>st</sup> quarter collections of \$3,336.10 distributed to: Community Lunch (\$1,000), Community Needs (\$1,502.08), and Pastoral Care Emergency Fund (\$834.02).
- 4) #2366-Community Needs: Received 1<sup>st</sup> quarter distribution of \$1,502.08 from FTIN collections, and \$372.86 from the Social Justice/Social Action fund.
- 5) #2367-Guatemala Fund: Donated \$300 to Inland Seas Educational Association.
- 6) #2386-Endowment Holding Account: Received donation of \$100.64 in September.
- 7) #2410-Memorial Garden Fund: Paid \$741 for three Serviceberries in September.
- 8) #2430-MM Pastoral Care Emergency Fund: Received 1<sup>st</sup> quarter distribution of \$834.02 from FTIN collections.
- 9) September activity resulted in a deficit of \$2,335.44, with a YTD surplus of \$34,225.91.

Capital Improvements 2016-2017:

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