

## Balance Sheet

Unitarian Universalist Congregation of Grand Traverse  
6726 Center Road  
Traverse City, MI 49686  
231-947-3117

October 31, 2020

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### ASSETS

#### Current Assets

1040	Operating Fund Checking - Chemical Bank	4,216.38
1060	Money Market Checking - Chemical Bank	31,038.15
1070	CD #1 - Chemical Bank	20,782.05
1080	CD#2 - Chemical Bank	20,322.60
1090	PPP Savings	39,826.36

**Current Assets Total** 116,185.54

#### Fixed Assets

1520	Real Property	26,168.00
1530	Furnace/Air Conditioning	44,705.00
1540	Equipment	14,940.51
1560	Furniture	60,213.56
1580	Building	600,842.88
1581	Building Addition	283,708.46

**Fixed Assets Total** 1,030,578.41

#### TOTAL ASSETS

1,146,763.95

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### LIABILITIES AND FUNDS

#### LIABILITIES

##### Current Liabilities

2030	Federal Withholding	74.50
2040	State Withholding	96.37
2050	Social Security Withholding	828.44
2060	Medicare Withholding	193.72
2070	Employee Life Insurance Premiums	(6.29)
2080	Employee Health Insurance Premiums	1,211.29
2090	Employee Dental Insurance Premiums	338.13
2095	Employee Retirement Plan Contributions	0.00
2101	PPP Loan Payable	39,825.00

**Current Liabilities Total** 42,561.16

##### Current Liabilities

2110	Accounts Payable	0.00
2115	Accrued Expenses	0.00
2130	Next Year 'Pledge Payments	0.00

**Current Liabilities Total** 0.00

#### TOTAL LIABILITIES

42,561.16

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#### FUND BALANCES

##### Designated Fund Balance

3235	Memorial Reception Fund	697.12
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3305	Benzie Satellite Pledges and Donations	4,258.44	
3310	Social Action Committee	(50.00)	
3330	Congregational Care	1,260.62	
3350	Wednesday Night Supper Group	246.71	
3364	For Those in Need	147.00	
3365	CUUPS	144.84	
3366	Community Needs	1,489.76	
3367	Guatemala Fund	0.00	
3368	Special Collection - Thanksgiving	276.20	
3369	Special Collection - Music	0.00	
3370	Special Collection - Green Sanctuary	113.06	
3371	Art Exhibit Group	415.11	
3372	GA Scholarship	441.00	
3373	MUUSJN Dues / Social Witness Program	425.00	
3374	Reserve / Ministerial Search	4,860.76	
3377	Copyright Legal Fees	500.00	
3378	Operations Contingency Reserve	9,507.29	
3385	Safe Harbor	268.16	
3386	Endowment Holding Fund	1,000.00	
3410	Memorial Garden Fund	1,829.94	
3415	Landscape	894.86	
3430	MM Congregational Care Emergency Fund	7,071.85	
3434	Moving Expenses / Interim Minister	0.00	
3440	MM Capital Improvement Reserve	18,552.59	
3465	Community Lunch	0.00	
<b>Designated Fund Balance Total</b>			54,350.31
<b>Undesignated Funds</b>			
3000	Operating Fund Balance	103,932.43	
3001	Allocation / Operation Contingency Reserve	(9,507.29)	
<b>Undesignated Funds Total</b>			94,425.14
<b>Equity Fund</b>			
3002	Building Equity	955,427.34	
<b>Equity Fund Total</b>			955,427.34
<b>TOTAL FUNDS</b>			<u>1,104,202.79</u>
<b>TOTAL LIABILITIES AND FUNDS</b>			<u>1,146,763.95</u>
Difference			0.00

## Monthly Comparison Detail

Unitarian Universalist Congregation of Grand Traverse  
6726 Center Road  
Traverse City, MI 49686  
231-947-3117

Transaction Date Nov 1 2020 to Nov 30 2020

	2021 Budget	November Actual	YTD Actual	Annual % of Budget
<b>Income</b>				
<b>Contributions</b>				
4010 2019-2020 Pledge Drive Camp...	0.00	600.00	1,865.00	0%
4012 2020-2021 Pledge Drive Camp...	154,406.00	13,417.49	63,374.45	41%
4020 Next Year Pledge Drive Campa...	55,000.00	2,000.00	2,000.00	4%
4025 Estimated Unpaid Pledges - Ge...	0.00	0.00	0.00	0%
4030 Prior Year Operating Pledges	0.00	0.00	0.00	0%
4040 Operating Fund Donations	12,500.00	316.00	12,061.00	96%
<b>Contributions Total</b>	<b>221,906.00</b>	<b>16,333.49</b>	<b>79,300.45</b>	<b>36%</b>
<b>Special Events</b>				
4110 Miscellaneous Fundraising	2,000.00	0.00	0.00	0%
<b>Special Events Total</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Income</b>				
4205 OWL Program	1,000.00	0.00	0.00	0%
4207 PPP Loan	39,825.00	0.00	0.00	0%
4210 Prior Years Carryover	0.00	0.00	0.00	0%
<b>Other Income Total</b>	<b>40,825.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Building Use Fund</b>				
4510 Building Use Fees / Donations	5,000.00	0.00	0.00	0%
<b>Building Use Fund Total</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Dividends and Interest</b>				
4610 Chemical Bank Account Interest	1,200.00	0.00	314.85	26%
4620 Insurance Dividends	350.00	0.00	0.00	0%
<b>Dividends and Interest Total</b>	<b>1,550.00</b>	<b>0.00</b>	<b>314.85</b>	<b>20%</b>
<b>Total Income</b>	<b>271,281.00</b>	<b>16,333.49</b>	<b>79,615.30</b>	<b>29%</b>
<b>Expenditures</b>				
<b>Salary and Wages</b>				
5009 Salary - Temporary Minister	0.00	0.00	0.00	0%

## Monthly Comparison Detail

	2021 Budget	November Actual	YTD Actual	Annual % of Budget
5010 Salary - Minister	56,000.00	4,666.67	23,083.35	41%
5011 Salary - DRE	10,400.00	923.00	4,528.00	44%
5012 Salary - Office Administrator	28,288.00	2,218.50	12,109.55	43%
5013 Salary - RE Teachers	5,000.00	462.75	2,107.50	42%
5014 Salary - Music Director	18,252.00	1,368.00	7,087.00	39%
5015 Salary - Accountant	15,912.00	1,224.00	6,120.00	38%
5016 Salary - DRAE	10,000.00	819.00	3,897.00	39%
5020 Contract Services - Music Direc...	0.00	0.00	0.00	0%
5030 Housing Allowance - Minister	24,000.00	2,000.00	10,000.00	42%
5034 Health Insurance - Minister	2,537.00	0.00	216.28	9%
5035 In Lieu of FICA/Medicare - Mini...	6,120.00	100.12	1,220.24	20%
5037 In Lieu of Health Insurance - Of...	1,920.00	0.00	0.00	0%
5040 Contract - Musicians	7,420.00	0.00	995.00	13%
5041 Contract - RE- Child Care / Nur...	3,500.00	0.00	0.00	0%
5042 Contract - RE- Teaching	0.00	0.00	0.00	0%
5043 Contract - WEB Development ...	4,000.00	0.00	200.00	5%
<b>Salary and Wages Total</b>	<b>193,349.00</b>	<b>13,782.04</b>	<b>71,563.92</b>	<b>37%</b>
<b>Employer Payroll Taxes</b>				
5220 Employer FICA/Medicare - DRE	796.00	70.61	346.40	44%
5221 Employer FICA/Medicare - RE T...	1,148.00	35.40	161.26	14%
5223 Employer FICA/Medicare - DREA	0.00	62.66	298.11	0%
5240 Employer FICA/Medicare - Offic...	2,311.00	169.71	926.38	40%
5241 Employer FICA/Medicare - Musi...	1,396.00	104.66	542.18	39%
5245 Employer FICA/Medicare - Acc...	1,217.00	93.62	468.10	38%
<b>Employer Payroll Taxes Total</b>	<b>6,868.00</b>	<b>536.66</b>	<b>2,742.43</b>	<b>40%</b>
<b>Employee Benefits</b>				
5320 Dental Insurance - Minister	936.00	0.00	75.20	8%
5322 Dental Insurance - Office Admi...	576.00	0.00	47.60	8%
5330 LTD Insurance - Minister	960.00	0.00	84.18	9%
5332 LTD Insurance - Office Admini...	339.00	0.00	36.05	11%
5340 Retirement - Minister	8,000.00	0.00	2,641.68	33%
5344 Retirement - Office Administra...	2,829.00	0.00	332.80	12%
5345 Group Life Insurance	392.00	0.00	34.05	9%
5350 ST Disability Insurance - Minister	0.00	0.00	0.00	0%
5352 ST Disability Insurance - Office ...	125.00	178.11	178.11	142%
<b>Employee Benefits Total</b>	<b>14,157.00</b>	<b>178.11</b>	<b>3,429.67</b>	<b>24%</b>
<b>Supplies</b>				
5405 Supplies - Office	1,313.00	84.31	502.53	38%
5410 Supplies - RE Child / Youth Pro...	653.00	0.00	15.30	2%
5430 Supplies - Hospitality / Kitchen	250.00	0.00	0.00	0%
5435 Supplies - Membership	157.00	0.00	0.00	0%

**Monthly Comparison  
Detail**

	2021 Budget	November Actual	YTD Actual	Annual % of Budget
<b>Supplies Total</b>	2,373.00	84.31	517.83	22%
<b>Printing &amp; Copying</b>				
5520 Office Copying	1,000.00	0.00	0.00	0%
5530 Directory Printing	0.00	0.00	0.00	0%
<b>Printing &amp; Copying Total</b>	1,000.00	0.00	0.00	0%
<b>Postage and Shipping</b>				
5610 Postage and Shipping	800.00	0.00	110.00	14%
<b>Postage and Shipping Total</b>	800.00	0.00	110.00	14%
<b>Resources/Curriculum</b>				
5710 Resources/Curriculum - Music	650.00	0.00	0.00	0%
5711 Resources/Curriculum - RE Adult	500.00	0.00	577.82	116%
5712 Resources/Curriculum - RE Mar...	400.00	0.00	0.00	0%
5713 Resources/Curriculum - Sunday...	1,000.00	0.00	491.00	49%
5714 Resources/Curriculum - RE OW...	1,000.00	0.00	10.40	1%
<b>Resources/Curriculum Total</b>	3,550.00	0.00	1,079.22	30%
<b>Plant and Property</b>				
6010 Insurance - Building & Liability	3,000.00	3,610.00	3,610.00	120%
6040 Building Maintenance Supplies/...	2,000.00	0.00	0.00	0%
6041 Fixture & Equipment Maintena...	1,000.00	0.00	1,305.10	131%
6042 Landscaping	2,500.00	0.00	0.00	0%
<b>Plant and Property Total</b>	8,500.00	3,610.00	4,915.10	58%
<b>Service Contracts</b>				
6110 Service Contracts - Building Ma...	2,625.00	0.00	734.32	28%
6120 Service Contracts - Software / ...	500.00	0.00	962.26	192%
6140 Service Contracts - Cleaning S...	6,400.00	433.33	2,166.65	34%
6150 Service Contracts - Snow Plow...	5,000.00	0.00	0.00	0%
6210 Service Contracts - Copier	2,063.00	0.00	811.73	39%
<b>Service Contracts Total</b>	16,588.00	433.33	4,674.96	28%
<b>Equipment</b>				
6220 Computers and Technology	2,500.00	210.79	3,324.56	133%
6240 Piano Tuning & Repair	710.00	0.00	0.00	0%
6250 Tech Support / Sounds & Proje...	1,100.00	0.00	0.00	0%
6251 Security Service	1,320.00	258.00	258.00	20%

**Monthly Comparison  
Detail**

	2021 Budget	November Actual	YTD Actual	Annual % of Budget
<b>Equipment Total</b>	5,630.00	468.79	3,582.56	64%
<b>Utilities</b>				
6310 Electricity	4,300.00	234.91	1,369.30	32%
6320 Gas	1,314.00	147.60	310.05	24%
6330 Water & Sewer	1,493.00	83.88	526.35	35%
6340 Telephone & Telecommunicati...	2,421.00	456.16	1,409.86	58%
6350 Trash Removal	250.00	0.00	140.43	56%
<b>Utilities Total</b>	9,778.00	922.55	3,755.99	38%
<b>Miscellaneous Expenses</b>				
7045 New Hire Expense / Backgroun...	700.00	0.00	0.00	0%
7050 Advertising	500.00	0.00	250.00	50%
7070 Board	500.00	0.00	0.00	0%
7071 Committee on Ministry	200.00	0.00	0.00	0%
7073 Leadership Development	0.00	0.00	0.00	0%
7075 Pledge Drive	400.00	0.00	0.00	0%
7080 Worker's Comp Insurance	900.00	0.00	0.00	0%
7081 Landscaping	0.00	0.00	51.94	0%
7300 Adjustment / Projected Savings	(13,500.00)	0.00	0.00	0%
<b>Miscellaneous Expenses Total</b>	(10,300.00)	0.00	301.94	-3%
<b>Dues and Fees</b>				
7120 UUA and Mid American Progra...	11,780.00	0.00	5,890.00	50%
7150 Bank Fees & Service Charges	1,166.00	140.69	655.64	56%
7155 Insurance Fees	210.00	178.44	178.44	85%
7160 Nonprofit Corporation Filing Fees	20.00	0.00	0.00	0%
<b>Dues and Fees Total</b>	13,176.00	319.13	6,724.08	51%
<b>Professional Expenses</b>				
7208 Mileage / Temporary Minister	0.00	0.00	0.00	0%
7209 Professional Expense - Moving I...	0.00	0.00	0.00	0%
7210 Professional Expense - Interim/...	8,000.00	0.00	667.72	8%
7211 Professional Expense - Music Di...	700.00	0.00	0.00	0%
7212 Professional Expense - DRE	1,000.00	0.00	55.00	6%
7213 Professional Expense - RE Train...	1,000.00	0.00	0.00	0%
<b>Professional Expenses Total</b>	10,700.00	0.00	722.72	7%
<b>Total Expenditures</b>	276,169.00	20,334.92	104,120.42	38%

**Monthly Comparison  
Detail**

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	2021 Budget	November Actual	YTD Actual	Annual % of Budget
<b>Over/Under</b>	(4,888.00)	(4,001.43)	(24,505.12)	

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UUCGT								
Weekly Pledges and Donations 2020/2021								
Date	EFT Pledges	Operating Fund Donations	Current Year Pledges	Prior Year Pledges	Pledge Drive Pledges	2021-2022 Pledges	Total Pledges and Operating Fund Donations	For Those in Need Donations
<b>Prepaid Pledges</b>								
7/1/20	\$ 1,224.17							
7/2/20		\$ 50.00						\$ 20.00
7/2/20		\$ 50.00						\$ 20.00
7/3/20		\$ 10.00		\$ 250.00				\$ 10.00
7/6/20			\$ 30.00					
7/8/20			\$ 100.00					
7/10/20			\$ 60.00					\$ 250.00
7/13/20		\$ 10.00						\$ 5.00
7/15/20	\$ 1,213.30							
7/21/20		\$ 170.00	\$ 16,035.00	\$ 665.00				\$ 125.00
7/23/20		\$ 2,025.00	\$ 4,460.00					\$ 5.00
7/27/20		\$ 15.00						
7/29/20			\$ 44.00					
<b>JULY TOTALS</b>	<b>\$ 2,437.47</b>	<b>\$ 2,330.00</b>	<b>\$ 20,729.00</b>	<b>\$ 915.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,411.47</b>	<b>\$ 435.00</b>
8/3/20		\$ 60.00	\$ 1,224.17					\$ 30.00
8/5/20		\$ 70.00	\$ 240.00					\$ 20.00
8/6/20	\$ 30.00							
8/10/20	\$ 160.00							
8/11/20		\$ 10.00						\$ 5.00
8/17/20	\$ 1,549.66							\$ 15.00
8/26/20								\$ 15.00
8/28/20		\$ 60.00						\$ 40.00
8/31/20	\$ 44.00							
8/31/20	\$ 1,910.00							\$ 125.00
8/31/20		\$ 155.00	\$ 2,640.00	\$ 50.00				\$ 65.00
8/31/20			\$ 5,275.00	\$ 300.00				\$ 195.00
<b>AUGUST TOTALS</b>	<b>\$ 3,693.66</b>	<b>\$ 355.00</b>	<b>\$ 9,379.17</b>	<b>\$ 350.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,777.83</b>	<b>\$ 510.00</b>
9/1/20	\$ 1,224.17							
9/2/20		\$ 50.00						\$ 30.00
9/3/20		\$ 10.00						\$ 10.00
9/8/20	\$ 130.00							
9/10/20	\$ 60.00							
9/11/20		\$ 10.00						\$ 5.00
9/15/20	\$ 1,549.66							
9/29/20	\$ 44.00							
9/30/20		\$ 4,520.00	\$ 2,912.00					\$ 430.00
9/30/20		\$ 150.00	\$ 1,430.00					\$ 55.00
<b>SEPTEMBER TOT</b>	<b>\$ 3,007.83</b>	<b>\$ 4,740.00</b>	<b>\$ 4,342.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,089.83</b>	<b>\$ 530.00</b>
10/1/20	\$ 1,224.17							
10/2/20		\$ 50.00						\$ 20.00
10/5/20		\$ 10.00						\$ 10.00
10/6/20			\$ 30.00					
10/8/20		\$ 100.00	\$ 100.00					
10/13/20			\$ 60.00					
10/15/20	\$ 1,549.66	\$ 50.00						
10/21/20								\$ 35.00
10/29/20			\$ 44.00					
10/30/20		\$ 4,100.00	\$ 3,360.00					\$ 82.00
<b>OCTOBER TOTAL</b>	<b>\$ 2,773.83</b>	<b>\$ 4,310.00</b>	<b>\$ 3,594.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,677.83</b>	<b>\$ 147.00</b>
11/2/20		\$ 50.00	\$ 1,224.17					
11/3/20		\$ 10.00						
11/4/20								
11/6/20			\$ 30.00					
11/9/20								
11/10/20								
11/12/20								
11/13/20		\$ 250.00	\$ 2,285.00			\$ 2,000.00		
11/15/20								
11/16/20		\$ 6.00	\$ 3,199.32					
11/18/20								
11/21/20			\$ 1,610.00	\$ 600.00				
11/22/20								
11/27/20			\$ 5,025.00					



<b>UUCGT</b>								
<b>Weekly Pledges and Donations 2020/2021</b>								
<b>Date</b>	<b>EFT Pledges</b>	<b>Operating Fund Donations</b>	<b>Current Year Pledges</b>	<b>Prior Year Pledges</b>	<b>Pledge Drive Pledges</b>	<b>2021-2022 Pledges</b>	<b>Total Pledges and Operating Fund Donations</b>	<b>For Those in Need Donations</b>
11/30/20			\$ 44.00					
<b>NOVEMBER TOTALS</b>		\$ 316.00	\$ 13,417.49	\$ 600.00		\$ 2,000.00	\$ 16,333.49	\$ 2,272.00
<b>2020 - 2021 TOTAL</b>		<b>\$ 11,912.79</b>	<b>\$ 51,461.66</b>	<b>\$ 1,865.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ 62,956.96</b>	<b>\$ 1,622.00</b>
Pledges *Excludes Post Stewardship & Prior Year Pledges			\$ 63,374.45					
Per Acct 4012			\$ 49,956.96					
			\$ 13,417.49				*	

Date approved by Board \_\_\_\_\_

## MINISTER'S DISCRETIONARY FUND

### POLICY:

From time to time, special requests may be directed to the minister for financial help. Oftentimes these requesters want to remain anonymous and do not want to go through the Congregational Care channels. We, as a congregation are called to live our values through financial support. A Minister's Discretionary Fund (MDF) has been established to respond to these types of requests.

### PROCEDURE:

- A separate account will be opened initially with \$4000 transferred from the Congregational Care account.
- The funds are to be spent in accordance with the mission and vision of the congregations to anyone who requests them, member or not.
- At the Minister's discretion, she/he may pay out a one-time issuance to an individual (or family). \*
- The UUCGT Board Treasurer must sign the checks\*\*
- The accountant will keep track of the account in the monthly Financial reports.
- Disbursements must be for needs in keeping with our tax-exempt status.
- Re-stocking this account may be accomplished in a variety of ways:
  - Requests through the Finance committee, with the approval of the Congregational Care Team for transfers from their account to the Minister's Discretionary account
  - Fund raising events for the MDF
  - Requests of the congregation for specific donations to the MDF
- Funds may not be used for the direct or indirect benefit of the minister or their family.
- Funds may not be spent on any line items already covered in the UUCGT Operating budget or standard program budget coverage.
- Funds are intended to be a one-time or very short-term donation to address a specific need or emergency.
- The Accountant and Minister shall inform the Board Treasurer if the fund falls below a \$500 balance.

## UUCGT POLICIES AND PROCEDURES

- With respect to the requesters, confidentiality shall be maintained and the reports on the financial statements shall be in broad terms.
- Year-end reporting is required.
- **DO YOU WANT A YEARLY AMOUNT RESTRICTION\*\*\***

**\*Do we want a limit on how many times a person/family receives??? Probably better not say 'one time' in case they have to ask again???**

**\*\*Is it truly discretionary if Treasurer is involved? Or do we need this for a check and balance?**

**Tom's comments;**

Judy,

I apologize for my slowness in responding. Answering your specific questions, I don't see a need for a cap on the payment amount. I think we maintain fiscal control by managing the amount going into the fund. I also don't see a need for a yearly limit, again, other than controlling the amount going into the fund.

I also don't think the Treasurer should be countersigning these checks. It essentially requires the minister to get approval from the treasurer, which greatly diminishes the "discretionary" element. It is true that the Treasurer will have access to the payee and amount information, as will whoever actually handles the bookkeeping. However, that is after the fact access to information, rather than an additional condition precedent for the disbursement itself.

Cathy, what are your thoughts on this?

Tom