

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER  
For the Period Ending 04/30/17  
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 10/12 or 83.33% of our current fiscal year. Current YTD pledges are under budget at 77.99%. Pledges for the month are under budget at 5.53%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget at 132.67% in April and 372.89% YTD.
- 3) #4030-Prior Year Stewardship Pledges: We have received \$1,530 of the \$2,000 budgeted.
- 4) #4040-Operating Fund Donations: Under budget at 2.71% in April, but over budget at 85.88% YTD.
- 5) #4110-Miscellaneous Fundraising: Over budget at 10.48% in April, but slightly under budget at 80.96% YTD.
- 6) #4510-Building Use Fees: Over budget at 10.00% in April and 87.60% YTD.
- 7) #4620-Insurance Dividends: Over budget YTD at 264.50% due to receipt of \$529 for UUA Safety Group Dividend Program from Church Mutual (based on 3-year loss experience).

Notes on Expense Items:

- 1) #5020-Music Director-Contract Services: Slightly over budget at 9.69% in April and 88.76% YTD, due to John's new contracted rate which was effective 1/1/17.
- 2) #5040-310-Contract LE Child Care/Nursery Asst: Under budget at 52.36% YTD. April invoices were received on May 1<sup>st</sup>, so they will be reflected in May's financials.
- 3) #5320-Dental Ins.-Adm: Under budget due to budget error which didn't account for Office Administrator's decrease in hours.
- 4) #5330-LTD Insurance Minister, DLE, and Administration: Over budget in April and YTD due to a rate increase effective 1/1/17.
- 5) #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.
- 6) #5350-ST Disability Insurance Minister, DLE, and Administration: There is no budget for this, as it is a new benefit effective 2/1/17.
- 7) #5435-435-Membership: \$100 of the 2017 Membership directory printing expense was allocated to Membership in April.
- 8) #5520-Office Copying: Over budget in April due to a large copier paper order. \$100 of the 2017 Membership directory printing expense was transferred from this account to Membership in April. Over budget YTD at 96.08%.
- 9) #6010-Insurance-Building & Liability: Our annual Church Mutual premiums came in under budget at \$2,852 versus the budget of \$3,500. The premiums have steadily decreased every year for the past three years.
- 10) #6040-Building Maintenance: Over budget in April at 12.72% due to furnace repairs, front door repairs, and a bathroom supplies purchase. Under budget YTD at 52.07%.
- 11) #6110-Service Contracts-Building: Quarterly Sheren HVAC service of \$493.25 was paid in April.
- 12) #6140-Service Contracts-Cleaning Service: Over budget at 84.33% YTD due to a 5% rate increase effective 1/1/17.

- 13) #6150-Service Contracts-Snow Plowing: The final snow blowing invoice of the fiscal year was paid in April (\$75 for the March 14<sup>th</sup> plowing). Under budget YTD at 58.44%.
- 14) #6210-Copier Contracts: Under budget YTD at 72.65% due to low color copies expense.
- 15) #6220-Computers and Technology: Over budget in April at 22.28% due to purchase of Microsoft Office for Business Administrator's computer, a printer switch replacement, and a service call. On budget YTD at 83.14%.
- 16) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$889 in November. Received audit adjustment refund of \$133 in February.
- 17) #7210-100-Professional Expenses-Minister: Over budget YTD at 115.98%. The Board approved the allocation of additional funds to cover this overage.
- 18) #7210-300-Professional Expenses-DLE: Over budget in April at 10.64% due to membership to ASCD (\$149). Under budget YTD at 29.32%.

### STATEMENT OF FINANCIAL POSITION

#### Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 20.98% versus the goal of 25%.
- 2) #2130-Next Year Pledge Payments: We have received \$25,180 YTD in prepaid pledges.
- 3) #2305-Benzie Satellite Pledges & Donations: Distributed donations totaling \$3,900 to various local charities and paid \$550 in room rental fees in April.
- 4) #2386-Endowment Holding Account: We received \$610 in memorials in April. The current balance of \$710 will be deposited with Vanguard in May.
- 5) April activity resulted in a deficit of \$1,647.21, with a YTD surplus of \$20,375.85.

#### Capital Improvements 2016-2017:

- Front Door Pin Lock System in August: \$1,449.54.
- Downpayment on Loop Hearing System in December: \$3,215.00.
- Sanctuary Lighting in January: \$1,595.00.
- Balance on Loop Hearing System in March: \$3,215.00.