

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER  
For the Period Ending 05/31/17  
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 11/12 or 91.67% of our current fiscal year. Current YTD pledges are under budget at 85.79%. Pledges for the month are under budget at 7.79%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget at 125.89% in May and 498.78% 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 5.07% in May, but on budget at 90.94% YTD.
- 5) #4110-Miscellaneous Fundraising: Over budget at 20.00% in May, due to receiving \$260 toward fundraising dinners. Over budget at 100.96% YTD.
- 6) #4510-Building Use Fees: Over budget at 8.90% in May and 96.50% 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 May and 98.45% YTD, due to John's new contracted rate which was effective 1/1/17.
- 2) #5040-200-Contract Musicians: Over budget at 13.76% in May and 97.71% YTD.
- 3) #5040-310-Contract LE Child Care/Nursery Asst: Over budget at 11.09% in May, but under budget at 63.45% YTD. May expenses are high because April invoices were received on May 1<sup>st</sup>.
- 4) #5320-Dental Ins.-Adm: Under budget due to budget error which didn't account for Office Administrator's decrease in hours.
- 5) #5330-LTD Insurance Minister, DLE, and Administration: Over budget in May and YTD due to a rate increase effective 1/1/17.
- 6) #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.
- 7) #5350-ST Disability Insurance Minister, DLE, and Administration: There is no budget for this, as it is a new benefit effective 2/1/17.
- 8) #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.
- 9) #6120-Service Contracts-Logos Software: Our annual Logos software renewal was paid in May (\$1,441).
- 10) #6140-Service Contracts-Cleaning Service: Over budget at 94.42% YTD due to a 5% rate increase effective 1/1/17.
- 11) #6210-Copier Contracts: Over budget at 12.16% in May due to payment of our quarterly color copies invoice. Under budget YTD at 84.82% due to low color copies expense for the year.
- 12) #6220-Computers and Technology: Over budget in May at 24.74% due to payment of our annual Constant Contact renewal. Over budget YTD at 107.88%.

- 13) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$889 in November. Received audit adjustment refund of \$133 in February.
- 14) #7210-300-Professional Expenses-DLE: Over budget in May at 32.14% due to LREDA membership (\$175) and registration for 2018 Parliament (\$275). Under budget YTD at 61.46%.

## STATEMENT OF FINANCIAL POSITION

### Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 22.52% versus the goal of 25%.
- 2) #2130-Next Year Pledge Payments: We have received \$26,245 YTD in prepaid pledges.
- 3) #2366-Community Needs: \$485 of Endowment Fund Distribution was allocated here. \$1,000 was distributed between five local baby pantries, and \$500 was donated to Food Rescue.
- 4) #2372-GA Scholarship Fund: \$485 of Endowment Fund Distribution was allocated here.
- 5) #2386-Endowment Holding Account: \$710 was deposited with Vanguard in May.
- 6) #2440-310-Capital Improvement Reserve: \$485 of Endowment Fund Distribution was allocated here.
- 7) May activity resulted in a surplus of \$2,331.70, with a YTD surplus of \$22,707.55.

### 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.