

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 12/31/16
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 6/12 or 50.00% of our current fiscal year. Current YTD pledges continue to exceed the budget at 54.86%, primarily due to prepaid pledges received in July. Pledges for the month are over budget at 9.42%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget YTD at 144.67%.
- 3) #4030-Prior Year Stewardship Pledges: We have received \$1,530 of the \$2,000 budgeted, and may receive approximately \$200 more this year.
- 4) #4040-Operating Fund Donations: Over budget at 12.16% in December and 59.61% YTD.
- 5) #4110-Miscellaneous Fundraising: In December the July-December 2016 Friday Night Out donations of \$276 were reclassified from the Child/Youth LE Programming account, and the Thanksgiving dinner proceeds of \$208.62 were transferred from the Special Collections-Thanksgiving account.
- 6) #4510-Building Use Fees: On budget at 8.20% in December and over budget at 53.70% 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) #5040-310-Contract LE Child Care/Nursery Asst: Under budget at 6.96% in December and 31.48% 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) #5410-Child/Youth LE Programming: Over budget at 13.40% in December due to July-December 2016 Friday Night Out donations of \$276 being reclassified to Miscellaneous Fundraising. Under budget at 25.55% YTD.
- 5) #6010-Insurance-Building & Liability: Our annual Church Mutual premiums came in under budget at \$2,666 versus the budget of \$3,500. The premiums have steadily decreased every year for the past three years.
- 6) #6150-Service Contracts-Snow Plowing: Under budget at 10.71% YTD but over budget at 10.71% in December due to this being a seasonal expense. December expense included five plowings.
- 7) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$889 in November.
- 8) #7120-UUA Program Fund: Paid one-quarter of our annual budgeted dues in December.
- 9) #7130-Mid America District Program Fund: Paid one-quarter of our annual budgeted dues in December.
- 10) #7210-300-Professional Expense-Minister: Over budget at 60.50% in December and 78.70% YTD. December expense was related to the OHALA conference.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 18.60% versus the goal of 25%.
- 2) #2365-214-For Those in Need Collections: 2nd quarter collections of \$4,665.96 distributed to: Community Lunch (\$1,000), Community Needs (\$2,499.47), and Congregational Care Emergency Fund (\$1,166.49).
- 3) #2365-230-Youth Programs: Collected \$485 in Heifer tree donations in December. These funds will be sent to Heifer in January.
- 4) #2366-Community Needs: Received 2nd quarter distribution of \$2,499.47 from FTIN collections.
- 5) #2370-219-Special Collections-Thanksgiving: Transferred the \$208.62 balance to Miscellaneous Fundraising in December.
- 6) #2385-Safe Harbor: Reimbursements for food and supplies needed during our week of hosting Safe Harbor totaled \$618.47.
- 7) #2386-Endowment Holding Account: In December we received \$370 in memorials/honorariums, and \$745.00 was invested with Vanguard.
- 8) #2430-MM Congregational Care Emergency Fund: Received 2nd quarter distribution of \$1,166.49 from FTIN collections.
- 9) #2440-MM Capital Improvement Reserve: Paid a 50% downpayment of \$3,215 to Perfect World Studios for a Loop Hearing System.
- 10) December activity resulted in a surplus of \$3,924.20, with a YTD surplus of \$36,247.50.

Capital Improvements 2016-2017:

- Front Door Pin Lock System in August: \$1,449.54.
- Downpayment on Loop Hearing System in December: \$3,215.