

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 01/31/17
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 7/12 or 58.33% of our current fiscal year. Current YTD pledges continue to exceed the budget at 63.25%, primarily due to prepaid pledges received in July. Pledges for the month are slightly over budget at 8.39%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget YTD at 166.00%.
- 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 13.90% in January and 73.51% YTD.
- 5) #4110-Miscellaneous Fundraising: In January we received \$300 for fundraising dinners, \$68 in Friday Night Out donations, and \$8.60 in coffee donations.
- 6) #4510-Building Use Fees: Under budget at 6.70% in January and over budget at 60.40% 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 January and 59.69% YTD, due to John's new contracted rate which was effective 1/1/17.
- 2) #5040-200-Contract Musicians: Under budget at 7.34% in January and 55.05% YTD.
- 3) #5040-310-Contract LE Child Care/Nursery Asst: Over budget at 11.39% in January, but under budget at 42.87% YTD.
- 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 January 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) #5520-Office Copying: Over budget in January at 22.40% due to copier paper purchase, but under budget YTD at 33.67%.
- 9) #5610-Postage and Shipping: Over budget in January at 27.39% due to purchase of stamps for donation acknowledgement letters and general mailings, but under budget at 48.14% YTD.
- 10) #5710-450-Sunday Services: Over budget at 13.17% in January due to Christmas Eve service accompaniment fees, but significantly under budget YTD at 15.08%.
- 11) #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.

- 12) #6040-Building Maintenance: Over budget in January at 13.85% due to various expenses including Ice Melt and sand, a new mailbox post, and paper products. Over budget YTD at 64.19%.
- 13) #6140-Service Contracts-Cleaning Service: Over budget at 10.10% in January and 60.10% YTD due to a 5% rate increase effective 1/1/17.
- 14) #6150-Service Contracts-Snow Plowing: Over budget at 31.66% in January but under budget YTD at 42.37%. January expense included five December plowings and seven January plowings, plus application of 16 bags of Ice Melt.
- 15) #6220-Computers and Technology: Over budget at 14.87% in January due to purchase of a new router and associated Inacomp Computer technician fees. Slightly under budget YTD at 56.42%.
- 16) #6340-Telephone & Telecommunications: Over budget at 13.26% in January and 63.00% YTD. January expenses included a telephone system service call by Ascom North.
- 17) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$889 in November.
- 18) #7150-Bank Fees and Service Charges: Over budget at 9.98% in January due to W2/1099 eFiling fees. Underbudget YTD at 48.28%.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 19.04% versus the goal of 25%.
- 2) #2365-230-Youth Programs: Donated the \$525 Heifer Tree collections to Heifer in January.
- 3) #2366-Community Needs: Donations were made in January to Jubilee House (\$500), Justice for Our Neighbors (\$1,000), Northwest MI Community Action Agency (\$500), and Planned Parenthood (\$500).
- 4) #2386-Endowment Holding Account: In January we received \$1,890 in memorials/honorariums. These funds will be invested with Vanguard in February.
- 5) #2410-Memorial Garden Fund: Paid \$250 for the balance due to Designs in Bloom for their landscape services.
- 6) #2440-MM Capital Improvement Reserve: Paid \$1,595 to APEX Electric for the sanctuary's new lighting.
- 7) January activity resulted in a surplus of \$1,076.46, with a YTD surplus of \$37,323.96.

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.