

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 06/30/17
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed the 2016-2017 fiscal year. We collected 95.54% of our current year pledges. Pledges for the month are over budget at 9.76%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget at 28.89% in June and 527.67% 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 4.68% in June and 95.62% YTD.
- 5) #4110-Miscellaneous Fundraising: Negative in June due to a reclass of \$475 (50% of Fundraising Dinner funds received in 16/17) to Community Needs. Under budget at 85.53% YTD.
- 6) #4510-Building Use Fees: Over budget at 14.20% in June and 110.70% 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) #5020-Music Director-Contract Services: Slightly over budget at 9.69% in June and 108.14% YTD, due to John's new contracted rate which was effective 1/1/17.
- 2) #5040-200-Contract Musicians: Over budget at 9.45% in June and 107.16% YTD.
- 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 June 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) #5410-Child/Youth LE Programming: Over budget at 16.62% in June but under budget at 86.76% YTD.
- 8) #5520-Office Copying: Over budget at 108.49% YTD due to directory printing.
- 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 at 10.74% in June due to front door repair and concrete for parking lot. Under budget at 63.10% YTD.
- 11) #6110-Service Contracts-Building Maintenance: Under budget at 7.37% in June and 91.29% YTD. June expense was for annual fire extinguisher testing.
- 12) #6140-Service Contracts-Cleaning Service: Over budget at 102.50% YTD due to a 5% rate increase effective 1/1/17.
- 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) #7120-UUA Program Fund: In June we paid \$5,700 to bring our 2016/2017 pledge payment to one-half of fair share, or \$6,450 for the year, as approved by the Board. Our initial pledge was \$1,000 for the year.
- 15) #7130-Mid American District Program Fund: In June we paid \$2,325 to bring our 2016/2017 pledge payment to one-half of fair share, or \$2,700 for the year, as approved by the Board. Our initial pledge was \$500 for the year.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 22.39% versus the goal of 25%.
- 2) #2130-Next Year Pledge Payments: We have received \$29,399 YTD in prepaid pledges.
- 3) #2305-Benzie Satellite Pledges: Distributed a donation of \$3,000 to Benzie Area Christian Neighbors in June.
- 4) #2365-214-For Those in Need Collections: 4th quarter collections of \$3,883.85 distributed to: Community Lunch (\$900), Community Needs (\$2,012.89), and Congregational Care Emergency Fund (\$970.96).
- 5) #2366-Community Needs: Received 4th quarter distribution of \$2,012.89 from FTIN collections. \$475 in Fundraising Dinner receipts were reclassified to this account from Miscellaneous Fundraising in June.
- 6) #2386-Endowment Holding Account: Received \$180 in memorials in June.
- 7) #2430-MM Congregational Care Emergency Fund: Received 4th quarter distribution of \$970.96 from FTIN collections.
- 8) June activity resulted in a deficit of \$3,494.69, with a YTD surplus of \$19,212.86.

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.