

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER  
For the Period Ending 11/30/17  
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Pledges: We have completed 5/12 or 41.67% of our current fiscal year. Current YTD pledges continue to exceed the budget at 45.77% due to prepaid pledges received in July (which account for 28.46% of pledge payments received YTD). Pledges for the month are under budget at 7.28%.
- 2) #4030-Prior Year Pledges: YTD we have received \$1,575, or 78.75% of budget.
- 3) #4040-Operating Fund Donations: Significantly under budget at 3.55% in November and 22.63% YTD.
- 4) #4110-Miscellaneous Funding: Significantly over budget at 15.33% in November and 80.64% YTD primarily due to Indivisible Group donations and the August Used Book Sale.
- 5) #4210-Prior Years Carryover: Portion of 16/17 surplus carried over to current fiscal year per budget and Board approval.
- 6) #4510-Building Use Fees: Over budget at 10.10% in November due to payment from Congregation Beth Shalom for their rental during High Holy Days.
- 7) #4620-Insurance Dividends: Over budget YTD at 175% due to receipt of \$350 for UUA Safety Group Dividend Program from Church Mutual (based on 3-year loss experience).

Notes on Expense Items:

- 1) #5040-Contract Musicians: Over budget at 50.00% YTD.
- 2) #5320-Dental Ins.-Adm: Under budget due to decrease in dependents which wasn't reflected in the budget.
- 3) #5430-Hospitality/Kitchen: Over budget at 13.60% in November due to downpayment on Sarah Montgomery-Richards' catering fees for the Celebration of Ministry (\$400 was budgeted for the Celebration).
- 4) #5435-Supplies-Membership: Over budget at 40.22% in November due to purchase of stamps, New Member Service food and supplies, and New Member Bag supplies. Over budget at 61.97% YTD.
- 5) #6010-Insurance-Building & Liability: Paid annual Church Mutual invoices of \$350 for our Umbrella policy and \$2,476 for our Church Package policy.
- 6) #6140-Service Contracts-Cleaning Service: The October invoice was not received until 11/1/17, so two months of service were paid in November.
- 7) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$745 in November.
- 8) #7210-100-Professional Expenses-Minister: Negative in November due to reimbursement of fees for a conference which was not attended.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 12.76% versus the goal of 25%.

- 2) #2130-Next Year Pledge Payment: \$2,000 was paid toward a 2017-2018 pledge in November.
- 3) #2366-213-Community Needs: In November we donated \$1,500 to Polestar LGBT Community Center, \$100 to TC Street Voices (for a display rack and 10 copies of their publication/month for 5 months), \$150 to Women's Resource Center for stocking stuffers for the moms, and \$600 to UUCGT's Safe Harbor fund.
- 4) #2385-Safe Harbor: Received \$600 from Community Needs in November.
- 5) November activity resulted in a deficit of \$4,545.04, with a YTD surplus of \$15,408.87.

Capital Improvements 2017-2018:

- Downpayment on storage shed in July: \$200.00.
- Storage shed platform supplies in August: \$188.50.
- Balance on storage shed in September: \$1,825.00.
- Addition to storage shed in November: \$15.00