

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 08/31/17
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 2/12 or 16.67% of our current fiscal year. Current YTD pledges continue to exceed the budget at 26.79% due to prepaid pledges received in July. Pledges for the month are under budget at 7.32%.
- 2) #4030-Prior Year Stewardship Pledges: YTD we have received \$1,575, or 78.75% of budget.
- 3) #4040-Operating Fund Donations: Significantly under budget at 7.54%.
- 4) #4110-Miscellaneous Funding: Significantly over budget at 33.40% in August and 38.97% YTD due to the Used Book Sale (\$565.92).
- 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: Under budget at 4.90% in August, but over budget at 18.60% YTD.

Notes on Expense Items:

- 1) #5010 - #5240: Salary and salary-related accounts: Over budget in August and YTD due to three bi-weekly payroll withdrawals in August.
- 2) #5320-Dental Ins.-Adm: Under budget due to decrease in dependents which wasn't reflected in the budget.
- 3) #5410-Child/Youth LE Programming: Over budget at 14.79% in August and 22.03% YTD due to Harry Potter program supplies for the upcoming program year.
- 4) #6110-Service Contracts-Building Maintenance: Quarterly Sheren HVAC service of \$493.25.
- 5) #6220-Computers and Technology: August expenses included the renewal of Norton Internet Security of \$95.39 and the renewal of GoDaddy email service and hosting of \$244.29.
- 6) #7210-300-Professional Expense-DLE: "Death of Sunday School" program \$300.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 17.16% versus the goal of 25%.
- 2) #2366-213-Community Needs: In August we donated \$325 to Planned Parenthood for the Traverse City Health Center, \$325 to Father Fred's Emergency Transportation Fund, \$325 to Michael's Place, \$150 to Child and Family Service's Emergency Backpack for Teens, and \$350 to Traverse City Beauty College for Back-to-School haircuts for 50 children.
- 3) #2370-Special Collections-Thanksgiving: A downpayment of \$93 was paid to Grand Traverse County for the rental of Twin Lakes Lodge.
- 4) #2386-Endowment Holding Account: \$180 was deposited with Vanguard in August.
- 5) #2440-Capital Improvement Reserve: Supplies for shed platform totaling \$188.50 were paid in August.
- 6) August activity resulted in a deficit of \$9,110.77, with a YTD surplus of \$27,920.86.

Capital Improvements 2017-2018:

- Downpayment on storage shed in July: \$200.00.
- Storage shed platform supplies in August: \$188.50.