

BUSINESS ADMINISTRATOR'S REPORT TO THE TREASURER
For the Period Ending 03/31/17
STATEMENT OF FINANCIAL ACTIVITIES

Notes on Income Items:

- 1) #4010-Current Year Stewardship Pledges: We have completed 9/12 or 75.00% of our current fiscal year. Current YTD pledges are under budget at 72.46%. Pledges for the month are under budget at 3.94%.
- 2) #4020-Post Stewardship Pledges: Significantly over budget YTD at 240.22%.
- 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: Under budget at 4.90% in March, but over budget at 83.17% YTD.
- 5) #4510-Building Use Fees: Over budget at 11.70% in March and 77.60% YTD.
- 6) #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 March and 79.07% YTD, due to John's new contracted rate which was effective 1/1/17.
- 2) #5040-310-Contract LE Child Care/Nursery Asst: Under budget at 4.42% in March and 52.36% 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 March 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) #5520-Office Copying: Over budget in March primarily due to 2017 Directory printing (\$358). Over budget YTD at 86.78%.
- 8) #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.
- 9) #6140-Service Contracts-Cleaning Service: Over budget at 76.25% YTD due to a 5% rate increase effective 1/1/17.
- 10) #6150-Service Contracts-Snow Plowing: Over budget at 9.64% in March, but under budget YTD at 56.30%.
- 11) #7090-Worker's Comp Insurance – Paid annual Church Mutual policy renewal invoice of \$889 in November. Received audit adjustment refund of \$133 in February.
- 12) #7210-100-Professional Expenses-Minister: Over budget YTD at 115.98%. The Board approved the allocation of additional funds to cover this overage.

STATEMENT OF FINANCIAL POSITION

Items of Note:

- 1) #1010-Operating Fund Accounts: Cash reserves are at 17.91% versus the goal of 25%.
- 2) #2130-Next Year Pledge Payments: We have received \$14,335 YTD in prepaid pledges.
- 3) #2365-214-For Those in Need Collections: 3rd quarter collections of \$3,964.78 distributed to: Community Lunch (\$1,000), Community Needs (\$1,973.58), and Congregational Care Emergency Fund (\$991.20).
- 4) #2366-Community Needs: Received 3rd quarter distribution of \$1,973.58 from FTIN collections.
- 5) #2367-Guatemala Fund: Our annual sponsorship payment was sent in March (\$770).
- 6) #2386-Endowment Holding Account: We received \$100 in memorials in March.
- 7) #2430-MM Congregational Care Emergency Fund: Received 3rd quarter distribution of \$991.20 from FTIN collections.
- 8) #2440-MM Capital Improvement Reserve: Paid the 50% balance of \$3,215 to Perfect World Studios for the Loop Hearing System.
- 9) March activity resulted in a deficit of \$8,468.36, with a YTD surplus of \$22,023.06.

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.