

## UUCB Treasurer's Report

**Reported in January 2018**  
For the Five Months Jul 1, 2017 – Nov 30, 2017

### Summary

The Treasurer Emeritae group report is attached. Operating deficits in the past two years have depleted working capital available for operations by \$198,000. We require \$150,000 in working capital to ensure continued operations without scrambling for cash to meet payroll. Four payrolls in the past six months have been met at an uncomfortable twelfth hour.

Although our YTD FY17-18 unrestricted deficit is (\$2,863), I expect the fiscal year end deficit for 17-18 will be between \$60,000-\$90,000. Absent implementing a marketing plan, Community Rentals are trending to fall short of budget by \$45,000. Fundraising line is expected to fall short of budget by \$15,000. Faith Hope and Charity budget line is \$36,000, not included in the pledge line as requested by Stewardship. As far as I can tell, the funds received for this line have been included as pledge income.

Pledge receipts are at 46.9% of budget. Thank to all for honoring your pledges!

Donor designated endowment fund contributions in FY1617 were transferred to the UUA LLC accounts on December 15, 2017. As requested by the Endowment committee, we increased this deposit by the amount of interest the funds would have earned had they been deposited upon receipt.

Cash requirements for capital repairs and working capital I expect we need to request at our Congregational meeting later this month:

Safir Room \$190,000; Rafter Tails and Skylights \$200,000; Pine Crest School Mold remediation NTE (not to exceed) \$35,000; Working capital - FY15-16 and FY16-17 operating loss \$135,000 to \$150,000; Total: \$575,000

Revenues	YTD Actual	YTD Budget <sup>1</sup>	Bud Var	% var
Pledge income <sup>1</sup>	\$ 239,188	\$ 221,250	\$ 17,938	8.1%
Rental income	118,347	148,143	(29,796)	-20.1%
All other unrestricted	93,418	137,422	(44,005)	-32.0%
<b>Unrestricted</b>	<b>450,952</b>	<b>506,815</b>	<b>(55,863)</b>	<b>-11.0%</b>
Board Restricted <sup>2</sup>	29,888		29,888	
<b>Total Revenues</b>	<b>480,839</b>	<b>506,815</b>	<b>(25,975)</b>	
Expenses	YTD Actual	YTD Budget	Bud Var	% var
Personnel	312,701	309,569	3,132	1.0%
All other unrest.	141,114	161,253	(20,140)	-12.5%
<b>Unrestricted</b>	<b>453,815</b>	<b>470,822</b>	<b>(17,007)</b>	<b>-3.6%</b>
Board Restricted <sup>2</sup>	23,098		23,098	
<b>Total Expenses</b>	<b>476,912</b>	<b>470,822</b>	<b>6,091</b>	
Net Unrestricted	(2,863)	35,993	(38,856)	-108.0%
Net Board Restricted <sup>2</sup>	6,790	-	6,790	
<b>Net Excess (Deficit)</b>	<b>\$ 3,927</b>	<b>\$ 35,993</b>	<b>\$ (32,066)</b>	<b>-89.1%</b>

<sup>1</sup> YTD Budget is adjusted for known variances, not divided into 12ths (number of months in fiscal year). YTD budget and actual Includes prior year pledge receipts.

<sup>2</sup> Board Restricted is voluntary. Traditionally boards will voluntarily restrict funds in order to prudently manage extraordinary line items. The Board has restricted realized and unrealized endowment fund gains and losses.

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### Comparative Years

YTD Nov 30	FY 17-18	FY 16-17	FY15-16
Community Rentals Income	\$ 31,754	\$ 42,646	\$ 20,387
prior year % difference	-26%	109%	
Pledges Received	\$ 239,188	\$ 252,511	\$ 264,993
prior year % difference	-5%	-5%	
Building and Grounds Maintenance & Supplies	\$ 27,959	\$ 31,568	\$ 17,273
prior year % difference	-11%	83%	

### Fuun-draising Report (gross receipts)

Note: no supplemental report this month

Events and Other Fundraising Activities	Actual YTD	FY17-18 Budget	
<b>GrUUP Fundraising</b>	\$ 3,008	\$ 22,500	
Jewelry Table	\$ 1,463		
Zimmerman Concert	\$ 1,545		
<b>Music Events</b>	\$ -	\$ 12,000	
<b>Snack Table</b> (through August)	\$ 479	\$ -	
<b>Grand Total Fundraising</b>	\$ 3,487	\$ 34,500	10.1%

### Restricted Expenditures FY17-18

Capital Campaign	\$ 22,059
Lawrence Lecture	\$ 0
Asset Options TF (formerly Land Use TF)	\$ 0
Partner Church (posted as unrestricted other exp)	\$ 1,000

### Endowment Report

Fund details	Balance at 6/30/17	Increase (Decrease)*	Fiscal YTD Net Income	Current Balance ****	YTD Balance Prior Year
Board Designated Fund	\$ 1,264,003	\$ (58,142)	\$ 74,499	\$ 1,280,360	\$ 1,206,980
Donor Pooled Fund ***	\$ 34,791		\$ 2,108	\$ 36,899	\$ 31,431
Kay Davis Memorial Fund	\$ 128,478		\$ 7,785	\$ 136,264	\$ 116,071
Loan - Land Use TF	\$ 31,225		\$ -	\$ 31,225	\$ 31,225
<b>Totals</b>	\$ 1,458,498	\$ (58,142)	\$ 84,393	\$ 1,484,749	\$ 1,385,707
<b>Building Fund **</b>	\$ 32,055		\$ 1,688	\$ 33,743	\$ 28,960

\* Increases (Decreases) are deposits and withdrawals; increase to loan is decrease to fund.

\*\* Building Fund donor gift received in December 2016 \$10,000 deposit wired to UUA LLC 12.15.2017

\*\*\* Donor designated gift received in November 2016 \$11,386.95 deposit wired to UUA LLC 12.15.2017

\*\*\*\* Current balance as of November 30, 2017 from statements; GL balance still reflects October 31, 2017

ROI (net of fees)	As of Oct 31, 2017	As of Oct 31, 2016
5-year	6.40%	4.80%
3-year	5.10%	1.20%
1-year	16.70%	1.00%
1 month	1.40%	-1.70%

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## **Other Items of Note This Month**

**Prior Year Pledge Receipts** The net shortfall of FY1617 pledge receipts was (\$37,466). YTD prior year pledges received \$13,283.

**Calkin's Trust** - We need one more candidate to manage the trust with newly installed Trustee Jane Lundin.

**Endowment Committee** -

**Reclassification of prior period entries** none.

## **Confidentiality**

Due to confidentiality, the balance sheet appears in summary format. Detail is available in hard copy upon request.

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Treasurer Emeritae Report - Cash Deficit Review

All numbers \$000s

	<u>6/30/2017</u>	<u>11-30-17</u> <u>(prelim)</u>
1. Cash required for restricted operating funds	\$328	\$211
minus known adjustments	22	0
<b>adjusted total</b>	<b>\$306</b>	<b>\$211</b>
2. Available cash		
(from bank statements)	\$102	\$72
plus known adjustments	\$7	4
<b>adjusted cash</b>	<b>\$109</b>	<b>\$76</b>
<b>3. Net Deficit (1 minus 2)</b>	<b>\$207</b>	<b>\$135</b>
4. Known deficits in past two years		
2015/16 Operating Deficit	\$63	
2016/17 Operating Deficit	\$91	
Off P/L Capex	<u>\$40*</u>	
<b>Known two-year deficits</b>	<b>\$198</b>	

\* Capital expenditures that did not impact P/L: Building Repairs \$18 K, Office Equipment 10 K, expenditure for the caretakers cottage \$13 K

Estimates created and concurred with current and previous treasurers November 28, 2017, and December 19, 2017:

Mary Muehlbach  
Linda Laskowski  
Anne Greenwood  
Jan Setchko

## UUCB Treasurer's Report

	A	B	C	D	E	G	M	N	O	Q	X	Y	Z	AA	
1				Unitarian Universalist Church of Berkeley							% Pledges rec'd YTD)		46.9%		
2				Budget Comparison Report							YTD Pledge receipts:		\$ 239,188		
3				Budget and Actual Period: 7/1/2017 - 11/30/2017							Total Pledge budget		\$ 510,000		
6											YTD Pledge budget		\$ 221,250		
7						<b>Current Period Actual</b>	<b>Year-to-Date Actual</b>	<b>Year-to-Date Budget</b>	<b>Year-to-Date Variance</b>				43.4%		
9	<b>Revenue</b>											<b>Pledge</b>	<b>Rentals</b>	<b>Other Unrestricted</b>	<b>Board Restricted</b>
10				Pledge Income	40,676	221,720	195,833	25,887	221,720						
11				Char Trust in lieu of pledge	4,090	4,184	0	4,184	4,184						
12				New member pledges	0	0	10,417	(10,417)	0						
13				Faith, Hope & Charity	0	0	15,000	(15,000)					0		
14				Plate collections	924	4,467	5,833	(1,366)					4,467		
15				Special Offering Collections	300	50	0	50					50		
16				Good Neighbor collections	3,073	11,176	10,000	1,176					11,176		
17				Other unpledged contributions	395	2,412	17,058	(14,646)					2,412		
18				Special Projects Donations	3,335	3,410	0	3,410					3,410		
19				Bequest Income	0	0	417	(417)					0		
20				Weddings/Memorials/Celebration	0	770	0	770				770			
21				Endowment Transfer	0	58,142	58,142	0					58,142	0	
22	(2)	(4)		Restricted Contrib.-Released	0	18,230	0	18,230						18,230	
23				Prior Year Pledge Payments	6,170	13,283	15,000	(1,717)	13,283						
24				Center for Spiritual Developmt	0	0	2,917	(2,917)					0		
25				Personal Theology	429	1,048	750	298					1,048		
26				Other Program Income	(1,011)	(848)	3,942	(4,789)					(848)		
27				Fundraising GrUUp Projects	0	1,545	9,375	(7,830)					1,545		
28				Music Events	0	0	5,000	(5,000)					0		
29				Religious Education Event	0	117	0	117					117		
30				Other Events	1,303	1,924	0	1,924					1,924		
31				Community Use-Space Rental	229	31,754	60,417	(28,663)				31,754			
32				Skytown Pre-school	5,258	26,337	30,610	(4,273)				26,337			
33				RE Bulding-Lease	12,549	55,074	49,783	5,292				55,074			
34				RE Building-Custodial	0	3,600	6,000	(2,400)				3,600			
35				RE Building-Utilities	0	812	1,333	(522)				812			
36				Sales - Book Table	24	145	833	(689)					145		
37				Sales - Videos	0	0	25	(25)					0		
38				Sales - Snack Table	0	479	1,042	(563)					479		
39				Sales - Other	822	1,463	1,250	213					1,463		
40				Scrip income	7	22	208	(186)					22		
41				Other Revenue	688	3,252	1,250	2,002					3,252		
42				Interest Income-general	1	92	1,125	(1,033)					92		
44	(2)			Endowment earnings	0	3,865	2,525	1,340						3,865	
46	>			Endowment realized gain	0	(58,142)	0	(58,142)						(58,142)	
47	(2)			Investment unrealized gain/los	0	10	0	10						10	
48	(2)			Endowment unrealized change	0	65,925	0	65,925						65,925	
49	(2)			Income from Trusts	140	4,380	731	3,649					4,380		
50				Trust Management Fees	0	140	0	140					140		
51	<b>Total Revenue</b>				79,401	480,839	506,815	(25,975)	<b>\$ 239,188</b>	<b>\$ 118,347</b>	<b>\$ 93,418</b>	<b>\$ 29,888</b>			
52									<b>50%</b>	<b>25%</b>	<b>19%</b>	<b>6%</b>			

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1				Unitarian Universalist Church of Berkeley							% Pledges rec'd YTD)		46.9%	
2				Budget Comparison Report							YTD Pledge receipts:		\$ 239,188	
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6											YTD Pledge budget		\$ 221,250	
7						<b>Current Period Actual</b>	<b>Year-to-Date Actual</b>	<b>Year-to-Date Budget</b>	<b>Year-to-Date Variance</b>					43.4%
53	<b>Expenses</b>										<b>Personnel</b>		<b>Other Unrestricted</b>	<b>Board Restricted</b>
54				Salary and Wages		44,168	223,014	235,430	12,417	223,014				
55				Intern Minister		2,500	8,750	10,417	1,667	8,750				
56				Housing		3,317	13,269	0	(13,269)	13,269				
57				SECA		716	3,676	3,581	(94)	3,676				
58				Payroll Taxes		3,493	18,103	15,226	(2,876)	18,103				
59				Employee Benefits-Health		4,358	21,843	22,270	426	21,843				
60				Employee Benefits-Life/Disabil		267	1,254	1,410	157	1,254				
61				Employee Benefits-Retirement		0	16,101	20,703	4,603	16,101				
62				Workers Compensation		704	3,122	3,750	628	3,122				
63				Insurance		0	5,771	10,000	4,229				5,771	
64				Worker's Comp Insurance		(704)	(1,823)	0	1,823	(1,823)				
65				Accounting Services		0	0	9,583	9,583				0	
66				Consultants/Contractors		8,525	13,103	3,417	(9,686)				13,103	
67				Honoraria/Classes		0	400	5,042	4,642				400	
68				Guest Musicians		0	0	417	417				0	
69				Supplies		1,667	11,084	6,250	(4,834)				11,084	
70				Small Equipment		0	1,433	833	(599)				1,433	
71				Printing and copying		0	97	1,667	1,569				97	
72				Equipment leases		549	3,024	3,375	351				3,024	
73				Equipment repair & maintenance		0	1,234	3,083	1,850				1,234	
74				Postage		0	2,037	1,875	(162)				2,037	
75				Telecommunications		1,099	7,775	6,583	(1,192)				7,775	
76				Advertising and PR		366	673	1,458	785				673	
77				Communications & Web Site		249	1,245	0	(1,245)				1,245	
78				Property Taxes		5,689	5,689	3,042	(2,648)				5,689	
79				Professional development		3,003	5,393	7,198	1,804	5,393				
80				GA Delegate & Leadership Schl		0	0	1,250	1,250				0	
81				Staff & volunteer appreciation		0	379	833	454				379	
83				Bank Fees		198	1,878	2,083	206				1,878	
84	(2)			Management fees		0	4,868	0	(4,868)					4,868
85				Other Expense		716	2,399	1,576	(823)				2,399	
88				Payroll Processing Fees		291	1,423	1,583	160				1,423	
89				UUA Annual Program Dues		2,190	8,760	9,580	820				8,760	
90				UUA Pacific Central Dist Dues		1,059	4,234	4,628	394				4,234	

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1	Unitarian Universalist Church of Berkeley												% Pledges rec'd YTD)	46.9%		
2	Budget Comparison Report												YTD Pledge receipts:	\$ 239,188		
3	Budget and Actual Period: 7/1/2017 - 11/30/2017												Total Pledge budget	\$ 510,000		
6													YTD Pledge budget	\$ 221,250		
7															43.4%	
91																
92	<b>Expenses</b>													<b>Other Unrestricted</b>	<b>Board Restricted</b>	
93		Building & grounds supplies		2,987	12,528	7,500	(5,028)								12,528	
94		Building & grounds maintenance		150	15,431	10,417	(5,014)								15,431	
95		Building Maintenance Reserve		0	0	9,690	9,690								0	
96		Brokers Fees		0	6,009	2,500	(3,509)								6,009	
97		Kitchen Supplies		0	35	1,042	1,007								35	
98		Electricity		39	173	126	(47)								173	
99		Gas		767	2,672	4,167	1,495								2,672	
100		Garbage		846	4,369	4,167	(202)								4,369	
101		Water		0	4,129	2,958	(1,171)								4,129	
102		Fire Monitoring System		0	3,815	4,583	769								3,815	
103		Facilities Marketing		0	0	2,917	2,917								0	
104		Other Program Committee Exps		1,338	4,603	11,110	6,507								4,603	
105		Denominational Outreach		0	0	667	667								0	
106		Donations to Non-Profit Orgs		5,741	9,897	10,000	103								9,897	
107		Fundraising event expense		59	987	833	(154)								987	
108	(1)	Capital Campaign		800	22,059	0	(22,059)								22,059	
109	> (4)	Restricted Released											-		(18,230)	18,230
110	<b>Total Expenses</b>			97,147	476,912	470,822	(6,091)					<b>\$ 312,701</b>			<b>\$ 141,114</b>	<b>\$ 23,098</b>
111												<b>66%</b>			<b>30%</b>	<b>5%</b>
112	<b>Excess or (Deficiency) of Revenue Over Expenses</b>			(17,746)	3,927	35,993	(32,066)									<b>\$ 6,790</b>
114																
115	<b>Footnotes</b>															
116	(1)	Capital Campaign activity														
117	(2)	Board Restricted Surplus (Deficit)														
118	(3)	Unrestricted Surplus (Deficit)														
119																
120																
121																

## UUCB Treasurer's Report

A	B	C	D	E	F	G	H	I	J	K
1	Unitarian Universalist Church of Berkeley									
2	Balance Sheet									
3	As of Nov 30, 2017									
4										
5								Current Year		Prior Year
7	Assets									
8	Current Assets - cash and investment accounts (6)									
35	Total Current Assets (6)							2,363,430.10		2,310,944.74
36										
37	Fixed Assets									
50	Total Fixed Assets net of depreciation							1,873,328.73		1,926,045.04
51										
52	Total Assets							4,236,758.83		4,236,989.78
53										
54	Liabilities & Net Assets									
55	Liabilities									
56	Current Liabilities									
57					Accounts payable (5)			25,941.22		1,192.13
58					Salaries Payable			26,836.82		23,943.92
59					Vacation Payable			18,007.97		15,091.65
60					Retirement Payable			2,361.65		12,020.28
62					Rental Deposits			2,002.50		4,500.00
63					School Security Deposits			26,700.00		19,000.00
64	Total Current Liabilities							101,850.16		75,747.98
65										
66	Total Liabilities							101,850.16		75,747.98
67										
68	Net Assets									
69					Net Assets			(186,509.63)		345,285.61
71					Temporarily Restricted Fund			458,023.30		378,407.73
72					UUA-Permanent Endowment Pooled			36,623.47		30,574.71
73					Fixed Assets, Net of deprec			2,288,235.00		2,001,916.21
74					UUA-Spatz Educational Fund			51,277.48		46,248.33
75					UUA-Morgan Theological Ed Fund			26,293.57		23,712.48
76					UUA-Building Fund			33,743.38		28,170.29
77					Armstrong Garden Fund			21,194.63		19,939.32
78					UUA-Kay Davis Fund			135,244.53		112,907.42
79					Board Designated Endowment			1,270,782.94		1,174,079.70
80	Total Net Assets							4,134,908.67		4,161,241.80
81										
82	Total Liabilities & Net Assets							4,236,758.83		4,236,989.78
84										
85										
86	Footnotes									
87	(5) Accounts Payable may include prepaid items recorded as expense in wrong month.									
88	(6) Current Assets includes Notes Receivable Cope Fund, this \$295k is a long term asset. Fund EZ does not have this asset class.									