

# UUCB Treasurer's Report

## Reported in February 2017

For the Six Months Jul 1, 2016 – December 31, 2016

### Summary

Our YTD FY16-17 unrestricted surplus as reported includes a posting error: Cope Fund return of escrow \$16,050 is still reflected as income; the actual year to date unrestricted deficit is (\$7,482). This transaction should reduce the Cope Fund note receivable.

Pledge receipts are at 61.2% of budget. Thank you for honoring your pledges!

Community rentals revenue analysis:

YTD this year through December 31 2016 \$48,280

YTD prior yr through December 31 2015 \$29,457

YTD prior yr through December 31 2014 \$51,499

We expect an additional \$58,000 deficit in FY16-17. The community rental marketing campaign is delayed. Building maintenance is expected on the rafters. I have asked the Director of Administration to have the CT report on anticipated budget deficit for FY16-17.

Revenues	YTD Actual	YTD Budget <sup>1</sup>	Bud Var	% var
Pledge income <sup>1</sup>	\$ 338,246	\$ 337,500	\$ 746	0.2%
Rental income	148,286	160,610	(12,324)	-7.7%
All other unrestricted	87,842	71,921	15,921	22.1%
<b>Unrestricted</b>	<b>574,374</b>	<b>570,031</b>	<b>4,343</b>	<b>0.8%</b>
Board Restricted <sup>2</sup>	101,834		101,834	
<b>Total Revenues</b>	<b>676,208</b>	<b>570,031</b>	<b>106,177</b>	
<b>Expenses</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Bud Var</b>	<b>% var</b>
Personnel	366,631	365,152	1,478	0.4%
All other unrest.	199,176	201,402	(2,226)	-1.1%
<b>Unrestricted</b>	<b>565,806</b>	<b>566,554</b>	<b>(748)</b>	<b>-0.1%</b>
Board Restricted <sup>2</sup>	37,787		37,787	
<b>Total Expenses</b>	<b>603,593</b>	<b>566,554</b>	<b>37,039</b>	
<b>Net Unrestricted</b>	<b>8,568</b>	<b>3,477</b>	<b>5,091</b>	<b>146.4%</b>
Net Board Restricted <sup>2</sup>	64,047	-	64,047	
<b>Net Excess (Deficit)</b>	<b>\$ 72,615</b>	<b>\$ 3,477</b>	<b>\$ 69,138</b>	<b>1988.5%</b>

<sup>1</sup> YTD Budget is adjusted for known variances, not divided into 12ths (number of months in fiscal year)

<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.

# UUCB Treasurer's Report

## Reported in February 2017

For the Six Months Jul 1, 2016 – December 31, 2016

### Fuun-draising Report (gross receipts)

Note: Supplemental fundraising report attached reflects net income as reported by various fundraising groups. Amounts are approximate and may include income and expenses not included in year to date reports.

Events and Other Fundraising Activities		Actual YTD	FY16-17 Budget	
<b>GrUUP Fundraising</b>		\$ 6,632	\$ 34,000	
FY15-16 auction stragglers, thank you!	\$ 228			
Rubios	\$ 50			
Jewelry Table	\$ 2,679			
Holiday Fair & Auction	\$ 3,675			
<b>Music Events</b>		\$ 8,311	\$ 6,455	
Charlie Brown	\$ 3,120			
Halloween Dance	\$ 375			
Messiah	\$ 4,816			
<b>Snack Table</b>		\$ 3,211	\$ 6,000	
<b>Grand Total Fundraising</b>		<b>\$ 18,154</b>	<b>\$ 46,455</b>	<b>39.1%</b>

### Restricted Expenditures FY16-17

Capital Campaign	\$ 1,404
Lawrence Lecture	\$ 0
Asset Options TF (formerly Land Use TF)	\$ 0
Partner Church (posted as unrestricted other exp)	\$ 0

### Endowment Value

The current value of the UUCB Operating Endowment is	\$ 1,367,208
The Operating Endowment fiscal year to date unrealized gain (loss)	\$ 45,901
The building fund current value is	\$ 29,232

These accounts are updated when our UUA statements are available. Current performance of the UUA Endowment Fund, which includes UUCB's endowment, can be found at <http://uucef.org/>

ROI (net of fees)	As of December 31, 2016
5-year	5.40%
3-year	1.10%
1-year	4.00%
1 month	1.00%

### Building Reserve Fund

The current unfunded building reserve is approximately \$500,000 in deferred maintenance.

# UUCB Treasurer's Report

## Reported in February 2017

For the Six Months Jul 1, 2016 – December 31, 2016

---

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

**Cope Fund** - December activity reported in Treasurer's January report.

**Calkin's Trust** - Trustees Lenore Ralston and Larry Nagel have resigned management of the Trust. We need to recruit two new Trustee who will be authorized to make distributions and manage the Trust. Anne Greenwood stepped forward to meet the January 2017 deadline, processing the 2017 distribution.

**New Brokerage Account** - ETRADE brokerage account is open.

**Endowment Fund** - November receipts included a gift to the Endowment fund in amount \$10,864.91. This was posted in error to "Endowment Transfer" revenue account. I have temporarily moved this line item to restricted to ensure this is reported correctly in the summary above.

**FY15-16 CPA Review** - Jack Duggan has signed the engagement for CPA review of 15-16. Our Business Administrator, Mary Ellen Morgan has prepared and submitted PBC (provided by client) documentation requested by the CPA.

### **Reclassification of prior period entries**

none

### **Confidentiality**

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

UUCB Treasurer's Report  
Reported in February 2017

UUCB Event \$ Comparison - as provided via Google Docs for Event Fundraising

	12/18/2016	11/24/2016	10/30/2016	Oct-16	7/31/2016
MISSING DATA/GUESTIMATE (in salmon colored cells)	Messiah Sing Along	Thanksgiving Dinner	Halloween Potluck/Dance	Charlie Brown Musical (x3)	Lieder Concert
ATTENDEES		72	34 pd (55 counted)	192	68
SUGGESTED DONATION AMOUNT		\$10 w/food; \$15 without	\$10 w/food; \$15 without	\$15/\$20	\$20
<b>EXPENSES (exclusive of budget items and "rent")</b>					
Stipend/Honoraria					
Fee (musicians/band)	780		\$100		
DVD Rental					
Royalties				\$1,281	
PR expenses					
Snack/food/drink exp		\$371	\$62		
Flyers			\$100	\$100	
Decorations		\$58	\$8		
Other	134				
<b>TOTAL EXPENSES</b>	<b>\$ 914</b>	<b>\$429</b>	<b>\$269</b>	<b>\$1,381</b>	<b>\$0</b>
<b>REVENUE</b>					
Admission donations	\$ 4,816	\$675	\$385	\$3,360	\$1,355
Snack/drink donations	\$ 34		\$32		
Auction					
Sales of merchandise					
Raffle					
Lunch Fundraiser					
<b>TOTAL REVENUE</b>	<b>\$ 4,850</b>	<b>\$675</b>	<b>\$417</b>	<b>\$3,360</b>	<b>\$1,355</b>
<b>REVENUE NET OF EXPENSES</b>	<b>\$ 3,936</b>	<b>\$246</b>	<b>\$148</b>	<b>\$1,979</b>	<b>\$1,355</b>
<b>GIFT/TRANSFERS/SUBSIDIES (from UUCB members)</b>					
Joanne, Beth, Lynne, Karen and Craig(?)					
Decorations (Gail)					
<b>FUND TRANSFERS (UUCB funds used to cover costs)</b>					
Ellis Fund				\$1,281	
Soc Justice funds					
Peace Committee fund					
<b>TOTAL TRANSFER OFFSET</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,281</b>	<b>\$0</b>
<b>NET GAIN (LOSS) TO UUCB AFTER OFFSET</b>	<b>\$3,936</b>	<b>\$246</b>	<b>\$148</b>	<b>\$3,260</b>	<b>\$1,355</b>

## UUCB Treasurer's Report

	A	B	C	D	E	G	L	M	N	O	P	Q	R	X	Y	Z	AA
1				Unitarian Universalist Church of Berkeley									% Pledges rec'd YTD)		61.2%		
2				Budget Comparison Report									YTD Pledge receipts:		\$ 338,246		
3				Budget and Actual Period: 7/1/2016 - 12/31/2016									Total Pledge budget		\$ 552,500		
4				Budget Period: 7/1/2016 - 12/31/2016													
5				Fund = 1													
6														YTD Pledge budget		\$ 337,500	
7																61.1%	
9				<b>Revenue</b>									<b>Pledge</b>	<b>Rentals</b>	<b>Other Unrestricted</b>	<b>Board Restricted</b>	
10				Pledge Income	83,392	306,704	326,000	(19,296)	306,704								
11				Char Trust in lieu of pledge	0	2,025	0	2,025	2,025								
12				New member pledges	0	0	4,000	(4,000)	0								
13				Plate collections	910	5,790	7,980	(2,190)								5,790	
14	>			Special Offering Collections	1,000	1,000	0	1,000								1,000	
15				Good Neighbor collections	2,306	13,759	12,000	1,759								13,759	
16				Other unpledged contributions	3,887	6,637	7,400	(763)								6,637	
17				Special Projects Donations	500	5,359	0	5,359								5,359	
18				Bequest Income	0	4,000	1,000	3,000								4,000	
19				Weddings/Memorials/Celebration	1,300	5,571	0	5,571						5,571			
20				Budget Augmenting	0	0	0	0								0	
21				Endowment Transfer	0	11,387	0	11,387									11,387
22	(2)	(4)		Restricted Contrib.-Released	4,440	37,787	0	37,787									37,787
23				Prior Year Pledge Payments	2,343	29,517	7,500	22,017	29,517								
24				Thursday Night Supper	1,049	3,408	7,000	(3,592)								3,408	
25	>			Center for Spiritual Developmt	90	90	0	90								90	
26				Personal Theology	362	972	900	72								972	
27				Other Program Income	1,163	4,286	5,775	(1,489)								4,286	
28				Fundraising GrUUp Projects	3,518	3,879	5,000	(1,121)								3,879	
29				Music Events	4,816	8,553	5,000	3,553								8,553	
30				Religious Education Event	0	996	0	996								996	
31				Community Use-Space Rental	5,534	48,280	73,000	(24,720)							48,280		
32				Skytown Pre-school	5,258	31,547	30,610	937							31,547		
34				RE Bulding-Lease	9,500	57,000	57,000	0							57,000		
35				RE Building-Custodial	1,200	4,800	7,950	(3,150)							4,800		
36				RE Building-Utilities	277	1,088	2,400	(1,312)							1,088		
37				Sales - Book Table	75	702	1,500	(798)								702	
38				Sales - Videos	0	0	30	(30)								0	
39				Sales - Snack Table	662	3,211	3,000	211								3,211	
40	>			Sales - Other	1,414	2,679	0	2,679								2,679	
41				Scrip income	6	71	240	(169)								71	
42				Other Revenue	2,928	21,460	2,520	18,940								21,460	
43	(4b)			Interest Income-general	0	123	1,350	(1,227)								123	
44	(2)			Investment interest & dividend	14	31	0	31									31
45	(2)			Endowment earnings	3,061	6,750	0	6,750									6,750
46	>	(2)		Investment realized gain/loss	(22)	(22)	0	(22)									(22)
47	(2)			Investment unrealized gain/los	64	1,636	0	1,636									1,636
48	(2)			Endowment unrealized change	9,416	44,265	0	44,265									44,265
49	(2)			Income from Trusts	145	868	876	(8)								868	
50				<b>Total Revenue</b>	<b>150,603</b>	<b>676,208</b>	<b>570,031</b>	<b>106,177</b>	<b>\$ 338,246</b>	<b>\$ 148,286</b>	<b>\$ 87,842</b>	<b>\$ 101,834</b>					
51									<b>50%</b>	<b>22%</b>	<b>13%</b>	<b>15%</b>					

## UUCB Treasurer's Report

	A	B	C	D	E	G	L	M	N	O	F	Q	X	Y	Z	AA
1	Unitarian Universalist Church of Berkeley												% Pledges rec'd YTD)	61.2%		
2	Budget Comparison Report												YTD Pledge receipts:	\$ 338,246		
3	Budget and Actual Period: 7/1/2016 - 12/31/2016												Total Pledge budget	\$ 552,500		
4	Budget Period: 7/1/2016 - 12/31/2016															
5	Fund = 1															
6													YTD Pledge budget	\$ 337,500		
7					<b>Current Period Actual</b>	<b>Year-to-Date Actual</b>	<b>Year-to-Date Budget</b>	<b>Year-to-Date Variance</b>							61.1%	
52	<b>Expenses</b>												<b>Personnel</b>		<b>Other Unrestricted</b>	<b>Board Restricted</b>
53				Salary and Wages	42,142	249,374	249,631	257	249,374							
54				Housing	3,791	25,087	18,436	(6,652)	25,087							
55				SECA	405	3,398	4,255	858	3,398							
56				Payroll Taxes	3,248	18,393	16,919	(1,473)	18,393							
57				Moving Expenses	0	9,708	11,000	1,292	9,708							
58				Employee Benefits-Health	73	24,238	27,570	3,333	24,238							
59				Employee Benefits-Life/Disabil	234	1,316	1,694	378	1,316							
60				Employee Benefits-Retirement	7,965	22,868	18,843	(4,025)	22,868							
61				Workers Compensation	755	4,565	0	(4,565)	4,565							
62				Insurance	5,771	14,168	12,000	(2,168)							14,168	
63				Worker's Comp Insurance	(755)	(2,523)	4,500	7,023	(2,523)							
64				Accounting Services	0	9,120	11,500	2,380							9,120	
65				Board Contingencies	0	0	1,500	1,500							0	
66				CT Contingencies	0	0	1,250	1,250							0	
67				Search Committee	0	9,029	0	(9,029)							9,029	
68				Consultants/Contractors	780	6,886	12,600	5,714							6,886	
69				Honoraria/Classes	0	1,190	900	(290)							1,190	
70				Guest Musicians	350	550	450	(100)							550	
71				Supplies	710	11,227	8,670	(2,557)							11,227	
72				Small Equipment	0	0	525	525							0	
73				Printing and copying	0	1,884	1,182	(702)							1,884	
74				Equipment leases	652	4,605	4,350	(255)							4,605	
75				Equipment repair & maintenance	1,056	2,910	3,704	794							2,910	
76				Postage	0	2,047	2,888	841							2,047	
77				Telecommunications	1,712	8,480	7,710	(770)							8,480	
78				Advertising and PR	676	980	1,595	615							980	
79				Communications & Web Site	249	1,245	975	(270)							1,245	
80				Canvass Expenses	0	0	1,250	1,250							0	
81				Property Taxes	0	5,835	3,650	(2,185)							5,835	
82				Professional development	656	10,207	12,303	2,096	10,207							
83				GA Delegate & Leadership Schl	0	1,500	1,500	0							1,500	
84				Staff & volunteer appreciation	695	727	350	(377)							727	
86				Bank Fees	677	2,606	1,000	(1,606)							2,606	
87	(2)			Management fees	1,142	6,806	0	(6,806)							6,806	
89				Other Expense	117	15,104	1,990	(13,114)							15,104	
90				Endowment Committee	0	0	350	350							0	
91				Payroll Processing Fees	661	2,001	1,443	(558)							2,001	
92				UUA Annual Program Dues	2,226	11,130	11,496	366							11,130	
93				UUA Pacific Central Dist Dues	1,076	5,380	5,553	174							5,380	

## UUCB Treasurer's Report

	A	B	C	D	E	G	L	M	N	O	H	Q	N	X	Y	Z	AA
1				Unitarian Universalist Church of Berkeley									% Pledges rec'd YTD)		61.2%		
2				Budget Comparison Report									YTD Pledge receipts:		\$ 338,246		
3				Budget and Actual Period: 7/1/2016 - 12/31/2016									Total Pledge budget		\$ 552,500		
4				Budget Period: 7/1/2016 - 12/31/2016													
5				Fund = 1													
6														YTD Pledge budget		\$ 337,500	
7						<b>Current Period Actual</b>	<b>Year-to-Date Actual</b>	<b>Year-to-Date Budget</b>	<b>Year-to-Date Variance</b>							61.1%	
94																	
95	<b>Expenses</b>													<b>Personnel</b>		<b>Other Unrestricted</b>	<b>Board Restricted</b>
96				Building & grounds supplies		8,095	18,687	7,500	(11,187)							18,687	
97				Building & grounds maintenance		0	20,976	11,500	(9,476)							20,976	
98				Kitchen Supplies		0	501	1,250	749							501	
99				Electricity		52	198	138	(61)							198	
100				Gas		1,930	4,947	5,000	53							4,947	
101				Garbage		0	5,121	5,000	(121)							5,121	
102				Water		979	3,497	3,000	(497)							3,497	
103				Fire Monitoring System		0	4,391	4,500	109							4,391	
104				Facilities Marketing		0	0	10,000	10,000							0	
105				Building Reserve Fund		0	0	20,000	20,000							0	
106				Broker's Fees		0	0	2,500	2,500							0	
107				Thursday Night Supper		1,133	4,652	6,000	1,348							4,652	
108				Berkeley Forum		0	93	0	(93)							93	
109	(4a)			Other Program Committee Exps		8,813	33,628	10,433	(23,196)							33,628	
111				Donations to Non-Profit Orgs		3,524	11,268	12,000	732							11,268	
112				Fundraising event expense		34	235	2,200	1,965							235	
113	(1)			Capital Campaign		0	1,404	0	(1,404)							1,404	
114				Prior Period Expense		0	1,955	0	(1,955)							1,955	
115	(4)			Restricted Released												(37,787)	37,787
116				<b>Total Expenses</b>		<b>101,624</b>	<b>603,593</b>	<b>566,554</b>	<b>(37,039)</b>					<b>\$ 366,631</b>		<b>\$ 199,176</b>	<b>\$ 37,787</b>
117														<b>61%</b>		<b>33%</b>	<b>6%</b>
118				<b>Excess or (Deficiency) of Revenue Over Expenses</b>		<b>48,979</b>	<b>72,615</b>	<b>3,477</b>	<b>69,138</b>								<b>\$ 64,047</b>
120																	
121				<b>Footnotes</b>													
122	(1)			Capital Campaign activity													
123	(2)			Board Restricted Surplus (Deficit)			<b>\$ 64,047</b>										
124	(3)			Unrestricted Surplus (Deficit)			<b>\$ 8,568</b>										
125	(4a)			Restricted Released includes Other Program Committee expense \$16,200 Pilgrimage to Transylvania; revenue received in FY15-16													
126	(4b)			Cope fund return of escrow advance \$16,050 posted as revenue; should reduce notes receivable instead.													
127																	

## 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 December 31, 2016									
4										
5								Current Year		Prior Year
7	Assets									
8	Current Assets - cash and investment accounts (6)									
34	Total Current Assets (6)							2,385,058.60		2,643,336.13
35										
36	Fixed Assets									
37					Office Equipment			112,796.50		103,068.25
38					Organ			348,804.73		348,804.73
39					Land - Church & RE Buildings			97,578.26		97,578.26
49	Total Fixed Assets net of depreciation							2,024,771.63		1,380,072.45
50										
51	Total Assets							4,409,830.23		4,023,408.58
52										
53	Liabilities & Net Assets									
54	Liabilities									
55	Current Liabilities									
56					Accounts payable (5)			(23.00)		91,902.70
57					Salaries Payable			5,879.36		5,879.36
58					Vacation Payable			23,206.45		21,498.73
59					Retirement Payable			11,224.15		11,224.15
60	>				Garnishments Payable			10,046.43		2,421.04
61					Rental Deposits			5,238.50		3,500.00
62					School Security Deposits			19,000.00		23,275.00
63	Total Current Liabilities							74,571.89		159,700.98
64										
65	Total Liabilities							74,571.89		159,700.98
66										
67	Net Assets									
68					Net Assets			1,603,623.34		1,132,072.60
69					Cope Ministerial Housing Fund			301,285.38		301,285.38
70					UUA-Pooled Fund			32,034.65		32,034.65
71					Fixed Assets, Net of deprec			1,393,545.83		1,393,545.83
72					UUA-Anna Spatz (RE)			45,000.00		45,000.00
73					UUA-Morgan Theological Ed Fund			14,500.00		14,500.00
74					Building Fund			10,625.29		10,625.29
75					UUA-Genl Endowment			934,643.85		934,643.85
76	Total Net Assets							4,335,258.34		3,863,707.60
77										
78	Total Liabilities & Net Assets							4,409,830.23		4,023,408.58
79										
80										
81										
82	Footnotes									
83	(5) Accounts Payable includes prepaid items. Recorded as expense in wrong month.									
84	(6) Current Assets includes Notes Receivable Cope Fund, this \$279k is a long term asset. Asset is overstated by \$16k (see report summary). Fund EZ does not have this asset class.									