

## UUCB Treasurer's Report

### Reported in August 2018

For the Twelve Months Jul 1, 2017 – Jun 30, 2018

#### Summary

Changes to business administration is in process with staffing transition. Former Treasurer Jan Setchko has worked with the Bookkeeper to update transactional accounting through June 30. Also reflected in June reports, Jan has updated some posting procedures for endowment and trust expenditures and withdrawals. Release of restricted funds appears to be an open item in process.

Our cash position remains tight, and requires board action to ensure a healthy cash flow. While the current fiscal year 18-19 has a balanced budget, UUCB needs to stabilize our negative working capital position accumulated during the past three fiscal years. Our FY 18-19 budgeted endowment draw was received in July.

Fiscal year end results are in, our unrestricted deficit is \$173,538; this deficit includes \$48,943 over budget spending for building repairs and maintenance, and \$20,027 in combined legal fees for Skytown Lease and Freestone easement issue. Faith Hope and Charity total received was \$15,993, \$20,008 short of budget. Community Rentals revenues for the year was \$80,114 short of budget.

Pledge receipts are at 97.8% of budget. Thanks to all for honoring your pledges!

Revenue shortfalls described above for FY 17-18 have been addressed with reductions to these line items in the FY 18-19 budget.

Cash available for operations (June 30, 2018) \$67,545

Cash required for TRNA (March 31, 2018) \$337,132

TRNA includes \$42,447 in prepaid pledges for FY1819 and \$76,293 in net cash from endowment fund for repair and maintenance projects.

Board Designated Endowment Fund draws for building repairs: \$75,000 draw scheduled for and received in July. Funds were transferred to our Money Market account to be released when the Building and Grounds Committee completes the RFP process and awards the contract for building repairs.

Revenues	YTD Actual	YTD Budget <sup>1</sup>	Bud Var	% var
Pledge income <sup>1</sup>	\$ 498,702	\$ 510,000	\$ (11,298)	-2.2%
Rental income	286,706	355,542	(68,836)	-19.4%
All other unrestricted	244,170	249,255	(5,085)	-2.0%
<b>Unrestricted</b>	<b>1,029,578</b>	<b>1,114,797</b>	<b>(85,219)</b>	<b>-7.6%</b>
Board Restricted <sup>2</sup>	93,188		93,188	
<b>Total Revenues</b>	<b>1,122,766</b>	<b>1,114,797</b>	<b>7,969</b>	
Expenses	YTD Actual	YTD Budget	Bud Var	% var
Personnel	768,154	742,965	25,189	3.4%
All other unrestrict.	434,961	387,008	47,953	12.4%
<b>Unrestricted</b>	<b>1,203,116</b>	<b>1,129,973</b>	<b>73,143</b>	<b>6.5%</b>
Board Restricted <sup>2</sup>	27,780		27,780	
<b>Total Expenses</b>	<b>1,230,896</b>	<b>1,129,973</b>	<b>100,923</b>	
Net Unrestricted	(173,538)	(15,176)	(158,362)	1043.5%
Net Board Restricted <sup>2</sup>	65,408	-	65,408	
<b>Net Excess (Deficit)</b>	<b>\$ (108,130)</b>	<b>\$ (15,176)</b>	<b>\$ (92,954)</b>	<b>612.5%</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 June 30	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY15-16</u>
Community Rentals Income	\$ 64,888	\$ 96,811	\$ 79,631
prior year % difference	-33%	22%	
Pledges Received	\$ 498,702	\$ 515,034	\$ 528,289
prior year % difference	-3%	-3%	
Building and Grounds Maintenance & Supplies	\$ 91,943	\$ 56,895	\$ 51,180
prior year % difference	62%	11%	

### Endowment Report - this fiscal year activity

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	\$ (168,043)	\$ 107,858	\$ 1,203,818	\$ 1,264,003
Donor Pooled Fund ***	\$ 34,791	11,387	\$ 3,803	\$ 49,981	\$ 34,791
Kay Davis Memorial Fund	\$ 128,478		\$ 11,114	\$ 139,592	\$ 128,478
Loan - Land Use TF	\$ 31,225	9,901	\$ -	\$ 41,126	\$ 31,225
<b>Totals</b>	<b>\$ 1,458,498</b>	<b>\$ (146,755)</b>	<b>\$ 122,775</b>	<b>\$ 1,434,518</b>	<b>\$ 1,458,498</b>
Building Fund **	\$ 32,055	\$ 10,000	\$ 4,371	\$ 46,426	\$ 32,055

\* 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

\*\*\*\* June 30 balance as reflected in UUA LLC endowment statements; GL not yet posted for May and June 2018

ROI (net of fees)	As of June 30, 2018	As of June 30, 2017
5-year	6.10%	6.20%
3-year	5.60%	2.70%
1-year	8.70%	13.80%
1 month	-0.50%	0.40%

### 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>	<b>\$ 6,344</b>	<b>\$ 22,500</b>
Jewelry Table	\$ 2,258	
Zimmerman Concert	\$ 1,545	
Holiday Fair, auction and raffle	\$ 2,540	
<b>Music Events</b>	<b>\$ 14,023</b>	<b>\$ 12,000</b>
Gamelon Concert	\$ 322	
Messiah Sing Along	\$ 5,445	
Organ Concerts	\$ 716	
Love Songs & Chocolates	\$ 920	
Armed Man Concert	\$ 3,995	
Cabaret	\$ 2,624	
<b>Snack Table</b> (through August)	<b>\$ 479</b>	<b>\$ -</b>
<b>Grand Total Fundraising</b>	<b>\$ 20,845</b>	<b>\$ 34,500 60.4%</b>

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### **Restricted Expenditures FY17-18**

Capital Campaign	\$ 23,259
Lawrence Lecture	\$ 0
Asset Options TF (formerly Land Use TF)	\$ 0
Partner Church (posted as unrestricted other exp)	\$ 3,000

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

**Repairs and Maintenance:** At a special congregational meeting January 28, 2018, the congregation approved expending \$758,000 from the Board Designated Endowment Fund on designated building repairs and maintenance projects. UUA LLC guidelines for withdrawals: only one withdrawal every 30 days, 30 days advance notice for withdrawals over \$100,000, 10 days advance notice for withdrawals up to \$100,000.

**Prior Year Pledge Receipts** The net shortfall of FY1617 pledge receipts was (\$37,466). YTD prior year pledges received \$16,467.

**Calkin's Trust** - We need one more candidate to manage the trust with Trustee Jane Lundin. Currently, Anne Greenwood continues to ensure remittances and tax filings are up to date.

**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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	A	B	C	D	E	G	H	M	N	O	P	Q	R	X	Y	Z	AA	AC
1				Unitarian Universalist Church of Berkeley									% Pledges rec'd YTD)		97.8%			
2				Budget Comparison Report									YTD Pledge receipts:		\$ 498,702			
3				Budget and Actual Period: 7/1/2017 - 4/30/2018									Total Pledge budget		\$ 510,000			
6													YTD Pledge budget		\$ 510,000			
7																100.0%		
9				<b>Revenue</b>									<b>Pledge</b>	<b>Rentals</b>	<b>Other Unrestricted</b>	<b>Board Restricted</b>		
10				Pledge Income	29,180	472,970	470,000	2,970	472,970									-
11				Char Trust in lieu of pledge	0	9,264	0	9,264	9,264									-
12				New member pledges	0	0	25,000	(25,000)	0									(25,000)
13				Faith, Hope & Charity	1,280	15,993	36,000	(20,008)								15,993		(20,008)
14				Plate collections	924	11,003	14,000	(2,997)								11,003		-
15				Special Offering Collections	(1,385)	6,581	0	6,581								6,581		-
16				Good Neighbor collections	1,377	25,863	24,000	1,863								25,863		-
17				Other unpledged contributions	201	13,526	40,939	(27,413)								13,526		(27,413)
18				Special Projects Donations	0	11,002	0	11,002								11,002		-
19				Bequest Income	0	25,000	1,000	24,000								25,000		-
20				Weddings/Memorials/Celebration	0	2,640	0	2,640							2,640			-
21				Endowment Transfer	0	58,142	58,142	0								58,142	0	-
22	>	(2)	(4)	Restricted Contrib.-Released													0	-
23				Prior Year Pledge Payments	907	16,467	15,000	1,467	16,467									-
24				Center for Spiritual Developmt	0	550	7,000	(6,450)								550		(6,450)
25				Personal Theology	20	2,046	1,800	246								2,046		-
26				Other Program Income	779	12,916	10,300	2,616								12,916		-
27				Fundraising GrUUp Projects	6	4,086	22,500	(18,414)								4,086		(18,414)
28				Music Events	0	21,676	12,000	9,676								21,676		-
29				Religious Education Event	0	867	0	867								867		-
30				Other Events	0	2,166	0	2,166								2,166		-
31				Capital Campaign	200	4,380	0	4,380										-
32				Community Use-Space Rental	3,929	64,888	145,000	(80,112)							64,888			(80,112)
33				Nursery	8,370	79,622	73,464	6,158							79,622			-
34				RE Bulding-Lease	11,877	126,980	119,478	7,502							126,980			-
35				RE Building-Custodial	0	10,140	14,400	(4,260)							10,140			-
36				RE Building-Utilities	0	2,435	3,200	(765)							2,435			-
37				Sales - Book Table	51	517	2,000	(1,483)								517		-
38				Sales - Videos	0	0	60	(60)								0		-
39				Sales - Snack Table	0	479	2,500	(2,021)								479		-
40				Sales - Other	0	2,258	3,000	(742)								2,258		-
41				Scrip income	0	50	500	(450)								50		-
42				Other Revenue	13,298	23,842	3,000	20,842								23,842		-
43				Interest Income-general	0	95	2,700	(2,605)								95		-
44	(2)			Investment interest & dividend	0	9,535	0	9,535									9,535	-
45	(2)			Endowment earnings	0	12,211	6,059	6,152									12,211	-
46	(2)			Investment realized gain/loss	0	(1)	0	(1)									(1)	-
47				Endowment realized gain	0	(58,142)	0	(58,142)									(58,142)	(58,142)
48	(2)			Investment unrealized gain/los	0	32,239	0	32,239									32,239	-
49	(2)			Endowment unrealized change	0	97,345	0	97,345									97,345	-
50	(2)			Income from Trusts	142	5,372	1,755	3,617								5,372		-
51				Trust Management Fees	0	140	0	140								140		-
52				<b>Total Revenue</b>	<b>71,154</b>	<b>1,127,146</b>	<b>1,114,797</b>	<b>12,349</b>	<b>\$ 498,702</b>	<b>\$ 286,706</b>	<b>\$ 244,170</b>	<b>\$ 93,188</b>						
53									<b>44%</b>	<b>25%</b>	<b>22%</b>	<b>8%</b>						

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3				Budget and Actual Period: 7/1/2017 - 4/30/2018					Total Pledge budget		\$ 510,000		
6									YTD Pledge budget		\$ 510,000		
7					Current Period Actual	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance				100.0%	
54	<b>Expenses</b>								<b>Personnel</b>		<b>Other Unrestricted</b>	<b>Board Restricted</b>	
55				Salary and Wages	44,705	527,550	565,033	37,483	527,550				0
56				Intern Minister	1,250	25,000	25,000	0	25,000				0
57				Housing	3,317	39,807	0	(39,807)	39,807				-39806.88
58				SECA	716	8,689	8,595	(94)	8,689				0
59				Payroll Taxes	2,973	40,061	36,543	(3,518)	40,061				0
60				Employee Benefits-Health	374	49,721	53,447	3,726	49,721				0
61				Employee Benefits-Life/Disabil	267	3,121	3,385	264	3,121				0
62				Employee Benefits-Retirement	12,578	51,116	49,688	(1,428)	51,116				0
63				Workers Compensation	0	6,578	9,000	2,422	6,578				0
64				Insurance	0	22,533	24,000	1,468			22,533		0
65				Worker's Comp Insurance	2,032	666	0	(666)	666				0
66				Accounting Services	0	8,419	23,000	14,581			8,419		0
67				Board Contingencies	0	255	0	(255)					0
68				Consultants/Contractors	3,533	34,146	8,200	(25,946)			34,146		-25946.44
69				Honoraria/Classes	0	1,100	12,100	11,000			1,100		0
70				Guest Musicians	500	6,320	1,000	(5,320)			6,320		0
71				Supplies	1,441	21,789	15,000	(6,789)			21,789		0
72				Small Equipment	0	1,433	2,000	567			1,433		0
73				Printing and copying	0	455	4,000	3,545			455		0
74				Equipment leases	94	7,025	8,100	1,075			7,025		0
75				Equipment repair & maintenance	450	4,783	7,400	2,617			4,783		0
76				Postage	23	2,686	4,500	1,814			2,686		0
77				Telecommunications	1,055	15,569	15,800	231			15,569		0
78				Advertising and PR	92	2,119	3,500	1,381			2,119		0
79				Communications & Web Site	274	3,163	0	(3,163)			3,163		0
80				Canvass Expenses	209	821	0	(821)			821		0
81				Property Taxes	0	11,379	7,300	(4,079)			11,379		0
82				Professional development	3,375	15,846	17,274	1,428	15,846				0
83				GA Delegate & Leadership Schl	0	420	3,000	2,580			420		0
84				Staff & volunteer appreciation	430	1,779	2,000	221			1,779		0
86				Bank Fees	0	4,324	5,000	677			4,324		0
87	(2)			Management fees	0	15,916	0	(15,916)				15,916	-15916.35
88				Other Expense	184	16,947	3,783	(13,164)			16,947		-13164.1
91				Payroll Processing Fees	280	3,743	3,800	57			3,743		0
92				UUA Annual Program Dues	0	21,900	22,993	1,093			21,900		0
93				UUA Pacific Central Dist Dues	0	10,585	11,107	523			10,585		0

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3				Budget and Actual Period: 7/1/2017 - 4/30/2018										Total Pledge budget		\$ 510,000		
6														YTD Pledge budget		\$ 510,000		
7																		100.0%
94																		
95	<b>Expenses</b>													<b>Personnel</b>		<b>Other Unrestricted</b>	<b>Board Restricted</b>	
96				Distributions - Calkins Trust		0		11,864		0			(11,864)				11,864	-11863.69
97				Building & grounds supplies		510		30,421		18,000			(12,421)			30,421		-12420.66
98				Building & grounds maintenance		0		61,523		25,000			(36,523)			61,523		-36522.54
99				Building Maintenance Reserve		0		0		23,257			23,257			0		0
100				Brokers Fees		0		6,009		6,000			(9)			6,009		0
101				Kitchen Supplies		116		220		2,500			2,280			220		0
102				Electricity		37		3,391		303			(3,088)			3,391		0
103				Gas		732		15,652		10,000			(5,652)			15,652		0
104				Garbage		871		10,726		10,000			(726)			10,726		0
105				Water		1,596		11,207		7,100			(4,107)			11,207		0
106				Fire Monitoring System		0		13,614		11,000			(2,614)			13,614		0
107				Facilities Marketing		0		0		7,000			7,000			0		0
108				Brokers Fees		0		4,906		0			(4,906)			4,906		0
109				Other Program Committee Exps		3,213		24,864		26,665			1,801			24,864		0
110				Denominational Outreach		0		0		1,600			1,600			0		0
111				Donations to Non-Profit Orgs		1,587		24,716		24,000			(716)			24,716		0
112				Fundraising event expense		0		1,018		2,000			982			1,018		0
113		(1)		Capital Campaign		0		23,259		0			(23,259)			23,259		0
114	>	(4)		Restricted Released														
115	<b>Total Expenses</b>					88,816		1,231,150		1,129,973			(101,177)	<b>\$ 768,154</b>		<b>\$ 434,961</b>	<b>\$ 27,780</b>	
116														62%		35%	2%	
117	<b>Excess or (Deficiency) of Revenue Over Expenses</b>					(17,662)		(104,004)		(15,176)			(88,828)				<b>\$ 65,408</b>	
119																		
120	<b>Footnotes</b>																	
121	(1)			Capital Campaign activity														
122	(2)			Board Restricted Surplus (Deficit)				<b>\$ 65,408</b>										
123	(3)			Unrestricted Surplus (Deficit)				<b>\$ (169,412)</b>										
124																		
125																		
126																		

## 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 June 30, 2018									
4										
5								Current Year		Prior Year
7	Assets									
8	Current Assets - cash and investment accounts (6)									
35	Total Current Assets (6)							2,321,069.18		2,382,399.83
36										
37	Fixed Assets									
50	Total Fixed Assets net of depreciation							1,873,328.73		1,873,328.73
51										
52	Total Assets							4,194,397.91		4,255,728.56
53										
54	Liabilities & Net Assets									
55	Liabilities									
56	Current Liabilities									
57					Accounts payable (5)			33,511.78		678.59
58					Salaries Payable			25,710.52		22,531.52
59					Vacation Payable			18,007.97		18,007.97
60					Retirement Payable			2,205.14		1,901.00
62					Rental Deposits			2,257.50		3,600.00
63					School Security Deposits			26,700.00		19,000.00
64	Total Current Liabilities							108,392.91		65,719.08
65										
66	Total Liabilities							108,392.91		65,719.08
67										
68	Net Assets									
69					Net Assets			279,321.33		445,853.80
71					Temporarily Restricted Fund			337,134.88		248,324.10
72					UUA-Permanent Endowment Pooled			49,590.13		34,791.23
73					UUA-Staff Pension Fund			6,585.16		6,108.66
74					Fixed Assets, Net of deprec			1,873,328.73		1,873,328.73
75					UUA-Spatz Educational Fund			52,511.86		52,626.38
76					UUA-Morgan Theological Ed Fund			26,926.52		26,982.63
77					UUA-Building Fund			46,181.43		32,055.22
78					Armstrong Garden Fund			20,473.61		20,824.00
79					UUA-Lawrence Lecture Fund			61,050.89		56,633.25
80					UUA-Kay Davis Fund			138,500.21		128,478.35
81					Board Designated Endowment			1,194,400.25		1,264,003.13
82	Total Net Assets							4,086,005.00		4,190,009.48
83										
84	Total Liabilities & Net Assets							4,194,397.91		4,255,728.56
86										
87										
88	Footnotes									
89	(5) Accounts Payable may include prepaid items recorded as expense in wrong month.									
90	(6) Current Assets includes Notes Receivable Cope Fund, this \$295k is a long term asset. Fund EZ does not have this asset class.									