

## UUCB Treasurer's Report

**Reported in April 2019**  
For the Seven Months Jul 1, 2018 –Jan 31, 2019

### Summary

YTD pledge income at 66.6% of budget, 10% below our historic average year to date received pledges. The year to date surplus is \$99,158. This is a seasonal surplus which will be spent on budgeted expenses in the final five months of this fiscal year. Community rental revenues are expected to fall short of budget by \$20,000. Cottage rental revenue budget for this fiscal year, \$20,000, is expected to fall short by as much as \$15,000. Combined shortfalls in pledges and rentals projected for year end: \$75,000.

Note: Total pledges has been adjusted again this month for \$40,400 in prepaid pledges posted to the wrong fund. As of publication of this report, the TRNA has not been updated for January 31.

The following are revenues in excess of budget: (1) bequest income total \$25,000; (2) \$20,000 in unpledged income; (3) \$15,000 insurance revenue - Freestone insurance settlement; (4) \$23,000 water rights settlement Freestone. These revenues are reduced by unbudgeted expenses for for CPA and accounting outsourced services, YTD \$23,181; Legal fees \$11,700 (recorded this fiscal year). Unbudgeted revenues net of unbudgeted expense is expected to provide \$28,000.

Cash is holding steady with \$128,006 available as of January 31. The \$25,975 in current liabilities does not include UUA and PCD unpaid dues which were suspended last year pending stabilizing our cash flow. Accrual of UUA and PCD dues will increase our payables and decrease our year to date surplus by \$16,510. I again recommend the CT request the bookkeeper post these unpaid installments without issuing checks - then our accounts payable will provide a more accurate assessment of payables. This information will better inform the CT on cash requirements to move forward with catching up on our dues to these organizations.

Pending adjustment: \$12,000 expensed for dry rot repair to Safir room will be capitalized (the expense will be reversed and placed on the balance sheet under fixed assets).

Revenues	YTD Actual	YTD Budget <sup>1</sup>	Bud Var	% var
Pledge income <sup>1</sup>	\$ 342,119	\$ 380,497	\$ (38,378)	-10.1%
Rental income	198,686	210,384	(11,698)	-5.6%
All other unrestricted	148,401	107,756	40,644	37.7%
<b>Unrestricted</b>	<b>689,207</b>	<b>698,638</b>	<b>(9,431)</b>	<b>-1.3%</b>
Board Restricted <sup>2</sup>	58,696		58,696	
<b>Total Revenues</b>	<b>747,903</b>	<b>698,638</b>	<b>49,265</b>	
<b>Expenses</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Bud Var</b>	<b>% var</b>
Personnel	379,646	383,427	(3,781)	-1.0%
All other unrest.	209,980	216,053	(6,073)	-2.8%
<b>Unrestricted</b>	<b>589,626</b>	<b>599,480</b>	<b>(9,854)</b>	<b>-1.6%</b>
Board Restricted <sup>2</sup>	26,152		26,152	
<b>Total Expenses</b>	<b>615,777</b>	<b>599,480</b>	<b>16,298</b>	
Net Unrestricted	99,581	99,158	423	0.4%
Net Board Restricted <sup>2</sup>	32,544	-	32,544	
<b>Net Excess (Deficit)</b>	<b>\$ 132,125</b>	<b>\$ 99,158</b>	<b>\$ 32,967</b>	<b>33.2%</b>

<sup>1</sup>YTD Budget is corrected manually on the summary provided. Adjusted for known variances.

<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 Jan 31	<u>FY 18-19</u>	<u>FY 17-18</u>	<u>FY 16-17</u>	<u>FY15-16</u>
Community Rentals Income	\$ 51,401	\$ 45,951	\$ 57,540	\$ 33,428
prior year % difference	12%	-20%	72%	
Pledges Received	\$ 342,119	\$ 356,828	\$ 368,828	\$ 340,044
prior year % difference	-4%	-3%	8%	
Building and Grounds Maintenance & Supplies	\$ 32,033	\$ 38,511	\$ 42,366	\$ 38,996
prior year % difference	-17%	-9%	9%	

### Endowment Report - this fiscal year activity

Fund details	Balance at 6/30/18	Increase (Decrease)*	Fiscal YTD Net Income	Current Balance	YTD Balance Prior Year
Board Designated Fund **	\$ 1,203,818	\$ (213,583)	\$ (10,107)	\$ 980,128	\$ 1,332,482
Donor Pooled Fund ***	\$ 49,981	(4,446)	\$ (270)	\$ 45,265	\$ 51,171
Kay Davis Memorial Fund **	\$ 139,592	(14,819)	\$ (740)	\$ 124,033	\$ 142,916
Loan - Land Use TF	\$ 41,126		\$ -	\$ 41,126	\$ 41,126
<b>Totals</b>	<b>\$ 1,458,498</b>	<b>\$ (232,848)</b>	<b>\$ (11,117)</b>	<b>\$ 1,190,552</b>	<b>\$ 1,567,695</b>
Building Fund **	\$ 46,546		\$ (280)	\$ 46,265	\$ 47,654

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

\*\* Board Designated Fund FY18-19 withdrawals for Capital R&M \$75,000 July 2018, \$100,000 November 2018; FY18-19 budget allocated withdrawal less reallocated withdrawal from Donor Pooled Fund and Kay Davis Memorial Fund for FY 17-18 and FY 16-17

\*\*\* Donor Pooled Fund and Kay Davis Memorial Funds FY18-19 withdrawal, FY 17-18 and FY 16-17 reallocated withdrawal.

ROI (net of fees)	As of Jan 31, 2019	As of Jan 31, 2018
5-year	4.40%	6.50%
3-year	8.60%	7.00%
1-year	-2.90%	19.20%
1 month	6.30%	3.90%

## UUCB Treasurer's Report

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### **Restricted Expenditures FY19-20**

Capital Campaign	\$ 12,377
Capital Improvements Project	\$ 185,249
Lawrence Lecture	\$ 4,709
Asset Options TF (formerly Land Use TF)	\$ 0
Partner Church	\$ 0

### **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. \$29,100 of the approved expenditures will not be needed for mold remediation. The new net amount available for Capital Improvements Project is \$728,900, with \$275,000 withdrawn from the Quasi Endowment in calendar 2018. Total expended FY17-18 and FY18-19 through December 31: \$215,390.30 - expenditures were capitalized and now appear on the balance sheet under fixed assets. The balance of cash withdrawn is segregated in a money market account.

**Prior Year Pledge Receipts** The net shortfall of FY17-18 pledge receipts was (\$9,325). YTD prior year pledges received \$8,707.

**Lawrence Lecture-** November event receipts were \$7,109; expenses were \$4,709.30.; a \$5,000 advance for cashflow was taken out of the UUA account in July. Open item for Coordinating Team to determine how much rental, if any, should be charged to the fund for the use of Community Rental space. Pending the outcome of that determination, between \$5,000 - \$7,835 will be transferred to the Lawrence Lecture fund.

### **Confidentiality**

Due to confidentiality, the balance sheet appears in summary format. A supplemental report is provided in summary by asset category.

## UUCB Treasurer's Report

	A	B	C	D	G	M	O	Q	X	Y	Z	AA	AC
1	Unitarian Universalist Church of Berkeley								% Pledges rec'd YTD)		66.6%		
2	Budget Comparison Report								YTD Pledge receipts:		\$ 342,119		
3	Budget and Actual Period: 7/1/2018 - 1/31/2019								Total Pledge budget		\$ 513,997		
6									YTD Pledge budget		\$ 380,497		
7											74.0%		
9	<b>Revenue</b>								<b>Pledge</b>	<b>Rentals</b>	<b>Other Unrestricted</b>	<b>Board Restricted</b>	
10				Pledge Income	29,162	333,172	363,000	(29,828)	333,172				(29,828)
11				Char Trust in lieu of pledge	40	240	0	240	240				-
12				New member pledges	0	0	8,750	(8,750)	0				(8,750)
13	>			Faith, Hope & Charity							0		-
14				Plate collections	890	6,668	8,167	(1,498)			6,668		-
15				Special Offering Collections	200	200	0	200			200		-
16				Good Neighbor collections	1,783	11,250	14,000	(2,750)			11,250		-
17				Other unpledged contributions	445	29,171	2,917	26,255			29,171		-
18				Special Projects Donations	170	11,949	0	11,949			11,949		-
19				Bequest Income	5,000	25,000	583	24,417			25,000		-
20				Bequest to Building Fund	0	7,000	0	7,000				7,000	-
21				Weddings/Memorials/Celebration	150	2,162	0	2,162			2,162		-
22				Endowment Transfer	0	73,291	57,856	15,435				73,291	-
23	(2)	(4)		Restricted Contrib.-Released	0	19,266	0	19,266				19,266	-
24				Prior Year Pledge Payments	0	8,707	8,747	(40)	8,707				-
25				Personal Theology	178	836	0	836			836		-
26				Other Program Income	115	2,987	0	2,987			2,987		-
27				Fundraising GrUUp Projects	1,700	7,356	0	7,356			7,356		-
28				Music Events	460	5,919	5,833	85			5,919		-
29				Religious Education Event	0	74	0	74			74		-
30				Capital Campaign	0	50	0	50			50		-
31				Community Use-Space Rental	4,984	51,401	58,333	(6,933)		51,401			(6,933)
32				Community Use-Instrument Rntal	0	1,000	0	1,000		1,000			-
33				Preschool	16,862	65,307	62,650	2,657		65,307			-
34				Freestone Rental	0	1,000	0	1,000		1,000			-
35				RE Bulding-Lease	10,379	79,813	71,150	8,663		79,813			-
36				RE Building-Utilities	585	166	4,848	(4,682)		166			-
37				Sales - Book Table	96	399	0	399			399		-
38				Sales - Snack Table	17	19	0	19			19		-
39				Sales - Other	0	2,257	0	2,257			2,257		-
40				Scrip income	4	33	292	(258)			33		-
41				Other Revenue	230	42,027	1,750	40,277			42,027		-
42				Interest Income-general	5	44	1,575	(1,531)			44		-
43	>	(2)		Investment interest & dividend								0	-
44	(2)			Endowment earnings	577	9,416	0	9,416				9,416	-
45	(2)			Investment realized gain/loss	0	(38,583)	0	(38,583)				(38,583)	(38,583)
46	>			Endowment realized gain								0	-
47	>	(2)		Investment unrealized gain/los								0	-
48	(2)			Endowment unrealized change	58,943	(12,689)	0	(12,689)				(12,689)	(12,689)
49	(2)			Income from Trusts	142	995	1,024	(28)				995	-
50												0	-
51	<b>Total Revenue</b>				133,117	747,903	671,475	76,428	\$ 342,119	\$ 198,686	\$ 148,401	\$ 58,696	
52									46%	27%	20%	8%	

## UUCB Treasurer's Report

	A	B	C	D	G	M	O	Q	X	Y	Z	AA	AC
1				Unitarian Universalist Church of Berkeley					% Pledges rec'd YTD)		66.6%		
2				Budget Comparison Report					YTD Pledge receipts:		\$ 342,119		
3				Budget and Actual Period: 7/1/2018 - 1/31/2019					Total Pledge budget		\$ 513,997		
6									YTD Pledge budget		\$ 380,497		
7					Current Period Actual	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance				74.0%	
53	<b>Expenses</b>								<b>Personnel</b>			<b>Other Unrestricted</b>	<b>Board Restricted</b>
54				Salary and Wages	37,769	266,048	296,725	30,678	266,048				0
55				Intern Minister	0	1,250	0	(1,250)	1,250				0
56				Housing	3,317	23,221	0	(23,221)	23,221				-23220.68
57				SECA	716	5,014	5,014	0	5,014				0
58				Payroll Taxes	2,462	17,177	17,686	509	17,177				0
59				Employee Benefits-Health	3,928	27,744	28,757	1,012	27,744				0
60				Employee Benefits-Life/Disabil	205	1,813	1,975	162	1,813				0
61				Employee Benefits-Retirement	3,194	22,481	21,009	(1,472)	22,481				0
62				Workers Compensation	0	(876)	5,247	6,123	(876)				0
63				Insurance	0	14,152	15,619	1,466			14,152		0
64				Worker's Comp Insurance	2,409	7,166	0	(7,166)	7,166				0
65				Accounting Services	1,808	23,181	0	(23,181)			23,181		-23181.04
66				Consultants/Contractors	0	19,514	6,201	(13,313)			19,514		-13312.69
67				Honoraria/Classes	400	2,141	998	(1,143)			2,141		0
68				Guest Musicians	425	6,990	438	(6,553)			6,990		0
69				Supplies	497	13,541	7,490	(6,051)			13,541		0
70				Small Equipment	0	0	1,167	1,167			0		0
71				Printing and copying	54	479	1,546	1,067			479		0
72				Equipment leases	1,336	5,471	4,725	(746)			5,471		0
73				Equipment repair & maintenance	0	2,782	3,879	1,097			2,782		0
74				Postage	0	2,025	2,625	600			2,025		0
75				Telecommunications	574	5,505	7,000	1,495			5,505		0
76				Advertising and PR	244	1,645	0	(1,645)			1,645		0
77				Communications & Web Site	274	1,918	0	(1,918)			1,918		0
78				Property Taxes	0	7,337	7,000	(337)			7,337		0
79				Professional development	329	8,608	7,014	(1,594)	8,608				0
80				Staff & volunteer appreciation	211	226	875	649			226		0
81				Bank Fees	406	2,673	3,267	593			2,673		0
82	(2)			Management fees	862	6,886	0	(6,886)				6,886	0
83				Other Expense	0	1,091	2,888	1,797			1,091		0
84				Payroll Processing Fees	318	2,279	2,450	171			2,279		0
85				UUA Annual Program Dues			11,132	11,132			0		0
86				UUA Pacific Central Dist Dues			5,378	5,378			0		0

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	A	B	C	D	G	M	O	Q	X	Y	Z	AA	AC
1				Unitarian Universalist Church of Berkeley					% Pledges rec'd YTD)		66.6%		
2				Budget Comparison Report					YTD Pledge receipts:		\$ 342,119		
3				Budget and Actual Period: 7/1/2018 - 1/31/2019					Total Pledge budget		\$ 513,997		
6									YTD Pledge budget		\$ 380,497		
7					<b>Current Period Actual</b>	<b>Year-to-Date Actual</b>	<b>Year-to-Date Budget</b>	<b>Year-to-Date Variance</b>					
87											74.0%		
88				<b>Expenses</b>					<b>Personnel</b>		<b>Other Unrestricted</b>	<b>Board Restricted</b>	
89				Building & grounds supplies	806	5,596	11,667	6,071			5,596		0
90				Building & grounds maintenance	15,424	26,437	14,583	(11,854)			26,437		-11853.93
91				Building Maintenance Reserve	0	0	20,248	20,248			0		0
92				Brokers Fees	0	10,915	9,800	(1,115)			10,915		0
93				Kitchen Supplies	0	93	1,458	1,366			93		0
94				Electricity	32	253	230	(22)			253		0
95				Gas	2,862	7,531	9,042	1,511			7,531		0
96				Garbage	1,817	7,045	7,875	830			7,045		0
97				Water	0	5,433	7,292	1,859			5,433		0
98				Fire Monitoring System	1,708	8,599	8,750	151			8,599		0
99				Other Program Committee Exps	630	17,610	2,042	(15,568)			17,610		-15568.1
100				Donations to Non-Profit Orgs	2,310	13,222	0	(13,222)			13,222		-13221.53
101				Fundraising event expense	5	1,186	583	(603)			1,186		0
102		(1)		Capital Campaign	0	12,377	0	(12,377)			12,377		0
103	>	(4)		Restricted Released							(19,266)	19,266	
104				<b>Total Expenses</b>	<b>87,333</b>	<b>615,777</b>	<b>561,672</b>	<b>(54,106)</b>	<b>\$ 379,646</b>		<b>\$ 209,980</b>	<b>\$ 26,152</b>	
105									<b>62%</b>		<b>34%</b>	<b>4%</b>	
106				<b>Excess or (Deficiency) of Revenue Over Expenses</b>	<b>45,784</b>	<b>132,125</b>	<b>109,803</b>	<b>22,322</b>				<b>\$ 32,544</b>	
108													
109				<b>Footnotes</b>									
110		(1)		Capital Campaign activity									
111		(2)		Board Restricted Surplus (Deficit)		<b>\$ 32,544</b>							
112		(3)		Unrestricted Surplus (Deficit)		<b>\$ 99,581</b>							
113													
114													
115													

## UUCB Treasurer's Report

A	B	C	D	E	F	G	H	I	J	K	L	
1	Unitarian Universalist Church of Berkeley											
2	Balance Sheet											
3	As of Jan 31, 2019											
4												
5									Current Year	Prior Year		
7	Assets											
8	Current Assets - cash and investment accounts (6)											
35	Total Current Assets (6)								2,203,140			2,505,621
36												
37	Fixed Assets											
38					Office Equipment			112,797			112,797	
39					Organ			348,805			348,805	
40					Land - Church & RE Buildings			97,578			97,578	
41					Buildings - Church & RE			3,008,734			2,993,544	
42					Bldg Improvements - Church & RE			462,964			462,964	
43					Capital Campaign WIP			215,390			30,142	
44					Land - Cottage			5,000			5,000	
45					Building - Cottage			34,342			34,342	
46					Land - Freestone			5,782			5,782	
47					Building - Freestone			11,772			11,772	
48					Bldg Improvements - Freestone			81,647			81,647	
49					Accumulated Depreciation			(2,385,677)			(2,288,235)	
50	Total Fixed Assets net of depreciation								1,999,133			1,896,137
51												
52	Total Assets								4,202,273			4,401,758
53												
54	Liabilities & Net Assets											
55	Liabilities											
56	Current Liabilities											
57					Accounts payable (5)			25,975			47,512	
58					Salaries Payable			19,653			22,401	
59					Vacation Payable			18,008			18,008	
60					Retirement Payable			7			7,195	
61					Loans Payable (7)			80,000			0	
63					Rental Deposits			1,972			2,428	
64					School Security Deposits			29,700			26,700	
65	Total Current Liabilities								175,315			124,243
66												
67	Total Liabilities								175,315			124,243
68												
69	Net Assets											
70					Net Assets			388,000			361,311	
72					Temporarily Restricted Fund			342,013			293,552	
73					UUA-Permanent Endowment Pooled			45,530			51,171	
74					UUA-Staff Pension Fund			6,636			6,795	
75					Fixed Assets, Net of deprec			1,896,137			1,873,329	
76					UUA-Spatz Educational Fund			52,921			58,193	
77					UUA-Morgan Theological Ed Fund			27,136			25,733	
78					UUA-Building Fund			46,541			47,654	
79					Armstrong Garden Fund			20,474			21,382	
80					UUA-Lawrence Lecture Fund			62,290			62,997	
81					UUA-Kay Davis Fund			124,760			142,916	
82					Board Designated Endowment			1,014,519			1,332,482	
83	Total Net Assets								4,026,958			4,277,515
84												
85	Total Liabilities & Net Assets								4,202,273			4,401,758
86												
87												
88												
89	Footnotes											
90	(5) Accounts Payable may include prepaid items recorded as expense in wrong month.											
91	(6) Current Assets includes Notes Receivable Cope Fund, this \$303k is a long term asset. Accounting Consultant explained the account was not set up as a long term asset & will have to set up a new account in the right category.											
92	(7) Notes payable - loans from congregants for cash flow											

	A	B
	Unitarian Universalist Church of Berkeley	
	Balance Sheet Supplemental	
	as of January 31, 2019	
1	Cash and Other Assets Summary	
2		
3		
4		Total
5	Unrestricted Cash	128,006
6	Unrestricted Cash Capital Projects Endowment	73,308
7	Non-cash current asset	24,252
8	Permanently Restricted	249,119
9	Temporarily Restricted	76,988
10	Quasi Endowment	980,019
11	Trust	368,428
12	Non current Asset - Note Receivable Cope	303,021
13	Grand Total	2,203,140



**Unitarian Universalist Church of Berkeley**  
**Promissory Note - Cope Fund - Equity Sharing Repair Fund**  
For maintenance and repair of property as detailed in promissory note  
**Standard Operating Procedure for draws on fund**

Excerpt from note:

The purpose of the Loan is to provide the Borrowers with a source of funds to draw upon if necessary for repairs to the Borrowers' residence ... Pinole, CA ("Property"). Up to the full amount of the Loan shall be disbursed to the Borrowers upon the Borrowers submitting a request to Holder for a disbursement of the Loan. The request for a disbursement shall include information on the repairs to be made to the Property. The Holder shall disburse funds to the Borrowers within five (5) business days of any request provided the request includes appropriate documentation regarding the repairs to be made to the Property. Borrowers may request multiple disbursements of the Loan but in no event will the outstanding Loan amount ever exceed forty nine thousand dollars (\$49,000). Holder shall not fund any request for disbursement that is received after the tenth anniversary of this Note.

- 1a Co-Ministers submit invoice or estimate with a check request to any sitting member of the duly elected board of trustees. Check signers will not sign check request (President, Vice-President, Treasurer).
- 1b If check request is for an advance, the Co-ministers will follow up & provide invoice documenting final cost, settling the difference by following all steps here.
- 2 Check issued from the general operating account will debit the Cope Fund Notes Receivable account (an asset account).
- 3 Quarterly, or earlier as needed for cash flow, Treasurer will submit a draw request for transfer of funds from cash account where Cope funds are held to repay the general operating fund for advances made vs the Cope Fund Notes Receivable.
- 4 Treasurer will prepare and update a spreadsheet which will track UUCB equity in the Co-Ministers housing & make this part of the Treasurer's report.
- 5 Staff will not be responsible to approve or monitor the advances other than posting transactions to correct general ledger account and reconciling the cash accounts.