

TO: Board of Trustees
FR: Carolyn James, Treasurer
DATE: 2/28/2023
RE: Treasurer's Report for 3/1/2023 BOT Meeting

Status of our Financial Reporting System:

Our new contract accountant, Kevin Brower from Dakin Ventures Consulting Group (DVCG), started working in early February and has brought our accounting nearly up to date. He has reconciled the bank accounts for each month for the period May 2022 through January 2023 (which our prior accountant had ceased doing). Kevin also has good ideas for improving our recordkeeping and streamlining our processes, which will help us comply with the recommendations from our outside auditors.

Status of Budget Process:

The Finance Committee met on 2/27/2023 to review a first draft of the budget for FY 2023-24 prepared by Tess. We will review a second draft at our next meeting 3/20/2023. We anticipate bringing a draft budget to the Board for the 4/5/2023 meeting.

Financial Statements

Attached is the Balance Sheet as of 1/31/2023, and the Budget Comparison report for the period 7/1/2022 through 1/31/2023. As requested by the Board, I have included the Budget Comparison report with depreciation and unrealized investment gains/losses excluded, as these are non-budgeted items and our focus is on the budgeted operating expenses.

Balance Sheet:

- Operating checking account is at \$175K
- Endowment accounts – please note Endowment balances are through 12/31/22 only, due to a lag in when UUCEF makes reports available. As of 12/31/22, the endowment is down about 12% compared to one year prior.
- Loans payable of \$47K reflects two congregant loans plus accrued interest. This is due to be repaid in September 2023.

Budget Comparison Report:

Revenue:

- Pledge income is at \$366K, and appears to be on track for meeting our budgeted goal of \$445K
- Unpledged contributions (\$24K) and bequest to the building fund (\$20K) are ahead of budget.
- Community Use rentals at \$76K are below our budget target of \$86K.
- Campus Rental from Schools is on budget.
- All other income categories are generally close to budget.

Expenses:

- Salary and related expenses are running close to budget.
- Accounting services expense is under budget, but we expect to spend the full budget by year-end as we catch up our accounting.
- Consultants/Contractors appears over budget by \$10K, however \$5K of this was for Lawrence Lecture which will be reimbursed by the temp restricted Lawrence Lecture Fund. Additionally, \$5K was for temporary help for Admin while staff were on maternity leave.
- Building and Grounds maintenance appears over budget by \$9K, however much of this will be reimbursed by the earmarked funds from the endowment.
- Professional development is below budget by \$5K.
- Gas expense is \$5.6K over budget, and this figure does not include the \$9K gas bill received in February. This line item will definitely exceed the budget for the year by a substantial amount.
- All other expenses are generally running close to budget.

Overall, the results show that our revenue is in excess of expenses year-to-date, by approx. \$159K. This does not include unrealized investment gains/losses and depreciation. I would caution that we likely won't end the year so far ahead, because pledge payments tend to be a bit "front-loaded", with a large proportion of payments arriving in December.

Unitarian Universalist Church of Berkeley
 Budget Comparison Report - *Excluding Depreciation & Unrealized Gains/Losses*
 Current Period: 7/1/2022 - 1/31/2023
 Budget Period: 7/1/2022 - 6/30/2023

	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue					
Pledge Income	365,684.10	265,500.00	100,184.10	445,500.00	79,815.90
Plate collections	12,652.50	8,000.00	4,652.50	12,000.00	(652.50)
Special Offering Collections	6,306.00	8,900.00	(2,594.00)	13,000.00	6,694.00
Good Neighbor collections	7,596.49	6,794.59	801.90	12,000.00	4,403.51
Other unpledged contributions	23,565.79	4,700.00	18,865.79	10,000.00	(13,565.79)
Bequest to Building Fund	20,000.00	0.00	20,000.00	0.00	(20,000.00)
Weddings/Memorials/Celebration	0.00	3,000.00	(3,000.00)	5,000.00	5,000.00
Prior Year Pledge Payments	17,696.60	3,500.00	14,196.60	5,000.00	(12,696.60)
Other Program Income	3,517.75	1,833.31	1,684.44	2,900.00	(617.75)
Cottage Rental	20,890.08	22,025.50	(1,135.42)	37,758.00	16,867.92
Fundraising GrUUP Projects	5,489.64	6,850.00	(1,360.36)	7,500.00	2,010.36
Music Events	4,720.67	7,000.00	(2,279.33)	12,000.00	7,279.33
Religious Education Event	0.00	0.00	0.00	500.00	500.00
Community Use-Space Rental	75,739.00	86,000.00	(10,261.00)	150,000.00	74,261.00
Campus Rental-All Schools	186,680.00	182,000.00	4,680.00	312,000.00	125,320.00
Sales - Book Table	256.50	0.00	256.50	0.00	(256.50)
Sales - Other	358.00	0.00	358.00	0.00	(358.00)
Other Revenue	6,730.07	8,166.62	(1,436.55)	15,000.00	8,269.93
Interest Income-general	136.96	291.69	(154.73)	500.00	363.04
Income from Trusts	1,081.22	1,081.50	(0.28)	1,854.00	772.78
Revenue	759,101.37	615,643.21	143,458.16	1,042,512.00	283,410.63
Expenses					
Salary and Wages	318,556.67	314,793.73	(3,762.94)	540,616.67	222,060.00
Housing	900.00	0.00	(900.00)	0.00	(900.00)
SECA	4,845.54	5,279.19	433.65	9,050.00	4,204.46
Payroll Taxes	19,807.31	18,209.31	(1,598.00)	31,216.00	11,408.69
Employee Benefits-Health	19,192.63	22,866.69	3,674.06	39,200.00	20,007.37
Employee Benefits-Life/Disabil	1,302.56	875.00	(427.56)	1,500.00	197.44
Employee Benefits-Retirement	22,599.86	24,733.38	2,133.52	42,400.00	19,800.14
Insurance	20,137.14	19,517.06	(620.08)	29,500.00	9,362.86
Worker's Comp Insurance	1,884.00	5,541.69	3,657.69	9,500.00	7,616.00
Accounting Services	4,284.00	8,166.69	3,882.69	14,000.00	9,716.00
Board Contingencies	60.00	0.00	(60.00)	0.00	(60.00)
CT Contingencies	0.00	583.31	583.31	1,000.00	1,000.00
Search Committee	830.10	1,500.00	669.90	15,000.00	14,169.90
Consultants/Contractors	17,516.50	7,875.00	(9,641.50)	13,500.00	(4,016.50)
Safe congregation/Reopening Taskf	0.00	591.00	591.00	591.00	591.00
Honoraria/Classes	0.00	750.00	750.00	1,000.00	1,000.00
Guest Musicians	2,910.00	2,916.69	6.69	5,000.00	2,090.00
Supplies	7,946.44	7,875.21	(71.23)	13,500.00	5,553.56
Small Equipment	1,063.80	0.00	(1,063.80)	0.00	(1,063.80)
Printing and copying	0.00	408.31	408.31	700.00	700.00
Equipment leases	3,372.17	2,625.00	(747.17)	4,500.00	1,127.83
Equipment repair & maintenance	2,473.69	2,625.00	151.31	4,500.00	2,026.31
Postage	230.00	291.69	61.69	500.00	270.00
Phones & Computers	5,312.48	4,666.69	(645.79)	8,000.00	2,687.52
Advertising and PR	1,314.72	2,916.62	1,601.90	5,000.00	3,685.28
Communications & Web Site	0.00	2,333.31	2,333.31	4,000.00	4,000.00
Online Resources	503.25	758.38	255.13	1,300.00	796.75
Canvass Expenses/Stewardship Car	0.00	250.00	250.00	1,500.00	1,500.00
Property Taxes	11,698.40	9,250.00	(2,448.40)	18,500.00	6,801.60
Professional development	3,682.21	8,750.00	5,067.79	15,000.00	11,317.79
Staff & volunteer appreciation	215.17	875.00	659.83	1,500.00	1,284.83
Bank Fees	1,757.80	1,808.31	50.51	3,100.00	1,342.20
Other Expense	2,388.21	3,208.31	820.10	5,500.00	3,111.79
Payroll Processing Fees	2,624.45	2,508.31	(116.14)	4,300.00	1,675.55
UUA Annual Program Dues	22,216.69	22,166.69	(50.00)	38,000.00	15,783.31
Distributions - Calkins Trust	10,948.20	0.00	(10,948.20)	0.00	(10,948.20)
Loan Interest	933.33	0.00	(933.33)	0.00	(933.33)
Building & grounds supplies	5,894.03	8,458.31	2,564.28	14,500.00	8,605.97
Building & grounds maintenance	23,671.92	14,583.38	(9,088.54)	25,000.00	1,328.08

Building Maintenance Reserve	1,949.67	0.00	(1,949.67)	0.00	(1,949.67)
Brokers Fees	1,386.70	0.00	(1,386.70)	0.00	(1,386.70)
Kitchen Supplies	1,323.41	3,500.00	2,176.59	6,000.00	4,676.59
Electricity	1,225.08	729.12	(495.96)	1,250.00	24.92
Gas	12,357.81	6,708.31	(5,649.50)	11,500.00	(857.81)
Garbage	4,147.46	6,241.69	2,094.23	10,700.00	6,552.54
Water	6,163.79	7,291.69	1,127.90	12,500.00	6,336.21
Fire Monitoring System	5,355.10	7,291.69	1,936.59	12,500.00	7,144.90
Other Program Committee Exps	5,693.85	6,410.88	717.03	10,990.00	5,296.15
Donations to Non-Profit Orgs	14,800.24	15,416.69	616.45	25,000.00	10,199.76
Fundraising event expense	2,498.58	0.00	(2,498.58)	0.00	(2,498.58)
Expenses	<u>599,974.96</u>	<u>584,147.33</u>	<u>(15,827.63)</u>	<u>1,012,413.67</u>	<u>412,438.71</u>
Excess or (Deficiency) of Revenue Over Expenses	<u>159,126.41</u>	<u>31,495.88</u>	<u>127,630.53</u>	<u>30,098.33</u>	

Unitarian Universalist Church of Berkeley
 Balance Sheet
 As of Date: 1/31/2023

	Current Year	Prior Year (1/31/22)
Assets		
Current Assets		
Cash and Checking		
Cash-Mechanics Checking #6489	174,963.52	519,154.02
Cash-Mechanics Savings #7963	198,178.09	287,584.79
Cash-TD Ameritrade #3611	400,743.47	75,662.49
Cash-Bank of the Internet	550.60	550.60
Cash-E-Trade #1737	31,534.45	52,851.82
Cash and Checking	805,970.13	935,803.72
Prepays and Other		
Prepaid expenses	20,247.00	450.00
Prepays and Other	20,247.00	450.00
Unrestricted Investments		
UUA-Board Designated Endowment #610888	767,177.28	874,585.57
UUA-Building Maintenance Fund	48,072.59	55,457.17
UUA-Ann Lane Memorial Fund	255,465.06	291,231.32
Unrestricted Investments	1,070,714.93	1,221,274.06
Temp Restricted Investments		
UUA-Lawrence Lecture #610887	64,819.84	72,681.87
Calkins CRT-Payable to UUSC	(39,693.05)	(47,811.90)
Trust-Calkins Char Rmndr-Royal Bank Canada	311,518.38	368,463.79
Trust-Vanguard Pooled Income #9866	41,566.57	45,703.42
UUA-Anna Spatz Religious Ed	56,634.52	64,563.61
UUA-Armstrong Garden Endowment	13,717.19	15,824.33
Temp Restricted Investments	448,563.45	519,425.12
Perm Restricted Investments		
UUA-Kay Davis Memorial #610945	130,013.54	148,216.02
UUA-Wm. Morgan Theological Ed Fund	27,455.71	33,195.98
UUA-Donor Restricted (Pooled) Fund #0028	80,245.25	91,479.95
Perm Restricted Investments	237,714.50	272,891.95
Mechanics-Search Com	14,069.90	0.00
Current Assets	2,597,279.91	2,949,844.85
Fixed Assets		
Net Fixed Assets		
Office Equipment	114,093.45	114,093.45
Organ	348,804.73	348,804.73
Land - Church & RE Buildings	97,578.26	97,578.26
Buildings - Church & RE	1,083,513.00	3,382,752.43
Bldg Improvements - Church & RE	3,079,449.21	689,665.78
Land - Cottage	5,000.00	5,000.00
Building - Cottage	34,341.67	34,341.67
Land - Freestone	5,782.25	5,782.25
Building - Freestone	11,771.88	11,771.88
Bldg Improvements - Freestone	81,646.67	81,646.67
Work in Progress	9,803.50	66,425.50
Bldg Improvements - Cottage	112,005.63	112,005.63
Net Fixed Assets	4,983,790.25	4,949,868.25
Accumulated Depreciation		
Ac Depr Office Eq	(113,617.40)	(113,358.01)
Ac Depr Organ	(227,912.64)	(216,937.76)
Ac Depr Church Bldg	(1,083,513.00)	(2,177,729.65)
Ac Depr RE Bldg	(1,280,867.81)	(92,877.51)
Ac Depr Cottage Impr	(7,603.00)	(3,869.50)
Ac Depr Sexton Cottage	(26,091.00)	(25,265.00)
Ac Depr Freestone	(81,647.00)	(81,647.00)
Accumulated Depreciation	(2,821,251.85)	(2,711,684.43)
Fixed Assets	2,162,538.40	2,238,183.82
Assets	4,759,818.31	5,188,028.67

Liabilities & Net Assets

Liabilities

Current Liabilities

Accounts Payable	2,496.07	47,219.10
Salaries Payable	(4,493.31)	536.64
Vacation Payable	10,399.28	20,908.68
Retirement Payable	2,199.24	1,956.76
Loans Payable	46,995.80	50,000.00
Rental Deposits	9,312.67	6,277.67
School Security Deposits	32,100.00	44,070.78

Current Liabilities	99,009.75	170,969.63
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Liabilities	99,009.75	170,969.63
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Net Assets

Unrestricted Net Assets

All Other Net Assets	163,803.45	137,403.54
UUA-Board Designated Endowment #610888	767,177.28	833,610.74
UUA-Building Fund	48,072.59	44,567.92
Ladd Griffith Building Fund	33,971.35	94,988.59
Fixed Assets, Net of deprec	2,160,288.40	2,056,409.29
Endowment Maintenance	37,293.09	75,390.59
UUA-Ann Lane Fund	255,465.06	302,475.08

Unrestricted Net Assets	3,466,071.22	3,544,845.75
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Temp Restricted Net Assets

Prepaid Pledges	0.00	135,776.86
Cope Ministerial Housing Fund	400,729.19	400,729.19
UUA-Armstrong Garden Fund	13,717.19	15,824.25
UUA-Lawrence Lecture Fund	63,755.77	81,737.95
UUA-Anna Spatz Religious Ed	56,634.52	72,338.15
RCB-Calkins Trust	271,825.33	320,651.89
Trust-Vanguard Pooled Income #9866	41,566.57	44,256.48
Ellis Music Fund	58,093.70	61,768.20
Freestone Mtce Fund	0.00	568.86
Partner Church	105.00	675.00
Peace Fund	9,448.25	9,448.25
Social Justice Council	2,588.89	19,207.69
Widening the Circle	6,090.00	950.00
Nancy Kelly Fund	17,363.15	0.00
Ministers Discretionary Fund	13,785.33	16,480.33

Temp Restricted Net Assets	955,702.89	1,180,413.10
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Perm Restricted Net Assets

UUA-Permanent Endowment Pooled	80,245.25	91,479.95
UUA-Kay Davis Fund	130,013.54	164,456.13
UUA-Wm. Morgan Theological Ed Fund	28,775.66	35,864.11

Perm Restricted Net Assets	239,034.45	291,800.19
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Net Assets	4,660,808.56	5,017,059.04
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Liabilities & Net Assets	4,759,818.31	5,188,028.67
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