

Unitarian Universalist Church of Berkeley
December 2019 Treasurer's Report
Larry Nagel, Treasurer
December 4, 2019

We are now five months into the 2019-2020 Fiscal Year and three months into my tenure as Treasurer. I think it is safe to say that the new Finance team of myself, Tess O'Riva, Diana Steinbach, and Monte Meyer and Philip Smith of Shining Star Consulting are gaining a foothold on the very confusing finances of UUCB. I am not saying that we have all the answers yet, but we are gaining ground. The UUCB books have not been audited since 2015, and given the tumultuous financial events in the last year it is more than prudent to audit the books. They will require a review of the books by a CPA who is skilled at audits, and the review in turn will require books that are in reasonably good shape. I hope we can move the audit process forward by January or February of next year.

I have attached to this report a preliminary Revenue and Expense Versus Budget Report for November, 2019 as well as a preliminary Balance Sheet as of November 30, 2019. Both of these reports do not include all of the entries from November, but the final reports will not be that different. I am not providing a comparison of this Revenue and Expense Report for Current Year Versus Prior Year because last Fiscal Year because FY 2018-2019 was so unusual that comparisons only cause more confusion, at least, they only cause more confusion for me.

There are a few items worth noting on the Revenue and Expense Report that I have highlighted in yellow: On the Revenue side:

- Pledges to date are over \$ 60,000 less than budgeted. I don't have a good reason for this, and I have spoken to Anne Greenwood about this. One point worth noting is that the Stewardship Committee does not operate except at pledge drive time, so there is no effort being expended to encourage congregants to pay their pledges. Hopefully, with the end of the year approaching, people will pay their pledges to obtain the tax deduction.
- The good news is that the shortfall in pledge income is offset by an unbudgeted \$ 35,932 Wake Now Our Vision grant and a Bequest to the Building Fund of \$ 31,000.
- Cottage rental is behind budget by or \$ 10,000 because the cottage is still being remodeled.
- The endowment funds have decreased in value by over \$20,000 so far this Fiscal Year.

On the Expense side:

- Salaries and Wages are under budget by over \$ 115,000 and Payroll Taxes and Benefits are under budget by over \$19,000 because we have not yet hired a Connections Coordinator but the position was budgeted for the full fiscal year.
- Buildings and Grounds Maintenance is more that \$ 37,000 over budget due to the unexpected repairs required for our main gas line to the building.
- With the exception of Buildings and Grounds Maintenance, all other operations budget line items are at or below budget. This is in stark contrast to the last fiscal year.

There are also a couple of points worth noting in the Balance Sheet:

- The Mechanics Checking account increased by \$ 100,000 and the UUA Board Designated Endowment decreased by \$ 100,000 in October because of the first withdrawal to the \$ 150,000 transfer requested in a motion at the May 19, 2019 Congregational meeting. I have since requested another \$ 50,000 transfer to complete fulfill this motion.
- I have since discovered that there was another transfer of \$ 150,000 made in June 6, 2019. I can find nothing in Board Minutes requesting this transfer, and I can find no record of the transfer request. I will continue what investigate this transfer.
- As a result of the two transfers from the UUA Board Designated Endowment, we now have almost \$ 385,000 in cash in our accounts. I will be generating a cash flow analysis for the rest of the fiscal year and present the results at the next Board of Trustees meeting.

Respectively submitted,



Larry Nagel,
Treasurer

Unitarian Universalist Church of Berkeley
 Budget Comparison Report
 Current Period: 11/1/2019 - 11/30/2019
 Budget Period: 7/1/2019 - 6/30/2020
 Rounding: Dollars

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Revenue								
Pledge Income	22,380	34,800	(12,420)	143,748	204,450	(60,702)	435,000	291,252
New member pledges	0	1,250	(1,250)	0	6,250	(6,250)	15,000	15,000
Plate collections	672	1,167	(494)	4,304	5,833	(1,529)	14,000	9,696
Special Offering Collectio	80	0	80	1,634	0	1,634	0	(1,634)
Good Neighbor collection	1,123	2,000	(877)	7,207	10,000	(2,793)	24,000	16,793
Other unpledged contribu	222	417	(195)	38,015	2,083	35,932	5,000	(33,015)
Special Projects Donatio	4,895	0	4,895	5,580	0	5,580	0	(5,580)
Bequest Income	0	83	(83)	0	417	(417)	1,000	1,000
Bequest to Building Fund	0	0	0	31,000	0	31,000	0	(31,000)
Weddings/Memorials/Cel	0	0	0	300	0	300	0	(300)
Endowment Transfer	0	0	0	0	19,518	(19,518)	19,518	19,518
Prior Year Pledge Payme	0	1,250	(1,250)	5,900	6,250	(350)	15,000	9,100
Personal Theology	179	200	(21)	444	600	(156)	1,800	1,356
Other Program Income	2,305	500	1,805	3,283	700	2,583	72,300	69,017
Cottage Rental	0	3,360	(3,360)	0	10,080	(10,080)	33,600	33,600
Fundraising GrUUp Proje	0	4,000	(4,000)	345	4,000	(3,656)	10,000	9,656
Music Events	270	3,000	(2,730)	6,455	3,000	3,455	20,000	13,545
Community Use-Space R	1,152	10,000	(8,848)	20,260	30,000	(9,740)	110,000	89,740
Pre-school	0	8,650	(8,650)	35,044	43,250	(8,206)	103,800	68,756
Pre-school CAM	0	1,250	(1,250)	0	6,250	(6,250)	15,010	15,010
RE Bulding-Lease	14,679	14,015	664	73,738	70,075	3,663	168,137	94,399
RE Building-Utilities	585	1,250	(665)	2,926	6,250	(3,324)	15,010	12,084
Sales - Book Table	48	200	(152)	276	600	(325)	1,000	725
Sales - Videos	0	0	0	0	60	(60)	60	60
Sales - Other	539	0	539	812	0	812	2,000	1,188
Scrip income	15	42	(27)	15	208	(193)	500	485
Other Revenue	241	250	(9)	1,451	1,250	201	3,000	1,549
Interest Income-general	0	225	(225)	15	1,125	(1,110)	2,700	2,685
Investment interest & divi	0	0	0	1,419	0	1,419	0	(1,419)
Endowment earnings	0	0	0	1,657	0	1,657	0	(1,657)
Investment realized gain/l	0	0	0	77	0	77	0	(77)
Investment unrealized ga	0	0	0	(4,874)	0	(4,874)	0	4,874
Endowment unrealized c	0	0	0	(15,408)	0	(15,408)	0	15,408
Income from Trusts	137	146	(10)	683	731	(48)	1,755	1,072
Total Revenue	49,522	88,055	(38,533)	366,305	432,981	(66,676)	1,089,190	722,885
Expenses								

Unitarian Universalist Church of Berkeley
 Budget Comparison Report
 Current Period: 11/1/2019 - 11/30/2019
 Budget Period: 7/1/2019 - 6/30/2020
 Rounding: Dollars

	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Salary and Wages	0	49,412	49,412	126,806	241,824	115,018	587,709	460,903
Housing	0	0	0	13,269	0	(13,269)	0	(13,269)
SECA	0	731	731	2,149	3,655	1,506	8,767	6,618
Payroll Taxes	0	3,208	3,208	7,899	16,040	8,141	38,489	30,590
Moving Expenses	0	0	0	2,160	0	(2,160)	0	(2,160)
Employee Benefits-Health	2,780	2,940	160	10,226	14,700	4,474	35,284	25,058
Employee Benefits-Life/D	295	282	(13)	1,377	1,410	33	3,385	2,008
Employee Benefits-Retire	4,093	3,902	(191)	14,414	19,510	5,096	46,812	32,398
Workers Compensation	0	750	750	0	3,750	3,750	9,000	9,000
Insurance	3,562	2,301	(1,261)	7,368	11,505	4,137	27,614	20,246
Worker's Comp Insuranc	0	0	0	2,650	0	(2,650)	0	(2,650)
Accounting Services	0	2,750	2,750	1,911	13,750	11,839	33,000	31,089
Board Contingencies	0	0	0	212	0	(212)	0	(212)
Consultants/Contractors	250	886	636	4,470	4,430	(40)	10,630	6,160
Honoraria/Classes	0	418	418	300	2,090	1,790	5,010	4,710
Guest Musicians	0	0	0	1,550	0	(1,550)	0	(1,550)
Supplies	438	1,035	597	5,012	5,175	163	12,420	7,408
Small Equipment	0	167	167	0	835	835	2,000	2,000
Printing and copying	0	221	221	129	1,105	976	2,650	2,521
Equipment leases	522	675	153	2,880	3,375	495	8,100	5,220
Equipment repair & maint	0	500	500	1,174	2,500	1,326	6,002	4,828
Postage	0	375	375	2,024	1,875	(149)	4,500	2,476
Phones & Computers	274	1,150	876	3,037	5,750	2,713	13,800	10,763
Advertising and PR	267	292	25	1,068	1,460	392	3,500	2,432
Communications & Web	274	0	(274)	1,370	0	(1,370)	0	(1,370)
Property Taxes	0	1,117	1,117	0	5,585	5,585	13,400	13,400
Professional developmen	0	1,477	1,477	5,559	7,385	1,826	17,720	12,161
GA Delegate & Leadersh	0	250	250	0	1,250	1,250	3,000	3,000
Staff & volunteer appreci	0	125	125	228	625	397	1,500	1,272
Bank Fees	17	467	450	1,398	2,335	937	5,600	4,202
Management fees	0	0	0	2,345	0	(2,345)	0	(2,345)
Other Expense	179	412	233	1,028	2,060	1,032	4,950	3,922
Payroll Processing Fees	0	350	350	876	1,750	874	4,200	3,324
UUA Annual Program Du	0	374	374	6,644	1,870	(4,774)	4,493	(2,151)
UUA Pacific Central Dist	0	179	179	0	895	895	2,151	2,151
Distributions - Calkins Tr	0	0	0	820	0	(820)	0	(820)
Building & grounds suppli	108	1,667	1,559	8,182	8,335	153	20,000	11,818
Building & grounds maint	1,457	2,083	627	47,936	10,415	(37,521)	25,000	(22,936)

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	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-Date Actual	Year-to-Date Budget	Year-to-Date Variance	Yearly Budget	Remaining Budget
Brokers Fees	0	817	817	742	4,085	3,343	9,800	9,058
Kitchen Supplies	0	42	42	107	210	103	500	393
Electricity	0	33	33	(4,574)	165	4,739	400	4,974
Gas	434	1,292	858	1,119	6,460	5,341	15,500	14,381
Garbage	0	1,125	1,125	4,543	5,625	1,082	13,500	8,957
Water	0	1,042	1,042	4,755	5,210	455	12,500	7,745
Fire Monitoring System	0	1,250	1,250	4,375	6,250	1,875	15,000	10,625
Facilities Marketing	0	417	417	0	2,085	2,085	5,000	5,000
Other Program Committe	507	1,944	1,437	8,530	9,720	1,190	23,330	14,800
Denominational Outreach	0	133	133	0	665	665	1,600	1,600
Donations to Non-Profit	2,418	2,000	(418)	7,007	10,000	2,993	24,000	16,993
Fundraising event expen	0	83	83	1,243	415	(828)	1,000	(243)
Total Expenses	17,875	90,674	72,799	316,320	448,134	131,814	1,082,816	766,496
Excess or (Deficiency) of Revenue Over Expenses	31,647	(2,619)	34,266	49,984	(15,153)	65,137	6,374	(43,610)

Balance Sheet
As of Date: 11/30/2019
Rounding: Dollars

	Current Year	Prior Year
Assets		
Current Assets		
Cash-Mechanics Checking	242,906	102,183
Fidelity-N Kelly XX5001	17,177	0
Cash - Mechanics Savings	142,406	73,298
Cash-Bank of the Internet	726	726
Investment-Morgan Stanley-Arms	20,474	20,474
UUA-Lawrence Lecture	66,477	55,035
UUA-Kay Davis Memorial	129,932	121,468
Health Expense Receivable	119	208
Prepaid expenses	20,727	24,044
Note Receivable-Cope Fund	303,021	303,021
UUA-Donor Restricted (Pooled) Fund	47,418	44,329
UUA-Board Designated Endowment	772,545	959,860
Trust-Calkins Char Rmndr-Royal Bank Canada	334,980	318,144
Calkins CRT-Payable to UUSC	(41,859)	(41,859)
Trust-Vanguard Pooled Income	39,141	34,313
UUA-Anna Spatz (RE)	55,114	51,524
UUA-Wm. Morgan Theological Fund	28,261	26,420
UUA-Staff Pension Fund	6,912	6,461
UUA-Building Maintenance Fund	48,470	45,313
Total Current Assets	2,234,948	2,144,962
Fixed Assets		
Office Equipment	114,093	112,797
Organ	348,805	348,805
Land - Church & RE Buildings	97,578	97,578
Buildings - Church & RE	2,993,544	2,993,544
Bldg Improvements - Church & RE	779,897	462,964
Works in Progress	16,232	233,311
Land - Cottage	5,000	5,000
Bldg Improvements - Cottage	8,523	0
Building - Cottage	34,342	34,342
Land - Freestone	5,782	5,782
Building - Freestone	11,772	11,772

Balance Sheet
As of Date: 11/30/2019
Rounding: Dollars

	Current Year	Prior Year
Bldg Improvements - Freestone	81,647	81,647
Accumulated Depreciation	(2,385,677)	(2,385,677)
Total Fixed Assets	2,111,538	2,001,864
Total Assets	4,346,486	4,146,826
Liabilities & Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable	3,562	27,720
Salaries Payable	(1,057)	18,338
Vacation Payable	18,008	18,008
Retirement Payable	(3,890)	3,586
Garnishments Payable	400	0
Loans Payable	80,000	80,000
Rental Deposits	2,250	3,612
School Security Deposits	29,700	29,700
Total Current Liabilities	128,972	180,964
Total Liabilities	128,972	180,964
Net Assets		
Net Assets	570,639	381,672
Temporarily Restricted Fund	342,013	342,013
UUA-Permanent Endowment Pooled	45,530	45,530
UUA-Staff Pension Fund	6,636	6,636
Fixed Assets, Net of deprec	1,896,137	1,896,137
UUA-Spatz Educational Fund	52,921	52,921
UUA-Morgan Theological Ed Fund	27,136	27,136
UUA-Building Fund	46,541	46,541
Armstrong Garden Fund	20,474	20,474
UUA-Lawrence Lecture Fund	62,290	62,290
UUA-Kay Davis Fund	124,760	124,760
Board Designated Endowment	1,022,436	959,751
Total Net Assets	4,217,514	3,965,862

Unitarian Universalist Church of Berkeley
Balance Sheet
As of Date: 11/30/2019
Rounding: Dollars

	<u>Current Year</u>	<u>Prior Year</u>
Total Liabilities & Net Assets	4,346,486	4,146,826