

**Unitarian Universalist Church of Berkeley**  
**October 2020 Treasurer's Report**  
**Larry Nagel, Treasurer**  
**December 1, 2020**

The Finance team of Tess O'Riva, Diana Steinbach, Monte Meyer of Shining Star Consulting, and myself are still working on closing the books for Fiscal Year 2019-20 and preparing for the first audit of the books since 2016. We are correcting several accounting errors as well as working on other improvements that will make the books easier to understand and more transparent.

I have attached to this report a Revenue and Expense Versus Budget Report for October 2020 as well as a Balance Sheet as of October 31, 2020. Budget numbers for Fiscal Year 2020-21 have been entered into the financial system and are shown as line by line actual versus budget numbers for October, 2020. However, some of these budget numbers differ from the budget that was passed at the May 2020 Congregational Meeting and these differences will be resolved at the December 2, 2020 meeting of the Board of Trustees. My goal is to have the budget numbers approved at this meeting in sync with the budget in the financial system by the January 2020 BOT meeting.

There are several points worth noting on the Revenue and Expense Report that I have highlighted in yellow: On the Revenue side:

- Year to Date pledge income is \$ 80,445, which is less than budgeted by \$ 33,305. However, there is \$ 33,415 in prepaid pledges that have not yet been credited. So pledge income is actually on target.
- Our school rental income is \$ 79,230 which is less than budgeted by \$ 23,103.
- Other Revenue is \$ 1,182, which is \$ 32,818 less than budgeted, but this is misleading because this line item includes the anticipated forgiveness of our PPP loan, although we do not know when the forgiveness will happen.
- Year to Date capital gains on endowment and investment funds of \$ 62,356. This income was not budgeted.
- **In summary, Year to Date Total Revenue is \$ 255,086, which is \$ 55,624 less than budgeted.**

On the Expense side:

- Year to Date Salary and Wages is \$ 165,397 which is less than budgeted by \$ 10,339.
- Most other expenses are at or below budget. There have been substantial decreases in utilities and program expenses since we are not having programs and are not using the building.
- **In summary, Year To Date Expenses were \$ 266,066, which is \$ 38,842 less than budgeted.**

**The bottom line is that the Year To Date 2020 Deficit is \$ 10,980, which is \$ 16,781 more than budgeted,**

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

- At the end of October, the Mechanics Checking account was \$ 543,790 and the Mechanics Savings account was \$ 152,786, which includes the \$ 382,572 Cope Ministerial Housing Fund. Hence, our cash reserves at the end of September are \$ 314,004.
- The \$ 250,000 bequest from Ann Lane now resides in the UUA Ann Lane Memorial Fund and is shown on the balance sheet. We now have \$ 2,917,602 in current assets, and only \$ 239,013 in current liabilities.
- UUA Board Designated Endowment is now at \$ 820,541.

Respectively submitted,



Larry Nagel,  
Treasurer

Unitarian Universalist Church of Berkeley  
 Budget Comparison Report  
 Current Period: 10/1/2020 - 10/31/2020  
 Budget Period: 7/1/2020 - 6/30/2021  
 Rounding: Dollars  
 Include Indirect Allocations

	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
<b>Revenue</b>								
Pledge Income	29,707	16,250	13,457	80,445	113,750	(33,305)	325,000	244,555
Plate collections	639	750	(111)	3,750	3,000	750	9,000	5,250
Special Offering Collectio	255	0	255	2,625	0	2,625	0	(2,625)
Good Neighbor collection	1,080	1,000	80	2,680	4,000	(1,320)	12,000	9,320
Other unpledged contribu	10,635	5,583	5,052	13,206	22,333	(9,127)	67,000	53,794
Special Projects Donatio	400	38	363	480	150	330	450	(30)
Bequest Income	0	67	(67)	0	267	(267)	800	800
Endowment Transfer	0	417	(417)	0	1,667	(1,667)	5,000	5,000
Good Neighbor-Release	0	1,000	(1,000)	0	4,000	(4,000)	12,000	12,000
Prior Year Pledge Payme	40	417	(377)	2,465	1,667	798	5,000	2,535
Personal Theology	0	0	0	0	800	(800)	800	800
Other Program Income	0	167	(167)	125	917	(792)	2,250	2,125
Cottage Rental	0	2,800	(2,800)	3,101	11,200	(8,099)	33,600	30,499
Fundraising GrUUp Proje	0	292	(292)	0	1,167	(1,167)	3,500	3,500
Music Events	0	1,316	(1,316)	0	5,263	(5,263)	15,790	15,790
Community Use-Space R	0	1,000	(1,000)	1,764	4,000	(2,236)	12,000	10,236
Pre-school	12,649	11,333	1,316	44,280	45,333	(1,053)	136,000	91,720
Pre-school CAM	150	458	(308)	450	1,833	(1,383)	5,500	5,050
RE Bulding-Lease	9,500	12,500	(3,000)	34,500	50,000	(15,500)	150,000	115,500
RE Building-Utilities	0	1,292	(1,292)	0	5,167	(5,167)	15,500	15,500
Sales - Altar Flowers	0	21	(21)	0	83	(83)	250	250
Scrip income	0	3	(3)	0	13	(13)	40	40
Other Revenue	139	8,500	(8,361)	1,182	34,000	(32,818)	102,000	100,818
Interest Income-general	49	4	44	201	17	184	50	(151)
Investment interest & divi	179	0	179	926	0	926	0	(926)
Endowment earnings	338	0	338	1,752	0	1,752	0	(1,752)
Investment unrealized ga	(2,625)	0	(2,625)	20,952	0	20,952	0	(20,952)
Endowment unrealized c	(4,968)	0	(4,968)	39,652	0	39,652	0	(39,652)
Income from Trusts	138	21	117	552	83	468	250	(302)
<b>Total Revenue</b>	<b>58,304</b>	<b>65,227</b>	<b>(6,924)</b>	<b>255,086</b>	<b>310,710</b>	<b>(55,624)</b>	<b>913,780</b>	<b>658,694</b>
<b>Expenses</b>								
Salary and Wages	45,688	43,934	(1,754)	165,397	175,737	10,339	527,210	361,813
SECA	692	643	(49)	2,077	2,573	497	7,720	5,643
Payroll Taxes	2,554	2,718	164	9,448	10,872	1,424	32,615	23,167
Moving Expenses	0	750	750	5,330	3,000	(2,330)	9,000	3,670

Unitarian Universalist Church of Berkeley  
 Budget Comparison Report  
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 Rounding: Dollars  
 Include Indirect Allocations

	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
Employee Benefits-Healt	2,722	2,977	255	8,188	11,908	3,720	35,724	27,536
Employee Benefits-Life/D	564	282	(282)	83	1,128	1,046	3,385	3,302
Employee Benefits-Retire	3,537	3,853	316	12,970	15,412	2,442	46,236	33,266
Workers Compensation	0	197	197	0	787	787	2,360	2,360
Insurance	0	1,900	1,900	5,459	7,600	2,141	22,800	17,341
Worker's Comp Insuranc	0	204	204	1,678	817	(861)	2,451	773
Accounting Services	995	1,250	255	3,901	5,000	1,099	15,000	11,099
Board Contingencies	0	83	83	0	333	333	1,000	1,000
CT Contingencies	0	83	83	0	333	333	1,000	1,000
Consultants/Contractors	0	425	425	250	1,700	1,450	5,100	4,850
Safe congregation/Reop	0	83	83	0	333	333	1,000	1,000
Honoraria/Classes	0	188	188	300	750	450	2,250	1,950
Guest Musicians	1,250	150	(1,100)	1,250	600	(650)	1,800	550
Supplies	632	625	(7)	1,324	2,500	1,176	7,500	6,176
Small Equipment	0	133	133	0	533	533	1,600	1,600
Printing and copying	0	60	60	0	240	240	720	720
Equipment leases	670	533	(137)	2,064	2,133	69	6,400	4,336
Equipment repair & maint	0	740	740	330	2,960	2,630	8,880	8,550
Postage	0	167	167	55	667	612	2,000	1,945
Phones & Computers	1,728	1,067	(661)	4,674	4,267	(407)	12,800	8,126
Advertising and PR	304	125	(179)	1,730	500	(1,230)	1,500	(230)
Communications & Web	274	0	(274)	664	0	(664)	0	(664)
Property Taxes	0	1,250	1,250	0	5,000	5,000	15,000	15,000
Professional developmen	1,478	583	(895)	4,650	2,333	(2,317)	7,000	2,350
Moving Expenses	1,105	0	(1,105)	1,105	0	(1,105)	0	(1,105)
GA Delegate & Leadersh	0	38	38	0	150	150	450	450
Staff & volunteer appreci	0	250	250	0	1,000	1,000	3,000	3,000
Bank Fees	159	258	99	949	1,033	84	3,100	2,151
Management fees	1,067	0	(1,067)	4,297	0	(4,297)	0	(4,297)
Other Expense	0	700	700	1,000	2,800	1,801	8,400	7,400
Payroll Processing Fees	289	350	61	1,109	1,400	291	4,200	3,091
UUA Annual Program Du	0	1,500	1,500	0	6,000	6,000	18,000	18,000
Building & grounds suppli	13	1,292	1,279	3,942	5,167	1,224	15,500	11,558
Building & grounds maint	0	2,083	2,083	1,773	8,333	6,560	25,000	23,227
Building Maintenance Re	0	0	0	2,840	0	(2,840)	0	(2,840)
Kitchen Supplies	0	13	13	0	53	53	160	160

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Electricity	41	33	(7)	161	133	(28)	400	239
Gas	54	1,042	988	232	4,167	3,935	12,500	12,268
Garbage	0	475	475	936	1,900	964	5,700	4,764
Water	2,286	856	(1,429)	5,052	3,425	(1,627)	10,275	5,223
Fire Monitoring System	0	958	958	1,708	3,833	2,126	11,500	9,792
Personal Theology/Social	0	160	160	0	480	480	800	800
Other Program Committe	0	837	837	5,309	3,350	(1,959)	10,050	4,741
Denominational Outreach	0	417	417	0	1,667	1,667	5,000	5,000
Donations to Non-Profit	0	0	0	3,830	0	(3,830)	0	(3,830)
<b>Total Expenses</b>	<b>68,103</b>	<b>76,267</b>	<b>8,164</b>	<b>266,066</b>	<b>304,908</b>	<b>38,842</b>	<b>914,086</b>	<b>648,020</b>
<b>Excess or (Deficiency) of Revenue Over Expenses</b>	<b>(9,800)</b>	<b>(11,040)</b>	<b>1,240</b>	<b>(10,980)</b>	<b>5,801</b>	<b>(16,781)</b>	<b>(306)</b>	<b>10,674</b>

Balance Sheet  
As of Date: 10/31/2020  
Rounding: Dollars

	Current Year	Prior Year
<b>Assets</b>		
<b>Current Assets</b>		
Cash-Mechanics Checking	543,790	228,819
Fidelity-N Kelly XX5001	17,177	17,177
Cash - Mechanics Savings	152,786	142,443
Cash-Bank of the Internet	726	726
Investment-Morgan Stanley-Arms	20,474	20,474
UUA-Lawrence Lecture	67,558	68,159
UUA-Kay Davis Memorial	135,925	133,220
UUA-Ann Lane Memorial Fund	250,000	0
Health Expense Receivable	119	119
Payroll Clearing	23,927	0
Prepaid expenses	19,209	24,044
Note Receivable-Cope Fund	303,021	303,021
UUA-Donor Restricted (Pooled) Fund	81,437	48,618
UUA-Board Designated Endowment	820,541	792,705
Trust-Calkins Char Rmndr-Royal Bank Canada	334,980	334,980
Calkins CRT-Payable to UUSC	(41,859)	(41,859)
Trust-Vanguard Pooled Income	39,141	39,141
UUA-Anna Spatz (RE)	59,789	56,509
UUA-Wm. Morgan Theological Fund	30,658	28,976
UUA-Staff Pension Fund	7,498	7,086
UUA-Building Maintenance Fund	50,706	49,697
<b>Total Current Assets</b>	<b>2,917,602</b>	<b>2,254,055</b>
<b>Fixed Assets</b>		
Office Equipment	114,093	114,093
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	881,091	762,244
Work in Progress	99,392	99,392
Land - Cottage	5,000	5,000
Bldg Improvements - Cottage	56,034	8,851
Building - Cottage	34,734	34,342

Balance Sheet  
As of Date: 10/31/2020  
Rounding: Dollars

	Current Year	Prior Year
Land - Freestone	5,782	5,782
Building - Freestone	11,772	11,772
Bldg Improvements - Freestone	81,647	81,647
Accumulated Depreciation	(2,385,677)	(2,385,677)
Total Fixed Assets	2,343,796	2,177,373
Total Assets	5,261,398	4,431,428
<b>Liabilities &amp; Net Assets</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	4,383	24,549
Salaries Payable	(2,236)	23,927
Vacation Payable	18,008	18,008
Retirement Payable	4,081	3,796
Garnishments Payable	(100)	100
Loans Payable	80,000	80,000
PPP Loan	102,370	0
Rental Deposits	2,808	3,232
School Security Deposits	29,700	29,700
Total Current Liabilities	239,013	183,313
Total Liabilities	239,013	183,313
<b>Net Assets</b>		
Net Assets	450,494	123,491
Cope Ministerial Housing Fund	382,572	0
Temporarily Restricted Fund	71,236	71,236
UUA-Permanent Endowment Pooled	45,530	45,530
UUA-Staff Pension Fund	5,896	5,896
Fixed Assets, Net of deprec	1,981,737	1,981,737
Prepaid Pledges	56,718	56,718
UBS-Calkins Trust	286,485	286,485
Pooled Income-Vanguard	30,950	30,950
UUA-Spatz Educational Fund	52,921	52,921
UUA-Morgan Theological Ed Fund	27,136	27,136

## Balance Sheet

As of Date: 10/31/2020

Rounding: Dollars

	Current Year	Prior Year
Partner Church	888	888
RE Scholarships	2,617	2,617
Religious Education	(160)	(160)
RE OWL Fund	442	442
RE Endowmt Grants	(1,000)	(1,000)
UUA-Building Fund	46,541	46,541
Peace Fund	12,398	12,398
Ellis Music Fund	114,887	114,887
Freestone Mtce Fund	14,646	14,646
Ladd Griffith Fund	5,847	5,847
Social Justice Council	638	638
Armstrong Garden Fund	20,474	20,474
Capital Campaign	77,257	77,257
UUA-Lawrence Lecture Fund	62,290	62,290
Coordinating Team	22,725	22,725
UUA-Kay Davis Fund	124,760	124,760
Special Projects	18,169	18,169
Board Designated Endowment	1,107,291	1,042,596
Total Net Assets	5,022,385	4,248,116
Total Liabilities & Net Assets	5,261,398	4,431,428