

FUUCA Board of Trustees

Meeting date: **Tuesday, November 16, 2010** **Started: 6:30 PM** **Ended: 8:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Eric Stimmel

Minutes rec. by: Klondike Steadman

Attendance:

Present: Margaret Borden, Ed Brock, Sean Hale, Eric Hepburn, Chris Jimmerson, Kae McLaughlin, Nell Newton, Klondike Steadman, Brendan Sterne, Eric Stimmel, Susan Thomson, Michael West, Laura Wood

Regrets:

Absent: Brent Baldwin

Late:

Guests:

Bill Edwards (present)

Meeting Documents:

- 2011 Budget Cover for BoT Mtg 16-XI-10.doc
- Board Covenant Final.pdf
- Copy of Linkage Calendar.pdf
- Cov Bd and ExecTeam.doc.pdf
- ED report XI-10.doc
- FUUCA 2011 Budget Proposal BoT Mtg 16-XI-10.pdf
- Fuuca Policies and Procedures 2010-03-09.doc
- Oct 2010 Financial Report Cover Sheet 5-XI-10.doc
- october financial report 5-XI-10.xls

Meeting Minutes:

1. Committee business

1.1. Call to Order

Eric Stimmel

Status: Completed

1.2. Board Covenant

Ed Brock

Mike asked that the covenant be amended at the next meeting.

Status: Completed

1.3. Adopt Consent Agenda & Approve Last Meeting's Minutes

Klondike Steadman

adopted except minutes which are waiting on confirmation of the exact number the Settled Minister Search Committee has been authorized to offer candidates.

Status: Completed

1.4. Adopt Meeting Agenda

Klondike Steadman

Added visitors forum and moved 1.5 to after 3.5

Eric H moved

Chris 2nd

amended agenda adopted.

Status: Completed

1.5. Item moved.

This item was moved to later in the meeting.

Status: Completed

2. Old business

2.1. Policy and Procedures Manual Approval

Brendan Sterne

This vote is to clarify exactly which version of the manual one has officially been adopted and is in use. The official version will then be posted to the website.

Margaret brought up that since we have not thoroughly read this 113 page document and since we will be delegating the upkeep of this document to the executives we should not be expected to vote to adopt it.

The board adopts this document as its "best effort" collection of the policies and procedures as of June 1 2010.

Resolution #:

Moved by: Brendan Sterne

Seconded by: Chris Jimmerson

Status: Carried

Vote: Mike West abstained

Documents:

- Fuuca Policies and Procedures 2010-03-09.doc

Comments:

On Tuesday, November 16, 2010 2:50 AM Michael West wrote:

I trust there will be paper copies of this at the meeting....

MW

On Tuesday, November 16, 2010 2:53 AM Brendan Sterne wrote:

This doc is huge! I didn't expect paper copies to be printed.

On Tuesday, November 16, 2010 2:57 AM Michael West wrote:

That's 23 pages per minute of consideration....

On Tuesday, November 16, 2010 12:54 PM Chris Jimmerson wrote:

These are all policies that were approved and/or a revision of them was approved at prior board meetings but had never been asserted into the policy and procedure manual, so this is just to get the manual up to date with changes that have already been reviewed and approved.

3. New business

3.1. Visitors forum

3 visitors, none wished to speak. Mike said there was a "virtual" visitor (email message) who wished to see the agenda ahead of time.

Status: Completed

3.2. Update on the RE Director situation

Ed Brock

Ed summarized Lena's visit as very productive and well received. he recommended that Lena be the interim director until May or June, while acknowledging that this might not be possible.

Ed went on to state that whoever is interim for the remainder of this year is not as important as who is the interim for 2011-12. We will need to have a second interim so that we can do an excellent job finding a permanent DRE for 2012-13.

Nell brought up that we need to be aware that having an interim through the summer of 2011 is important so that we can have strong summer program, or at least a solid curriculum set up for the summer.

Status: Completed

3.3. Report from the Nominating Committee

The nominating committee reported the resignation of Amy McFadden a few months ago. They are pleased to recommend that Derek Howard be appointed to the nominating committee to complete Amy's one year term.

Mike moved, Chris seconded the motion to appoint Derek to the Nominating Committee.

Motion passed.

Status: Completed

3.4. Budget

Ed Brock

Ed Brock presented the attached budget. There was general agreement that this represented a major step forward for the congregation to be able to meet all staff salaries at midpoint without borrowing from savings.

There was consensus among the board members to recommend this budget at the congregational meeting.

Documents:

- 2011 Budget Cover for BoT Mtg 16-XI-10.doc
- FUUCA 2011 Budget Proposal BoT Mtg 16-XI-10.pdf

Status: Completed

3.5. Volunteer Coordinator position

Eric Hepburn

Eric H proposed bringing to the congregational meeting a proposal to hire a volunteer coordinator. Pending the December and May congregational votes FUUCA commit to using a maximum of \$40,000 for the first year, \$20,000 for the second year and \$10,000 for the third year from the Memorial Savings Fund for funding a volunteer coordinator.

Resolution #:

Moved by: Eric Hepburn

Seconded by: Chris Jimmerson

Status: Carried

Vote: All, Laura abstained

3.6. Governance Task Force

Chris Jimmerson

The GTF reported on:

- 1) a possible date for a special congregational meeting (Feb. 27th)
- 2) Progress toward a Disruptive Behavior Policy
Ed has put together one that he will bring to the board at the next meeting.
- 3) Reminder about Policy Picnic (Nov 19-20)
- 4) Linkage updates

Susan presented the updated linkage calendar for everyone to mark their calendars.

Status: Completed

3.7. Process of Bringing in a consultant.

Eric Stimmel

There was a discussion of the Process of Bringing in a consultant, spurred on by the hiring of the RE consultant. It was agreed that the executive team is empowered to make whatever hires are within its budget.

There was further discussion of how operating as if we are under Policy Governance allowed the executive team to take effective action in the best interest of the church and on point with the mission in a timely manner.

Status: Completed

3.8. motion to extend meeting by 5 minutes

Eric Stimmel

Resolution #:

Moved by: Chris Jimmerson

Seconded by: Eric Hepburn

Status: Carried

Vote:

3.9. Delegating the agenda of the congregation meeting the executive committee

Eric Stimmel

There was a motion to delegate the agenda of the congregation meeting the executive committee.

Resolution #:

Moved by: Brendan Sterne

Seconded by: Chris Jimmerson

Status: Carried

Vote: all

4. Committee business

4.1. Process Evaluation

Eric Hepburn

Given the late time of the meeting, we elected to forego this process.

Status: Completed

4.2. Board-Executive Team Covenant Reading

Eric Stimmel

Status: Completed

2011 Budget Proposal

For the Board of Trustees

By Ed Brock and Sean Hale (Executive Team)
11/16/2010

Recommended Budget:

The Executive Team recommends a 2011 budget designed to maximize the success of our settled minister search and build the foundation for us to fully live our mission. To that end, this budget prioritizes those budget items that will attract the largest number of qualified candidates and allow us to retain the best possible match.

Highlights	
Minister's Package	Full Package. Midpoint plus all UUA recommended benefits (health insurance, long-term disability, pension, and life insurance), plus moving expenses and professional expenses at UUA recommended rate.
Staff Compensation	Full Package. Midpoint for all staff, same benefits for FT staff as the minister, appropriate compensation for staff (per responsibilities).
Settled Minister Search Committee	Fully funded per UUA recommendations.
Other	Other department and committee budgets frozen at 2010 levels with the exception of costs beyond our control like utilities and insurance.

In order to do this without any meaningful reduction of the operating fund or using savings, the Executive Team recommends that the lay leadership organize and execute a fundraising event. \$19,000 represents a reasonable estimate of what a well-run volunteer effort could raise. This fundraiser should require no staff support beyond identifying and recruiting event leaders.

As servant leaders of the congregation, we the Board covenant with one another to:

- ~ Frame all of our activities with mindful regard for the church's mission and vision.
- ~ Respect our time together by being focused, prepared and timely.
- ~ Engage with one another and our work by
being present and participating,
listening to one another,
and supporting one another's leadership.
- ~ Communicate clearly by,
seeking to understand one another,
addressing concerns directly with one another,
and, at the end of our discussion, speaking with one voice.
- ~ Encourage our personal and collective health by
showing compassion and support to one another,
respecting boundaries and limits,
and enjoying each other's good humor,
- ~ Conduct ourselves openly and respectfully in times of agreement and disagreement,
keeping confidentiality when it is requested,
and agreeing to be called back into covenant.

Linkage Calendar (proposed)

	Brown bag with Board	FUU Café	PBG Training	Newsletter Articles
Dec	12/5/2010			x
Jan			1/19/2011	
Feb	2/6/2011		2/16/2011	
Mar		3/16/2011		x
Apr	4/10/2011			
May				
Jun		6/15/2011		
Jul	7/10/2011			
Aug				x
Sep		9/21/2011		

Draft Covenant of Healthy Relations for the Board and the Executive Team 5/6/10

With the mission and vision of the First UU Church of Austin uppermost in mind, we, the Board and the Executive Team, covenant with one another to:

1. Presume good faith in all our interactions
2. Publicly support one another's decisions and leadership
3. Address concerns directly with each other in a timely manner and encourage others in the church to do the same
5. Speak with one voice
6. Communicate crucial issues with one another in a timely manner
7. Have patience and trust one another explicitly as we all learn new modes of governance; we will support each other in the face of congregational misunderstandings and disagreements
8. Conduct ourselves openly and respectfully in times of agreement and disagreement
9. Agree to be called back into covenant.

Executive Director's Report to FUUCA Board of Trustees

October 9 – November 4, 2010

Office & Staff

- Weekday Volunteers – Ann Edwards, Nancy Groblewski, and Mary Jane Ford continue helping us regularly in the office during the week.
- John Sanders' Retirement – John Sanders retired suddenly in early October. Following a driving accident (where, fortunately, nobody was hurt), John decided that he would rather not drive any more, which prevents him from continuing in his roles as pianist, sexton, and, we suspect, the person who silently did hundreds of important behind-the-scenes jobs around the church. We miss him dearly.
- Temporary Sexton Coverage – we've had tremendous support in covering John's sexton duties, particularly opening the building, closing the building, and providing a presence during special events. Among our volunteers, Monty Newton, Tom Martin, and Jim Burson have lent a hand. Among our staff, Lansing Bicknell and Andrew Young have each picked up a shift. Natalie Freeburg especially deserves recognition as she's currently closing 2 – 4 nights per week and helping out with special event sexton duties as well.
- Long-term sexton options – John's retirement came too close to my family vacation to hire and train someone before leaving. When I return, I will likely hire a part-time custodian who will have the responsibility of closing several nights per week. We have also reviewed our calendar of activities and found opportunities to restructure our weekend hours that will reduce costs and risks.
- Covenant – we have added the congregational covenant to the Personnel Policy Manual, with the expectation that it applies to staff. I have only heard positive commentary on this so far.

Finances & Data

- 2011 Budget – Ed and I will present a budget to the Board of Trustees on November 16 at their regularly scheduled meeting. If all goes according to plan, the board will approve a budget which will get distributed to the congregation in advance of the December congregational meeting. The presentation to the board will be preceded by a presentation at the pre-congregational meeting on November 14th, which will provide important input for our final presentation to the board.
- Fall Canvass – the fall canvass has gone extraordinarily well and continues. Ed, Bill Edwards, the canvass team, and I continue to work on some remaining opportunities, even though the official canvass season has passed.
- Rental Rates – we have made permanent the \$300 minimal rental fee that we had test-driven over the past two months. Too much of Natalie's time was getting spent on small, one-time uses of the space that ended up being a large net loss for the church (e.g., sometimes as much as two or three hours of staff time for a one time, 2-hour rental of one classroom). (I'm skeptical that we do more than break even the biggest rentals.) This policy change should allow Natalie a little more time to get caught up on the large backlog of room usage and other requests that has accumulated.

- 3rd Quarter Pledge Statements – we have sent the pledge statements. Unfortunately, our new database, ChurchDB, has really let us down. A whole new crop of bugs appeared during this process. Jamie, valiantly, got through the process, but with an unacceptably high level of stress and frustration. She will compile a list of bugs and problems which I will take up with the vendor upon my return. Despite Jamie's high level of attention to detail, and the great care she took, a few material errors slipped through (still less than five, fortunately).
- Voting List – Joseph Hunt is working with ChurchDB to ensure that we can generate the voting list for the December congregational meeting, and get the mailing out in plenty of time. This will be the first time we use the new database to generate the voting list.

Facility & Hardware

- Facility Committee – This month, the committee has attended to routine repairs such as doors, restrooms, and a picnic table in addition to items below.
- The Bees Strike Back – in the process of additional repairs identified during repairs caused by the first hive, Charles Galloway found a second hive, also on the south Sanctuary exterior wall. Sadly, construction methods, materials, and maintenance have conspired to create a lovely space for bees (e.g., stucco, rotten wood, rain gutters). We're quite blessed by Charles' follow through and commitment. Although he only thought he was taking on a small project, he has seen it all through even though it ballooned to about 10 times the original size. The second hive has been removed and repairs have been completed with the exception of a little touch up paint.
- Sanctuary Audio System – John Franks has donated a brand new sound board for the sanctuary audio system. This new equipment, once installed, will significantly enhance our use of the space.
- Grounds Hazards – the grounds committee has, among their other activities, seriously trimmed the landscaping along the exit by the credit union, which kept visibility low.
- Sanctuary Garden – Paige Hill, grounds chair, has set a goal of getting the sanctuary garden fountains operational by the end of November.
- More Grounds – work continues to find a permanent solution to a sprinkler head that habitually breaks. Trimming and maintenance continues to occupy a significant part of the committee's time. Charles Galloway and Monty Newton have cleaned the gutters.
- Branches scraping roof – Charles Galloway has trimmed back branches around the building that had been scraping the roof.
- New Projectors – Tom Martin, by carefully watching the eBay and Craigslist market in electronics, has acquired two new projectors for us at a great price. He has begun testing them and investigating a permanent installation for them in Howson Hall and the Sanctuary.

Religious Education

I continue to serve as the go-to person in Religious Education for anything that cannot wait for our next DRE. At this point, Ed and I hope to have someone in place by early January which will not come too soon as we have encountered many things which simply cannot wait.

I am working with staff and volunteers to perform triage: working on those things that cannot wait and leaving for another day those that can. Just the triage has proven to be plenty of work as we have uncovered a many hopes, dreams, worries, and items of concern. Rev Lena Breen's visit this week as consultant will help us confidently separate the mole hills from the mountains then proceed with a plan of action (we'll get her full plan after I complete this report, so it does not receive more mention here).

Beth Cortez-Neavel and the Children's Programming Committee continue to hold down the fort with Sunday School. They've made lists of activities, concerns, and ideas so that we can prioritize and organize ourselves better during this interim period. Andrew Young continues to teach the combined middle school and high school class (we have decided to await Lena's recommendation before deciding whether or not to hire a new middle school teacher before the next DRE arrives). Lansing Bicknell has brought many fresh ideas and identified a multitude of opportunities in Adult RE, including a variety that can strengthen our leadership development and sense of community.

We have changed procedure in the nursery. It seems that since January, nursery staff have paid for basic supplies out of their own pockets, averaging about \$10 per week. Once this came to my attention, we brought this to an immediate halt. I let them know that we would reimburse them for all supplies, that we would just need them to provide receipts and follow the normal reimbursement process.

Priority items for the next few weeks include completing child registration, background checks for all RE staff, and beginning to improve the level of volunteer participation.

Other

- Family Vacation – I will take off November 6-13 to travel with my family in Costa Rica (any concerns that cannot await my return should get directed to Ed Brock). I will try to take a day or two off the week of Thanksgiving to spend time with my mom and sister who will be in town from Idaho.

No Update this month

- Keys & Alarms
- Security Task Force
- Memorials & Staff
- Main office configuration
- Playground Safety
- Website
- Bequest Society
- 403b
- New Member Follow up
- Archive
- ChurchDB
- Room use analysis
- FORTH Taskforce

Some of my other regular activities (Reports for these usually appear elsewhere)

- Finance Committee Meetings
- One-on-one meetings with direct reports
- Board of Trustees
- Board Executive Committee
- Bridge Builder Action Team (A-Team)
- Volunteer recruiting and coordination
- Management Team Meetings
- Church Council & Congregational Meetings
- Office Staff Meetings
- Monthly meeting with Search Committee co-chairs

Respectfully submitted by Sean Hale. November 5, 2010.

2011 Budget Proposal v 11/16/10

	2010 BUDGET	2010 ACTUALS (Jan-June)	2011 PROPSAL
INCOME			
Contributions			
Forum	\$0	\$961	\$2,000
Pledge (per 11/16/10 est)	\$450,000	\$218,461	\$552,444
Sunday Plate	\$65,000	\$13,952	\$45,000
Sunday Coffee Service	\$4,000	\$1,455	\$3,000
Other	\$5,000	\$3,929	\$7,000
Rental	\$50,000	\$26,469	\$55,000
Misc. Income	\$2,000	\$5,784	\$10,000
Fundraiser *	\$0	\$0	\$18,000
Interest & Dividends	\$72	\$187	\$300
	\$576,072	\$271,198	\$692,744
EXPENSES			
Ministry Department	\$104,292	\$47,710	\$137,272
Music Department	\$80,431	\$36,388	\$86,762
Religious Ed Department			
2010 Categories	\$107,897	\$44,569	\$124,236
Sunday Kitchen			\$13,508
Program Support Dept	\$190,204	\$77,536	\$210,048
Infrastructure Dept	\$68,525	\$37,487	\$66,864
Committees			
Board/Council	\$0	\$0	\$0
Congregational Care	\$50	\$0	\$50
Facilities	\$20,000	\$5,621	\$20,000
Fellowship	\$1,000	\$177	\$1,000
Finance	\$0	\$0	\$0
Forum	\$250	\$0	\$250
Grounds	\$6,000	\$2,955	\$6,000
Media	\$625	\$621	\$625
Membership	\$500	\$0	\$500
Nominating	\$1,000	\$324	\$1,000
Settled Minister Search	\$750	\$37	\$8,300
Social Action	\$1,500	\$228	\$1,500
Webteam	\$0	\$0	\$0
Stewardship	\$2,250	\$432	\$2,250
Other Operating Fund			
Income Offsets	\$0	\$4,563	\$10,730
Misc Expenses	\$9,692	\$2,105	\$5,161
Charitable Contributions	\$12,350	\$3,150	\$12,350
	\$607,316	\$263,904	\$708,405
Net Budget Income/Expense	-\$31,244	\$7,294	-\$15,661
Annual MSF Transfer to Operating Fund	\$0	\$0	\$14,394
Net Change to Operating Fund			-\$1,267

The Infrastructure Department includes what was previously called the Facilities and Grounds department, less the facilities and grounds committees budgets.

The Sunday Kitchen 2010 budget and actuals appear in the Other Operating Fund and Infrastructure budgets.

The annual transfer to operating fund is based on 5.5% of 9/30/10 Memorial Savings Fund Balance of \$261,707. This is not a true income item, but rather the removal of restriction from funds as provided for by the FAMP, making the funds available to the operating fund.

Criteria for the budget: 2010 budget plus minister at midpoint, midpoint and benefits and appropriate pay levels for current staff, new full time member/volunteer coordinator (beginning April 1), and fully-funded search committee. Only other adjustments are those beyond our control like utilities and insurance.

The fundraiser assumes a 95% lay leader role, with Executive Team's role being limited to recruiting volunteers to lead and organize the event.

Updated: 11/16/10

First Unitarian Universalist Church of Austin

**Policies &
Procedures**

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Board of Trustees

Date of Original Board Approval: February 20, 1996

Date of Latest Revision Approval: May 19, 2009

The Board of Trustees is the policy-making body of the Church. It carries out the business of the Church as authorized by the Congregation and spelled out in the Bylaws. Board meetings are open to all members of the Church. Anyone wishing to present an agenda item should contact the President one week prior to the Executive Committee meeting.

Members of the Board shall serve as liaisons to committees and to affiliated organizations in order to facilitate flow of information. It is suggested that Board members attend the committee/affiliated organization meetings if possible. Board members are available to consult, problem solve, or help committees/affiliated organizations to stay within their policy and procedure descriptions. If there is need to revise their description, there must be Board approval before it is done.

The Board appoints representatives to the Austin Area Interreligious Ministries (AAIM) as well as delegates to denominational events. They also appoint members to the following committees: Long-Range Planning Committee and the Committee on Ministry (see more details of process on committee page); as well as appointing two members to the Nominating Committee (see committee description in Bylaws for further details).

Modified Roberts Rules of Order are utilized to keep meetings efficient and orderly.

Meeting Dates

Unless otherwise specified by the church officer charged with scheduling them, meetings shall take place according to the following schedule:

- Executive Committee: The first Tuesday of every month.
- Board of Trustees: The third Tuesday of every month.
- Church Council (all committee chairs, executive committee, and senior staff): the second Sunday of October, January, and April
- Congregational: the second Sunday of December and May
- Pre-Congregational: five weeks before the Congregational Meeting
- Annual Board Retreat: the second Sunday of June
- Church Council Orientation/Retreat (all committee chairs, trustees, and senior staff): the Third Sunday of June

Executive Committee

This committee consists of the President, Vice President, Secretary, Treasurer, and ex officio Trustees. It meets prior to Board meetings to assist the President in planning the agenda of the monthly Board meeting.

President

The Bylaws set out the President's primary role and duties. Additional duties of the President are:

- When possible, participates in New Member events.
- Keeps current and informed about church financial matters.
- Communicates effectively with congregation and church staff.
- When possible, participates in Denominational Events.
- Is the Board of Trustee's liaison to the Committee on Ministries and Nominating Committee.
- If necessary, reviews and/or edits any article in the newsletter that reflects on the church as a whole.
- Is responsible for the annual Board Retreat, the monthly Executive Committee meetings, the semi-annual Congregational meetings, the Pre-Congregational meetings, and the monthly Board of Trustees meetings, including creating the agenda (with suggestions from Board members and the assistance of the Executive Committee), running the meeting, and scheduling.

Vice President

The Bylaws set out the Vice President's primary role and duties. Following are additional duties of the Vice-President.

- Acts as coordinator/facilitator of Church Council with the following responsibilities:
 - ◆ Convenes the Church Council quarterly.
 - ◆ Assists in the Committee Chairs orientation and their familiarization with the Bylaws and Policies & Procedures.
 - ◆ Maintains written record and pertinent information of all Church Council meetings.
 - ◆ Coordinates committee meeting nights.
 - ◆ Schedules and plans the agenda for the quarterly Church Council meeting and annual Church Council Orientation, with suggestions from trustees.
- Ensures that approved changes to the Policies & Procedures Manual are communicated to the congregation and incorporated into the body of the Manual. The Vice President shall present the updated Manual to the Board of Trustees for approval at its August meeting each year.
- Assists President to keep meetings focused and on agenda.
- Acts as liaison to assigned committees and affiliates.
- Provides notice of all board-related meetings (above) for appropriate church publications and schedules the use of appropriate facilities.

Secretary

The Bylaws set out the Secretary's primary role and duties. The following is additional information.

Since the recording of the minutes is the principal way committee chairs and others active in church affairs keep informed about Board decisions, the importance of this function should always be kept in mind. If desired, a summary of Board action may be included in the issue of a newsletter following the meetings. The same may be done following congregational meetings to keep members informed who were unable to attend.

The Secretary assists the Vice-President to incorporate Board decisions into the Policies and Procedures semiannually from the Board minutes.

Treasurer

The Bylaws set out the Treasurer's primary role and duties. Additional duties of the Treasurer are:

- Serve as a member of the Finance Committee and work with them to prepare the annual budget for the Board and Congregation.
- Maintain books for general operations, capital improvements and special funds and serves as the primary check signer.
- Supervise financial assistant(s) handling church funds.
- Work closely with committees which utilize the church budget to assure that use of money is prudent.
- Do or oversee bank statement reconciliation.
- Using input from the Finance Committee establish with Board members the yearly minimum voting requirement.

Church Management

Date of Original Board Approval: May 20, 2003

Date of Latest Revision Approval: August 21, 2007

The purpose of the Church Management Team is to carry out the operations necessary to achieve the goals determined by the Board of Trustees. The Management Team holds full responsibility for daily operation of the Church and its activities. The Team reports to the Board of Trustees.

The Minister, Director of Religious Education, and other management staff of the Church form the Management Team, which meets weekly to oversee smooth functioning of Church operations. The staff and volunteers for each service area are responsible to their direct supervisors. Job descriptions for Church staff are kept on file in the Church office and are subject to review by the Board of Trustees.

Church Council

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

The purpose of the council structure is the coordinated planning and projection of goals between committees and affiliated organizations. Members of the council are the chairpersons of the committees and affiliated organizations. Council members have discretion over the use of their respective committee or organization's budget, without the need for Board of Trustee action. Any expenditure exceeding the allocated budget must be proposed to and approved by the Board. Unexpended committee budgets at year end shall be transferred to the general operating fund. Unspent funds will not necessarily be a negative factor in determining the appropriate budget for such committee in the succeeding year

The vice-president of the Board of Trustees will act as Council Facilitator/Coordinator. The Council will meet at least quarterly, in January, April, July and October. The meeting notice will be published in the Church newsletter and other communication avenues, beginning two weeks in advance of the meeting.

The Secretary of the Board keeps records of Council meetings and suggestions made. A written summary of the meeting will be posted on the bulletin board by the Church office.

Purposes may include the following:

- Share information (e.g. about budgetary needs, reports, major events), discuss problems, coordinate plans, etc.
- Discuss and project goals in general areas of concern.
- Retreat with the Board of Trustees as needed.
- Plan a church calendar of events and meetings.
- Act as liaison with Nominating Committee as needed to communicate committee needs and skill requirements.
- Be a vehicle to communicate church members' interests and talents for potential committee membership.
- As a council, assist the vice president of the Board of Trustees to acquaint new committee chairs with the bylaws and Policy and Procedures Manual.

Definitions and Terms of Membership

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Joining:

Membership in this Church is open to any person eighteen years or older who accepts the general purpose and programs of this Church. There shall be no creedal requirements for membership. No requirement as to race or belief, either political or theological, shall ever be made. Signature in the membership book and a contribution of record are the basic requirements, and membership becomes official when acknowledged by the Board of Trustees. The date of membership is the date of signature in the membership book.

Definitions:

- **Member** - Individuals who have signed the membership book and have been members of the Church for thirty days or more and who have (as an individual or part of a family unit) made a recorded financial contribution during the last eighteen months, have the right to vote at all official church meetings.
- **Associate Member** - Any individual who has signed the membership book and who has not made a recorded financial contribution in 18 months, unless the Board of Trustees decides otherwise, will be designated an associate member.
- **Youth Member** - Individuals twelve through seventeen years of age who have completed the requirements to be a Member. Youth Members are not included in the Church population count, but are eligible to vote at official meetings on all but financial considerations.
- **Friend** - A friend is a person who makes a monetary pledge and requests to be a friend rather than a member. Friends participate in all Church activities except voting and holding office, and receive the newsletter and other mailings. No denominational dues are paid for friends.

Termination of Membership:

Any member who chooses to resign from the congregation may do so by notifying the Board of Trustees in writing. Members who have moved away permanently or ceased to participate in Church affairs may, by action of the Board of Trustees, be deleted from the membership list after an effort to determine their wishes has been made.

Restoration of Membership:

Restoration of membership will occur when an former member signs the membership book, makes a contribution of record and is approved by the Board of Trustees.

Adult Religious Education Committee Fee Policy

Date of Original Board Approval: June 2005

Date of Latest Revision Approval: August 21, 2007

Purpose: To establish a consistent fee policy for adult religious education activities.

Scope: The Adult Religious Education Committee charges fees for some classes to cover costs associated with those activities and to provide funds for future activities.

Text:

Fees are not charged for activities conducted on Sunday mornings other than for required materials.

Fees may be charged for other classes as determined and approved by the Adult Religious Education Committee. Fees should reflect the cost of providing the activity and be comparable to fees charged for similar activities.

Fees are approved by majority vote of the Adult Religious Education Committee at regularly scheduled meetings.

The same fees are charged for church members and non-church members. However, at the discretion of the sponsor/facilitator of the activity, members of the ARE Committee may participate at no charge but still be responsible for the cost of any materials or texts.

Honoraria may be paid, but not to church member facilitators. Scholarships are available under some circumstances for those who wish to attend activities but for whom fees are an economic hardship. Approval for fee waiver is granted by the Director of Religious Education.

Fees are due at the time of registration for an activity or at the first meeting.

The sponsor/facilitator of the activity is responsible for collecting all fees and timely forwarding the fees to the Director of Religious Education.

Fees collected are used to cover the cost of the specific activity and to provide additional adult religious education activities.

Childcare for Group, Committee, & Church-Sponsored Events

Date of Original Board Approval: August 21, 2007

Date of Latest Revision Approval:

- Childcare is available Wednesday evenings by reservation with the Childcare Coordinator. For childcare at other times, contact the Childcare Coordinator.
- Childcare is normally provided free of charge for Church-sponsored meetings events. The cost of childcare during committee and group meetings or events is charged to the committee or group. Contact the Childcare Coordinator for hourly fees and reservations.
- When a meal is provided at the event, it is customary for the event sponsor to allow the childcare providers to eat free of charge. If the sponsor does not wish to provide complimentary meals to the childcare providers, it should contact the Childcare Coordinator to arrange for reimbursement by the RE Department or for a deduction of the meal costs from the childcare fees. Regardless of whom is paying for the meals, event planners should always take into consideration childcare providers and children in the headcount used for food planning.

Child and Youth Safety Policy

Date of Original Board Approval: June 20, 1995

Date of Latest Revision Approval: August 21, 2007

Purpose

To provide procedures for protecting children and youth from all forms of abuse and harm in our church.

Scope

This policy pertains to protecting our children and youth in all activities associated with our church.

Text

- **Message From the Task Force on Child Safety and Child Abuse Prevention.** As a religious community, we have a moral imperative to become educated and aware of the dangers facing our children and to strive to protect them, so that they may grow into whole, responsible loving adults. We want our Church to be a physically and emotionally safe place for our children and youth. We want to prevent accidental injury and we want to ensure that our children are safe from all forms of abuse of any kind. Toward that end, on February 21, 1995, the Board of Trustees established the Task Force on Child Safety and Child Abuse prevention. The policy developed by this task force was adopted by the Board of Trustees on June 20, 1995. In April of 2004, the Board of Trustees established another task force to update and revise this policy. The revisions that this task force proposed were adopted by the Board of Trustees on April 27, 2004.
- **Affirmation of Responsibility and Commitment. Preamble.** Our commitments as Unitarian Universalists to the inherent worth and dignity of every person and to justice and compassion, compel us to create a safe environment that protects children and adults from harm and promotes their spiritual growth. It is the intention of our Religious Education Program to promote self-esteem and personal responsibility among both our children and our members. Training and support for our religious educators, youth leaders and parents and all religious education volunteers will include a discussion of the Code of Ethics for Working with Children and Youth (see § V(A)), and how to create safe spaces for both parties. We established the following procedures for safeguarding children and youth in groups and reporting known or suspected instances of abuse, molestation, neglect, assault, cruelty or non-accidental injury. Therefore, the Board of Trustees for the First Unitarian Universalist Church of Austin directs that the Minister(s) and Director of Religious Education, as well as any supporting committees, adopt procedures for implementing these goals, and for reporting abuse when discovered to the appropriate authorities; and that the Congregation be made aware of these adopted policies and procedures as soon as possible; and that this policy and procedures be made readily accessible to any person who may wish to see them.
- **Procedures to Ensure Safety and to Prevent Sexual Misconduct and Abuse for Children and Youth.** With the intentions set forth in the affirmations above, we hereby set forth procedures for providing a safe environment for children and youth. These guidelines

are meant to ensure child and youth protection in our building, on our grounds, and on field trips.

- ◆ **Ratios of Adults to Youth, Children and Infants.** There will be a ratio of one adult to seven young people when there is a youth group event; a ratio of one adult to ten children when there is a children's program; and a ratio of one adult to four infants. Parents are entirely responsible for their children and youth that are not in a scheduled church program; children should not be in unsupervised areas. To the extent possible, there should always be a minimum of two adults with any group of children.
- ◆ **No Alcohol, Illegal Drugs, Firearms or Other Weapons or Fireworks.** There will be no alcohol, illegal drugs, firearms or other weapons or fireworks at Church sponsored events for children or youth.
- ◆ **Reporting of Suspected Abuse or Safety Concerns.** If a teacher, youth group leader, parent or adult of the congregation suspects or is made aware of child abuse or has a concern about a child's safety and well-being, this information must be reported to the Director of Religious Education or the minister as soon as possible. Suspected child abuse shall be promptly reported to Child Protective Services and the police.
- **Working with Children and Youth**
 - ◆ **The Special Case of Working with Youth**
 - Adults who volunteer to work with children and youth at the Church, fall into a special category. They may meet with their groups away from the Church in buildings and homes where there are few other adults present. The topics discussed and the curriculum used with these groups often deals with sensitive, personal and private issues. The situation mandates that the leaders of our youth be carefully selected and informed of situations that could create discomfort or misunderstanding for either the leader or the youth. For this reason, the First Unitarian Universalist Church of Austin requests adults working with youth to complete the Reference Form (see § V (C)) and to participate in appropriate training programs for youth leaders.
 - ◆ **Employees.** All persons seeking paid employment at this Church will be asked to read the Child Safety Policy, and to sign the Code of Ethics for Persons Working with Children and Youth (see §V(A)) and the Religious Education Contract (see §V(B)), a Reference Form (see §V(C)) and sign the attached form giving permission to FUUCA to Conduct a Criminal Background Check (see §V(D)).
 - ◆ **Religious Education Teachers and Volunteers.** Teachers, youth volunteers and other persons volunteering to work or spend time with children and youth will be asked to read the Child Safety Policy, and to sign the Code of Ethics for Persons Working with Children and Youth (see §V(A)) and the Religious Education Contract (see §V(B)), a Reference Form (see §V(C)) and a Permission to Conduct Criminal Background Check Form (see §V(D)).
 - ◆ All persons seeking youth volunteer positions at this Church will complete a Reference Form (see §V(C)), read the Child Safety Policy, and sign the Code of Ethics for Persons Working with Children and Youth (see §V(A)). They will also sign the attached form giving Permission to conduct a Criminal Background Check (see §V(D)).
 - ◆ **Designation of Alternative Pickup Person.** The person enrolling an infant(s) or child(ren), shall designate who, other than the parent or the person bringing the infant(s) or child(ren), will pick up the infant(s) or child(ren).

- ◆ **Field Trips (Overnight or Non-Overnight).** The parent or guardian must sign a "Field Trip Permission Slip" for children or youth before each event. The destination, with expected times of departure and return, will be communicated in writing by the Religious Education teachers or staff. If transportation is required, all drivers must be covered by car insurance and be 25 years of age or older. In addition, drivers/vehicle owners must sign the Volunteer/Employee Use of Auto Statement (see §V(F))
- ◆ **Prescription/Over-the-Counter Drug Requirements.** Parents or guardians must inform the teacher or advisor of any prescription or over-the-counter drugs being taken by children or youth.
- ◆ **Minimum Age for Youth Advisor.** Youth advisors must be 25 years or older
- ◆ **The Special Relationship Between Minister and Congregants.** We as a community expect the minister to abide by the UU Ministers Association's Code of Professional Practice which is published in the *UUMA Guidelines* and is available in the church library and the church office, or from the UUMA, 25 Beacon Street, Boston MA 02108, or at www.uua.com.
- ◆ **The Special Relationship Between Professional RE Educators and Congregants.** We as a community, expect the Director of Religious Education and other professional religious education staff, to abide by the Liberal Religious Educator's Code of Professional Practice, which acknowledges that religious educators are also the recipients of special trust. In subscribing to this code, professional religious educators agree not to exploit the powers inherent in their roles. The complete text of the Code is published in the LREDA Guidelines and Code of Professional Practices which is available in the Church library and the Church office, or from the LREDA, 25 Beacon Street, Boston MA 02108, or at www.uua.com.
- **Documents**
 - ◆ **CODE OF ETHICS for Persons Working with Children and Youth**
 - **The Role of Adult Leaders**
 - Adults working with young people in the context of our Unitarian Universalist faith have a crucial and privileged role, one that carries with it a great deal of power and influence. Whether acting as youth advisor, chaperone, child-care worker, teacher, minister, registrant at a youth-adult conference or in any other role, the adult has a special opportunity to interact with our young people in ways which are affirming and inspiring to the young people and the adult. Adults can be mentors to, role models for, and trusted friends of children and youth. They can be teachers, counselors, and ministers. To help our children grow to be caring and responsible adults can be a meaningful and joyful experience for the adult and a lifetime benefit to the young person.
 - While it is important that adults be capable of maintaining meaningful friendships with the young people they work with, adults must exercise good judgment and mature wisdom in using their influence with children and youth and refrain from using young people to fulfill their own needs. Young people are in a vulnerable position when dealing with adults and may find it difficult to speak out about the inappropriate behavior of adults.
 - Adult leaders need to possess a special dedication to working with our young people in ways that affirm the Unitarian Universalist Association Principles. Good communication skills, self awareness and understanding of others,

sensitivity, problem-solving and decision-making skills, and a positive attitude - all are important attributes. Additionally, leaders should have a social network outside their religious education responsibility in which to meet their own needs for friendship, affirmation and self-esteem; and be willing and able to seek assistance from colleagues and religious professionals when they become aware of a situation requiring expert help or intervention.

- It is ultimately the responsibility of the entire church community, not just those in leadership positions, to create and maintain a climate that supports the growth and welfare of children and youth.
- **Code of Ethics**
 - Adults and older youth who are in leadership roles are in a position of stewardship and have a role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.
 - There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a role in assisting children and youth in these areas of growth. Sexual conduct of any kind between adults and infants, children, or youth is unethical and severely injurious. Therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with children and youth that constitutes verbal, emotional, or physical abuse.
 - Leaders will be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

Please sign that you have read and agree to this code of ethics on page 2 of your application. You may keep this page for your own record.

**◆ RELIGIOUS EDUCATION VOLUNTEER CONTRACT - FIRST UNITARIAN
UNIVERSALIST CHURCH OF AUSTIN**

THANK YOU for being a volunteer in our church school program during this year. Please take a minute to read, understand and sign this contract (filling in the necessary information).

I understand that I am a _____ for the _____ (grade) class in church school. I agree to coordinate with the other members of my teaching team to be sure that each Sunday is covered. If I am unable to be present on one of the Sundays I had agreed to serve, then (as soon as possible) I will contact my team members first to arrange a substitute. If after contacting my team, I am unable to arrange for a substitute, then I will contact the Director of Religious Education at church or at home.

I have never been convicted of a crime involving a minor, and I understand that if I should be, I must resign from my church school responsibilities. When I am scheduled to be present on Sundays, I will arrive at church slightly ahead of the designated start of class time to greet arriving children, and I will stay slightly after the designated class time to be certain that all of my charges have been collected by an appropriate person(s). Class time is generally one hour. I understand that if there are still children in my care when it is time to leave, I will hand over my charges to the DRE so that I may be free to leave. I have read and understood the above contract, have provided the necessary information, and agree to the above terms.

Signature _____ Date _____

Printed Name _____

♦ **RELIGIOUS EDUCATION EMPLOYEE AGREEMENTS - FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**

Please take a minute to understand and sign this form (filling in the necessary information).

I understand that I am applying for _____ at First Unitarian Universalist Church of Austin. I understand the requirements for the position that I'm applying for and am willing and able to fulfill the requirements of the position.

I have never been convicted of a crime involving a minor, and I understand that if I should be, I must resign from my church responsibilities.

♦ **CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK AUTHORIZATION/WAIVER/INDEMNITY**

I hereby give permission for First Unitarian Universalist Church of Austin to obtain information relating to my criminal history record through Safe Advantage Services. The Criminal History Record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication.

I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the Criminal History Record check may be repeated at any time.

I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned do, for myself, my heirs, executors and administrators, hereby remise, release and forever— discharge and agree to indemnify the volunteer center, a service of United Way/Capital Area, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Signature: _____ Date: _____

Please print name: _____

◆ **REFERENCE INFORMATION – FIRST UNITARIAN UNIVERSALIST CHURCH OF AUSTIN**

In an effort to serve the best interests of our congregation, please fill out this questionnaire. The Information may be used for criminal background and reference checks. Please keep the RE office informed about changes in your information.

Name _____ Telephone _____

Other names used: _____

Address (street, city, state and zip)

Email address: _____ Date of Birth _____

Social Security Number: _____

Reference Information

Name: _____ Telephone/e-mail _____

Name: _____ Telephone/e-mail _____

Name: _____ Telephone/e-mail _____

I have read and agree to abide by the Code of Ethics on the attached page.

Signature: _____ Date: _____

Please return this page 1 and 2 to the coordinator for your event or to the Religious Education office at least one week before you begin your duties. You may keep page 3, "Code of Ethics for Person Working Children and Youth" for your files.

◆ **F. Volunteer/Employee Use of Auto Statement**
(NOTIFY DIRECTOR OF RELIGIOUS EDUCATION OF ANY CHANGES)

ACTIVITY	LOCATION		
YEAR MAKE OF VEHICLE	MODEL	COLOR	
OWNER	DRIVER		
REGISTERED OWNER(S) OF VEHICLE <i>(Print)</i>	DRIVER OF VEHICLE <i>(Print)</i> (if different from registered owner)		
TELEPHONE NUMBER	TELEPHONE NUMBER		
Home	Home		
Work	Work		
ADDRESS	ADDRESS		
DRIVER'S LICENSE NUMBER EXPIRATION	LICENSE	DRIVER'S LICENSE NUMBER EXPIRATION	LICENSE
INSURANCE COMPANY			
PO LICY EXPIRATION DATE			
POLICY #			
REGISTERED OWNER'S SIGNATURE	DRIVER'S SIGNATURE		

- As the registered owner, I certify that the above-described vehicle has a valid registration and is covered as is indicated by the **attached copy of a current Proof of Auto Insurance Card**.
- I certify that the aforementioned insurance coverage includes no less than \$50,000/\$100,000 for liability coverage and no less than \$25,000 for property damage.
- I certify that the aforementioned liability insurance coverage is in force and agree to advise the CHURCH, in writing, of any changes in the above information.
- I certify that the above vehicle is mechanically safe.
- As driver of the vehicle described above, I agree to furnish transportation for a church activity involving travel TO () FROM () the location described above.
- As driver and/or owner, I certify that I have read both sides of this form and that all requirements are met.
- As owner of the vehicle described above, I certify that the driver of above-described vehicle:
is in good physical and mental health and is safe to drive
has a good driving record and does not have excessive traffic violations per DMV point count.
- As driver, I also certify that I meet the requirements of item 7, above.
- This certification may remain in effect through a calendar year or the last effective date of the insurance policy, whichever one comes first.

NOTE: If you drive your personal automobile while on CHURCH business and you are involved in an accident your liability insurance policy is used first. The CHURCH liability policy would be used only after your policy limits have been exceeded. The CHURCH does not cover nor is it responsible for, comprehensive and collision coverage to your car.

DATE	DRIVER'S SIGNATURE
DATE	VEHICLE OWNER'S SIGNATURE

CONDITIONS AND INSTRUCTIONS

As volunteer driver providing transportation to students involved in an authorized CHURCH activity, I have read, understood and will meet the conditions noted below. I further agree to provide the required information and to abide by these conditions and instructions while acting as volunteer driver.

1.	I understand that my own automobile liability insurance will always be considered as primary coverage. I have checked the adequacy of my liability insurance and understand that I am liable in the event of accident, injury or death resulting from such use of my vehicle.
2.	I understand that all travel by private car requires prior approval by the Director of Religious Education
3.	I understand that I must be at least 25 years of age in order to be a volunteer driver and certify that fact by my signature on this form.
4.	I understand that parents/guardians assume sole responsibility for transporting their youngsters to activities when neither the school nor the CHURCH provides transportation or organized private vehicle transportation.
5.	I understand that I must submit a signed <i>Volunteer Auto Use Statement</i> annually to the Director of Religious Education so that my volunteer driving status remains in force.
6.	I understand that by signing this form, I waive and release the CHURCH from any and all claims for reimbursement for any such transportation.
7.	Vehicles volunteered cannot be designed to carry more than nine persons, including the driver. The vehicle must carry only the number of passengers for which it was designed. Each passenger is required to use a safety restraint
8.	The number of occupants in a pickup or motor truck may not exceed more persons than can safely sit in the passenger compartment. Motor homes and open Jeep-type vehicles may not be used to transport students. Students are expressly forbidden to ride in the cargo area of pickups or motor trucks whether or not these areas are enclosed by camper shells or other protective covering. Students may not be seated in front seats of cars with passenger side air bags. Children less than five years old and less than 36 inches tall are required to use approved child safety restraints appropriate for that child's size. If a child rides in a safety seat, I accept responsibility for installing, placing and ensuring that the child is appropriately and safely seated and buckled in the safety seat.
9.	I certify that the vehicle is in safe operating condition, and that I have checked or had a mechanical check prior to the trip, including, but not limited to: tires (including spare), brakes, lights, turn signals, horn, suspension, seat belts, emergency tools and equipment (such as a jack and chains), and that said vehicle is mechanically sound.
10.	I certify that the vehicle possesses emergency warning devices, such as flares and/or reflectors.
11.	Travel caravan style if more than one vehicle is used for the trip.
12.	In the event of an accident, notify the Police Department or appropriate official of the jurisdiction in which the accident occurs AND the Director of Religious Education
13.	I will assume supervisory responsibilities for student control to and from activities.
14.	I promise not to drive with any alcohol or illegal substance in my system while acting as a volunteer driver.

Date

Volunteer's Signature

Criminal Background Check Policy

Date of Original Board Approval: December 16, 2003

Date of Latest Revision Approval:

Purpose:

To ensure the security of Church monies, the safety of children and young people in our care, and other persons within the congregation as needed.

Scope:

This policy applies to everyone who applies for, or is selected for either a paid or volunteer position as named in this policy.

Text:

It is the policy of the First UU Church of Austin to protect the Church, its members and friends, and their children from harm caused by staff or volunteers.

Therefore, the Church will conduct a Criminal Background Check (CBC) of all persons, who are considered for, or perform, paid or volunteer work that involves direct access to church financial business, handling of money, or working with children, youth or other persons as specified below.

- All employees of the church shall have a criminal background check performed by the church or its agent.
- In addition, the following persons who work in volunteer positions in religious education will have criminal background checks performed by the church: all children and youth programming volunteers who act as 1) lead teachers, 2) members of Religious Education teaching teams, or 3) YRUU advisors. Criminal background checks may also be required for other adults working with children or youth as determined by the Director of Religious Education in consultation with the appropriate programming committee.
- All persons who act as a signatory on a Church bank or investment account shall have a criminal background check.
- Criminal Background Checks may be required of other volunteer positions if the Management Team and/or the Board deem this necessary.

In addition, the Church may require written applications, resumes, references, and/or interviews of those who seek paid or volunteer employment.

Credit Card Policy

Date of Original Board Approval: May 16, 2000

Date of Latest Revision Approval: August 21, 2007

Credit card(s) shall be in the name of the Church with a list of the names of the authorized user(s) maintained by the Office Manager. The list shall be reviewed and reauthorized in January of each year or as needed for personnel changes. An individual's name shall be removed from the list upon leaving office or employment with the church. Each authorized individual issued a credit card shall keep the card in a secure location at all times.

The intent of the cards is to provide:

- payment for supplies, and materials for the church office and church programs such as, but not limited to, paper products, refreshments/food for church events, equipment repair, supply delivery and other items for which vendors can not/will not invoice the church.
- payment for registration to conferences and meetings, and prepaid travel expenses incurred for properly approved church activities.

A credit limit for the cards will be established and periodically reviewed by the Finance Committee.

The Church may also have various specific company charge cards, such as Office Max and Home Depot. These should be kept in a secure location as well, with a list of authorized users maintained by the Office Manager.

Itemized receipts, a copy of an order form, or a registration form shall be maintained by the Office Manager or his/her designee for all purchases paid by credit card. The purchases made with a general credit card may be reviewed for appropriate use by the Treasurer.

The cards may not be used for:

- personal purchases which would not normally be reimbursed from church funds
- cash advances
- items for which invoices may be obtained from the vendor

Use of Denominational Affairs Funds

Date of Original Board Approval: August 19, 1997

Date of Latest Revision Approval: August 21, 2007

Funds designated for denomination events such as conferences can be applied for and allocated for expenditure as follows:

A voting member submits to the Denominational Affairs Committee an application to attend one of the above listed functions. Delegate status may or may not be applicable.

Decisions regarding eligibility for funds will be made by the Denominational Affairs Committee, based on authority delegated by the Board of Trustees.

Priority for consideration of use of budgeted conference money should usually be given to voting members serving in present or potential Church leadership positions.

Allocations are usually limited to once per member per year.

The individual member funded to attend a denominational function may be expected to provide pertinent information for the church and can be expected to report to the congregation within a reasonable time.

After approval for funding, request for payment should be completed and submitted to church Treasurer.

Financial Asset Management Policy

Date of Original Board Approval: February 3, 1998

Date of Latest Final Congregational Revision Approval: May 6, 2007

Purpose: To provide formal and sophisticated financial management controls in cash flows and investments for the First Unitarian Universalist Church of Austin.

The financial management needs of the First Unitarian Universalist Church of Austin continue to grow. For example, on May 4, 1997, and December 7, 1997, the Church membership adopted a Resolution Establishing a Memorial/Endowment Fund which formalized a long-standing Church practice of setting money aside in a memorial fund.

In addition to the Memorial/Endowment Fund, the Church has added a Long Range Fund specifically to serve as seed money for a Capital Fund Campaign to enlarge and update the Church building. Other funds have been created specifically to provide funds for specific purposes.

The Church membership approved the following Financial Asset Management Guidelines:

- To realize long-term capital appreciation and generation of income, the financial asset management guidelines shall be the following:
- To invest in mutual funds or Exchange Traded Funds (ETF) not individual securities;
- To seek professional (independent) assistance on investments;
- To give weight to avoiding investing in companies ineligible for investment by the Unitarian Universalist Association's endowment fund;
- To establish an Investment Committee that will work with independent advisors, but retain with the Board of Trustees the responsibility for overall policies.
- This Resolution specifically mandates the development and implementation of a membership approved Financial Asset Management Policy.

The following Financial Asset Management Policy shall be the operational document for carrying forth the Memorial Endowment Resolution and the Financial Asset Management Guidelines.

Financial Assets and Records

The overwhelming majority of income received by the Church is contributed/donated by its members and friends. Though most often made in the form of cash or check, these donations have been and could be made in many other forms, e.g., stocks, bonds, mutual fund shares, real property, life insurance policies, etc. All forms of income to the Church are subject to the controls of this Policy Statement.

Typically the only other source of meaningful income for the Church has been the rental received for the use of the building and parking lot by outside organizations. This income is expected to be less than 15% of the Church's annual budget. All such earned, and all other, Church income is also subject to the controls of this Policy Statement.

The cash value of all contributions, rental receipts, and any other income received by the Church is to be recorded in the Church's financial records. No person may approve or agree to any form of financial transaction, receipt or disbursement in the name of First Unitarian Universalist Church of Austin without that transaction being fully and truly recorded in the Church's financial records.

If individual company securities are contributed to the Church, they shall be sold within eight weeks, with the proceeds being added to the appropriate Church accounts.

The Church's financial records shall be maintained on an accrual basis to the extent practicable and in accordance with generally accepted accounting principles.

The Church's financial records shall be subject to an independent audit no less frequently than once every two years.

Assignment of Income

The cash value of all income received by the Church, no matter the type of financial asset, must be recorded in the Church's financial records as designated for one of the following:

- **Operations Fund:** the normal day-to-day income and expenditures fund for the continuing operation of the Church; pledged and Sunday plate contributions and rental receipts comprise most of the income for this Fund, but there are also other lesser income sources as well. The Church's annual Operations Fund Budget approved by the membership at the Fall semi-annual meeting controls the expenditures from this Fund.
- **Restricted Funds:** any of a number of special funds through which contributions are sought and expenditures made for specific designated purposes, e.g., Facilities Enhancement Fund, Religious Education Fund, Senior High Fund, Social Action Fund, etc.; the establishment of a new Restricted Fund can only be authorized by the Board of Trustees. Annually the Board of Trustees shall review the status of each Restricted Fund and close any such fund which is no longer needed or has been inactive for two consecutive years. The Board of Trustees shall designate where any balance remaining in a Restricted Fund that is being closed shall be credited.
- **Memorial/Endowment Fund:** a unique Restricted Fund established by Resolution of the Church membership for the purpose of providing a growing foundation of financial stability for the long term financial health and continuity of the Church.

Typically, contributors to the Church indicate which of the above funds their contributions are for. In all cases, these designations shall be honored.

From time to time, contributions without designation are received. It shall be the responsibility of the Church Treasurer, or the Treasurer's representative, to decide which fund, or funds, will be credited with these contributions. In the case of relatively large such contributions, or if there is a reasonable basis for uncertainty, the Treasurer shall consult with the contributor and/or the Board of Trustees before making a final determination.

Distributions from the Memorial/Endowment Fund

Since the purpose of the Memorial/Endowment Fund is to assure the long range financial future of the church and to help the church manage and survive financial emergencies, the Church shall have policies and procedures in place to limit annual distributions to a set percentage of total reserves. Church policies and procedures shall also make clear that other distributions or loans from the Memorial/Endowment Fund would occur only in rare and extreme circumstances and that any such distribution or loan would require a two third affirmative majority vote of members present and voting at two consecutive regular scheduled meetings of the Congregation.

Operations Fund Reserve

Twelve-month forecasts of income and expenditures cannot reasonably be expected to predict reality precisely. Therefore, it shall be the practice of the Church to record and carry forward each fiscal year an Operations Fund Reserve. (This is a calculation, not a balance sheet line item.) This carried forward reserve is the cumulative difference between actual Operations Fund receipts and actual Operations Fund expenditures for all prior years. Note: using accounting terminology, the Operations Fund Reserve is defined as "Total Operations (and Restricted) Fund assets, less any Restricted Fund Equity Balances, less Fixed Assets (net of Accumulated Depreciation), less Liabilities (other than those secured by Fixed Assets), less other major known encumbrances or obligations which are not yet recorded in the financial statements, net of liabilities, excluding fixed assets and mortgage.

When adopting a budget for a new fiscal year, it shall be the policy of the Church not to allow the Operations Fund Reserve projected for the end of the new year to exceed, either positively or negatively, one-twelfth of the new year's Operations Fund expenditure budget. If the projected Reserve is positive and exceeds one-twelfth of the proposed new year's budget, the excess shall be transferred in the Church's financial records to the Memorial/Endowment Fund during February of the new fiscal year. If the projected Reserve is negative and greater than one-twelfth of the proposed new budget then next year's budget must be revised such that this limit will not be exceeded.

If the projected Reserve is negative and less than one twelfth of the operating budget, then the upcoming budget must eliminate the negative balance within the next two years.

Restrictions on Operations Fund Budget

A deficit budget can only be adopted by a vote of three quarters of the present and voting members of the congregation, at a congregational meeting.

Unanticipated expenses: The Board after receiving recommendations from the Finance Committee may allocate up to \$10,000 per year for unanticipated expenses.

Unanticipated Budget Shortfalls: If during the year the Board as advised by its designee(s) estimate that a shortfall is projected to be greater than one twelfth of the proposed budget, then the designee(s) shall make recommendations to the Board for specific actions to address the shortfall. The Board has full authority to take unilateral actions to address the shortfall to bring the Operations Fund Budget back into alignment.

Church Accounts with Financial Institutions

All Church financial assets other than real property shall be deposited with reputable financial institutions which provide regular, clear, informative, and auditable reports. The Treasurer shall maintain for the Church one or more checking accounts and one or more investment accounts. These accounts must provide convenient and auditable electronic funds transfer services amongst them.

The checking account shall be the day-in, day-out account for receiving deposits and against which authorized expenditure checks are written. The cash balance in this account shall be maintained between one-quarter and three-quarters of one month's average expenditure as forecast in the current year budget. All other financial assets shall be retained as an investment pool in the Church investment account or accounts.

The Church Board of Trustees shall, from time to time, promulgate procedures and signature authorizations required for making approved Church expenditures, transferring Church funds between accounts, and investing Church funds in accordance with this Policy.

Investment Guidelines for Investment Pool

The fundamental objective in managing the Church's investment pool shall be to realize income and growth at rates commensurate with overall United States of America financial marketplace performance. The Church shall not expend money or effort attempting to outperform average marketplace results.

To achieve this fundamental objective, marketplace history makes it clear that a substantial portion of the Church's investment pool will, much of the time, be invested in equities. However, it shall be the policy of the Church not to hold stock in individual companies. If individual company stocks are contributed to the Church, they shall be sold within eight weeks with the proceeds being added to the appropriate Church accounts. All equity investments shall be made through mutual funds and Exchange Traded Funds. The Church shall not sell any investment instruments short, purchase hedge funds or deal in options.

It shall be the policy of the Church to work with and through an experienced, professional broker/advisor/money manager who shall provide market analyses, investment pool allocation recommendations, and specific investment vehicle recommendations that are in accord with this Policy Statement. The intent here is to work with a professional who will provide long-term continuity and stability in overseeing and protecting the Church's investments. Members of the Church are specifically prohibited from filling this professional advisor role.

It is anticipated, but not required, that the Church Board of Trustees will delegate responsibility for working with the professional advisor and overseeing the investment pool management to an Investments Subcommittee of the Finance Committee. However, the Board of Trustees bears the ultimate fiduciary responsibility for assuring that this Policy is adhered to in all its particulars.

Assignment of Investment Pool Interest/Dividends & Gains/ (Losses)

The investment pool will earn interest and dividends, and, at any point in time, will have realized and/or unrealized gains/ (losses). As specified in the Resolution Establishing a Memorial/ Endowment Fund. It shall be the policy of the Church to credit in the Church's financial records all such interest, dividends, gains, and losses to the Memorial/Endowment Fund. This policy results in all investment pool monies from the Operations Fund and Restricted Funds being included in the investment pool on a "no risk, no gain or loss" basis. (Note: interest earned in the checking account, if any, shall be credited to the Operations Fund.)

Amendment of this Policy

This Financial Asset Management Policy may be amended by action initiated by the Church Board of Trustees, in consultation with the Finance Committee. and approved by a majority of the Church membership attending two consecutive regularly scheduled membership meetings.

Originally approved by the Board of Trustees on: February 3, 1998. Amendments approved by the Board of Trustees on February 15, 2005. Approved by the congregation on May 1, 2005 and December 11, 2005.

Revised 97Jan14; 97Feb3; 97Feb17; 97Nov3, 05May 1, 05Nov 11, 05Dec 11, 07May 6.

Memorial/Endowment Fund

Date of Original Board Approval: May 4, 1997

Date of Latest Revision Approval:

Purpose of the Memorial/Endowment Fund

The purpose of the M/E Fund is to provide a growing foundation of financial stability for the long-term financial health and continuity of the Church.

Contributions to the Memorial/Endowment Fund

- As of the date this Resolution is formally adopted, all financial assets shown in the Church's official financial records as being restricted to or designated for, the prior M/E Fund, shall be instantly incorporated within the financial records of the M/E Fund established by this resolution.
- Any property of any kind left, given or conveyed to the church for its M/E Fund, or transferred by its governing bodies to its M/E Fund, shall be held as part of the M/E Fund and managed and used as herein provided.
- The Church Board of Trustees may refuse to accept any property offered as contributions to the M/E Fund that are considered by them to be of a burdensome character.

Management of the Memorial/Endowment Fund

- Consistent with its purpose, the primary intent in managing the M/E Fund is to have it grow over time through contributions, wise investment, and limited withdrawals.
- The Board of Trustees shall recommend to the Church membership a Financial Asset Management Policy (FAMP), outlining general objectives to be used in managing and investing the M/E Fund and other church assets. Upon approval by a majority of the church membership attending a regularly scheduled membership meeting, this FAMP shall be official church policy.
- To aid in accomplishing the purpose of the M/E Fund, and in its management, the Board of Trustees may from time to time, appoint such committees from their own membership or the membership of the church as the trustees deem desirable.
- For investment management purposes, the Board of Trustees may combine the M/E Fund assets with the other Church assets available for short- or long-term investment. However, all dividends interest and realized or unrealized gains or losses generated by the investment pool shall be credited to the M/E Fund.
- Accurate accounting records must be kept, showing all transactions relating to the M/E Fund. At the Fall semiannual membership meeting of the Church, the Board of Trustees shall furnish a written statement showing the content and market value of the M/E Fund assets as of the last business day of the preceding September, and all M/E Fund receipts, disbursements and realized or unrealized gains/losses, for the preceding year through the end of September.
- The Board of Trustees may hire counsel, agents, brokers or consultants as in the judgment of the Trustees may be necessary to manage properly the M/E Fund assets. Costs for any such professional assistance shall be borne by the M/E Fund.

Use of the Memorial/Endowment Fund

- With the approval of the Church membership at its Fall-annual meeting, the Board of Trustees may budget the transfer of money from the M/E Fund into the Operations Fund of the Church for the succeeding fiscal year. However, the amount that maybe transferred under this provision, is limited to a maximum of 5-1/2 percent (5.5%) of the M/E Fund market value on the last business day of September, preceding the fiscal year in which the transfer is to take place. An approved budget transfer of M/E Fund money into the Church Operations Fund shall be made in the Church's financial records during January of the budgeted year.
- To expend for any purpose any amount from the M/E Fund greater than provided by Section 1 above, the approval of a majority of the Church membership attending two consecutive regularly scheduled membership meetings is required.
- In no case may the value of the M/E Fund be reduced through withdrawals permitted by Section 2 above, to less than two hundred fifty thousand (\$250,000.00).

Final Disbursement of the Memorial/Endowment Fund

The membership of the Church intends that the M/E Fund will be irrevocable and perpetual. In the event the First Unitarian Universalist Church of Austin is merged into or consolidated with any other body, or if its name or organizational structure shall be changed, such successor or continuing organization or body shall control the M/E Fund created hereby. In the event the First Unitarian Universalist Church of Austin ceases to exist, the M/E Fund shall be distributed as directed by the Church's Bylaws. In all such cases, it shall be distributed consistent wit the requirements of Section 501-c-3 of the Internal Revenue Code.

Amendment of this Memorial/Endowment Fund Resolution

This Resolution must be adopted and may be amended by majority vote of the Church membership attending two consecutive regularly scheduled membership meetings, provided that no amendment shall be made which shall in any manner affect the general purposes of the M/E Fund as provided herein, and provided that no such amendment shall in any manner adversely affect the tax exempt status of the M/E Fund and the First Unitarian Universalist Church of Austin under the laws of the United States of America or the State of Texas.

Minister's Discretionary Fund

Date of Original Board Approval: April 15, 2003

Date of Latest Revision Approval:

Purpose

The Minister's Discretionary Fund provides means for addressing occasional church program expenses not otherwise anticipated in the church budget.

Scope

This policy establishes guidelines for management and funding of the Minister's Discretionary Fund (MDF).

Text

Management:

The Minister is charged with the management of the MDF under the following guidelines:

- At his or her discretion, the Minister may disburse moneys from the MDF for any purpose benefiting the church (except as excluded below), including but not limited to the following:
 - ◆ honoraria or travel expenses for visiting speakers
 - ◆ repairs, equipment or other expenses related to the church facility
 - ◆ special expenses of any church program
 - ◆ staff professional expenses, including training
 - ◆ expenses related to fund-raising, grant applications or solicitations
- The MDF shall not be used for any of the following:
 - ◆ the personal (versus professional) benefit of the Minister or other staff
 - ◆ assistance to non-FUUCA agencies or organizations, except where such assistance directly benefits FUUCA
 - ◆ charitable assistance to individuals or families
 - ◆ any expenditure which is not consistent with the policies and/or mission of the church
- The Minister shall report all MDF disbursements to the Board in a timely fashion, either before or after the fact. The Minister shall provide an itemized report of MDF disbursements for the year to the Board at its regular December meeting.

Funding:

The MDF shall be funded through donations or special member solicitations by the Minister. In December of every year, the Minister shall report to the Congregation and Board of Trustees about the status of the fund. The Board shall set a solicitation target for the next year.

Loans to Staff and Employees

Date of Original Board Approval: December 19, 2006

Date of Latest Revision Approval: August 21, 2007

PURPOSE: To establish a “no loans policy” by the Church to minister(s) and employees.

SCOPE: The Church is not a financial institution and providing loans to minister(s) and/or employees is not a good policy as stated by the Auditor who reviewed the books of the Church.

TEXT: Under no circumstances will the Church extend loans to minister(s) and other employees. Neither will the church guarantee loans by financial institutions.

Loans from the Minister’s Discretionary Fund are permitted at the discretion of the Minister, except for loans to him/herself.

Insurance Policy

Date of Original Board Approval: August 21, 2007

Date of Latest Revision Approval:

It is the policy of FUUCA to carry adequate insurance for buildings, facilities, contents, and liability, including the following coverage parts:

- Building, including
 - ◆ Personal Property contents
 - ◆ Crime Coverage for theft of money
 - ◆ Inland Marine Coverage for fine art loaned for display
 - ◆ Leased Property (e.g. copy machine)
- Liability, including
 - ◆ General Personal Liability
 - ◆ Professional Liability (for counseling)
 - ◆ Hired and Nonowned Automobile Coverage
 - ◆ Directors, Officers, and Trustees Liability Coverage
- Other Insurance Coverage as authorized by the Board of Trustees

Choice of coverage limits, deductibles, and insurance company shall be reviewed annually by the Finance Committee and approved by the Board of Trustees.

It is also the policy of FUUCA to provide health insurance coverage for full time employees. Details of this policy are contained in the Church's Personnel Policy Manual.

Newsletter: Procedure for Distribution

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

The church newsletter shall be distributed as follows

Regular Distribution

- Church members
- UU Churches, UUA Districts and UUA, as requested by them
- Libraries and other public agencies/offices/officials, as requested by them
- Friends of the church (non-church individuals with special relationship to the church or UUA)

Temporary Distribution

- Visitors/guests/newcomers for introduction to church

Newsletter Data Base Management

Names of individuals to receive a newsletter will be indicated in the database. One newsletter will be sent to families with multiple church members.

The database will be reviewed regularly to determine names to be deleted:

- Guests and Newcomers who have ended their complementary period
- Individuals who have resigned membership

Political Activities and 501(c)(3) Compliance

Date of Original Board Approval: June 21, 1997

Date of Latest Revision Approval: August 21, 2007

It is the policy of this church to comply with the requirements of Internal Revenue Code section 501(c)(3). This church understands that all section 501(c)(3) organizations, including churches and religious organizations, must abide by the following rules:

- their net earnings may not inure to any private shareholder or individual,
- they must not provide a substantial benefit to private interests,
- they must not devote a substantial part of their activities to attempting to influence legislation,
- they must not participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office, and
- the organization's purposes and activities may not be illegal or violate fundamental public policy.

Permitted activities include voter education such as public forums, provided they are nonpartisan, neutral, and offering participation to all parties; educational activities which are not directly tied to a church campaign to support or oppose specific legislation; and membership surveys to determine interest in or attitudes toward social justice issues.

Sunday Information Tables

Date of Original Board Approval: August 21, 2007

Date of Latest Revision Approval:

Sunday information tables, most often in the Gallery, are routinely used by the Membership committee, Adult Religious Education, and the Bookstore. Other tables are available on a first come first served basis. Use of Sunday information tables must comply with the Church's policies and procedures including, but not limited to, the policies on fundraising and on political activities, and must not be unduly inconsistent with the vision and mission of the Church. Decisions about inappropriate use of information tables are within the sole discretion of the Board of Trustees. Concerns about inappropriate use should be reported to Church senior staff or a Board of Trustee officer.

Policy for Fundraising

Date of Original Board Approval: March 20, 2001

Date of Latest Revisions: February 27, 2004

Fundraisers are an important part of active church life, providing opportunities for members to strengthen their commitment and contribution to the church as well as providing funds for the church and special projects.

PURPOSE:

To establish guidelines for conducting fundraising programs in connection with the First Unitarian Universalist Church of Austin.

SCOPE:

This policy pertains to all fundraising activities designed to raise funds for a church-related entity or non-profit organizations. This policy does not pertain to the church-wide canvass, Split the Plate, the Ministers Discretionary Fund, the Caring Fund, or the Art Gallery.

DEFINITIONS:

- **Fundraiser:** Any event or activity that has as its purpose the generation of income for a specific beneficiary. Types of fundraisers are:
 - ◆ Events—such as recital, play, or dance, for which an entry fee or donation is requested.
 - ◆ Solicitations—requests for monetary donations from members and attendees, held on-site or through a communication medium.
 - ◆ Sales—the selling of services or merchandise to members and attendees. Sales include activities such as a silent auction or a garage sale.
 - Exception: Sales from the “Church Store” that benefit the general operating fund are specifically excluded from this policy.
- **Beneficiary** – Fundraisers are limited to the following types of beneficiaries:
 - ◆ The church general operating fund or a special restricted fund;
 - ◆ Church-related entities such as a committee, group, program, or affiliated organization;
 - ◆ An organization or entity that is not church-related and that (1) holds an IRS certification as a non-profit organization under section 501(c)(3) of the IRS code, or (2) has a clearly humanitarian objective consistent with the church’s mission.
- **Proceeds** – The net amount earned after expenses.

GENERAL POLICIES

- **Restrictions.**
 - ◆ No fundraiser may be conducted solely for personal gain.
 - ◆ All fundraisers must be non-political and in keeping with ideals and principles of the church.
 - ◆ Sales by children are restricted to church-related children’s groups only and must follow the procedures presented in this policy.
 - ◆ Requestors. Only the following may initiate a request to hold a fundraiser:

- the chair, leader, or designated representative of a church-related entity, or
 - a voting member of the church officially representing a non-church organization.
- ◆ The Board of Trustees must authorize the creation of any new Restricted Fund before it can be the beneficiary of a fundraiser.
- ◆ The Newsletter Editor has sole discretion of deciding if advertising for a fundraiser can be accommodated in a church publication.
- ◆ All solicitors/sellers must remain at one location, and should observe appropriate decorum.
- Requests
 - ◆ The requestor shall initially contact the office staff to determine whether requested space and time(s) are available for events requiring church facilities. When appropriate, the office staff will conditionally reserve the date(s) and time.
 - ◆ All requests shall be submitted to the Finance Committee directly or through the office staff.
 - The requestor is advised to check informally with the Finance Committee about timing and conflicts before formally submitting a request. The Finance Committee maintains a calendar of fundraising activities and endeavors to avoid conflicts or overlap with other fundraisers. Priority will be given to fundraisers for Core functions, namely: Membership, Ministry, Religious Education, and Worship. If a conflict exists, the Finance Committee will work with the requestor towards a resolution.
 - The requestor shall fill out an official Fundraiser Information Sheet and transmit it to the Chair before the Finance Committee will consider the request. An e-mail version is available from the office staff or Chair.
 - A request should be submitted in a timely fashion to allow the Finance Committee to review it during its regularly scheduled monthly meeting (normally the fourth Monday of the month). Requestors have the option to attend the meeting, but it is not necessary.
 - ◆ A Finance Committee representative will communicate the Committee's decision to the requestor. If the request is approved, the Information Sheet will be transmitted to the office staff, who will then work with the requestor to finalize the schedule for the activity.
- Financial Requirements
 - ◆ All fundraiser programs must share a portion of the proceeds to the church general operating fund.
 - This requirement symbolizes that the requestor is part of a larger church community, fosters a sense of community with the larger church, and encourages the recognition that the church incurs expenses on behalf of church-related entities.
 - Exceptions: Children's Sales and most solicitations for a charitable entity are excluded from this requirement.
 - ◆ Standard Sharing Formula for Events and Solicitations. The proceeds from fundraising events and solicitations, for which the beneficiary is other than the church general operating fund, shall be distributed as follows. The beneficiary retains the first \$300. The remainder shall be split evenly between the church's general operating fund and the beneficiary. This split was established to allow 100% of profits from small fundraisers to go to the beneficiary.

- ◆ Standard Sharing Formula for Sales. A financial commission of no less than 20% of sales price shall be contributed to the church general operating fund. The seller is responsible for collection and payment of any applicable sales tax.
- ◆ Exceptions to Sharing Formulas. The Finance Committee is responsible for negotiating any exceptions from the standard financial distribution.
 - Each request for an exception from the standard sharing formulas will be dealt with on its own merits. Approval by the Finance Committee of an exception for a specific fundraiser will not set a precedent for applying such exceptions to another fundraiser.
 - Items that the Finance Committee may consider when evaluating the request include, but are not limited to
 - Any costs incurred by the church to sponsor the event.
 - The current financial situation of the church.
 - The purpose and nature of the fundraising program.
 - The purpose and nature of the request for an exception.
- ◆ The requestor will be responsible for collecting the income, and transmitting the funds and a report summarizing income and expenses to the Bookkeeper or Director of Administration or Treasurer. The requestor will be responsible for obtaining a receipt for transmitted funds.
- Additional Information: When the beneficiary is a non-church organization, checks must be made out to that organization and not to the church.

Bookstore of the First UU Church of Austin

Date of Original Board Approval: June 20, 2007

Date of Latest Revision Approval:

Purpose

To provide a convenient source of books as a service to congregants, both individually and in conjunction with the church library, in keeping with the mission of a liberal religious congregation. Profits from the bookstore shall benefit the church as a whole.

Because the bookstore is open nearly every Sunday, at times the bookstore coordinator may agree to sell items other than books for committees and church groups or for the general benefit of the church. Current examples of this are the sale of CD's and DVD's of sermons or services and the sale of a book written by the minister.

Suggested Sources for Orders

- amazon.com
- UUA Bookstore
- Costco or Sam's

Pricing

The bookstore generally sells books at a price above the cost plus shipping. The coordinator shall attempt to balance the goal of profit versus benefit to the congregants by pricing the books at an 8%-12% discount from retail or \$1 below the retail price (including sales tax).

Some books, such as the hymnal, are sold at cost and carried as a service to church members when the church is not eligible for any discounts.

Pricing of other items sold would be by agreement with the committees, church groups or other people involved.

Accounting

- Coordinator maintains petty cash of \$50.
- Coordinator submits invoices to the church bookkeeper for payment to outside source or personal reimbursement to the coordinator.
- Coordinator counts all receipts each week, keeping separate totals for the books and other categories of items, which have been sold for others. The Coordinator lists these totals on an envelope which is turned in to the church bookkeeper, including the name of the fund or account to which the amounts other than book sales are to be applied. The bookkeeper shall post these other than book sales receipts to the appropriate indicated account when the bank deposit is recorded.
- The bookkeeper is responsible for reporting to the State Comptroller and paying sales tax annually at the rate of 8.25% on book sales. CD's and DVD's or other items produced by the church and sold in the bookstore are not included in the amount for sales tax computation.

Inventory

Inventory may be marked down to half price when it is determined that a selection is not selling well. Extremely slow moving inventory may be donated to a charitable institution if the coordinator deems necessary due to space or other constraints.

Policy

The bookstore is generally operated as a service to the church congregants, but it is also a modest source of profit to the church. The Bookstore restricted fund should retain enough money to operate: purchase a reasonable selection of books and have money available to pay the sales tax when due.

The bookstore restricted fund may retain a balance of \$1000 but funds in excess of \$1000 shall be transferred to the church operations fund, Other Income. This transfer will be done by the Church Treasurer with account analysis on at least a quarterly basis.

Cash Receipts

Date of Original Board Approval: June 20, 2006

Date of Latest Revision Approval:

Policy

Control should be exercised over all currency and checks received and they should be deposited within four (4) business days in the Church's bank account.

Procedures

Sunday services, other sales and events, and cash received in the mail:

- Sunday services---Two ushers should count all currency and complete a report sheet—Track the Cash. Currency (bills and coins) will be totaled and listed on the report by denomination. Checks should be stamped with the endorsement stamp that is available in the office. Checks do not need to be listed on the report. The two ushers should initial the report after counting and verifying the count. All currency and checks should be placed in a designated secure location.
- Other sales and events-- All currency and checks should be counted and the total along with date and purpose of the collection, e.g. Bookstore, Paradox Players event, fund raisers, should be documented and placed in an envelope or bank bag and placed in a designated secure location. If possible, two people should be involved in this process.
- Cash received in the mail—Checks should be stamped immediately with the church endorsement stamp and a list prepared. The list can be in the form of copies of all checks. The list should include the name of the payee, the amount, check number, and date of the check. Currency should be counted, recounted by a second office staff person, and listed by category on a cash receipt report that will be used for posting to Quickbooks. Checks will also be totaled by category and listed on the cash receipt report. Currently, the Bookkeeper Count Sheet is utilized.

Public Relations

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Public Relations activities proceed under the direction of the Minister, the President and the Board. Approval is not needed to release informational material (about programs, events or classes) to the general public. Approval is required to release policy or position statements, to respond to media requests, and to release other sensitive information.

Starting and Maintaining Church Groups

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Definitions

Groups associated with the Church fall into three categories: church committees (and their functions), affiliated organizations and church groups.

Church committees – part of the structure of the church (these guidelines do not apply).

Affiliated organizations – external to the church, focused on external issues, could be an organization in its own right.

Church groups – related to the church, functions primarily for the church, NOT a stand-alone group. In the above definitions, Church groups include all groups other than Church committees and affiliated organizations.

These standards and procedures apply to all affiliated and Church groups, both present and future. Standards and procedures do not apply to Church committees.

Standards

- Five voting Church members are needed to start and maintain a group (exception: if staff starts a group for a target population).
- Each group will, on an annual basis, provide a service to the Church or make a financial contribution.
- Group activities will be related to the Church and promote:
 - ◆ service to the Church or community, or
 - ◆ fellowship, or
 - ◆ spiritual growth.
- Groups may target a specific population and will be open to all people in that population. Groups may, however, limit both group size and number of open meetings.

Procedures

- Church meeting space, if available, will be provided at no charge once per week. Contact the Office Manager for room reservations.
- The Church will furnish to each group:
 - ◆ use of the copier for member related information,
 - ◆ mailbox for group in Church office,
 - ◆ newsletter space for meeting notices,
 - ◆ newsletter space for one article each quarter,
 - ◆ funds for basic operating expenses for Church groups (but not affiliated organizations) not to exceed \$50 per year, upon request.

- Upon request to the Office Manager or Bookkeeper, the Church will issue keys each May to the contact person, who must be a Church member. If the contact person changes, keys will be returned to the office and reissued to the new contact person.
- Groups are encouraged to use the services of the Church treasurer for deposits and check writing. If the group manages its own funds separate from the church accounts, however, the group will provide a semi-annual financial statement to the Church treasurer.
- Groups may engage in fundraising activities as provided by the Fundraising Policy, and may engage in self-collection of money (e.g., dues, meeting charge).
- Each group will publicize its activities to the congregation by means of Church calendar, newsletter and announcements.

Wedding Policy

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

The Board of Trustees may appoint non-ordained individuals to serve as Wedding Associates to perform marriage ceremonies under the auspices of the First Unitarian Universalist Church of Austin. Such appointment will be made with the advice of the Minister.

Wedding Associates shall:

- perform weddings under the direction of the Minister;
- receive training by the Minister prior to being engaged to perform a wedding service;
- perform weddings in the manner established by the Minister; and
- complete and file all legal records for each wedding performed.

Wedding Associates may charge a fee for service commensurate with the fee charged by the Minister for non-member weddings.

Memorial Services Policy

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Purpose

To define the Church's role in assisting bereaved families and/or friends with Memorial Services and determine applicable fees for church members and non-members.

Scope

This policy pertains to all Memorial Services performed at this Church.

Text

It is the policy of the First Unitarian Universalist Church of Austin to assist bereaved families and/or friends requesting the Church's assistance with a Memorial Service, through a Memorial Service Coordinator (MSC).

Bereaved families and/or friends may be Church members or non-members. The deceased may be a Church member or non-member.

Certain fees apply to both members and non-members for the use of Church buildings and/or the grounds, for Church staff time, and for coordination services of the MSC. In some circumstances, the Minister, Director and MSC may waive certain fees. The current fee schedule for members and non-members is maintained by the Church office.

Operating Fund Check Signing Authority

Date of Original Board Approval: July 2009

Purpose and Rationale:

Usual monthly expenses are paid from the Operating Fund's checking account. In order to facilitate timely payment of the church's bills, this policy authorizes the Executive Director to sign checks on this Operating Account only. Check signing authority for other church accounts is covered in the Investment Account Access policy.

Officer Authority

Treasurer – Primary

Executive Director – Secondary

President – Backup & Large Checks

Vice-President – Backup & Large Checks

Policy

- Checks for under \$2,000 may be signed by any one of the four Officers designated above.
- Checks for \$2,000 or more must be signed by any two Officers named above.
- Checks for \$10,000 or more must be signed by any three Officers named above.
- Any check payable to the Treasurer, Executive Director, President, or Vice-President (with the exception of regularly recurring payments as described below) requires two signatures, unless it is over \$2,000 in which case it requires three.
- No checks shall be made payable to cash.
- Regularly recurring payments (e.g. payroll, regular contracted services, etc.) shall be reviewed and authorized with signature by at least one check signer. For payments that are not recurring, the disbursement shall be reviewed and authorized with the same number of signatures required of checks of the same amount.

Investment Account Access

Date of Board Approval: July 2009

Purpose & Rationale:

This policy covers investment accounts and similar non-bank account investment instruments (e.g., annuities and Schwab accounts). This policy does not address check signing authority for the Operating Fund checking account(s).

Officer Authority

Treasurer - Agent

President - Agent

Vice-President - Agent

Finance Chair – Limited Power of Attorney

Policy

- Withdrawals from an investment account for less than \$2,000 may be executed in a Letter of Authorization by any one Agent designated above.
- Withdrawals for \$2,000 or more require signatures on a Letter of Authorization by any two Agents named above.
- Withdrawals for \$10,000 or more require the signatures of all three Agents named above.
- The Finance Committee Chair shall have Limited Power of Attorney, but not Agent designation for Investment Accounts.
- An “Agent” may access accounts, initiate transactions within an account, and transfer money out of the account. A person with “Limited Power of Attorney” may access accounts and initiate transactions within an account, but may not transfer money out of the account whether by signing paper checks, by electronic funds transfers, or by any other method. This allows the Finance Chair access to the accounts for management and maintenance, but not the ability to take any money out of any account.

Check Signing Authority

Date of Original Board Approval: May, 1997

Date of Latest Revision Approval: June, 2009

Officer	Operating Checking Account	Endowment Accounts	Other Investments
Treasurer	Primary	Primary	Primary
Executive Director	Secondary	Secondary	Secondary
President	Backup & Large Checks	Backup & Large Checks	Backup & Large Checks

- Either Treasurer or Executive Director shall sign all checks for under \$2,000.
- Both Treasurer and Executive Director shall sign checks for more than \$2,000.
- All three of Treasurer, Executive Director, and Board President shall sign any check for more than \$10,000.
- Any check payable to the Treasurer, Executive Director, or President (with the exception of regularly recurring payments as described below) requires two signatures, unless it is over \$2,000 in which case it requires three.
- No checks shall be made payable to cash.
- Regularly recurring payments (e.g. payroll, regular contracted services, etc.) shall be reviewed and authorized with signature by at least one check signer. For payments that are not recurring, the disbursement shall be reviewed and authorized with the same number of signatures required of checks of the same amount.

Change of Church Account Signature

Date of Original Board Approval: May, 1997

Date of Latest Revision Approval:

For future changes in officers, authorizations are to be done annually in the May meeting using the following procedures:

Officer	Operating Checking Account	Endowment Accounts	Other Investments
Treasurer	Primary, other in case of absence	Primary, dual signatures required for payment other than to First UU	Primary
President	X	X	X
Vice-President	X	X	X
Secretary	X	X	X
Finance Chair		X	
Investment Committee Chair or designee		X	X

Rules, Guidelines and Protocols for Sheltering at First UU Church

Date of Original Board Approval: October 17, 2000

Date of Latest Revision Approval:

General

The Freeze Night Coordinator works in conjunction with the Social Action Committee, and follows the following rules, guidelines, and protocols for providing shelter to homeless people on evenings when the temperature in Austin is expected to reach freezing:

- Austin Resource Center for the Homeless (ARCH) will call the Freeze Night coordinator at the church to determine if sheltering space is available.
- All persons to be sheltered will report to ARCH for transportation to the church.
- The Freeze Night coordinator will call church office staff to see if space is available.
- Transportation: persons will be transported by ARCH (5th @ Rio Grande) to the church starting at 6:30 PM.
- Volunteers will arrive at the church by 6:30 p.m. to set up and be available to first arriving persons
- Shelter hours: 7:00 PM to 7:00 AM.
- ARCH supplies Capitol Metro bus passes to sheltered persons for transportation when the shelter closes in the morning
- Sign(s) will be posted outside kitchen door to indicate shelter hours and discourage persons from arriving early.
- Shelter rules and procedures will be posted in the kitchen, Howson Hall, and the hallway for all to see.
- Areas of church used for shelter: Howson Hall-sleeping area, two bathrooms on RE wing, kitchen, parking area immediately outside kitchen-smoking.
- No sheltered persons allowed in areas not designated without staff escort. Anyone requiring the use of wheel-chair accessible bathrooms will be escorted to the bathrooms near the sanctuary.
- Ratio of volunteers to sheltered persons will be 1 to 20 as recommended by the City of Austin.
- The maximum number of persons to be sheltered will be 50.
- At least two(2) male staff persons are to be at the shelter at all times.
- No drugs, alcohol or weapons allowed at the shelter.
- No abusive language or behavior allowed at the shelter.
- No animals allowed in the shelter.
- Smoking: only in designated area (parking area outside kitchen).
- Universal precautions against infectious diseases used at all times.
- In the event of any unmanageable situation staff or volunteers are to call 911 for assistance.
- Volunteers will attend an orientation session prior to participating in the Freeze Night program.
- A list of volunteers, and their phone numbers, having completed the orientation, will be given to the church staff.

- The Freeze Night coordinator/Social Action Committee will keep records of the following: dates the church was open for sheltering, the total number of persons sheltered, and the hours of service and names of the volunteers in attendance.

Physical set-up

- Chairs and tables are used to set up barricades at doors and hallways at the perimeter of the shelter area. The RE hallway will be barricaded just past the women's rest room. The gallery sliding door will be pulled to and latched. The church office area and library will be locked at all times. A table will be placed at the double doors at the southeast corner of Howson Hall.
- Standing ashtray will be set outside the kitchen door for the smoking area

Clean-up protocol

- Unused food and other trash collected and emptied into dumpster, disposable rubber gloves will be worn by volunteers.
- Wipe down all counters and tabletops.
- Sweep all floor surfaces in the shelter area.
- Mop all floor surfaces in the shelter area with disinfectant/deodorant as specified by the janitorial staff.
- Clean bathrooms used: lavatories, toilets, and sweep/mop floors.
- Disposable rubber gloves will be worn when doing all clean up.
- Replenish supply of toilet paper and paper towels.
- Fold leftover blankets, collect any clothing or other personal gear. These will be transported to ARCH. In the event that the overnight volunteers cannot transport these items to ARCH, the volunteer will call ARCH to send a truck to pick up the overnight articles.
- Clean up ashtray outside of kitchen door. Sweep up any debris

Key Policy

Date of Original Board Approval: July 16, 2002

Date of Latest Revision Approval: January 2009

Purpose

The purpose of this policy is to ensure the safety of church staff, members, and visitors, and the protection of the building and equipment.

Policy

- As few keys as possible should be issued.
- Procedures regarding keys are the responsibility of the Executive Director, may be delegated to the other office staff, and may be changed with notice to the Board.
- Keys will be issued to church staff, board members, and committee chairs who have a need to access the building when it is not normally open.
- Keys may be issued to long-term renters at the discretion of the Executive Director.
- One-time events, such as weddings, parties, concerts, etc. require the payment of a sexton fee. No keys will be issued for such events.
- All persons who will have a key to the church or any of the rooms, closets, or cabinets in the church must sign a Key Agreement which lists all the keys checked out to them and defines their responsibilities, pay a deposit for each key received, and receive an orientation to the building.
- All persons holding church keys are responsible for updating their contact information on the Key Agreement when it changes.
- Each person who has a key to the exterior doors must have a personal alarm code, issued or approved by the Executive Director or their designee.
- Deposit waivers may be granted at the discretion of the Executive Director.
- The Executive Director may recall keys at any time for recordkeeping purposes, or may recall keys that have been handled poorly.
- When a person's stated need for the key(s) ends, they will promptly return the key(s) to church staff who can record the return and arrange for the key deposit to be refunded.
- Key deposits will be mailed or otherwise delivered to the address on the Key Agreement.

Church Members Who Are Also Staff members

Date of Original Board Approval: August 15, 2000

Date of Latest Revision Approval: August 21, 2007

Purpose:

The purpose of this policy is to state the requirements of being both a member of the church and a member of the church staff.

Scope:

This policy covers all people who are members of the church and hold a position on the church staff.

Text:

- A church member may become a member of the church staff.
- A member of the church staff may become a member of the church.
- A person who is both a member of the staff and a church member may not vote on church issues because of the extraordinary influence that a staff member has on church life.

Any individual considering being both a church member and an employee should take into consideration the following concerns:

- In order to keep the distinction between the employment and church membership roles clear, a staff member should normally not also hold lay leadership positions in the congregation.
- A Church member who becomes an employee may need to find another minister for the more private, pastoral aspects of ministry. The minister's first role with staff is to lead the team, and consider the mission and goals of the congregation first. This role may not be compatible with intense pastoral care.
- Being both an employee and a Church member may affect the individual's peer group, as an employee must tend to the duties of the position before engaging in social interaction at the Church.

Facilities Fund Management

Date of Original Board Approval: March 20, 2001

Date of Latest Revision Approval: August 21, 2007

Purpose

To establish a procedure for funding and accounting for building and other fixed asset expenditures.

Scope

- All building and other fixed assets and expenditures related to their maintenance and operation. This policy addresses the Facilities restricted fund as listed on the Balance Sheet.

Text

- All fixed asset-related financial transactions will be accounted for in a separate fund.
- The annual budget for capital expenditures is managed from this Fund.
- Amounts budgeted for fixed assets do not expire at the end each fiscal year.
- This Fund will maintain at all times a minimum reserve balance which can be used only in case of emergencies.
- An emergency is defined as a situation that requires expenditures that have not been budgeted and that are necessary to protect the assets of the church or to maintain its regular operations.
- The amount of the reserve will be determined annually by the Board of Trustees as part of the budget process.
- If the reserve is used, the staff will initiate a budget amendment with the Board of Trustees to replenish the reserves.
- The Facilities Committee will develop the required procedures to carry out this policy.
- The Facilities Committee will report monthly to the Board of Trustees on the status of the implementation of this policy.

Data Base Administration

Date of Original Board Approval: August 21, 2007

Date of Latest Revision Approval:

The Church's member database is crucial, sensitive, and private. In order to protect the member database, a reliable and long-time volunteer Church member will be involved in the database administration. This individual should:

- Serve as a watchdog to ensure that Church staff enters data correctly and consistently;
- Serve to provide continuity during staff turnover and training;
- Ensure installation of software providers' latest updates;
- Support staff in database problem solving;
- Run special reports for Church management purposes that cannot be handled by staff;
- Receive weekly data backup attachments by e-mail from Church bookkeeper for off-site storage protection purposes and restoration ability.

Internet Policy

Date of Original Board Approval: March 20, 2001

Date of Latest Revision Approval:

The church has two lists of people who are to receive e-mail. A volunteer moderates whose addresses are on them. They are closed lists, which means that addressees must have the approval of the moderator to be on each one of them. One list is used only to send electronic copies of the newsletter to people who have requested them. Posting messages to it requires a password that is only known by the moderator. The other list is used to make official announcements from the church. The announcements may come from anyone on this list, but they are reviewed by the moderator and must be approved before they go out to all the addressees on the list.

There are other lists associated with the church that are developed and maintained by committees, groups, individuals, and others for contacting each other about church-related business. The church has no direct control over these lists but insists that care be taken that they reflect positively on the church. These lists are maintained by list members (committees etc.) on their own systems or on the church's office system.

Rules for Board Meetings

Date of Original Board Approval: July 17, 2001

Date of Latest Revision Approval: August 21, 2007

Agenda:

- The agenda will be set by the Executive Committee and formatted according to the "Board of Trustees meeting agenda format".
- All reports (written or verbal), items (action or discussion), and visitors (with complicated issues or specific proposals) not included in the mailed meeting materials, will require the president's approval for inclusion in that meeting's agenda.

Visitor Policy:

- The 15-minute Visitors Forum on the agenda is to allow visitors to address the Board. The 15 minutes shall be divided equally among the number of visitors wishing to speak.
- Visitors may speak only when invited by the President to do so. Visitors with complicated issues or specific proposals will be requested to prepare them in time for the mailing of the agenda to Board members.
- Visitors will be given the visitor policy in writing when they come to the meeting.

Meeting Times:

- The meeting will begin promptly at the designated time decided upon by the current Board.
- The meeting will be no longer than three hours in length from the time of call to order. A simple majority may extend the meeting for an additional 15-minute period. The meeting may be extended a maximum of two times and must adjourn after the second extension (3 ½ hours in length).

Communication:

- The Secretary at her/his discretion may require motions to be written out and given to the Secretary before discussion of that motion begins.
- Each member has the freedom to suggest that the discussion be cut off.
- Board members will inform the President if unable to attend the Board meeting.
- Board members will remain knowledgeable of the by-laws.

Implementation:

- These rules will be included in the orientation of new Board members.
- These rules will be included in the Policies and Procedures Manual in sections pertaining to the Board.

Policy for Grants

Date of Original Board approval: June 11, 2002

Date of Latest Revision Approval:

Purpose

- To establish guidelines for grant writing efforts;
- To determine which people, groups or entities may prepare grant proposals; and
- To provide oversight of the grant proposals and their impact on the church and its finances.

Scope

This policy pertains to all grant proposals written on behalf of the church for its programs, people, and facilities.

Text

- All grant proposals must be completed in full, except signatures and submitted to the Finance Committee for review and recommendation to the Board. Adequate time should be allowed before the grant deadline for this review process.
- Grant writers must coordinate with all affected church committees/groups/staff for discussion and support of the proposal.
- Only the President of the Board or his/her designee may sign the grant proposal after the Board approves the proposal. That signature obligates the church to follow the guidelines established by the granting agency.
- All grant proposals must be in keeping with the ideals, policies and principles of the church.

Policy for Accepting Gifts

Date of Original Board Approval: June 11, 2002

Date of Latest Revision Approval: September 19, 2006

Purpose

To establish guidelines for accepting gifts that may be offered to the church.

Scope

This policy pertains to all gifts in the form of cash, marketable securities, stocks or other liquid assets, real estate, and other tangible gifts such as furniture, office equipment, or other items of substantive value.

Text

- If an individual, family, or group wishes to give the church cash or other liquid asset and does not wish to designate that gift for a special purpose, the church Treasurer shall determine what church fund to credit the gift to, in accordance with the provisions of the church's Financial Asset Management Plan (FAMP).
- The church staff may accept any unrestricted gift in the form of cash or marketable securities, which is designated for an existing church fund. The acceptance of non-cash/marketable securities gifts and/or gifts with specific restrictions must be approved by the Finance Committee and or the Board if over \$500. Staff cannot accept any gifts, which are for the benefit of a specific individual, or organization, which is not an IRS, qualified non-profit organization.
- In the case of non-cash tangible gifts other than real estate, the church cannot incur any liability for damage or loss. The church also reserves the right to decide on placement or use of the gift; the donor's preferences on such matters will be honored if possible but cannot be guaranteed.
- If the gift is in the form of real estate, a specially appointed committee of the Board shall, in consultation with the appropriate professional persons, provide proof that the title to such real estate is clear and unencumbered; determine the value to the church and salability of any real estate, and make a recommendation to the Board about accepting the gift.
- It will be the donor's responsibility to assess the value of any gift for tax purposes. The donor shall agree that in the case of dispute about such value with the Internal Revenue Service, the church shall be held harmless.
- For gifts in excess of \$5,000, the Board shall consult with the Finance Committee before determining the allocation of the gift.

Split the Plate Offering Policy

Date of Original Board approval: January 21, 2003

Date of Latest Revision Approval: August 21, 2007

Purpose

To document the established FUUCA practice of a semi-monthly "Split-the-Plate" offering and to provide guidelines to the Social Action Committee ("the Committee") for selection of recipients of these offerings.

Scope

This policy applies to the practice of designating two Sundays per month, for eleven months, on which the non-pledge worship service collections are split evenly between FUUCA and a specified charity, and to provide guidelines for the selection of recipients of such offerings.

Text

History

Several years ago, the Board of Trustees voted to designate one-half of the non-pledge plate collections on one Sunday per month as a donation to a charitable organization outside FUUCA. The Board delegated to the Social Action Committee the responsibility for presenting to the Board of Trustees, in November of each year, a slate of recommended recipients and one alternate for the coming year. The Social Action Committee has done a commendable job in soliciting nominations for Split the Plate recipients, selecting from among the nominated charities, and in describing the work of the selected charities to the congregation on Split the Plate Sundays. Each year, FUUCA donates a significant sum to charities serving the larger community. The Board of Trustees considers the Split the Plate program an important part of the work of this church.

Guiding Principles

The Split the Plate program furthers the mission of this church "to make a positive difference in the lives of our members, our children and the larger community".

Criteria for selecting Split the Plate recipients

The Board delegates to the Social Action Committee, or its successor, the responsibility for recommending to the Board of Trustees, in the spring of each year, a slate of Split the Plate recipients for the coming year. To assist the Committee in making these selections, the Board establishes the following guidelines:

- Recipient organizations shall support a charitable purpose that is consistent with Unitarian Universalist principles.
- To ensure that recipients are organizations to which the FUUCA, as a charitable organization, may legally donate funds, recipient organizations must hold federal tax-exempt status under section 501c(3) of the United States Internal Revenue Code.
- An exception to this requirement may be made for certain organizations, such as our Romanian Partner Church, which do not have IRS tax exempt status but which, because of their mission and administration, can be identified as legitimate charitable organizations. If

the Committee nominates an organization that does not hold charitable tax exempt status, the Committee must state that the nominee does not hold 501c(3) exempt status and detail for the Board the basis on which the Committee recommends the organization as a legitimate charitable organization. A charitable organization shall not be ineligible solely because it is the charitable arm of an umbrella organization that does not itself hold a charitable tax exemption.

- Recipient organizations should be independent of the FUUCA.
- An organization to which FUUCA makes a contribution through a line item in the budget may be an eligible Split the Plate recipient. If the Committee nominates such an organization, the Board requests an explanation of why an additional contribution would be appropriate.
- The slate of proposed recipients should reflect a variety of charitable causes.

While the Board of Trustees, as the body which bears ultimate legal responsibility for the expenditure FUUCA funds, must retain the ultimate authority to name the recipients of Split the Plate offerings, it is the intent of the Board to accept the Social Action Committee's nominations which meet the above listed criteria.

Privacy Policy

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Purpose

To provide guidelines for handling personal information collected and stored by First Unitarian Universalist Church of Austin.

Scope

The privacy policy applies to all data gathered by the Church.

Text

Guiding Principles

One of the most basic concepts in the congregational relationship is that of trust in one another and in the organization. That trust is founded on the understanding that information shared within the church will be used only to further the mutual goals and objectives of the congregation. Thus, only information that is needed to conduct church business and activities will be collected. This is true not only for the minister, but also for the Board of Trustees and the committees as they carry out the work of the church.

This policy is intended to establish some of the key ground rules for collection and use of information within the church. Information relating to employees is handled in the personnel policy manual.

What information is collected?

- **Contact data:** The church collects member contact information including member names, addresses, phone numbers, e-mail addresses, names of children and their birthdates. Other information may also be collected in the new member enrollment process in order to identify skills and interests. Visitors may fill out a visitor information card, indicating an interest in further contact.
- **Financial:** The church also collects pledge information including amount of pledge and credit card or bank data where relevant.

How is information used?

- To maintain a membership database and to publish a membership directory
- To prepare and distribute the church newsletter and other church event information, including memorial services
- For religious education program planning
- To solicit pledges in support of the church
- To circulate information by e-mail distribution
- To provide census and contact information to the UUA for distribution of the *UU World* and for UUA solicitations
- To recruit members for committees and elective office

How is information protected?

Individual pledge information is not shared, except in rare circumstances, beyond the canvass committee and authorized staff or volunteers so that they can carry out their canvass and pledge duties. The finance committee and Board only receive the aggregate information, not individual pledge data. Membership and financial data on church computers is password restricted, and access is restricted to staff members or authorized volunteers.

Member names and addresses are not shared with third parties other than the UUA, to process pledges, or as otherwise required by law.

The church home page uses appropriate safeguards. E-mail distribution lists receive regular communications from the list administrator so that members may edit and select the lists on which they participate. All e-mail lists are configured so that only the list administrator has access to the subscriber list.

Caring Fund

Date of Original Board Approval: February 18, 2003

Date of Latest Revision Approval:

Purpose

The First Unitarian Universalist Church of Austin is a caring religious community, devoted to the needs of its members and to the needs of the greater Austin community. The Caring Fund (CF) provides the minister with funds which he/she may use at his/her discretion to offer compassionate, material and confidential help for individuals or families in need.

Scope

This policy establishes guidelines for management and funding of the Caring Fund.

Text

Management

The Minister is charged with the disbursement of the CF under the following guidelines:

- Emergency support for individuals and families shall be the sole purpose of the fund.
- The privacy of recipients shall be respected at all times.
- At the Minister's discretion, CF disbursements may be made through normal channels (e.g., a check payable directly to the recipient, signed by the Treasurer or other signatory authority) or through the Minister (e.g., a check payable to the Minister).
- A confidential record of disbursements shall be kept by the Minister.
- At the end of each fiscal year, the Minister shall provide an itemized report of all disbursements (but without naming the recipients) to the Board.
- The CF shall not be used for the personal benefit of the Minister.

Funding

The entire amount received in the Christmas Eve offering shall be reserved for the CF. Any other solicitations must be authorized by the Board of Trustees. Unsolicited contributions may be accepted at other times.

As soon as possible following the Christmas Eve service, any remaining CF balance from the previous year shall be donated to one or more outside (non-FUUCA) organizations that provide charitable services to individuals and/or families. The Social Action Committee shall recommend to the Board a list of beneficiary organizations and how the funds should be divided among them. The final decision regarding disposition of excess funds shall reside with the Board.

Facility Rental Policy

Date of Original Board Approval: June 17, 2003

Date of Latest Revision Approval: August 21, 2007

Purpose:

To establish procedures for the rental of facilities of the First Unitarian Universalist Church of Austin by organizations and individuals.

Scope:

This policy provides detailed information pertaining to renting Church facilities. Facilities will only be rented for events that are consistent with the mission and social policies of the Church.

Procedure:

All requests for rental of church facilities must be arranged with the Office Manager. The Office Manager has the authority to determine whether space is available for the requested rental, to set priorities in case of conflicts and to negotiate non-standard rental rates for special circumstances.

Renters are required to sign a binding contract upon having their request for use of the facilities granted. The current schedule of rental rates is maintained by the Office Manager.

Deposits and Payments:

At the time of scheduling any space except classrooms, a deposit for non-members of \$150, and for members the lesser of \$100 or the full rental is required to hold the space. The deposit for classrooms is \$50 for non-members and \$25 for members. Deposits act as security for damage and extra cleaning, and will be returned to the renter after the event takes place, less any extra expenses incurred to cover damage and/or extra cleaning.

Payment in full is due seven days prior to the scheduled event.

Cancellations:

In the event of a cancellation by the renter, the following policies apply:

- If more than four weeks before the event, the deposit fee will be returned minus a registration charge.
- If between one and four weeks before the event, the entire deposit is retained by the Church.
- If less than one week before the event, the Church will retain the entire deposit plus 50% of the rental fee.

Kitchen Use:

The kitchen may not be used for cooking. Food must come to the Church fully prepared. The Church's microwave and range may be used for heating.

The refrigerator is for Church use only. Renters must provide their own coolers and ice.

The Church's linen, punch bowl, flatware, glassware, dishes, pots and pans or other kitchen utensils may be rented upon request to the Office Manager.

Member Rate Qualification:

To qualify for reduced member rates, the renter must be a member of the Church for at least six months prior to the reservation.

Alcohol:

Consumption of alcoholic beverages is permitted for social functions. The sale of alcoholic beverages is prohibited. We encourage the practice of moderation and the use of designated drivers.

Prioritization:

The core functions of the Church will have first priority on the use of facilities. Further prioritization of facility use will normally be on a first-come, first-served basis. In case of conflicts, renters paying full rates will receive priority over those with reduced rates, and Church-related entities will receive priority over non-related entities. The Office Manager is responsible for mediating priorities.

Fund Raiser Events:

First Unitarian Universalist Church organizations using facilities for events to raise money are not charged a rental fee, but provide money to the Church through another mechanism (see Policy for Fundraisers).

Reduced Rates

Multiple rentals: Renters who schedule to use the facilities at least six times in one calendar year may receive a 25% discount from the regular rental fees. Renters who provide a 501(c)(3) number may pay member rates.

Church affiliated organizations are not required to pay a rental fee, but are expected to contribute to the budget of the Church during each calendar year.

Board-sanctioned Church groups may use church facilities at no cost.

Committees

Adult Religious Education Committee

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Purpose: The Adult Religious Education Committee is established to provide a forum for the exploration of what it means to be a Unitarian Universalist through activities that benefit the mind, body, and soul. Adult Religious Education offers spiritual, intellectual, and physical activities that provide a pathway for Unitarian Universalists to continue learning and growing as individuals and congregants.

Scope: The Adult Religious Education (ARE) Committee is composed of church members selected by and working in collaboration with the Director of Religious Education to fulfill the purposes of the committee. Members serve for one year at a time, coinciding with the church calendar. The Chair of the committee is elected by majority vote of the committee.

Text: ARE activities are initiated by the Director of Religious Education, ARE committee members, and other individuals who see a need or express a desire for specific ARE activities. ARE activities are approved by the ARE committee by majority vote at regularly scheduled meetings, which are normally held once a month.

Every ARE activity must have an official sponsor/facilitator who is responsible for the Activity. The sponsor/facilitator must complete an ARE application which includes:

- “First UU Church of Austin Request Form for Adult Religious Education Activity/Course” - This form describes the proposed activity, possible times for meetings, potential space material needs, proposed fees, and other pertinent information. The form is signed dated by the sponsor/facilitator of the proposed activity.
- “First UU Church of Austin Agreement – Adult Religious Education” - This form briefly outlines the responsibilities of the sponsor/facilitator of the activity and the First UU Church of Austin.

Once an application is completed, the ARE committee votes on whether or not to approve the proposed activity. The vote is by majority at a regularly scheduled ARE committee meeting. The sponsor/facilitator may be asked to appear before the committee to discuss the proposed activity or to provide a short demonstration of the activity.

The sponsor/facilitator is responsible for the class, collecting and remitting fees, maintaining attendance records, and submitting copies of the “Evaluation of Adult Religious Education Activity.”

The ARE committee and the Director of Religious Education retain the right to cancel any previously approved activity when such cancellation is in the best interests of ARE or the First Unitarian Universalist Church of Austin.

Children's Program Committee

Date of Original Board Approval: July 15, 2003

Date of Latest Revision Approval: August 21, 2007

Purpose

- To work in collaboration with the DRE to support the church mission and goals for religious education.
- To represent the church community in the development and provision of a comprehensive religious education and programming for children ages birth through 6th grade.

Responsibilities

In collaboration with the DRE:

- To help organize social events sponsored by the Religious Education program.
- To assess the religious education needs and interests of the children of the church through consultation with parents, teachers, children, church leadership, and other interested parties; Utilize this information to actively develop and revise children's programming/RE.
- To establish and implement operating procedures.
- To publicize the RE program within the church.
- To review and assist in the selection of RE curriculum.
- To help RE staff plan and conduct teacher orientation, training and support.
- To help organize RE volunteer recognition and appreciation events.
- To help define and enforce codes of behavior for teachers and staff.
- To participate in recruitment of volunteers.
- To assess the interests and skills available among members within the congregation; Identify leadership for the various aspects of the program.
- To develop ideas for children's social action projects.
- To provide input to the preparation of operating budget.
- To assist the Board and Personnel Committee in the review of the DRE's work.
- To actively participate in the selection of the Director of Religious Education.

Organization

- The Committee shall have open membership. Sub-committees or working groups and task forces may be established as needed to fulfill the committee's duties.
- The Committee shall have a chair. A vice-chair may be selected from within the committee if needed.
- The Committee shall meet at least monthly in open meeting, but may from time to time go into closed executive session to discuss staff evaluation and other personnel matters, discipline, or other confidential and sensitive issues involving children or teachers.
- The CPC will report to the Board of Trustees through the DRE and/or Board Liaison
- The Chair or designate shall serve as representative to the Council.
- The Chair is nominated by the Nominating Committee.
- The Director of Religious Education and the Children's RE Assistant are ex-officio members of the committee.

Committee on Ministries

Date of Original Board Approval: June 20, 2000

Date of Latest Revision Approval:

Purpose

To strengthen the quality of the church's ministries by:

- Serving as an information channel between those providing ministry and the congregation;
- Providing a means to bring together those needing ministry with those who can provide it;
- Providing a neutral forum to assist parties having difficulty resolving serious differences directly related to the ministries of the church.
- Serving as advisor to and advocate for the minister.

Responsibilities

- Review throughout the year, with the minister, all aspects of the ministerial-congregational relationship (e.g., minister's performance expectations for coming year, minister's compensation, and other church ministries.).
- Regularly review minister's performance in relation to goals.
- Be available to minister for counsel.
- Keep minister advised about issues within the congregation as they affect relations between the minister and members, with the goal being to strengthen and improve relationships.
- Continually interpret to the congregation the nature and scope of the minister's work, including clarification of role expectations and realistic priorities for the minister and members.
- Consult with the minister and submit an annual compensation recommendation to the Board.
- Work with the professional staff in consultation with the Human Resources Committee on continuing education program, sabbatical planning or other professional development and advocate such plans to Board and congregation including appropriate funding.
- Educate themselves about ministry including, but not limited to, being familiar with a) UUA's compensation guidelines, b) UU Minister's Association Guidelines c) UUA's Commission on Appraisal's report "Our Professional Ministry" and d) processes for evaluating ministry.
- Educate the congregation about the ministries of the church.
- Provide conflict management for the church ministries.
- Prepare and implement a periodic evaluation process for the congregation to assess the ministries of the church.

Authority

The Board grants the committee the following authority:

- To talk with any and all affected parties.
- To request information pertinent to their responsibilities from church staff and church groups.
- To spend sums allocated to the committee in the annual budget process.

Denominational Affairs Committee

Date of Original Board Approval: November 20, 2001

Date of Latest Revision Approval:

Purpose

Serve as the link with both the Southwest Universalist Conference (SWUUC) and the Unitarian Universalist Association.

Scope

RESPONSIBILITIES

- Publicize all UU district and national events in the church newsletter well in advance of the date so people can make arrangements to attend.
- Coordinate carpools and shared motel rooms if needed.
- Conduct a congregational vote on the proposed UUA General Assembly Resolutions by polling members at a meeting, e.g., a Sunday Forum or through the church newsletter, results to be sent to the UUA by the stated deadline.
- Oversee the Chalice Lighter Program and solicit funds as requested by the SWUUC Chalice Lighter Coordinator at least once a year.
- Review newsletters from other churches and refer articles of interest to the appropriate committees.
- Encourage church members and friends to contribute individually to the Friends of the UUA and the UU Service Committee.
- Serve as liaison to the Partner Church.

Additional Information

Through the budget process, money is budgeted and appropriated annually in the church's operating budget as our member share to the UUA and the Southwest UU district.

Facilities (House and Grounds) Committee

Date of Original Board Approval: November 20, 2001

Date of Latest Revision Approval: August 21, 2007

Purpose

Care for the church property and all of its facilities. This includes improvements and enhancements as needed within the constraints of the budget and other funds that may be made available by the Board. The facilities committee is defined to include not only the house and grounds but also many of the operations within the church such as library, archives, inside plants, sound system etc. At the discretion of the Board these assigned areas of operation may be changed. Subcommittee entries below describe some of these areas of operation.

Responsibilities

- Develop a strategy for maintaining and operating the house and grounds equipment. This includes a close coordination with the Office Manager and other staff. It is particularly applicable where house and grounds problems may arise and require immediate action by the staff. In all cases, the situations should be communicated to the chair of the facilities committee. The administrator will maintain a file of plumbing, electrical and air conditioning business to call when these emergencies arise. This list of businesses for emergency service will be worked out with the facilities committee.
- Maintain an inventory of church equipment.
- Maintain a log of maintenance and, acquisition of equipment.

Organization

A chair and several members will form a committee to carry out the above responsibilities. It is desirable to assemble members with expertise in several areas of the building trade. Where contractors are utilized a member of the committee must not only get bids but follow up to see that the work is properly done. Except in emergencies, the full committee will work together for a decision about jobs and their priorities.

Facilities Sub-Committee: Alternate Space Gallery

Provides wall space for a wide variety of monthly exhibits, which can include paintings, photography, wall-hung sculptures, handicrafts, and general interest displays.

Duties

Oversees scheduling and installation of monthly showings.

Organization

Chairperson and a co-chair, if possible. Committee of five or six members meets informally, as needed, to schedule future exhibits and plan related programs and events.

Facilities Sub-Committee: Archives

Maintains a record of the Church's history.

Duties

- Keeps a file of the newsletters, newsletter clippings, and photo albums in the Church library.
- Provides exhibits and/or informational displays in conjunction with social or historical events or celebrations.

Organization

The possibilities for service on this committee is quite broad since the definition of the committee's goals are quite flexible. Space requirements should be coordinated with Library and Bookstore.

Facilities Sub-Committee: Flowers and Indoor Plants

Enhances the aesthetic quality of the sanctuary for the regular Church services.

Duties

- Encourages the donation of a fresh floral arrangement;
- Arranges flowers as needed;
- Cares for indoor plants.

Organization

Two people needed.

Facilities Sub-Committee: Grounds

Duties

- Sees to the maintenance and/or improvement of the landscaping around the Church.
 - ◆ Finds contractors;
 - ◆ Defines contracts;
 - ◆ Reviews overall success of contracts, and ensures that church staff review the day-to-day work of contractors such as ensuring contractors are on site, walking the site, and reviewing the final check list. Overall success of the contract remains with the creator of the contract.
- Develops specific tasks to be done, and calls upon the congregation to participate as needed. Work in conjunction with other committees and affiliated organizations to organize workdays for improvement of the grounds.

Policy

Grounds Committee must approve all plans and placement of plants. Memorial and other gifts will follow the same guidelines as all other plants.

Landscaping will follow wildlife habitat guidelines as much as possible, especially including native plants. This policy is designed to conserve water, support native habitat, reduce maintenance, and ensure having an aesthetically pleasing outdoor habitat.

Facilities Sub-Committee: Library

Consistent with the goal of being a resource for a liberal religious congregation, it is the policy of this Church by and through its Board of Trustees, that the Library provide for borrowing as a service to the congregants of the First Unitarian Universalist Church of Austin, books related to the principles of Unitarian Universalism.

Duties

- Organizes the library holdings which includes screening used books for placement in the library and purchase of new books for the patrons of the library.
- Keeps the library books in order and occasionally cleaning.
- Writes thank-you cards to those donating library materials.
- Labels the holdings in an appropriate manner, which may include a checkout card system or other honor checkout system.
- Contacts patrons with overdue books or other library material.
- Maintains a sermon file, written and/or taped, as available.
- Supports the bookstore "as needed" when no bookstore staff is available to do so, by providing information to patrons on how to purchase books.

Policy

A small amount of money may be made available to the Library through the Church budget as a subsidy provided by the bookstore profits. Books may be purchased through the bookstore at cost and should include some of the books highlighted in the UU's World magazine.

Facilities Sub-Committee: Sound Systems

Purpose

Sets up and maintains the sound systems, as needed. This includes the sanctuary, Howson Hall and any other place in the church or grounds where sound equipment is needed.

Responsibilities

- Helps maintain an inventory and marks equipment to limit loss of the sound equipment.
- Makes new purchases of equipment as approved by the facility committee.
- Improves the sound systems from time to time.
- Maintains standard setting of the mixer controls so that the systems can be used unattended by various users and renters.
- Records all church services and any other services as requested.
- Archives master recordings and make copies as needed.
- Manages sound facilities during church events.

Organization

A chair and several members to carry out the above responsibilities.

Facilities Sub-Committee: Visual Systems

Purpose

Provides visual facilities to the church for enhancement and archiving of services.

Responsibilities

- Develops and maintains a system of remote TV for the nursery area or any other area needed. Church services would be the main application.
- Develops and maintains video/digital recording of church services and forums as needed. Maintains the system of archiving and copying the videos/DVDs.
- Assures that these services are set up and operational when needed.

Organization

An overall chair would have committee members as needed for the above areas of responsibility.

Fellowship Committee

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Purpose

To provide fellowship functions that are mostly intergenerational to the Congregation, friends and visitors;

To schedule as many events as the current fellowship committee budget will allow;

To control the expense of these events;

To support other fellowship type groups within the church, if possible.

Scope

One time and recurrent fellowship events.

Responsibilities

- Meets periodically to discuss planning of events and budget.
- Communicates with necessary participants of events.
- Makes room or space reservations within and outside of the church campus with Office Manager or proper supervisor of the campus or outside reservations.
- Makes reservations with the Event Team Supervisor and the Childcare Supervisor as needed for an event.
- Makes announcement of event(s) to the Congregation with current church information systems with requesting of RSVP if appropriate.
- Makes announcements to garner volunteers for events.
- Organizes volunteers and event participants in accordance with food preparation, clean up, set up, traffic flow, equipment care, attendee assistance, entertainment, contests, and safety procedures if necessary.
- Gathers RSVP responses.
- Provides volunteers to assist attendees at an event with physical or mental needs, if possible.
- Provides food, furniture, equipment, tablecloths, or decorations necessary for a fellowship committee planned event as the budget and volunteer assistance will allow.

Authority

Can make reservations for event space; attempt to organize volunteers and participants; call for a committee meeting; make announcements about events; oversee fellowship committee budget.

Organization

- One time events on holidays
- Wednesday Night Eat and Meet
- Any other fellowship event or group that is organized initially by the fellowship committee after the date of this revision.

Finance Committee

Date of Original Board Approval: November 20, 2001

Date of Latest Revision Approval: August 21, 2007

Purpose

To promote fiscal accountability and safeguarding of Church assets and to advise the Board of Trustees on all financial matters concerning the Church.

Scope

The Finance Committee is responsible for staying informed about all financial concerns relevant to sound management of the Church.

Responsibilities

- Prepare a draft of the annual budget for recommendation to the Board of Trustees.
- Monitor financial activity for compliance with the Church's approved budget and policies.
- Monitor investments of the Church in accordance with Church governance documents.
- Recommend lease policies and rates for Board approval.
- Arrange and monitor audits of financial operations.
- Approve fundraising events held on Church property.
- Approve or reject requested variations from standard lease terms.

Authority

- To have access to the financial records of the Church, both past and present.
- To obtain staff assistance when requested.
- To spend whatever money is allotted to the committee by budget.

Structure

The Finance Committee will generally consist of 6 to 8 members, including the Treasurer as a voting member. The Chair will be appointed by the Board on recommendation from the Nominating Committee, and the Chair will recruit additional members. One member of the Finance Committee shall be a member of the Stewardship Committee.

Suggested Sub-committees

- Investment: Responsible for investing available funds in accordance with the Financial Asset Management Plan.
- Memorial: Responsible for helping to build endowment fund that will contribute to Church's financial stability.

Green Sanctuary Committee

Date of Original Board Approval: September 16, 2003

Date of Latest Revision Approval:

Purpose:

The Green Sanctuary Committee's purpose is to (1) achieve and/or maintain Green Sanctuary certification for the church through the UUA, (2) lessen the church's footprint on the planet, and (3) educate the congregation on environmental issues.

Scope:

The Committee may address every aspect of congregational life, including worship services, hymns, forums, adult religious education, children's religious education, service projects, grounds, facilities, and communications. The Committee works in conjunction with the Social Action Committee.

Responsibilities:

- Conduct an environmental audit of the church
- Oversee the maintenance of the Green Sanctuary Certification Action Plan, including a long-term environmental service project
- Serve as an environmental/ecological resource to the church for general purchasing decisions
- Work with chairs of other committees in incorporating environmental themes in all aspects of congregational life
- Write and submit Green Tips for the newsletter on a regular basis
- Continue to find new ways for the church to lessen its impact on the environment and educate the congregation

Organization:

The committee has open membership. The Board appoints the chairperson and the chairperson appoints other members. The committee meets on an as-needed basis.

Helping Hands Committee

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Purpose

In response to a health or social welfare crisis, carries the responsibility of the Church to act as a family substitute for the many members for whom the Church is the only family available in Austin.

Responsibilities

- In times of illness, bereavement or other personal crises, provide transportation and in-home assistance such as baby-sitting, cooking or cleaning for the short-time emergency until other provisions can be made.
- Make visits to hospitals and nursing homes.
- Provide information and referrals relating to services which are available in Austin to meet the individual health or social welfare needs of Church members.
- Maintain, update periodically, and make available through the Minister, Church President, Administrator and members of the Committee, a file of resources in the Church office.

Human Resources Committee

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Purpose

Advise the Board of Trustees and the Minister on issues relating to personnel, and assist staff with employment-related concerns.

Responsibilities

- Review and modify performance evaluation instruments as needed.
- Review and recommend to the Board, needed revisions to the Personnel Policy Manual.
- Ensure that timely performance evaluations are conducted for all staff in accordance with policies established by the Board of Trustees.
- Research and review salary structure of staff and make recommendations regarding same during the budget-planning process.
- Evaluate and, when appropriate, recommend to the Board amended coverage of benefits available to staff.
- Review and advise on staffing issues such as levels, job duties, needed positions.
- Recommend to the Board procedures for adjudicating employee grievances and serve as the body to which such grievances are addressed.
- Handle other matters related to personnel as needed.

Internal Audit Committee

Date of Original Board Approval: August 18, 2009

Date of Latest Revision Approval:

Purpose

To review the financial records and activities of the Church, and report on their compliance with established internal policies and procedures.

Scope

The Internal Audit Committee (IAC) will report directly to the Board of Trustees.

Responsibilities:

- Responsibilities may include but are not limited to the following:
- To verify that bank statements are accurately and timely reconciled,
- To verify that bills are authorized for payment accurately and paid timely,
- To verify that Sunday collections are handled according to procedures,
- To verify that cash receipts are promptly deposited and timely and accurately accounted for,
- To verify that pledge receipts are accurately credited to church members,
- To verify that the church membership list and membership data are accurately maintained,
- To verify accuracy of reports,
- To verify policies and procedures are being adhered to.

Authority:

- To recruit and organize volunteers with accounting and audit experience to serve on the committee,
- To have access to church financial records,
- To have access to church membership records,
- To have the assistance of church staff and committees when needed,
- To engage external auditor(s) to audit church records when the Board recommends such audit.

Procedure:

- The Board of Trustees shall issue a Request For Audit to the IAC, specifying the areas to be audited and the level of staff involvement,
- The IAC will examine the Request For Audit and report to the Board the audit procedure that will be followed,
- The IAC will audit those records and issue a report back to the Board and a copy of the report shall be provided to the Finance Committee,
- The IAC will not recommend actions to address problems, if any are found.

Composition:

- The Committee shall be composed of a Chairperson and from two to five additional members.
- The Board of Trustees shall appoint the Chairperson annually.
- The Chairperson shall select annually other church members to serve on the committee, notifying the Board of Trustees of the other members of the IAC.
- Neither the Executive Director nor the Treasurer nor their family members shall be allowed to serve on the IAC.

Long Range Planning Committee

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Purpose

The purpose of a Long-Range Plan is to provide a plan/blueprint for the Church to follow for a period of time into the future.

It concerns:

- The building, ministries and programs, ministries and growth options for the Church founded upon
- The Church's/congregation's strengths and interests
- Factors in the larger environment, which will directly affect the Church.

It involves:

- Looking at the past to learn our history
- Looking at the present to know who we are and what is around us
- Looking at the future to obtain some idea about the demographics, land use, economy, and potential for membership.

It is done by:

- A team of church members who:
- meet with the congregation in small focus groups and at large information meetings to look at strengths, limitations and interests of the membership
- meet with present church leaders to determine interests and reservations
- meet with city/county planner and review planning, census and other available civic documents

For the purpose of:

- preparing a final document outlining a comprehensive plan

Which can be:

- Discussed and voted upon by the church membership
- to give present and future leaders of the church a plan/guideline for future budgets and program development.

It is often done with the assistance of a consultant who:

- is the coach to the Church's planning committee
- An advisor, which can bring expertise not in the church and knowledge about what other churches have experienced and gone through in similar processes.

Who is able to:

- train the committee in its tasks

- assist the committee organize the data/information collected
- provide some commentary and perspective on data/information
- Advise committee and Board on dealing with rough areas
- Facilitate all-church meetings.

It will most likely have in its final form:

- a general description of the plan for the Church
- sub-elements directly dealing with specific topics,

Which will:

- be the guide for working groups who will be assembled to address specific areas such
- as fund-raising, building needs, growth plans

Which

- May involve other consultants to assist with specific operational plan development and execution.

Membership Committee

Date of Original Board Approval: August 21, 2001

Date of Latest Revision Approval: August 21, 2007

Purpose

The Membership Committee will welcome newcomers and visitors, assist long-time Church members to remain connected, and recognize and help integrate new members into the life of the congregation.

Scope

The membership committee will interact with all members and friends of the Church working in conjunction with other committees, the Board of Trustees, the ministers, and other staff responsible for membership matters.

Responsibilities

- Promote all activities and educational opportunities within the Church community. Build community through Sunday events (Founders Day, Volunteer Fair), bulletin boards, column in monthly newsletter, etc.
- Work with staff to provide regular reports to the Board of Trustees, including numbers of visitors, names of new members and those being dropped from membership.
- Work with staff to update membership roll yearly, and to determine current number of members for UUA purposes to determine the number of delegates to General Assembly and UUA denominational dues.
- Total responsibility for “New Member Signing” Sundays: Includes preparation of all forms, new member packets, as well as setting up and staffing the “New Member Signing” table.
- Recruit, schedule, and train Usher/Greeter volunteers and staffers for “Information” and “New Member Signing” tables.
- Promote and host monthly orientations for newcomers and visitors in coordination with the ministers; promote UU classes for new members in coordination with Adult Religious Education.
- Organize, promote and conduct classes to educate new members in coordination with the minister, at least four times a year.
- Organize, in coordination with the minister and the Worship Services Committee, new member recognition ceremonies at least four times a year.
- Organize and host new member receptions and/or dinners, working in coordination with ministers, staff, and existing social groups at least four times a year.
- Organize and train greeters and Information Table staffers.
- Ensure that brochures are updated each spring and as necessary.
- Bi-annually assess needs, maintain and order membership brochures and publications from the UUA Bookstore.
- Submit budget request to the Finance Committee by the established deadline. Request should include an estimate for membership publications and new member dinners/receptions.

Authority

- To recruit and organize volunteers as needed to perform its responsibilities.
- To consult with all committees and groups of the Church.
- To request staff assistance when necessary.
- To spend whatever amount of money is allocated to the committee in the annual budget.

Organization

The Committee shall have open membership. Sub-committees or working groups and task forces may be established as needed to fulfill the Committee's duties. The Committee shall have a chair appointed in accordance with the Policies of the Church. In the absence of a chair, Membership Committee members may operate under a shared leadership model where a Committee Contact is selected quarterly. That representative will attend three monthly Board of Trustee meetings and participate in the quarterly All-Council/Board meeting. The Committee shall meet monthly. The Minister is an ex-officio member of the Committee.

Nominating Committee

Date of Original Board Approval: November 20, 2000

Date of Latest Revision Approval:

Purpose

The purpose of the nominating committee is to present a slate of volunteer candidates to fill positions of responsibility in the church organization.

Scope

The positions to be filled will include:

- Officers of the Board of Trustees
- Members of the Board of Trustees
- Chairpersons for standing committees,
- Members of the Committee on Ministries,
- Members of the nominating committee as prescribed by the bylaws
- Members of task forces or chairperson of committees when requested by the Board of Trustees to do so.

Only voting members of the church may fill these positions.

Responsibilities

- The committee is responsible to supply qualified candidates for each such position as may arise. Sometimes the Board may request a slate of candidates be presented.
- The committee is responsible for supplying pertinent information about each candidate so that an informed choice can be made.
- The committee is responsible for publicizing its existence and informing the congregation of vacancies and how to become a candidate.
- The committee is responsible for evaluating the leadership needs of the church by interviewing the current leaders and staff of the church.
- The committee must maintain complete and permanent confidentiality of sensitive information received during its interviews.

Authority

- The committee has the authority to talk with whomever they deem necessary to obtain whatever information they deem necessary to properly fulfill their responsibilities.
- The committee may call upon whomever they deem necessary to help persuade a candidate to serve.

Public Affairs Forum Committee

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Purpose

Provide informative and stimulating topics and speakers on the subjects of politics, economics, social issues and the arts consistent with the Unitarian Universalist principle of search for truth.

Responsibilities

- Provide for weekly speakers for the Forum that meets on Sunday mornings in Howson Hall, September through June.
- Meet twice a year to plan the fall and spring schedules, bringing suggestions of topics and speakers. Choose speakers and topics for forum presentation.
- Advance Publicity: Provide details of presentation, including the title, names of speakers, and a paragraph to the Committee Chair for placement in the newsletter, e-mail announcements, and local newspapers. Be prepared to introduce your speaker at the presentation if possible.
- Assist in duties surrounding a presentation at the church, i.e. getting additional chairs, closing doors, and turning on and off lights.
- Coordinate with the Office Manager and other committees in the church regarding the use of Howson Hall, such as the Religious Education Department, Stewardship (Canvass), and the Fellowship Committee.

Public Relations, Marketing and Advertising Committee

Date of Original Board Approval: November 20, 2001

Date of Latest Revision Approval:

Purpose

- Attract visitors to our church and help our church gain new members.
- Foster positive impressions of our church, church-related events and our unique "brand" of religion to the public and news media.
- Raise overall awareness of our church and its many community-related activities,
- Increase participation and attendance at all services, forums and major special events.

Responsibilities

- Publicize market and advertise our church through a variety of mediums, such as Yellow Pages ads, newspaper ads, signage, promotional collateral, press releases, Web site, etc.
- Provide accurate, timely and positive information about our church to selected media.
- Coordinate approvals for news releases in association with the minister and contributing members.
- Advise committees and activity groups on ways to promote their individual special events.
- Contact media to arrange press coverage for church minister or major special events.
- Maintain scrapbook of press coverage and photos from special events.
- Plan and implement special projects to achieve overall purpose. Manage all projects within deadlines and allotted budget.

Authority

- Recruit and organize volunteers as needed to perform responsibilities.
- Request approvals on major press releases from church minister and/or pertinent contributors.
- Have access to the committee's financial records.
- Request staff assistance when needed.
- Spend whatever money is allocated to the committee in the annual budget.
- Place advertising in selected media.
- Be reimbursed for expenditures on behalf of the committee.

Organization

The committee is composed of volunteers. The Board appoints the Chairperson and the Chairperson recruits and appoints the other members.

Social Action Committee

Date of Original Board Approval: November 20, 2001

Date of Latest Revision Approval: August 21, 2007

Purpose:

The Social Action Committee helps members and friends of FUUCA take action on our shared UU values to make a positive difference in the world. Our programming helps the congregation fulfill its mission of “sharing our values and gifts with the larger community.”

Scope:

We strive to offer a diversity of projects that provides different ways for people to be involved. Balanced programming includes service, education, social witness, advocacy, and community organizing. Also, our projects foster community amongst our members as they work to improve the larger world around them.

Responsibilities:

Responsibilities of the committee include:

- To provide information and resources for members/friends who express themselves spiritually through social action, connecting them to ongoing initiatives where appropriate;
- Coordinating the Split-the-Plate program;
- Serving as a resource on issues of concern;
- Facilitating and promoting the efforts of those who wish to initiate projects;
- Facilitating and promoting the Social Action efforts of other church entities (RE, etc.);
- Regularly surveying the congregation to identify their Social Action priorities;
- Proposing Social Action Initiatives at the Fall Congregational Meeting for adoption;
- Creating Social Action Programming that furthers the adopted Initiatives;
- Regular review of programming to determine achievement and needs;
- To provide support to ongoing initiatives; and,
- Regular communication to the Board of Trustees via its liaison.

Authority:

The committee has the authority to:

- recruit and organize volunteers as needed to perform responsibilities;
- serve as a clearinghouse for all Social Action activity performed in the name of the church;
- coordinate Social Action programming to minimize overlap and potential conflicts;
- raise funds in accordance with the church’s policies and procedures;
- maintain a restricted fund in support of Social Action projects;
- to request staff assistance when necessary;
- to consult with all committees and groups of the church; and,
- spend whatever money is allocated to the committee in the annual church budget.

Organization:

The committee is headed by a chair nominated by the Nominating Committee and approved by the Board of Trustees. The committee's membership is open to all church members interested in championing social action programming to and for our congregation. Action groups are formed as needed to bring this programming to fruition. Current and past initiatives have included: Freeze Nights, Hands On Housing, Sack Lunch Program, UUSC, UUADP, Clinic Escorts, Green Sanctuary Project, People's Community Clinic, Alternative Gift Fair, Refugee Resettlement, and others. The committee meets monthly and also communicates via its email list. For current information about the Social Action Committee and its programming, contact the church office.

Stewardship Committee

Date of Original Board Approval: January 23, 2001

Date of Latest Revision Approval:

Purpose

- To foster a culture of stewardship and financial responsibility in our church.
- To obtain pledges for the general operation of the church.
- To discover if there is a problem (with the church or the individual) when a member falls behind in payment of his/her pledge.
- To encourage members to bequeath money to the church

Scope

The stewardship committee should interact with all members and friends of the church.

Responsibilities

- To hold an all member/friends canvass each year.
- To gather pledges from new members shortly before or after they sign the Book.
- To monitor the payments of the pledges so the committee can be aware of any and all pledges that are falling behind.
- To make contact with anyone who is falling behind in his/her pledge to determine why the shortfall is happening.
- To encourage members to bequeath money to the church.

Authority

- To recruit and organize volunteers as needed to perform its responsibilities.
- To have access to the financial records of the church both present and past.
- To have access to membership information that the church may have.
- To request staff assistance when needed.
- To spend whatever amount of money is allocated to the committee in the annual budget.

Composition

The committee is composed of three to five people. The Board appoints the chairperson and the chairperson appoints the other members.

Worship Services Umbrella Organization

Date of Original Board Approval: July 18, 2006

Date of Latest Revision Approval:

Purpose

Worship Services is an umbrella organization of independent programs that work to facilitate and enhance the Sunday worship services. The following entities have been identified as having separate, vital functions essential to smoothly functioning Sunday worship services: Music/Choir, Child-Youth Portion of the Worship Service, Worship Associates, Lay Leaders, Sunday Service Teams, and Sound System Technicians.

Authority

All of these responsibilities are under the supervision of the minister, who is ultimately responsible for all aspects of worship services and its budget.

Organization

An umbrella organization is not a committee; it shall have no regularly scheduled meetings, though meetings may be scheduled upon the request of the minister, program coordinators, intern minister or congregation.

Each entity/program has its own mode of meeting and planning for its responsibilities independent of one another. The minister shall correspond by e-mail and/or call meetings as needed with the program leaders (staff/volunteer coordinators) to plan the worship calendar and coordinate their responsibilities for worship services.

Responsibilities

The Director of Religious Education is responsible for coordinating the child-youth portion of the Sunday service and the intergenerational services with the Minister or Intern Minister. A Children's Worship Coordinator to facilitate the child-youth portion of the service may be recruited from educators within the congregation.

The Director of Music is responsible for coordinating choir presentations, hymn selections, and other aesthetic elements of worship with the Minister.

The Minister or Intern Minister is responsible for working with the Worship Services Coordinator to recruit and schedule lay leader volunteers each Sunday, train them when necessary and maintain communication with the congregation. Lay Leaders may be recruited from the congregation.

The Worship Services Coordinator is responsible for recruiting, scheduling, training, and recognizing Sunday Service Teams (SST): groups of 3 or 4 volunteers who serve once-a-month for four consecutive months. Recruited from new and established members of the

congregation, SST volunteers typically perform usher/greeter/housekeeping chores at their assigned Sunday services.

The Minister is responsible for recruiting, training and scheduling lay speakers known as Worship Associates; for arranging ministerial pulpit exchanges; and for scheduling guest ministers/lay speakers during vacations/sabbaticals when the Intern Minister or Minister is not preaching. It will be the responsibility of the Intern to contact the guest ministers/lay speakers in the absence of the minister.

Technical support technicians will continue to serve the church in their specific capacities: sound system, recording equipment, DVD reproduction.

Youth Program Committee

Date of Original Board Approval: June 18, 2003

Date of Latest Revision Approval:

Purpose

The First Unitarian Universalist Church of Austin Youth Program Committee (YPC) will serve the needs of the church related to "middle school, high school, and perhaps college age youth programs" (defined as youth groups, youth religious education, coming of age programming, and transition to young adult programming). The YPC will serve as a forum and decision-making group for youth-related issues, communication to the congregation, membership integration into church community, selection of youth group advisors, and involvement of youth in church functions.

Responsibilities

- To be a forum and decision-making body on concerns related to the church's youth programs, and to make recommendations to the DRE and to the Board of Trustees as appropriate.
- To concern itself with the activities of middle school, senior high, and college ministry groups, especially in regards to safety, age-appropriateness and legality.
- To serve as a selection committee for RE Teachers and Youth Advisors, to establish job descriptions for teachers and advisors and to maintain regular and routine communications between teachers, advisors, youth and church leadership.
- To consider current youth programming at our church, survey the congregation as to the need for new or alternative programming, and to facilitate the institution of new programming and/or staffing as needed.
- To serve as a liaison between the church leadership, membership, and youth programming.
- To provide a means for regular communication between the youth groups and between the youth groups and the congregation.
- To encourage and promote youth participation in the life of the church.
- To introduce and publicize resources and programs which are available through the district and the continental levels of our organization.
- To consider and promote ways of retaining youth currently in our programs, drawing new members into the youth groups and into the church from both within and beyond church families.

Composition

The YPC shall consist of:

No. of Members	Position/Where from	How Appointed
2	YRUU Youth	Elected by YRUU
2	At-Large HS youth	Selected by DRE

2	Middle School Youth	Elected by Middle School Youth
2	Young Adults	Elected by YARN
1	Young Adult Advisor	Selected by YARN
1	YRUU Advisor	Selected by YRUU
1	Middle School RE Teacher	Selected by Middle School teaching staff
1	High School RE Teacher	Selected by High School teaching staff
1	YRUU parent	Selected by YRUU
1	At-Large HS Parent	Selected by DRE
1	Middle School Parent	Selected by Middle School Youth
1	Director of Religious Education (adult)	Staff position
1	RE Assistant for Youth	Staff position
17		

Therefore, the YPC shall consist of 8 youth, and 9 adults as described above. In addition, all members of the YPC who are of age in accordance with the Bylaws of the church shall also be encouraged to be members of the church.

As new youth groups are instituted, the committee will add two youth, one parent and one advisor from each group. There will be two co-chairs (one adult and one youth) for this committee. The adult co-chair will be nominated by the nominating committee. The youth co-chair will be selected by the YPC at their first meeting of the committee year. Open meetings shall be held monthly. Task groups of the committee may form for a specific purpose, such as to develop coming-of-age programming.

Terms will be for one year with the exception of the DRE, who is a permanent member. Members may serve for two consecutive terms, and may rejoin the committee after being off for one year.

Communications and Reporting

The YPC will report to the Board of Trustees through the Director of Religious Education and/or Board liaison.

The Committee will also select a member who will serve as the representative to the council. This representative will report on YPC meetings and initiatives, as well as on youth group actions and initiatives.

Church Groups and Affiliated Organizations

The Covenant of Unitarian Universalist Pagans (CUUPS)

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

The CUUPS group welcomes women, men, and children to gather together at least twice a month to promote the practice and understanding of Pagan and Earth-centered spirituality, to network among Pagan-identified Unitarian Universalists, to provide for the outreach of Unitarian Universalism to the broader Pagan community, to promote interfaith dialogue, and to encourage a greater use of music, dance, visual arts, poetry, story, and creative ritual in worship and celebration. We meet for discussion, networking, book discussion, rituals and celebrations, retreats at U Bar U, leading some worship services, and other events. We participate in the CUUPS continental association of the larger UUA and network with local Pagan groups.

Craft Club

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Description not available.

Heritage Club

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

The HERITAGE CLUB meets the second Friday of every month at someone's home.

- A book, selected two months previously, is discussed.
- Membership is open to anyone who cares to attend and participate, whether they have read the book or not.
- The books are ordered by the Church bookstore and are available for sale on Sundays.

Interweave

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Description not available.

International Women's Advocacy Group

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

THE INTERGENERATIONAL WOMEN'S ADVOCACY GROUP was formed by some attendees at the first Women's Group meeting for the purpose of having a means to advocate for women's issues. The main focus of IWAG is women's health, especially the issues of privacy and reproductive choice. We want to volunteer our group's name and time to other organizations with similar concerns.

Men's Fellowship Breakfast

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Description not available.

Men's Peer Support Group

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Approved by the Board of Trustees 2/15/2000. Description not available.

Paradox Players

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Description not available.

Seniors Lunch Group

Date of Original Board Approval: Unknown

Date of Latest Revision Approval: August 21, 2007

Senior Luncheons are held every month, September through June, on the second Tuesday of the month.

The menu consists of soup, salad, bread and dessert each month for a minimal charge. Volunteers help with providing food, telephone calling, table setting and program planning. The luncheons begin at 12:00 noon and continue for about an hour and half.

Each month a program is planned which features music playing or guest speakers. The new intern ministers are asked to meet with the group.

The luncheons are consistently well attended with 30 to 40 people.

VOYAGers

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Young Adult Group (born in the 1960s – 1970s). Description not available.

Women's Alliance

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

The Women's Alliance is a study and service group open to all members and friends of the church of both sexes. Meetings are held monthly and usually feature a program with emphasis on personal growth and service. The Alliance is a means to join in fellowship and fun as well as to become a fruitful part of the congregation. As a service project for the church, Alliance members host Memorial Service Receptions.

Dues are collected annually, and the Alliance does periodic fund-raising projects to benefit the church and community.

Women's Spirituality Group

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

The Women's Spirituality Group is a circle of women who come together weekly for discussion and ritual centering on women's spirituality. The group also conducts some Sunday worship services during the year for the greater membership. The group participates in the Southwest Unitarian Universalist Conferences and conduct workshops in Austin and throughout the southwest.

As a feminist group, we strive to be egalitarian, non-hierarchical, and accepting of diversity. As a Unitarian Universalist group, we are non-creedal and welcome women of diverse spiritual perspectives who are members or friends of the Unitarian Universalist church.

Information Technologies Group

Date of Original Board Approval: May 18, 1999

Date of Latest Revision Approval:

UNDER REVISION

Affiliated Organizations

Date of Original Board Approval: Unknown

Date of Latest Revision Approval:

Policy and Procedures:

Affiliated organizations differ from committees in that they:

- Consist of special interest groups which present programs
- Develop their own budgets.
- They may have fund raisers, but these must be cleared by the Board of Trustees if they occur on Church premises.

Both committees and affiliated organizations further the interests of the Church and integrate members and friends into the Church community.

It is recommended that both committees and affiliated organizations observe the following:

- Keep some form of written record of activities. These records are passed from one chair to the next for the sake of history, continuity, goals and communication.
- Both committees and affiliated organizations are responsible to communicate with the Board of Trustees through a Board Liaison and are always welcome at Board meetings. They are also linked to the Church Council.
- Officers of Affiliated Organizations must be Church voting members.
- Affiliated organizations who use the church building must contribute to the church budget.

A group wishing to become an official Affiliated Organization of the Church should submit the following to the Board of Trustees:

- A description of the group's primary purpose.
- An explanation of why they feel they further the interests of the Church and how their group's purpose is consistent with the policy of the Church.
- An outline of when they intend to meet and where.
- How they will integrate members of the congregation into their organization.
- How they will financially support the Church.

After the Board of Trustees reviews this information they will vote on whether or not to recognize the organization. The President of the Board will inform the group of the Board's decision.

When a new Affiliated Organization is established, the Board will appoint a Trustee to be their liaison. The liaison will make sure that the chair of the organization has a copy of the Church By-laws, the Policy & Procedures Manual and any other pertinent information (such as newsletter deadlines, meeting dates, mail, etc.)

If an Affiliated Organization holds a fund-raising event on Church property, a nominal fee will be charged to cover Church expenses (utilities, etc.). The organization will be responsible for providing clean-up for the event and set-up for following church events. This may be done either with their own volunteers or by paying the Church event team.

Members of the Affiliated Organization are welcome to attend Board meetings and if they wish to have the Board address an issue, they must contact a member of the Executive Committee 10 days prior to the Board of Trustees meeting to have the item put on the agenda.

Affiliated Organizations in the process of forming should be encouraged to meet at the same time as other committees or in people's homes instead of using the Church building. This policy helps to reduce the expenses incurred by having affiliated organizations opening up the building. It also reduces the chance of security problems.

Camp Fire

Date of Original Board Approval: December 17, 2002

Date of Latest Revision Approval:

Description: Camp Fire's programs include youth leadership, self-reliance, camping, and environmental education. It is an inclusive organization, welcoming children, youth and adults regardless of race, religion, socioeconomic status, disability, sexual orientation or other aspect of diversity. Camp Fire USA's programs are designed and implemented to reduce sex-role, racial and cultural stereotypes and to foster positive intercultural relationships. Camp Fire works to promote integrity, responsibility, and tolerance among its members, and build youth who are caring, confident youth and future leaders.

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash & Investments	
1100 · Bank	
1140 · THCU CDs	45,115.85
1130 · THCU Money Market	43,501.49
1110 · THCU Checking	22,900.44
1120 · THCU Savings	29.23
Total 1100 · Bank	<u>111,547.01</u>
1200 · Schwab Accounts	
1210 · Permanent Endowment Account	115,330.54
1220 · Mixed Investment Account	370,164.92
1230 · Murr Music Account	38,663.46
Total 1200 · Schwab Accounts	<u>524,158.92</u>
1300 · Annuity 2014	<u>11,283.28</u>
Total 1000 · Cash & Investments	<u>646,989.21</u>
Total Checking/Savings	646,989.21
Accounts Receivable	
11000 · Accounts Receivable	-172.00
Total Accounts Receivable	<u>-172.00</u>
Total Current Assets	646,817.21
Fixed Assets	
1500 · Fixed Assets	
1510 · Building - at cost	672,232.75
1530 · Land - Travis CAD '09 Value	1,508,930.00
Total 1500 · Fixed Assets	<u>2,181,162.75</u>
Total Fixed Assets	<u>2,181,162.75</u>
TOTAL ASSETS	<u><u>2,827,979.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Liabilities	
2400 · Payroll Liabilities	7,775.76
2200 · Security Deposits	80.00
Total 2000 · Liabilities	<u>7,855.76</u>
Total Other Current Liabilities	<u>7,855.76</u>
Total Current Liabilities	<u>7,855.76</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
Total Liabilities	7,855.76
Equity	
3001 · Fixed Assets - Equity	2,181,162.75
3100 · Restricted Funds	
3200 · Cong. Restricted Funds	
3220 · Permanent Endowment Fund	116,850.54
3240 · Memorial Savings Fund	269,550.14
3260 · Murr Music Fund	39,027.46
Total 3200 · Cong. Restricted Funds	<u>425,428.14</u>
3400 · Board Restricted Funds	
3560 · Worship Services Fund	1,000.00
3555 · Forum Fund	1,000.00
3406 · Bridge Builder Action Team Fund	6,812.10
3405 · Long Range Fund	41,282.73
3410 · Capital Campaign Fund	10,000.00
3415 · Paradox Players Fund	17,860.47
3420 · Religious Education Fund	
3422 · CampUU/Hogwarts Fund	6,553.61
3424 · Junior High Fund	3,304.66
3426 · Senior High Fund	4,601.12
3427 · Lecture Series Fund	368.43
3428 · Adult RE Fund	4,553.92
3429 · Children's RE Fund	587.97
Total 3420 · Religious Education Fund	<u>19,969.71</u>
3440 · Caring Fund	3,988.20
3450 · Music Fund	
3452 · Children's Choir Fund	4,717.52
3456 · Music Other Fund	2,456.06
3450 · Music Fund - Other	674.00
Total 3450 · Music Fund	<u>7,847.58</u>
3460 · Bookstore Fund	2,890.07
3465 · Denominational Affairs Fund	70.02
3470 · Facility Fund	
3478 · Grounds Fund	703.48
3472 · Emergency Fund	2,923.63
3474 · Green Sanctuary Fund	1,586.55
3476 · Recycling Program Fund	778.71
Total 3470 · Facility Fund	<u>5,992.37</u>
3480 · Flowers Fund	329.34
3490 · Technology Fund	
3492 · Internet Ministries Fund	2,797.67
3494 · Media Team Fund	976.67
Total 3490 · Technology Fund	<u>3,774.34</u>
3505 · Meet & Eat Fund	391.15

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
3515 · Social Action Fund	2,891.00
3525 · Voyagers Fund	211.39
3530 · YARN Fund	208.24
3535 · Yew Grove Fund	91.29
3540 · Library Fund	453.02
3545 · Special Plate Fund	911.69
Total 3400 · Board Restricted Funds	<u>127,974.71</u>
Total 3100 · Restricted Funds	553,402.85
3900 · Unrestricted Net Assets	109,235.92
Net Income	<u>-23,677.32</u>
Total Equity	<u>2,820,124.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,827,979.96</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Total Committees		Facility & Grounds (Departments)		Ministry (Departments)		Music Dept (Departments)		Program (Depart
	Jan - Oct 10	Budget	Jan - Oct 10	Budget	Jan - Oct 10	Budget	Jan - Oct 10	Budget	Jan - Oct 10
Ordinary Income/Expense									
Income									
4000 · Unrestricted Income									
4100 · Contributions									
4140 · Forum	0.00		0.00		0.00		0.00		0.00
4110 · Pledge	0.00		0.00		0.00		0.00		0.00
4120 · Sunday Plate	0.00		0.00		0.00		0.00		0.00
4130 · Sunday Coffee Service	0.00		0.00		0.00		0.00		0.00
4190 · Other	0.00		50.00		0.00		0.00		0.00
4100 · Contributions - Other	0.00		0.00		0.00		0.00		0.00
Total 4100 · Contributions	0.00		50.00		0.00		0.00		0.00
4200 · Rental	0.00		0.00		0.00		0.00		0.00
4400 · Misc Income	0.00		0.00		0.00		0.00		0.00
Total 4000 · Unrestricted Income	0.00		50.00		0.00		0.00		0.00
4300 · Interest & Dividends	0.00		0.00		0.00		0.00		0.00
4900 · Other Income									
4920 · Event	874.00		0.00		0.00		0.00		0.00
Total 4900 · Other Income	874.00		0.00		0.00		0.00		0.00
Total Income	874.00		50.00		0.00		0.00		0.00
Expense									
6000 · General Expenses	0.00	7,925.00	0.00		0.00		0.00	6,500.00	0.00
Total 6100 · Ministry Support	142.00		0.00		7,285.77	7,200.00	1,475.00		0.00
Total 6200 · Supplies & Materials	1,934.68		33.36		43.19		1,126.91	0.00	2,189.17
Total 6300 · Repairs and Upkeep	0.00		54,944.95	74,760.00	0.00		0.00		0.00
Total 6400 · In house services	996.65		0.00		0.70		26.83		16,178.40
Total 6500 · Miscellaneous	1,857.19		25.00		5,975.31	7,500.00	110.62	1,000.00	580.99
Total 6600 · Employee Expenses	739.33		17,735.88	19,765.00	74,680.57	89,592.00	57,874.26	72,931.00	116,080.58
Total 6700 · Charitable Contributions	0.00		0.00		0.00		0.00		0.00
Total Expense	5,669.85	7,925.00	72,739.19	94,525.00	87,985.54	104,292.00	60,613.62	80,431.00	135,029.14
Net Ordinary Income	-4,795.85	-7,925.00	-72,689.19	-94,525.00	-87,985.54	-104,292.00	-60,613.62	-80,431.00	-135,029.14
Net Income	-4,795.85	-7,925.00	-72,689.19	-94,525.00	-87,985.54	-104,292.00	-60,613.62	-80,431.00	-135,029.14

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Support	Religious Ed Dept		Other Operating Fund		TOTAL		
	(Departments)	(Departments)				Jan - Oct 10	Budget	\$ Over Budget
	Budget	Jan - Oct 10	Budget	Jan - Oct 10	Budget	Jan - Oct 10	Budget	\$ Over Budget
Ordinary Income/Expense								
Income								
4000 · Unrestricted Income								
4100 · Contributions								
4140 · Forum		0.00		1,096.34		1,096.34	0.00	1,096.34
4110 · Pledge		0.00		352,265.10	450,000.00	352,265.10	450,000.00	-97,734.90
4120 · Sunday Plate		0.00		28,658.33	65,000.00	28,658.33	65,000.00	-36,341.67
4130 · Sunday Coffee Service		0.00		2,289.28	4,000.00	2,289.28	4,000.00	-1,710.72
4190 · Other		0.00		9,524.31	5,000.00	9,574.31	5,000.00	4,574.31
4100 · Contributions - Other		0.00		0.00		0.00	0.00	0.00
Total 4100 · Contributions		0.00		393,833.36	524,000.00	393,883.36	524,000.00	-130,116.64
4200 · Rental		0.00		46,053.01	50,000.00	46,053.01	50,000.00	-3,946.99
4400 · Misc Income		0.00		6,961.60	2,000.00	6,961.60	2,000.00	4,961.60
Total 4000 · Unrestricted Income		0.00		446,847.97	576,000.00	446,897.97	576,000.00	-129,102.03
4300 · Interest & Dividends		0.00		248.66	72.00	248.66	72.00	176.66
4900 · Other Income								
4920 · Event		0.00		0.00		874.00	0.00	874.00
Total 4900 · Other Income		0.00		0.00		874.00	0.00	874.00
Total Income		0.00		447,096.63	576,072.00	448,020.63	576,072.00	-128,051.37
Expense								
6000 · General Expenses		0.00	1,150.00	0.00		0.00	15,575.00	-15,575.00
Total 6100 · Ministry Support		0.00		0.00		8,902.77	7,200.00	1,702.77
Total 6200 · Supplies & Materials	4,500.00	365.40		3,063.28	5,000.00	8,755.99	9,500.00	-744.01
Total 6300 · Repairs and Upkeep		0.00		-451.52		54,493.43	74,760.00	-20,266.57
Total 6400 · In house services	30,300.00	0.00		0.00		17,202.58	30,300.00	-13,097.42
Total 6500 · Miscellaneous	4,300.00	655.80		3,096.53		12,301.44	12,800.00	-498.56
Total 6600 · Employee Expenses	151,104.00	88,294.12	106,837.00	3,487.00	4,692.00	358,891.74	444,921.00	-86,029.26
Total 6700 · Charitable Contributions		0.00		11,150.00	12,350.00	11,150.00	12,350.00	-1,200.00
Total Expense	190,204.00	89,315.32	107,987.00	20,345.29	22,042.00	471,697.95	607,406.00	-135,708.05
Net Ordinary Income	-190,204.00	-89,315.32	-107,987.00	426,751.34	554,030.00	-23,677.32	-31,334.00	7,656.68
Net Income	-190,204.00	-89,315.32	-107,987.00	426,751.34	554,030.00	-23,677.32	-31,334.00	7,656.68

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Jan 31, 10</u>	<u>Feb 28, 10</u>	<u>Mar 31, 10</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Investments			
1100 · Bank			
1140 · THCU CDs	0.00	5,000.00	10,000.00
1130 · THCU Money Market	0.00	99,000.00	98,055.20
1110 · THCU Checking	33,332.83	29,807.98	23,228.77
1120 · THCU Savings	4,058.37	4,058.37	25.00
Total 1100 · Bank	<u>37,391.20</u>	<u>137,866.35</u>	<u>131,308.97</u>
1200 · Schwab Accounts			
1210 · Permanent Endowment Account	100,143.27	103,054.96	109,995.97
1220 · Mixed Investment Account	450,561.76	351,386.37	352,684.48
1230 · Murr Music Account	35,039.24	35,631.60	36,820.25
Total 1200 · Schwab Accounts	<u>585,744.27</u>	<u>490,072.93</u>	<u>499,500.70</u>
1300 · Annuity 2014	<u>10,962.36</u>	<u>11,007.73</u>	<u>11,007.73</u>
Total 1000 · Cash & Investments	<u>634,097.83</u>	<u>638,947.01</u>	<u>641,817.40</u>
Total Checking/Savings	634,097.83	638,947.01	641,817.40
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	11,451.33
Total Accounts Receivable	<u>0.00</u>	<u>0.00</u>	<u>11,451.33</u>
Total Current Assets	634,097.83	638,947.01	653,268.73
Fixed Assets			
1500 · Fixed Assets			
1510 · Building - at cost	672,232.75	672,232.75	672,232.75
1530 · Land - Travis CAD '09 Value	1,508,930.00	1,508,930.00	1,508,930.00
1540 · Furniture & Equipment	92,631.86	92,631.86	92,631.86
Total 1500 · Fixed Assets	<u>2,273,794.61</u>	<u>2,273,794.61</u>	<u>2,273,794.61</u>
Total Fixed Assets	<u>2,273,794.61</u>	<u>2,273,794.61</u>	<u>2,273,794.61</u>
TOTAL ASSETS	<u><u>2,907,892.44</u></u>	<u><u>2,912,741.62</u></u>	<u><u>2,927,063.34</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2000 · Liabilities			
2400 · Payroll Liabilities	672.01	1,348.26	2,070.67
2110 · Direct Deposit Liabilities	0.00	0.00	0.00
2200 · Security Deposits	50.00	50.00	50.00
Total 2000 · Liabilities	<u>722.01</u>	<u>1,398.26</u>	<u>2,120.67</u>
Total Other Current Liabilities	<u>722.01</u>	<u>1,398.26</u>	<u>2,120.67</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Jan 31, 10</u>	<u>Feb 28, 10</u>	<u>Mar 31, 10</u>
Total Current Liabilities	722.01	1,398.26	2,120.67
Total Liabilities	722.01	1,398.26	2,120.67
Equity			
3001 · Fixed Assets - Equity	0.00	0.00	2,273,794.61
3100 · Restricted Funds			
3200 · Cong. Restricted Funds			
3220 · Permanent Endowment Fund	100,143.27	103,054.96	109,995.97
3240 · Memorial Savings Fund	232,350.76	237,870.74	250,920.18
3260 · Murr Music Fund	35,039.24	35,831.60	37,020.25
Total 3200 · Cong. Restricted Funds	<u>367,533.27</u>	<u>376,757.30</u>	<u>397,936.40</u>
3400 · Board Restricted Funds			
3560 · Worship Services Fund	0.00	0.00	0.00
3555 · Forum Fund	0.00	0.00	0.00
3550 · Minister's Discretionary Fund	0.00	0.00	425.00
3406 · Bridge Builder Action Team Fund	0.00	15,000.00	12,643.59
3405 · Long Range Fund	56,282.73	41,282.73	41,282.73
3410 · Capital Campaign Fund	10,000.00	10,000.00	10,000.00
3415 · Paradox Players Fund	18,194.20	16,524.77	16,332.33
3420 · Religious Education Fund			
3422 · CampUU/Hogwarts Fund	5,068.90	5,068.90	5,068.90
3424 · Junior High Fund	3,386.56	3,386.56	3,386.56
3426 · Senior High Fund	5,087.29	5,087.29	5,087.29
3427 · Lecture Series Fund	330.43	330.43	330.43
3428 · Adult RE Fund	8,431.87	8,498.02	7,984.10
3429 · Children's RE Fund	3,551.60	3,525.12	822.72
3420 · Religious Education Fund - Other	0.00	0.00	0.00
Total 3420 · Religious Education Fund	<u>25,856.65</u>	<u>25,896.32</u>	<u>22,680.00</u>
3440 · Caring Fund	5,728.20	6,088.20	5,388.20
3450 · Music Fund			
3452 · Children's Choir Fund	2,992.52	3,282.52	3,312.52
3456 · Music Other Fund	2,381.06	2,381.06	2,381.06
3450 · Music Fund - Other	0.00	0.00	0.00
Total 3450 · Music Fund	<u>5,373.58</u>	<u>5,663.58</u>	<u>5,693.58</u>
3460 · Bookstore Fund	2,566.86	2,400.40	2,240.53
3465 · Denominational Affairs Fund	70.02	70.02	70.02
3470 · Facility Fund			
3478 · Grounds Fund	0.00	0.00	0.00
3472 · Emergency Fund	2,923.63	2,923.63	2,923.63
3474 · Green Sanctuary Fund	1,586.55	1,586.55	1,586.55
3476 · Recycling Program Fund	778.71	778.71	778.71
Total 3470 · Facility Fund	<u>5,288.89</u>	<u>5,288.89</u>	<u>5,288.89</u>
3480 · Flowers Fund	329.34	329.34	329.34
3490 · Technology Fund			
3492 · Internet Ministries Fund	2,797.67	2,797.67	2,797.67

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Jan 31, 10</u>	<u>Feb 28, 10</u>	<u>Mar 31, 10</u>
3494 · Media Team Fund	2,253.61	2,253.61	2,253.61
Total 3490 · Technology Fund	5,051.28	5,051.28	5,051.28
3505 · Meet & Eat Fund	588.70	677.97	584.63
3515 · Social Action Fund	717.95	717.95	1,741.45
3525 · Voyagers Fund	211.39	211.39	211.39
3530 · YARN Fund	208.24	208.24	208.24
3535 · Yew Grove Fund	155.04	147.53	147.53
3540 · Library Fund	350.59	339.36	286.39
3545 · Special Plate Fund	20.00	20.00	20.00
Total 3400 · Board Restricted Funds	136,993.66	135,917.97	130,625.12
Total 3100 · Restricted Funds	504,526.93	512,675.27	528,561.52
3900 · Unrestricted Net Assets	2,386,736.36	2,387,563.35	113,768.74
Net Income	15,907.14	11,104.74	8,817.80
Total Equity	2,907,170.43	2,911,343.36	2,924,942.67
TOTAL LIABILITIES & EQUITY	<u>2,907,892.44</u>	<u>2,912,741.62</u>	<u>2,927,063.34</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Apr 30, 10</u>	<u>May 31, 10</u>	<u>Jun 30, 10</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Investments			
1100 · Bank			
1140 · THCU CDs	15,000.00	20,018.29	25,018.29
1130 · THCU Money Market	93,139.89	88,208.91	83,276.58
1110 · THCU Checking	43,065.67	42,125.01	36,844.21
1120 · THCU Savings	29.23	29.23	29.23
Total 1100 · Bank	<u>151,234.79</u>	<u>150,381.44</u>	<u>145,168.31</u>
1200 · Schwab Accounts			
1210 · Permanent Endowment Account	111,967.33	102,545.54	97,629.36
1220 · Mixed Investment Account	357,877.15	341,243.16	334,665.30
1230 · Murr Music Account	37,531.42	35,933.30	35,410.23
Total 1200 · Schwab Accounts	<u>507,375.90</u>	<u>479,722.00</u>	<u>467,704.89</u>
1300 · Annuity 2014	<u>11,007.73</u>	<u>11,007.73</u>	<u>11,007.73</u>
Total 1000 · Cash & Investments	<u>669,618.42</u>	<u>641,111.17</u>	<u>623,880.93</u>
Total Checking/Savings	669,618.42	641,111.17	623,880.93
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Current Assets	669,618.42	641,111.17	623,880.93
Fixed Assets			
1500 · Fixed Assets			
1510 · Building - at cost	672,232.75	672,232.75	672,232.75
1530 · Land - Travis CAD '09 Value	1,508,930.00	1,508,930.00	1,508,930.00
1540 · Furniture & Equipment	92,631.86	0.00	0.00
Total 1500 · Fixed Assets	<u>2,273,794.61</u>	<u>2,181,162.75</u>	<u>2,181,162.75</u>
Total Fixed Assets	<u>2,273,794.61</u>	<u>2,181,162.75</u>	<u>2,181,162.75</u>
TOTAL ASSETS	<u><u>2,943,413.03</u></u>	<u><u>2,822,273.92</u></u>	<u><u>2,805,043.68</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2000 · Liabilities			
2400 · Payroll Liabilities	2,822.31	3,595.41	1,601.89
2110 · Direct Deposit Liabilities	0.00	0.00	0.00
2200 · Security Deposits	70.00	70.00	70.00
Total 2000 · Liabilities	<u>2,892.31</u>	<u>3,665.41</u>	<u>1,671.89</u>
Total Other Current Liabilities	<u>2,892.31</u>	<u>3,665.41</u>	<u>1,671.89</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Apr 30, 10</u>	<u>May 31, 10</u>	<u>Jun 30, 10</u>
Total Current Liabilities	<u>2,892.31</u>	<u>3,665.41</u>	<u>1,671.89</u>
Total Liabilities	2,892.31	3,665.41	1,671.89
Equity			
3001 · Fixed Assets - Equity	2,273,794.61	2,181,162.75	2,181,162.75
3100 · Restricted Funds			
3200 · Cong. Restricted Funds			
3220 · Permanent Endowment Fund	111,967.33	102,545.54	99,129.36
3240 · Memorial Savings Fund	256,219.37	239,672.69	233,462.50
3260 · Murr Music Fund	<u>37,731.42</u>	<u>36,183.30</u>	<u>35,660.23</u>
Total 3200 · Cong. Restricted Funds	405,918.12	378,401.53	368,252.09
3400 · Board Restricted Funds			
3560 · Worship Services Fund	0.00	0.00	1,000.00
3555 · Forum Fund	0.00	0.00	1,000.00
3550 · Minister's Discretionary Fund	504.60	518.60	0.00
3406 · Bridge Builder Action Team Fund	10,916.14	10,587.29	10,587.29
3405 · Long Range Fund	41,282.73	41,282.73	41,282.73
3410 · Capital Campaign Fund	10,000.00	10,000.00	10,000.00
3415 · Paradox Players Fund	15,709.36	10,827.82	14,154.64
3420 · Religious Education Fund			
3422 · CampUU/Hogwarts Fund	10,128.25	10,878.25	11,725.25
3424 · Junior High Fund	3,386.56	3,386.56	3,386.56
3426 · Senior High Fund	4,952.07	4,952.07	4,952.07
3427 · Lecture Series Fund	330.43	368.43	368.43
3428 · Adult RE Fund	7,999.68	7,859.29	7,939.52
3429 · Children's RE Fund	1,329.64	1,296.37	1,096.37
3420 · Religious Education Fund - Other	<u>0.00</u>	<u>125.00</u>	<u>0.00</u>
Total 3420 · Religious Education Fund	28,126.63	28,865.97	29,468.20
3440 · Caring Fund	5,188.20	4,988.20	4,788.20
3450 · Music Fund			
3452 · Children's Choir Fund	3,717.52	3,757.52	3,777.52
3456 · Music Other Fund	979.15	904.15	904.15
3450 · Music Fund - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 3450 · Music Fund	4,696.67	4,661.67	4,681.67
3460 · Bookstore Fund	2,354.52	2,408.52	2,549.72
3465 · Denominational Affairs Fund	70.02	70.02	70.02
3470 · Facility Fund			
3478 · Grounds Fund	0.00	0.00	1,500.00
3472 · Emergency Fund	2,923.63	2,923.63	2,923.63
3474 · Green Sanctuary Fund	1,586.55	1,586.55	1,586.55
3476 · Recycling Program Fund	<u>778.71</u>	<u>778.71</u>	<u>778.71</u>
Total 3470 · Facility Fund	5,288.89	5,288.89	6,788.89
3480 · Flowers Fund	329.34	329.34	329.34
3490 · Technology Fund			
3492 · Internet Ministries Fund	2,797.67	2,797.67	2,797.67

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Apr 30, 10</u>	<u>May 31, 10</u>	<u>Jun 30, 10</u>
3494 · Media Team Fund	2,233.62	1,866.65	1,916.65
Total 3490 · Technology Fund	5,031.29	4,664.32	4,714.32
3505 · Meet & Eat Fund	811.58	723.09	547.10
3515 · Social Action Fund	1,751.23	1,644.15	1,516.75
3525 · Voyagers Fund	211.39	211.39	211.39
3530 · YARN Fund	208.24	208.24	208.24
3535 · Yew Grove Fund	147.53	147.53	155.17
3540 · Library Fund	505.38	505.38	505.38
3545 · Special Plate Fund	0.00	2,170.51	3,334.51
Total 3400 · Board Restricted Funds	133,133.74	130,103.66	137,893.56
Total 3100 · Restricted Funds	539,051.86	508,505.19	506,145.65
3900 · Unrestricted Net Assets	113,768.74	113,768.74	108,768.74
Net Income	13,905.51	15,171.83	7,294.65
Total Equity	2,940,520.72	2,818,608.51	2,803,371.79
TOTAL LIABILITIES & EQUITY	<u>2,943,413.03</u>	<u>2,822,273.92</u>	<u>2,805,043.68</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Jul 31, 10</u>	<u>Aug 31, 10</u>	<u>Sep 30, 10</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Investments			
1100 · Bank			
1140 · THCU CDs	30,033.87	35,068.59	40,115.85
1130 · THCU Money Market	78,338.43	63,391.66	48,436.16
1110 · THCU Checking	7,788.59	11,703.28	12,117.71
1120 · THCU Savings	29.23	29.23	29.23
Total 1100 · Bank	<u>116,190.12</u>	<u>110,192.76</u>	<u>100,698.95</u>
1200 · Schwab Accounts			
1210 · Permanent Endowment Account	105,837.21	100,890.71	110,971.00
1220 · Mixed Investment Account	350,114.46	343,054.71	362,662.73
1230 · Murr Music Account	36,869.19	36,399.87	38,046.09
Total 1200 · Schwab Accounts	<u>492,820.86</u>	<u>480,345.29</u>	<u>511,679.82</u>
1300 · Annuity 2014	<u>11,007.73</u>	<u>11,007.73</u>	<u>11,007.73</u>
Total 1000 · Cash & Investments	<u>620,018.71</u>	<u>601,545.78</u>	<u>623,386.50</u>
Total Checking/Savings	620,018.71	601,545.78	623,386.50
Accounts Receivable			
11000 · Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Current Assets	620,018.71	601,545.78	623,386.50
Fixed Assets			
1500 · Fixed Assets			
1510 · Building - at cost	672,232.75	672,232.75	672,232.75
1530 · Land - Travis CAD '09 Value	1,508,930.00	1,508,930.00	1,508,930.00
1540 · Furniture & Equipment	0.00	0.00	0.00
Total 1500 · Fixed Assets	<u>2,181,162.75</u>	<u>2,181,162.75</u>	<u>2,181,162.75</u>
Total Fixed Assets	<u>2,181,162.75</u>	<u>2,181,162.75</u>	<u>2,181,162.75</u>
TOTAL ASSETS	<u><u>2,801,181.46</u></u>	<u><u>2,782,708.53</u></u>	<u><u>2,804,549.25</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2000 · Liabilities			
2400 · Payroll Liabilities	5,442.32	6,395.52	7,075.64
2110 · Direct Deposit Liabilities	0.00	0.00	-1,711.16
2200 · Security Deposits	80.00	80.00	80.00
Total 2000 · Liabilities	<u>5,522.32</u>	<u>6,475.52</u>	<u>5,444.48</u>
Total Other Current Liabilities	<u>5,522.32</u>	<u>6,475.52</u>	<u>5,444.48</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Jul 31, 10</u>	<u>Aug 31, 10</u>	<u>Sep 30, 10</u>
Total Current Liabilities	5,522.32	6,475.52	5,444.48
Total Liabilities	5,522.32	6,475.52	5,444.48
Equity			
3001 · Fixed Assets - Equity	2,181,162.75	2,181,162.75	2,181,162.75
3100 · Restricted Funds			
3200 · Cong. Restricted Funds			
3220 · Permanent Endowment Fund	107,337.21	102,410.71	112,491.00
3240 · Memorial Savings Fund	248,979.09	242,007.29	261,707.07
3260 · Murr Music Fund	37,119.19	36,663.87	38,360.09
Total 3200 · Cong. Restricted Funds	393,435.49	381,081.87	412,558.16
3400 · Board Restricted Funds			
3560 · Worship Services Fund	1,000.00	1,000.00	1,000.00
3555 · Forum Fund	1,000.00	1,000.00	1,000.00
3550 · Minister's Discretionary Fund	0.00	0.00	0.00
3406 · Bridge Builder Action Team Fund	8,510.95	8,135.95	6,812.10
3405 · Long Range Fund	41,282.73	41,282.73	41,282.73
3410 · Capital Campaign Fund	10,000.00	10,000.00	10,000.00
3415 · Paradox Players Fund	14,014.84	14,350.54	13,808.17
3420 · Religious Education Fund			
3422 · CampUU/Hogwarts Fund	10,595.59	8,319.70	6,553.61
3424 · Junior High Fund	3,304.66	3,304.66	3,304.66
3426 · Senior High Fund	4,811.12	4,811.12	4,601.12
3427 · Lecture Series Fund	368.43	368.43	368.43
3428 · Adult RE Fund	7,820.53	7,620.45	4,538.67
3429 · Children's RE Fund	972.19	867.17	2,010.61
3420 · Religious Education Fund - Other	0.00	0.00	0.00
Total 3420 · Religious Education Fund	27,872.52	25,291.53	21,377.10
3440 · Caring Fund	4,588.20	4,388.20	4,188.20
3450 · Music Fund			
3452 · Children's Choir Fund	3,777.52	3,777.52	4,597.52
3456 · Music Other Fund	2,456.06	2,456.06	2,456.06
3450 · Music Fund - Other	0.00	0.00	0.00
Total 3450 · Music Fund	6,233.58	6,233.58	7,053.58
3460 · Bookstore Fund	2,602.47	2,702.47	2,733.47
3465 · Denominational Affairs Fund	70.02	70.02	70.02
3470 · Facility Fund			
3478 · Grounds Fund	850.00	925.00	770.00
3472 · Emergency Fund	2,923.63	2,923.63	2,923.63
3474 · Green Sanctuary Fund	1,586.55	1,586.55	1,586.55
3476 · Recycling Program Fund	778.71	778.71	778.71
Total 3470 · Facility Fund	6,138.89	6,213.89	6,058.89
3480 · Flowers Fund	329.34	329.34	329.34
3490 · Technology Fund			
3492 · Internet Ministries Fund	2,797.67	2,797.67	2,797.67

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Jul 31, 10</u>	<u>Aug 31, 10</u>	<u>Sep 30, 10</u>
3494 · Media Team Fund	1,916.65	1,916.65	976.67
Total 3490 · Technology Fund	4,714.32	4,714.32	3,774.34
3505 · Meet & Eat Fund	528.78	458.78	360.30
3515 · Social Action Fund	1,513.35	2,181.10	1,513.35
3525 · Voyagers Fund	211.39	211.39	211.39
3530 · YARN Fund	208.24	208.24	208.24
3535 · Yew Grove Fund	155.17	155.17	113.06
3540 · Library Fund	505.38	505.38	453.02
3545 · Special Plate Fund	0.00	0.00	1,357.65
Total 3400 · Board Restricted Funds	131,480.17	129,432.63	123,704.95
Total 3100 · Restricted Funds	524,915.66	510,514.50	536,263.11
3900 · Unrestricted Net Assets	109,235.92	109,235.92	109,235.92
Net Income	-19,655.19	-24,680.16	-27,557.01
Total Equity	2,795,659.14	2,776,233.01	2,799,104.77
TOTAL LIABILITIES & EQUITY	<u>2,801,181.46</u>	<u>2,782,708.53</u>	<u>2,804,549.25</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash & Investments	
1100 · Bank	
1140 · THCU CDs	45,115.85
1130 · THCU Money Market	43,501.49
1110 · THCU Checking	22,900.44
1120 · THCU Savings	29.23
Total 1100 · Bank	<u>111,547.01</u>
1200 · Schwab Accounts	
1210 · Permanent Endowment Account	115,330.54
1220 · Mixed Investment Account	370,164.92
1230 · Murr Music Account	38,663.46
Total 1200 · Schwab Accounts	<u>524,158.92</u>
1300 · Annuity 2014	<u>11,283.28</u>
Total 1000 · Cash & Investments	<u>646,989.21</u>
Total Checking/Savings	646,989.21
Accounts Receivable	
11000 · Accounts Receivable	-172.00
Total Accounts Receivable	<u>-172.00</u>
Total Current Assets	646,817.21
Fixed Assets	
1500 · Fixed Assets	
1510 · Building - at cost	672,232.75
1530 · Land - Travis CAD '09 Value	1,508,930.00
1540 · Furniture & Equipment	0.00
Total 1500 · Fixed Assets	<u>2,181,162.75</u>
Total Fixed Assets	<u>2,181,162.75</u>
TOTAL ASSETS	<u><u>2,827,979.96</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Liabilities	
2400 · Payroll Liabilities	7,775.76
2110 · Direct Deposit Liabilities	0.00
2200 · Security Deposits	80.00
Total 2000 · Liabilities	<u>7,855.76</u>
Total Other Current Liabilities	<u>7,855.76</u>

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
Total Current Liabilities	<u>7,855.76</u>
Total Liabilities	7,855.76
Equity	
3001 · Fixed Assets - Equity	2,181,162.75
3100 · Restricted Funds	
3200 · Cong. Restricted Funds	
3220 · Permanent Endowment Fund	116,850.54
3240 · Memorial Savings Fund	269,550.14
3260 · Murr Music Fund	<u>39,027.46</u>
Total 3200 · Cong. Restricted Funds	425,428.14
3400 · Board Restricted Funds	
3560 · Worship Services Fund	1,000.00
3555 · Forum Fund	1,000.00
3550 · Minister's Discretionary Fund	0.00
3406 · Bridge Builder Action Team Fund	6,812.10
3405 · Long Range Fund	41,282.73
3410 · Capital Campaign Fund	10,000.00
3415 · Paradox Players Fund	17,860.47
3420 · Religious Education Fund	
3422 · CampUU/Hogwarts Fund	6,553.61
3424 · Junior High Fund	3,304.66
3426 · Senior High Fund	4,601.12
3427 · Lecture Series Fund	368.43
3428 · Adult RE Fund	4,553.92
3429 · Children's RE Fund	587.97
3420 · Religious Education Fund - Other	<u>0.00</u>
Total 3420 · Religious Education Fund	19,969.71
3440 · Caring Fund	3,988.20
3450 · Music Fund	
3452 · Children's Choir Fund	4,717.52
3456 · Music Other Fund	2,456.06
3450 · Music Fund - Other	<u>674.00</u>
Total 3450 · Music Fund	7,847.58
3460 · Bookstore Fund	2,890.07
3465 · Denominational Affairs Fund	70.02
3470 · Facility Fund	
3478 · Grounds Fund	703.48
3472 · Emergency Fund	2,923.63
3474 · Green Sanctuary Fund	1,586.55
3476 · Recycling Program Fund	<u>778.71</u>
Total 3470 · Facility Fund	5,992.37
3480 · Flowers Fund	329.34
3490 · Technology Fund	
3492 · Internet Ministries Fund	2,797.67

First Unitarian Universalist Church of Austin

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
3494 · Media Team Fund	976.67
Total 3490 · Technology Fund	<u>3,774.34</u>
3505 · Meet & Eat Fund	391.15
3515 · Social Action Fund	2,891.00
3525 · Voyagers Fund	211.39
3530 · YARN Fund	208.24
3535 · Yew Grove Fund	91.29
3540 · Library Fund	453.02
3545 · Special Plate Fund	911.69
Total 3400 · Board Restricted Funds	<u>127,974.71</u>
Total 3100 · Restricted Funds	553,402.85
3900 · Unrestricted Net Assets	109,235.92
Net Income	<u>-23,677.32</u>
Total Equity	<u>2,820,124.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,827,979.96</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Board/Council (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	0.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>0.00</u>		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	<u>0.00</u>		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	0.00		
Expense			
6000 · General Expenses	0.00		
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>0.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	0.00		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	<u>0.00</u>		
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	0.00		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Board/Council (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 6330 · Building upkeep	0.00		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	<u>0.00</u>		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	<u>0.00</u>		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	11.50		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	<u>11.50</u>		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	<u>0.00</u>		
Total 6400 · In house services	11.50		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	<u>0.00</u>		
6520 · Committees & Member Support	0.00		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	0.00		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	<u>0.00</u>		
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Board/Council (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6630 · Payroll Taxes	0.00		
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	0.00		
Total 6600 · Employee Expenses	<u>0.00</u>		
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	<u>0.00</u>		
Total Expense	<u>11.50</u>		
Net Ordinary Income	<u>-11.50</u>		
Net Income	<u><u>-11.50</u></u>	<u><u>0.00</u></u>	<u><u>-11.50</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	Congre (Co <u>Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	
4110 · Pledge		0.00	
4120 · Sunday Plate		0.00	
4130 · Sunday Coffee Service		0.00	
4190 · Other		0.00	
4100 · Contributions - Other		0.00	
Total 4100 · Contributions		<u>0.00</u>	
4200 · Rental		0.00	
4400 · Misc Income		0.00	
Total 4000 · Unrestricted Income		<u>0.00</u>	
4300 · Interest & Dividends		0.00	
4900 · Other Income			
4920 · Event		0.00	
Total 4900 · Other Income		<u>0.00</u>	
Total Income		0.00	
Expense			
6000 · General Expenses		0.00	50.00
6100 · Ministry Support			
6150 · Other ministry support		0.00	
6110 · Guest Speaker / Musician		0.00	
6130 · Publications		0.00	
Total 6100 · Ministry Support		<u>0.00</u>	
6200 · Supplies & Materials			
6210 · Office supplies		0.00	
6220 · Worship Supplies		0.00	
6230 · Kitchen Supplies		0.00	
6240 · Sunday Coffee Service		0.00	
6290 · Other supplies		0.00	
6200 · Supplies & Materials - Other		0.00	
Total 6200 · Supplies & Materials		<u>0.00</u>	
6300 · Repairs and Upkeep			
6370 · Equipment		0.00	
6310 · Custodial Services		0.00	
6320 · Grounds		0.00	
6330 · Building upkeep			
6336 · Repairs & Maintenance		0.00	
6332 · Security Alarm		0.00	
6334 · Pest Control		0.00	
6330 · Building upkeep - Other		0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	Congre (Co <u>Budget</u>
Total 6330 · Building upkeep		0.00	
6340 · Property & Liability Insurance		0.00	
6350 · Utilities			
6352 · Electric & Water		0.00	
6354 · Gas		0.00	
6357 · Trash Removal		0.00	
6358 · Drainage		0.00	
6359 · Recycling		0.00	
Total 6350 · Utilities		<u>0.00</u>	
6360 · Security		0.00	
Total 6300 · Repairs and Upkeep		<u>0.00</u>	
6400 · In house services			
6410 · Printing			
6416 · Special Copies		2.60	
6412 · Copier Lease		0.00	
6414 · Outside printing		0.00	
Total 6410 · Printing		<u>2.60</u>	
6420 · Communications, Data & Tech			
6422 · Internet service		0.00	
6424 · Data System Fees		0.00	
6426 · Website hosting		0.00	
6428 · Equipment		0.00	
6430 · Postage		0.00	
6432 · Telephone		0.00	
Total 6420 · Communications, Data & Tech		<u>0.00</u>	
Total 6400 · In house services		2.60	
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	
6512 · Bank fees		0.00	
6514 · safe deposit box		0.00	
Total 6510 · Banking expenses		<u>0.00</u>	
6520 · Committees & Member Support		0.00	
6560 · Membership, dues, subscriptions		0.00	
6570 · Outside Services		0.00	
6580 · Professional Expenses		0.00	
6500 · Miscellaneous - Other		0.00	
Total 6500 · Miscellaneous		<u>0.00</u>	
6600 · Employee Expenses			
6670 · Other Employee Expenses		0.00	
6610 · Payroll		0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Congre (Co) Budget</u>
6630 · Payroll Taxes		0.00	
6650 · Benefits		0.00	
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		<u>0.00</u>	
Total 6600 · Employee Expenses		<u>0.00</u>	
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		<u>0.00</u>	
Total 6700 · Charitable Contributions		<u>0.00</u>	
Total Expense		<u>2.60</u>	<u>50.00</u>
Net Ordinary Income		<u>-2.60</u>	<u>-50.00</u>
Net Income	<u><u>100.0%</u></u>	<u><u>-2.60</u></u>	<u><u>-50.00</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	ational Care mmittees)		
	\$ Over Budget	% of Budget	Jan - Oct 10
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum			0.00
4110 · Pledge			0.00
4120 · Sunday Plate			0.00
4130 · Sunday Coffee Service			0.00
4190 · Other			0.00
4100 · Contributions - Other			0.00
Total 4100 · Contributions			0.00
4200 · Rental			0.00
4400 · Misc Income			0.00
Total 4000 · Unrestricted Income			0.00
4300 · Interest & Dividends			0.00
4900 · Other Income			
4920 · Event			874.00
Total 4900 · Other Income			874.00
Total Income			874.00
Expense			
6000 · General Expenses	-50.00	0.0%	0.00
6100 · Ministry Support			
6150 · Other ministry support			0.00
6110 · Guest Speaker / Musician			0.00
6130 · Publications			0.00
Total 6100 · Ministry Support			0.00
6200 · Supplies & Materials			
6210 · Office supplies			0.00
6220 · Worship Supplies			0.00
6230 · Kitchen Supplies			0.00
6240 · Sunday Coffee Service			0.00
6290 · Other supplies			1,053.94
6200 · Supplies & Materials - Other			0.00
Total 6200 · Supplies & Materials			1,053.94
6300 · Repairs and Upkeep			
6370 · Equipment			0.00
6310 · Custodial Services			0.00
6320 · Grounds			0.00
6330 · Building upkeep			
6336 · Repairs & Maintenance			0.00
6332 · Security Alarm			0.00
6334 · Pest Control			0.00
6330 · Building upkeep - Other			0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	ational Care mmitees)		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
Total 6330 · Building upkeep			0.00
6340 · Property & Liability Insurance			0.00
6350 · Utilities			
6352 · Electric & Water			0.00
6354 · Gas			0.00
6357 · Trash Removal			0.00
6358 · Drainage			0.00
6359 · Recycling			0.00
Total 6350 · Utilities			<u>0.00</u>
6360 · Security			0.00
Total 6300 · Repairs and Upkeep			<u>0.00</u>
6400 · In house services			
6410 · Printing			
6416 · Special Copies			0.00
6412 · Copier Lease			0.00
6414 · Outside printing			0.00
Total 6410 · Printing			<u>0.00</u>
6420 · Communications, Data & Tech			
6422 · Internet service			0.00
6424 · Data System Fees			0.00
6426 · Website hosting			0.00
6428 · Equipment			0.00
6430 · Postage			0.00
6432 · Telephone			0.00
Total 6420 · Communications, Data & Tech			<u>0.00</u>
Total 6400 · In house services			0.00
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees			0.00
6512 · Bank fees			0.00
6514 · safe deposit box			0.00
Total 6510 · Banking expenses			<u>0.00</u>
6520 · Committees & Member Support			0.00
6560 · Membership, dues, subscriptions			0.00
6570 · Outside Services			0.00
6580 · Professional Expenses			0.00
6500 · Miscellaneous - Other			0.00
Total 6500 · Miscellaneous			<u>0.00</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses			0.00
6610 · Payroll			102.55

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	ational Care mmitees)		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
6630 · Payroll Taxes			4.04
6650 · Benefits			0.00
6660 · Workers' Comp Insurance			0.00
6600 · Employee Expenses - Other			0.00
Total 6600 · Employee Expenses			<u>106.59</u>
6700 · Charitable Contributions			
6710 · UUA			0.00
6720 · SWUUC			0.00
6730 · Other UUA			0.00
6790 · Other contributions			0.00
Total 6700 · Charitable Contributions			<u>0.00</u>
Total Expense	<u>-47.40</u>	<u>5.2%</u>	<u>1,160.53</u>
Net Ordinary Income	<u>47.40</u>	<u>5.2%</u>	<u>-286.53</u>
Net Income	<u><u>47.40</u></u>	<u><u>5.2%</u></u>	<u><u>-286.53</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Fellowship (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum			
4110 · Pledge			
4120 · Sunday Plate			
4130 · Sunday Coffee Service			
4190 · Other			
4100 · Contributions - Other			
Total 4100 · Contributions			
4200 · Rental			
4400 · Misc Income			
Total 4000 · Unrestricted Income			
4300 · Interest & Dividends			
4900 · Other Income			
4920 · Event			
Total 4900 · Other Income			
Total Income			
Expense			
6000 · General Expenses	1,000.00	-1,000.00	0.0%
6100 · Ministry Support			
6150 · Other ministry support			
6110 · Guest Speaker / Musician			
6130 · Publications			
Total 6100 · Ministry Support			
6200 · Supplies & Materials			
6210 · Office supplies			
6220 · Worship Supplies			
6230 · Kitchen Supplies			
6240 · Sunday Coffee Service			
6290 · Other supplies			
6200 · Supplies & Materials - Other			
Total 6200 · Supplies & Materials			
6300 · Repairs and Upkeep			
6370 · Equipment			
6310 · Custodial Services			
6320 · Grounds			
6330 · Building upkeep			
6336 · Repairs & Maintenance			
6332 · Security Alarm			
6334 · Pest Control			
6330 · Building upkeep - Other			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Fellowship (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep			
6340 · Property & Liability Insurance			
6350 · Utilities			
6352 · Electric & Water			
6354 · Gas			
6357 · Trash Removal			
6358 · Drainage			
6359 · Recycling			
Total 6350 · Utilities			
6360 · Security			
Total 6300 · Repairs and Upkeep			
6400 · In house services			
6410 · Printing			
6416 · Special Copies			
6412 · Copier Lease			
6414 · Outside printing			
Total 6410 · Printing			
6420 · Communications, Data & Tech			
6422 · Internet service			
6424 · Data System Fees			
6426 · Website hosting			
6428 · Equipment			
6430 · Postage			
6432 · Telephone			
Total 6420 · Communications, Data & Tech			
Total 6400 · In house services			
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees			
6512 · Bank fees			
6514 · safe deposit box			
Total 6510 · Banking expenses			
6520 · Committees & Member Support			
6560 · Membership, dues, subscriptions			
6570 · Outside Services			
6580 · Professional Expenses			
6500 · Miscellaneous - Other			
Total 6500 · Miscellaneous			
6600 · Employee Expenses			
6670 · Other Employee Expenses			
6610 · Payroll			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Fellowship (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6630 · Payroll Taxes			
6650 · Benefits			
6660 · Workers' Comp Insurance			
6600 · Employee Expenses - Other			
Total 6600 · Employee Expenses			
6700 · Charitable Contributions			
6710 · UUA			
6720 · SWUUC			
6730 · Other UUA			
6790 · Other contributions			
Total 6700 · Charitable Contributions			
Total Expense	<u>1,000.00</u>	<u>160.53</u>	<u>116.05%</u>
Net Ordinary Income	<u>-1,000.00</u>	<u>713.47</u>	<u>28.65%</u>
Net Income	<u><u>-1,000.00</u></u>	<u><u>713.47</u></u>	<u><u>28.65%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Forum (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	0.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>0.00</u>		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	<u>0.00</u>		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	0.00		
Expense			
6000 · General Expenses	0.00	250.00	-250.00
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>0.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	8.93		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	<u>8.93</u>		
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	0.00		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Forum (Committees)		
	Jan - Oct 10	Budget	\$ Over Budget
Total 6330 · Building upkeep	0.00		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	0.00		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	0.00		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	0.00		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	0.00		
Total 6400 · In house services	0.00		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	0.00		
6520 · Committees & Member Support	130.00		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	0.00		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	130.00		
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Forum (Committees)		
	Jan - Oct 10	Budget	\$ Over Budget
6630 · Payroll Taxes	0.00		
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	0.00		
Total 6600 · Employee Expenses	0.00		
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	0.00		
Total Expense	138.93	250.00	-111.07
Net Ordinary Income	-138.93	-250.00	111.07
Net Income	-138.93	-250.00	111.07

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	% of Budget	Jan - Oct 10	Budget
(Co			
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	
4110 · Pledge		0.00	
4120 · Sunday Plate		0.00	
4130 · Sunday Coffee Service		0.00	
4190 · Other		0.00	
4100 · Contributions - Other		0.00	
Total 4100 · Contributions		0.00	
4200 · Rental		0.00	
4400 · Misc Income		0.00	
Total 4000 · Unrestricted Income		0.00	
4300 · Interest & Dividends		0.00	
4900 · Other Income			
4920 · Event		0.00	
Total 4900 · Other Income		0.00	
Total Income		0.00	
Expense			
6000 · General Expenses	0.0%	0.00	625.00
6100 · Ministry Support			
6150 · Other ministry support		0.00	
6110 · Guest Speaker / Musician		0.00	
6130 · Publications		0.00	
Total 6100 · Ministry Support		0.00	
6200 · Supplies & Materials			
6210 · Office supplies		14.70	
6220 · Worship Supplies		0.00	
6230 · Kitchen Supplies		0.00	
6240 · Sunday Coffee Service		0.00	
6290 · Other supplies		6.48	
6200 · Supplies & Materials - Other		0.00	
Total 6200 · Supplies & Materials		21.18	
6300 · Repairs and Upkeep			
6370 · Equipment		0.00	
6310 · Custodial Services		0.00	
6320 · Grounds		0.00	
6330 · Building upkeep			
6336 · Repairs & Maintenance		0.00	
6332 · Security Alarm		0.00	
6334 · Pest Control		0.00	
6330 · Building upkeep - Other		0.00	
		0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u> (Co)
Total 6330 · Building upkeep		0.00	
6340 · Property & Liability Insurance		0.00	
6350 · Utilities			
6352 · Electric & Water		0.00	
6354 · Gas		0.00	
6357 · Trash Removal		0.00	
6358 · Drainage		0.00	
6359 · Recycling		0.00	
Total 6350 · Utilities		<u>0.00</u>	
6360 · Security		0.00	
Total 6300 · Repairs and Upkeep		<u>0.00</u>	
6400 · In house services			
6410 · Printing			
6416 · Special Copies		0.00	
6412 · Copier Lease		0.00	
6414 · Outside printing		0.00	
Total 6410 · Printing		<u>0.00</u>	
6420 · Communications, Data & Tech			
6422 · Internet service		0.00	
6424 · Data System Fees		0.00	
6426 · Website hosting		0.00	
6428 · Equipment		600.00	
6430 · Postage		0.00	
6432 · Telephone		0.00	
Total 6420 · Communications, Data & Tech		<u>600.00</u>	
Total 6400 · In house services		600.00	
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	
6512 · Bank fees		0.00	
6514 · safe deposit box		0.00	
Total 6510 · Banking expenses		<u>0.00</u>	
6520 · Committees & Member Support		0.00	
6560 · Membership, dues, subscriptions		0.00	
6570 · Outside Services		0.00	
6580 · Professional Expenses		0.00	
6500 · Miscellaneous - Other		0.00	
Total 6500 · Miscellaneous		<u>0.00</u>	
6600 · Employee Expenses			
6670 · Other Employee Expenses		0.00	
6610 · Payroll		0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	% of Budget	Jan - Oct 10	Budget
6630 · Payroll Taxes		0.00	
6650 · Benefits		0.00	
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		0.00	
Total 6600 · Employee Expenses		0.00	
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		0.00	
Total 6700 · Charitable Contributions		0.00	
Total Expense	55.57%	621.18	625.00
Net Ordinary Income	55.57%	-621.18	-625.00
Net Income	55.57%	-621.18	-625.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Media Committees)		Jan - Oct 10
	\$ Over Budget	% of Budget	
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum			0.00
4110 · Pledge			0.00
4120 · Sunday Plate			0.00
4130 · Sunday Coffee Service			0.00
4190 · Other			0.00
4100 · Contributions - Other			0.00
Total 4100 · Contributions			0.00
4200 · Rental			0.00
4400 · Misc Income			0.00
Total 4000 · Unrestricted Income			0.00
4300 · Interest & Dividends			0.00
4900 · Other Income			
4920 · Event			0.00
Total 4900 · Other Income			0.00
Total Income			0.00
Expense			
6000 · General Expenses	-625.00	0.0%	0.00
6100 · Ministry Support			
6150 · Other ministry support			0.00
6110 · Guest Speaker / Musician			0.00
6130 · Publications			142.00
Total 6100 · Ministry Support			142.00
6200 · Supplies & Materials			
6210 · Office supplies			0.00
6220 · Worship Supplies			0.00
6230 · Kitchen Supplies			0.00
6240 · Sunday Coffee Service			0.00
6290 · Other supplies			0.00
6200 · Supplies & Materials - Other			0.00
Total 6200 · Supplies & Materials			0.00
6300 · Repairs and Upkeep			
6370 · Equipment			0.00
6310 · Custodial Services			0.00
6320 · Grounds			0.00
6330 · Building upkeep			
6336 · Repairs & Maintenance			0.00
6332 · Security Alarm			0.00
6334 · Pest Control			0.00
6330 · Building upkeep - Other			0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Media mmittees)		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
Total 6330 · Building upkeep			0.00
6340 · Property & Liability Insurance			0.00
6350 · Utilities			
6352 · Electric & Water			0.00
6354 · Gas			0.00
6357 · Trash Removal			0.00
6358 · Drainage			0.00
6359 · Recycling			0.00
Total 6350 · Utilities			<u>0.00</u>
6360 · Security			0.00
Total 6300 · Repairs and Upkeep			<u>0.00</u>
6400 · In house services			
6410 · Printing			
6416 · Special Copies			0.00
6412 · Copier Lease			0.00
6414 · Outside printing			0.00
Total 6410 · Printing			<u>0.00</u>
6420 · Communications, Data & Tech			
6422 · Internet service			0.00
6424 · Data System Fees			0.00
6426 · Website hosting			0.00
6428 · Equipment			0.00
6430 · Postage			0.00
6432 · Telephone			0.00
Total 6420 · Communications, Data & Tech			<u>0.00</u>
Total 6400 · In house services			0.00
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees			0.00
6512 · Bank fees			0.00
6514 · safe deposit box			0.00
Total 6510 · Banking expenses			<u>0.00</u>
6520 · Committees & Member Support			121.85
6560 · Membership, dues, subscriptions			0.00
6570 · Outside Services			0.00
6580 · Professional Expenses			0.00
6500 · Miscellaneous - Other			0.00
Total 6500 · Miscellaneous			<u>121.85</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses			0.00
6610 · Payroll			0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Media Committees)		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
6630 · Payroll Taxes			0.00
6650 · Benefits			0.00
6660 · Workers' Comp Insurance			0.00
6600 · Employee Expenses - Other			0.00
Total 6600 · Employee Expenses			<u>0.00</u>
6700 · Charitable Contributions			
6710 · UUA			0.00
6720 · SWUUC			0.00
6730 · Other UUA			0.00
6790 · Other contributions			0.00
Total 6700 · Charitable Contributions			<u>0.00</u>
Total Expense	<u>-3.82</u>	<u>99.39%</u>	<u>263.85</u>
Net Ordinary Income	<u>3.82</u>	<u>99.39%</u>	<u>-263.85</u>
Net Income	<u><u>3.82</u></u>	<u><u>99.39%</u></u>	<u><u>-263.85</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Membership (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum			
4110 · Pledge			
4120 · Sunday Plate			
4130 · Sunday Coffee Service			
4190 · Other			
4100 · Contributions - Other			
Total 4100 · Contributions			
4200 · Rental			
4400 · Misc Income			
Total 4000 · Unrestricted Income			
4300 · Interest & Dividends			
4900 · Other Income			
4920 · Event			
Total 4900 · Other Income			
Total Income			
Expense			
6000 · General Expenses	500.00	-500.00	0.0%
6100 · Ministry Support			
6150 · Other ministry support			
6110 · Guest Speaker / Musician			
6130 · Publications			
Total 6100 · Ministry Support			
6200 · Supplies & Materials			
6210 · Office supplies			
6220 · Worship Supplies			
6230 · Kitchen Supplies			
6240 · Sunday Coffee Service			
6290 · Other supplies			
6200 · Supplies & Materials - Other			
Total 6200 · Supplies & Materials			
6300 · Repairs and Upkeep			
6370 · Equipment			
6310 · Custodial Services			
6320 · Grounds			
6330 · Building upkeep			
6336 · Repairs & Maintenance			
6332 · Security Alarm			
6334 · Pest Control			
6330 · Building upkeep - Other			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Membership (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep			
6340 · Property & Liability Insurance			
6350 · Utilities			
6352 · Electric & Water			
6354 · Gas			
6357 · Trash Removal			
6358 · Drainage			
6359 · Recycling			
Total 6350 · Utilities			
6360 · Security			
Total 6300 · Repairs and Upkeep			
6400 · In house services			
6410 · Printing			
6416 · Special Copies			
6412 · Copier Lease			
6414 · Outside printing			
Total 6410 · Printing			
6420 · Communications, Data & Tech			
6422 · Internet service			
6424 · Data System Fees			
6426 · Website hosting			
6428 · Equipment			
6430 · Postage			
6432 · Telephone			
Total 6420 · Communications, Data & Tech			
Total 6400 · In house services			
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees			
6512 · Bank fees			
6514 · safe deposit box			
Total 6510 · Banking expenses			
6520 · Committees & Member Support			
6560 · Membership, dues, subscriptions			
6570 · Outside Services			
6580 · Professional Expenses			
6500 · Miscellaneous - Other			
Total 6500 · Miscellaneous			
6600 · Employee Expenses			
6670 · Other Employee Expenses			
6610 · Payroll			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Membership (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6630 · Payroll Taxes			
6650 · Benefits			
6660 · Workers' Comp Insurance			
6600 · Employee Expenses - Other			
Total 6600 · Employee Expenses			
6700 · Charitable Contributions			
6710 · UUA			
6720 · SWUUC			
6730 · Other UUA			
6790 · Other contributions			
Total 6700 · Charitable Contributions			
Total Expense	<u>500.00</u>	<u>-236.15</u>	<u>52.77%</u>
Net Ordinary Income	<u>-500.00</u>	<u>236.15</u>	<u>52.77%</u>
Net Income	<u><u>-500.00</u></u>	<u><u>236.15</u></u>	<u><u>52.77%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Nominating (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	0.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>0.00</u>		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	<u>0.00</u>		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	0.00		
Expense			
6000 · General Expenses	0.00	1,000.00	-1,000.00
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>0.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	0.00		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	<u>0.00</u>		
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	0.00		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Nominating (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 6330 · Building upkeep	0.00		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	<u>0.00</u>		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	<u>0.00</u>		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	<u>0.00</u>		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	<u>0.00</u>		
Total 6400 · In house services	0.00		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	<u>0.00</u>		
6520 · Committees & Member Support	357.38		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	0.00		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	<u>357.38</u>		
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Nominating (Committees)		
	Jan - Oct 10	Budget	\$ Over Budget
6630 · Payroll Taxes	0.00		
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	0.00		
Total 6600 · Employee Expenses	0.00		
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	0.00		
Total Expense	357.38	1,000.00	-642.62
Net Ordinary Income	-357.38	-1,000.00	642.62
Net Income	-357.38	-1,000.00	642.62

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	Search Con (Co) <u>Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	
4110 · Pledge		0.00	
4120 · Sunday Plate		0.00	
4130 · Sunday Coffee Service		0.00	
4190 · Other		0.00	
4100 · Contributions - Other		0.00	
Total 4100 · Contributions		<u>0.00</u>	
4200 · Rental		0.00	
4400 · Misc Income		0.00	
Total 4000 · Unrestricted Income		<u>0.00</u>	
4300 · Interest & Dividends		0.00	
4900 · Other Income			
4920 · Event		0.00	
Total 4900 · Other Income		<u>0.00</u>	
Total Income		0.00	
Expense			
6000 · General Expenses	0.0%	0.00	750.00
6100 · Ministry Support			
6150 · Other ministry support		0.00	
6110 · Guest Speaker / Musician		0.00	
6130 · Publications		0.00	
Total 6100 · Ministry Support		<u>0.00</u>	
6200 · Supplies & Materials			
6210 · Office supplies		0.00	
6220 · Worship Supplies		0.00	
6230 · Kitchen Supplies		0.00	
6240 · Sunday Coffee Service		0.00	
6290 · Other supplies		0.00	
6200 · Supplies & Materials - Other		0.00	
Total 6200 · Supplies & Materials		<u>0.00</u>	
6300 · Repairs and Upkeep			
6370 · Equipment		0.00	
6310 · Custodial Services		0.00	
6320 · Grounds		0.00	
6330 · Building upkeep			
6336 · Repairs & Maintenance		0.00	
6332 · Security Alarm		0.00	
6334 · Pest Control		0.00	
6330 · Building upkeep - Other		0.00	
		<u>0.00</u>	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	Search Con (Co)
			<u>Budget</u>
Total 6330 · Building upkeep		0.00	
6340 · Property & Liability Insurance		0.00	
6350 · Utilities			
6352 · Electric & Water		0.00	
6354 · Gas		0.00	
6357 · Trash Removal		0.00	
6358 · Drainage		0.00	
6359 · Recycling		0.00	
Total 6350 · Utilities		<u>0.00</u>	
6360 · Security		0.00	
Total 6300 · Repairs and Upkeep		<u>0.00</u>	
6400 · In house services			
6410 · Printing			
6416 · Special Copies		0.00	
6412 · Copier Lease		0.00	
6414 · Outside printing		0.00	
Total 6410 · Printing		<u>0.00</u>	
6420 · Communications, Data & Tech			
6422 · Internet service		0.00	
6424 · Data System Fees		0.00	
6426 · Website hosting		0.00	
6428 · Equipment		0.00	
6430 · Postage		36.00	
6432 · Telephone		0.00	
Total 6420 · Communications, Data & Tech		<u>36.00</u>	
Total 6400 · In house services		36.00	
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	
6512 · Bank fees		0.00	
6514 · safe deposit box		0.00	
Total 6510 · Banking expenses		<u>0.00</u>	
6520 · Committees & Member Support		144.90	
6560 · Membership, dues, subscriptions		0.00	
6570 · Outside Services		0.00	
6580 · Professional Expenses		0.00	
6500 · Miscellaneous - Other		0.00	
Total 6500 · Miscellaneous		<u>144.90</u>	
6600 · Employee Expenses			
6670 · Other Employee Expenses		36.50	
6610 · Payroll		0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

Search Con
(Co)

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>
6630 · Payroll Taxes		0.00	
6650 · Benefits		0.00	
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		0.00	
Total 6600 · Employee Expenses		<u>36.50</u>	
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		0.00	
Total 6700 · Charitable Contributions		<u>0.00</u>	
Total Expense	<u>35.74%</u>	<u>217.40</u>	<u>750.00</u>
Net Ordinary Income	<u>35.74%</u>	<u>-217.40</u>	<u>-750.00</u>
Net Income	<u><u>35.74%</u></u>	<u><u>-217.40</u></u>	<u><u>-750.00</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Committee - Minister (Committees)		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum			0.00
4110 · Pledge			0.00
4120 · Sunday Plate			0.00
4130 · Sunday Coffee Service			0.00
4190 · Other			0.00
4100 · Contributions - Other			0.00
Total 4100 · Contributions			<u>0.00</u>
4200 · Rental			0.00
4400 · Misc Income			0.00
Total 4000 · Unrestricted Income			<u>0.00</u>
4300 · Interest & Dividends			0.00
4900 · Other Income			
4920 · Event			0.00
Total 4900 · Other Income			<u>0.00</u>
Total Income			0.00
Expense			
6000 · General Expenses	-750.00	0.0%	0.00
6100 · Ministry Support			
6150 · Other ministry support			0.00
6110 · Guest Speaker / Musician			0.00
6130 · Publications			0.00
Total 6100 · Ministry Support			<u>0.00</u>
6200 · Supplies & Materials			
6210 · Office supplies			0.00
6220 · Worship Supplies			0.00
6230 · Kitchen Supplies			0.00
6240 · Sunday Coffee Service			0.00
6290 · Other supplies			482.40
6200 · Supplies & Materials - Other			0.00
Total 6200 · Supplies & Materials			<u>482.40</u>
6300 · Repairs and Upkeep			
6370 · Equipment			0.00
6310 · Custodial Services			0.00
6320 · Grounds			0.00
6330 · Building upkeep			
6336 · Repairs & Maintenance			0.00
6332 · Security Alarm			0.00
6334 · Pest Control			0.00
6330 · Building upkeep - Other			0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Committee - Minister (Committees)		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
Total 6330 · Building upkeep			0.00
6340 · Property & Liability Insurance			0.00
6350 · Utilities			
6352 · Electric & Water			0.00
6354 · Gas			0.00
6357 · Trash Removal			0.00
6358 · Drainage			0.00
6359 · Recycling			0.00
Total 6350 · Utilities			<u>0.00</u>
6360 · Security			0.00
Total 6300 · Repairs and Upkeep			<u>0.00</u>
6400 · In house services			
6410 · Printing			
6416 · Special Copies			0.00
6412 · Copier Lease			0.00
6414 · Outside printing			0.00
Total 6410 · Printing			<u>0.00</u>
6420 · Communications, Data & Tech			
6422 · Internet service			0.00
6424 · Data System Fees			0.00
6426 · Website hosting			0.00
6428 · Equipment			0.00
6430 · Postage			0.00
6432 · Telephone			0.00
Total 6420 · Communications, Data & Tech			<u>0.00</u>
Total 6400 · In house services			0.00
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees			0.00
6512 · Bank fees			0.00
6514 · safe deposit box			0.00
Total 6510 · Banking expenses			<u>0.00</u>
6520 · Committees & Member Support			0.00
6560 · Membership, dues, subscriptions			0.00
6570 · Outside Services			0.00
6580 · Professional Expenses			0.00
6500 · Miscellaneous - Other			0.00
Total 6500 · Miscellaneous			<u>0.00</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses			0.00
6610 · Payroll			25.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Committee - Minister (Committees)		Jan - Oct 10
	\$ Over Budget	% of Budget	
6630 · Payroll Taxes			1.91
6650 · Benefits			0.00
6660 · Workers' Comp Insurance			0.00
6600 · Employee Expenses - Other			0.00
Total 6600 · Employee Expenses			26.91
6700 · Charitable Contributions			
6710 · UUA			0.00
6720 · SWUUC			0.00
6730 · Other UUA			0.00
6790 · Other contributions			0.00
Total 6700 · Charitable Contributions			0.00
Total Expense	-532.60	28.99%	509.31
Net Ordinary Income	532.60	28.99%	-509.31
Net Income	532.60	28.99%	-509.31

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Social Action (Committees)		
	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum			
4110 · Pledge			
4120 · Sunday Plate			
4130 · Sunday Coffee Service			
4190 · Other			
4100 · Contributions - Other			
Total 4100 · Contributions			
4200 · Rental			
4400 · Misc Income			
Total 4000 · Unrestricted Income			
4300 · Interest & Dividends			
4900 · Other Income			
4920 · Event			
Total 4900 · Other Income			
Total Income			
Expense			
6000 · General Expenses	1,500.00	-1,500.00	0.0%
6100 · Ministry Support			
6150 · Other ministry support			
6110 · Guest Speaker / Musician			
6130 · Publications			
Total 6100 · Ministry Support			
6200 · Supplies & Materials			
6210 · Office supplies			
6220 · Worship Supplies			
6230 · Kitchen Supplies			
6240 · Sunday Coffee Service			
6290 · Other supplies			
6200 · Supplies & Materials - Other			
Total 6200 · Supplies & Materials			
6300 · Repairs and Upkeep			
6370 · Equipment			
6310 · Custodial Services			
6320 · Grounds			
6330 · Building upkeep			
6336 · Repairs & Maintenance			
6332 · Security Alarm			
6334 · Pest Control			
6330 · Building upkeep - Other			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Social Action (Committees)		
	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep			
6340 · Property & Liability Insurance			
6350 · Utilities			
6352 · Electric & Water			
6354 · Gas			
6357 · Trash Removal			
6358 · Drainage			
6359 · Recycling			
Total 6350 · Utilities			
6360 · Security			
Total 6300 · Repairs and Upkeep			
6400 · In house services			
6410 · Printing			
6416 · Special Copies			
6412 · Copier Lease			
6414 · Outside printing			
Total 6410 · Printing			
6420 · Communications, Data & Tech			
6422 · Internet service			
6424 · Data System Fees			
6426 · Website hosting			
6428 · Equipment			
6430 · Postage			
6432 · Telephone			
Total 6420 · Communications, Data & Tech			
Total 6400 · In house services			
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees			
6512 · Bank fees			
6514 · safe deposit box			
Total 6510 · Banking expenses			
6520 · Committees & Member Support			
6560 · Membership, dues, subscriptions			
6570 · Outside Services			
6580 · Professional Expenses			
6500 · Miscellaneous - Other			
Total 6500 · Miscellaneous			
6600 · Employee Expenses			
6670 · Other Employee Expenses			
6610 · Payroll			

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Social Action (Committees)		
	Budget	\$ Over Budget	% of Budget
6630 · Payroll Taxes			
6650 · Benefits			
6660 · Workers' Comp Insurance			
6600 · Employee Expenses - Other			
Total 6600 · Employee Expenses			
6700 · Charitable Contributions			
6710 · UUA			
6720 · SWUUC			
6730 · Other UUA			
6790 · Other contributions			
Total 6700 · Charitable Contributions			
Total Expense	<u>1,500.00</u>	<u>-990.69</u>	<u>33.95%</u>
Net Ordinary Income	<u>-1,500.00</u>	<u>990.69</u>	<u>33.95%</u>
Net Income	<u><u>-1,500.00</u></u>	<u><u>990.69</u></u>	<u><u>33.95%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Stewardship (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	0.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>0.00</u>		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	<u>0.00</u>		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	0.00		
Expense			
6000 · General Expenses	0.00	2,250.00	-2,250.00
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>0.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	368.23		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	<u>368.23</u>		
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	0.00		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Stewardship (Committees)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 6330 · Building upkeep	0.00		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	<u>0.00</u>		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	<u>0.00</u>		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	<u>0.00</u>		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	247.55		
6432 · Telephone	99.00		
Total 6420 · Communications, Data & Tech	<u>346.55</u>		
Total 6400 · In house services	346.55		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	<u>0.00</u>		
6520 · Committees & Member Support	1,048.04		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	55.02		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	<u>1,103.06</u>		
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	528.88		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Stewardship (Committees)		
	Jan - Oct 10	Budget	\$ Over Budget
6630 · Payroll Taxes	40.45		
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	0.00		
Total 6600 · Employee Expenses	569.33		
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	0.00		
Total Expense	2,387.17	2,250.00	137.17
Net Ordinary Income	-2,387.17	-2,250.00	-137.17
Net Income	-2,387.17	-2,250.00	-137.17

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Tot</u> <u>Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	
4110 · Pledge		0.00	
4120 · Sunday Plate		0.00	
4130 · Sunday Coffee Service		0.00	
4190 · Other		0.00	
4100 · Contributions - Other		0.00	
Total 4100 · Contributions		<u>0.00</u>	
4200 · Rental		0.00	
4400 · Misc Income		0.00	
Total 4000 · Unrestricted Income		<u>0.00</u>	
4300 · Interest & Dividends		0.00	
4900 · Other Income			
4920 · Event		874.00	
Total 4900 · Other Income		<u>874.00</u>	
Total Income		874.00	
Expense			
6000 · General Expenses	0.0%	0.00	7,925.00
6100 · Ministry Support			
6150 · Other ministry support		0.00	
6110 · Guest Speaker / Musician		0.00	
6130 · Publications		142.00	
Total 6100 · Ministry Support		<u>142.00</u>	
6200 · Supplies & Materials			
6210 · Office supplies		14.70	
6220 · Worship Supplies		0.00	
6230 · Kitchen Supplies		0.00	
6240 · Sunday Coffee Service		0.00	
6290 · Other supplies		1,919.98	
6200 · Supplies & Materials - Other		0.00	
Total 6200 · Supplies & Materials		<u>1,934.68</u>	
6300 · Repairs and Upkeep			
6370 · Equipment		0.00	
6310 · Custodial Services		0.00	
6320 · Grounds		0.00	
6330 · Building upkeep			
6336 · Repairs & Maintenance		0.00	
6332 · Security Alarm		0.00	
6334 · Pest Control		0.00	
6330 · Building upkeep - Other		0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	% of Budget	Jan - Oct 10	Tot Budget
Total 6330 · Building upkeep		0.00	
6340 · Property & Liability Insurance		0.00	
6350 · Utilities			
6352 · Electric & Water		0.00	
6354 · Gas		0.00	
6357 · Trash Removal		0.00	
6358 · Drainage		0.00	
6359 · Recycling		0.00	
Total 6350 · Utilities		0.00	
6360 · Security		0.00	
Total 6300 · Repairs and Upkeep		0.00	
6400 · In house services			
6410 · Printing			
6416 · Special Copies		14.10	
6412 · Copier Lease		0.00	
6414 · Outside printing		0.00	
Total 6410 · Printing		14.10	
6420 · Communications, Data & Tech			
6422 · Internet service		0.00	
6424 · Data System Fees		0.00	
6426 · Website hosting		0.00	
6428 · Equipment		600.00	
6430 · Postage		283.55	
6432 · Telephone		99.00	
Total 6420 · Communications, Data & Tech		982.55	
Total 6400 · In house services		996.65	
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	
6512 · Bank fees		0.00	
6514 · safe deposit box		0.00	
Total 6510 · Banking expenses		0.00	
6520 · Committees & Member Support		1,802.17	
6560 · Membership, dues, subscriptions		0.00	
6570 · Outside Services		0.00	
6580 · Professional Expenses		55.02	
6500 · Miscellaneous - Other		0.00	
Total 6500 · Miscellaneous		1,857.19	
6600 · Employee Expenses			
6670 · Other Employee Expenses		36.50	
6610 · Payroll		656.43	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Tot Budget</u>
6630 · Payroll Taxes		46.40	
6650 · Benefits		0.00	
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		<u>0.00</u>	
Total 6600 · Employee Expenses		739.33	
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		<u>0.00</u>	
Total 6700 · Charitable Contributions		0.00	
Total Expense	<u>106.1%</u>	<u>5,669.85</u>	<u>7,925.00</u>
Net Ordinary Income	<u>106.1%</u>	<u>-4,795.85</u>	<u>-7,925.00</u>
Net Income	<u><u>106.1%</u></u>	<u><u>-4,795.85</u></u>	<u><u>-7,925.00</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>tal Committees</u>	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4000 · Unrestricted Income		
4100 · Contributions		
4140 · Forum		
4110 · Pledge		
4120 · Sunday Plate		
4130 · Sunday Coffee Service		
4190 · Other		
4100 · Contributions - Other		
Total 4100 · Contributions		
4200 · Rental		
4400 · Misc Income		
Total 4000 · Unrestricted Income		
4300 · Interest & Dividends		
4900 · Other Income		
4920 · Event		
Total 4900 · Other Income		
Total Income		
Expense		
6000 · General Expenses	-7,925.00	0.0%
6100 · Ministry Support		
6150 · Other ministry support		
6110 · Guest Speaker / Musician		
6130 · Publications		
Total 6100 · Ministry Support		
6200 · Supplies & Materials		
6210 · Office supplies		
6220 · Worship Supplies		
6230 · Kitchen Supplies		
6240 · Sunday Coffee Service		
6290 · Other supplies		
6200 · Supplies & Materials - Other		
Total 6200 · Supplies & Materials		
6300 · Repairs and Upkeep		
6370 · Equipment		
6310 · Custodial Services		
6320 · Grounds		
6330 · Building upkeep		
6336 · Repairs & Maintenance		
6332 · Security Alarm		
6334 · Pest Control		
6330 · Building upkeep - Other		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>tal Committees</u>	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep		
6340 · Property & Liability Insurance		
6350 · Utilities		
6352 · Electric & Water		
6354 · Gas		
6357 · Trash Removal		
6358 · Drainage		
6359 · Recycling		
Total 6350 · Utilities		
6360 · Security		
Total 6300 · Repairs and Upkeep		
6400 · In house services		
6410 · Printing		
6416 · Special Copies		
6412 · Copier Lease		
6414 · Outside printing		
Total 6410 · Printing		
6420 · Communications, Data & Tech		
6422 · Internet service		
6424 · Data System Fees		
6426 · Website hosting		
6428 · Equipment		
6430 · Postage		
6432 · Telephone		
Total 6420 · Communications, Data & Tech		
Total 6400 · In house services		
6500 · Miscellaneous		
6510 · Banking expenses		
6516 · Credit Card Fees		
6512 · Bank fees		
6514 · safe deposit box		
Total 6510 · Banking expenses		
6520 · Committees & Member Support		
6560 · Membership, dues, subscriptions		
6570 · Outside Services		
6580 · Professional Expenses		
6500 · Miscellaneous - Other		
Total 6500 · Miscellaneous		
6600 · Employee Expenses		
6670 · Other Employee Expenses		
6610 · Payroll		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>tal Committees</u>	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
6630 · Payroll Taxes		
6650 · Benefits		
6660 · Workers' Comp Insurance		
6600 · Employee Expenses - Other		
Total 6600 · Employee Expenses		
6700 · Charitable Contributions		
6710 · UUA		
6720 · SWUUC		
6730 · Other UUA		
6790 · Other contributions		
Total 6700 · Charitable Contributions		
Total Expense	<u>-2,255.15</u>	<u>71.54%</u>
Net Ordinary Income	<u>3,129.15</u>	<u>60.52%</u>
Net Income	<u><u>3,129.15</u></u>	<u><u>60.52%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Facility & Grounds (Departments)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	50.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>50.00</u>		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	<u>50.00</u>		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	50.00		
Expense			
6000 · General Expenses	0.00		
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>0.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	33.36		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	<u>33.36</u>		
6300 · Repairs and Upkeep			
6370 · Equipment	436.99		
6310 · Custodial Services	12,382.94	15,550.00	-3,167.06
6320 · Grounds	4,635.00	6,000.00	-1,365.00
6330 · Building upkeep			
6336 · Repairs & Maintenance	8,475.77		
6332 · Security Alarm	314.91		
6334 · Pest Control	1,755.64		
6330 · Building upkeep - Other	0.00	20,000.00	-20,000.00
	<u>0.00</u>	<u>20,000.00</u>	<u>-20,000.00</u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Facility & Grounds		
	(Departments)		
	Jan - Oct 10	Budget	\$ Over Budget
Total 6330 · Building upkeep	10,546.32	20,000.00	-9,453.68
6340 · Property & Liability Insurance	11,601.00	8,850.00	2,751.00
6350 · Utilities			
6352 · Electric & Water	10,122.11	17,661.00	-7,538.89
6354 · Gas	1,539.53	1,862.00	-322.47
6357 · Trash Removal	1,045.26	710.00	335.26
6358 · Drainage	2,585.80	3,767.00	-1,181.20
6359 · Recycling	0.00	360.00	-360.00
Total 6350 · Utilities	15,292.70	24,360.00	-9,067.30
6360 · Security	50.00		
Total 6300 · Repairs and Upkeep	54,944.95	74,760.00	-19,815.05
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	0.00		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	0.00		
Total 6400 · In house services	0.00		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	25.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	25.00		
6520 · Committees & Member Support	0.00		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	0.00		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	25.00		
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	18,683.34	18,360.00	323.34

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Facility & Grounds		
	(Departments)		
	Jan - Oct 10	Budget	\$ Over Budget
6630 · Payroll Taxes	1,120.22	1,405.00	-284.78
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	-2,067.68		
Total 6600 · Employee Expenses	17,735.88	19,765.00	-2,029.12
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	0.00		
Total Expense	72,739.19	94,525.00	-21,785.81
Net Ordinary Income	-72,689.19	-94,525.00	21,835.81
Net Income	-72,689.19	-94,525.00	21,835.81

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>
Ordinary Income/Expense			(Dollars)
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	
4110 · Pledge		0.00	
4120 · Sunday Plate		0.00	
4130 · Sunday Coffee Service		0.00	
4190 · Other		0.00	
4100 · Contributions - Other		0.00	
Total 4100 · Contributions		<u>0.00</u>	
4200 · Rental		0.00	
4400 · Misc Income		0.00	
Total 4000 · Unrestricted Income		<u>0.00</u>	
4300 · Interest & Dividends		0.00	
4900 · Other Income			
4920 · Event		0.00	
Total 4900 · Other Income		<u>0.00</u>	
Total Income		0.00	
Expense			
6000 · General Expenses		0.00	
6100 · Ministry Support			
6150 · Other ministry support		1,285.77	
6110 · Guest Speaker / Musician		1,000.00	1,000.00
6130 · Publications		5,000.00	6,200.00
Total 6100 · Ministry Support		<u>7,285.77</u>	<u>7,200.00</u>
6200 · Supplies & Materials			
6210 · Office supplies		0.00	
6220 · Worship Supplies		43.19	
6230 · Kitchen Supplies		0.00	
6240 · Sunday Coffee Service		0.00	
6290 · Other supplies		0.00	
6200 · Supplies & Materials - Other		0.00	
Total 6200 · Supplies & Materials		<u>43.19</u>	
6300 · Repairs and Upkeep			
6370 · Equipment		0.00	
6310 · Custodial Services	79.63%	0.00	
6320 · Grounds	77.25%	0.00	
6330 · Building upkeep			
6336 · Repairs & Maintenance		0.00	
6332 · Security Alarm		0.00	
6334 · Pest Control		0.00	
6330 · Building upkeep - Other	0.0%	0.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>
Total 6330 · Building upkeep	52.73%	0.00	
6340 · Property & Liability Insurance	131.09%	0.00	
6350 · Utilities			
6352 · Electric & Water	57.31%	0.00	
6354 · Gas	82.68%	0.00	
6357 · Trash Removal	147.22%	0.00	
6358 · Drainage	68.64%	0.00	
6359 · Recycling	0.0%	0.00	
Total 6350 · Utilities	<u>62.78%</u>	<u>0.00</u>	
6360 · Security		0.00	
Total 6300 · Repairs and Upkeep	<u>73.5%</u>	<u>0.00</u>	
6400 · In house services			
6410 · Printing			
6416 · Special Copies		0.70	
6412 · Copier Lease		0.00	
6414 · Outside printing		0.00	
Total 6410 · Printing		<u>0.70</u>	
6420 · Communications, Data & Tech			
6422 · Internet service		0.00	
6424 · Data System Fees		0.00	
6426 · Website hosting		0.00	
6428 · Equipment		0.00	
6430 · Postage		0.00	
6432 · Telephone		0.00	
Total 6420 · Communications, Data & Tech		<u>0.00</u>	
Total 6400 · In house services		0.70	
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	
6512 · Bank fees		0.00	
6514 · safe deposit box		0.00	
Total 6510 · Banking expenses		<u>0.00</u>	
6520 · Committees & Member Support		0.00	
6560 · Membership, dues, subscriptions		0.00	
6570 · Outside Services		0.00	
6580 · Professional Expenses		5,975.31	7,500.00
6500 · Miscellaneous - Other		0.00	
Total 6500 · Miscellaneous		<u>5,975.31</u>	<u>7,500.00</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses		0.00	
6610 · Payroll	101.76%	67,658.25	81,150.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>
			(D)
6630 · Payroll Taxes	79.73%	380.74	470.00
6650 · Benefits		6,641.58	7,972.00
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		0.00	
Total 6600 · Employee Expenses	<u>89.73%</u>	<u>74,680.57</u>	<u>89,592.00</u>
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		0.00	
Total 6700 · Charitable Contributions		<u>0.00</u>	
Total Expense	<u>76.95%</u>	<u>87,985.54</u>	<u>104,292.00</u>
Net Ordinary Income	<u>76.9%</u>	<u>-87,985.54</u>	<u>-104,292.00</u>
Net Income	<u><u>76.9%</u></u>	<u><u>-87,985.54</u></u>	<u><u>-104,292.00</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Ministry (apartments)	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4000 · Unrestricted Income		
4100 · Contributions		
4140 · Forum		
4110 · Pledge		
4120 · Sunday Plate		
4130 · Sunday Coffee Service		
4190 · Other		
4100 · Contributions - Other		
Total 4100 · Contributions		
4200 · Rental		
4400 · Misc Income		
Total 4000 · Unrestricted Income		
4300 · Interest & Dividends		
4900 · Other Income		
4920 · Event		
Total 4900 · Other Income		
Total Income		
Expense		
6000 · General Expenses		
6100 · Ministry Support		
6150 · Other ministry support		
6110 · Guest Speaker / Musician	0.00	100.0%
6130 · Publications	-1,200.00	80.65%
Total 6100 · Ministry Support	<u>85.77</u>	<u>101.19%</u>
6200 · Supplies & Materials		
6210 · Office supplies		
6220 · Worship Supplies		
6230 · Kitchen Supplies		
6240 · Sunday Coffee Service		
6290 · Other supplies		
6200 · Supplies & Materials - Other		
Total 6200 · Supplies & Materials		
6300 · Repairs and Upkeep		
6370 · Equipment		
6310 · Custodial Services		
6320 · Grounds		
6330 · Building upkeep		
6336 · Repairs & Maintenance		
6332 · Security Alarm		
6334 · Pest Control		
6330 · Building upkeep - Other		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Ministry apartments)	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep		
6340 · Property & Liability Insurance		
6350 · Utilities		
6352 · Electric & Water		
6354 · Gas		
6357 · Trash Removal		
6358 · Drainage		
6359 · Recycling		
Total 6350 · Utilities		
6360 · Security		
Total 6300 · Repairs and Upkeep		
6400 · In house services		
6410 · Printing		
6416 · Special Copies		
6412 · Copier Lease		
6414 · Outside printing		
Total 6410 · Printing		
6420 · Communications, Data & Tech		
6422 · Internet service		
6424 · Data System Fees		
6426 · Website hosting		
6428 · Equipment		
6430 · Postage		
6432 · Telephone		
Total 6420 · Communications, Data & Tech		
Total 6400 · In house services		
6500 · Miscellaneous		
6510 · Banking expenses		
6516 · Credit Card Fees		
6512 · Bank fees		
6514 · safe deposit box		
Total 6510 · Banking expenses		
6520 · Committees & Member Support		
6560 · Membership, dues, subscriptions		
6570 · Outside Services		
6580 · Professional Expenses	-1,524.69	79.67%
6500 · Miscellaneous - Other		
Total 6500 · Miscellaneous	<u>-1,524.69</u>	<u>79.67%</u>
6600 · Employee Expenses		
6670 · Other Employee Expenses		
6610 · Payroll	-13,491.75	83.37%

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Ministry Departments)	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
6630 · Payroll Taxes	-89.26	81.01%
6650 · Benefits	-1,330.42	83.31%
6660 · Workers' Comp Insurance		
6600 · Employee Expenses - Other		
Total 6600 · Employee Expenses	<u>-14,911.43</u>	<u>83.36%</u>
6700 · Charitable Contributions		
6710 · UUA		
6720 · SWUUC		
6730 · Other UUA		
6790 · Other contributions		
Total 6700 · Charitable Contributions		
Total Expense	<u>-16,306.46</u>	<u>84.37%</u>
Net Ordinary Income	<u>16,306.46</u>	<u>84.37%</u>
Net Income	<u><u>16,306.46</u></u>	<u><u>84.37%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Music Dept (Departments)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	0.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>0.00</u>		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	<u>0.00</u>		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	0.00		
Expense			
6000 · General Expenses	0.00	6,500.00	-6,500.00
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	1,475.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>1,475.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	1,126.91		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	0.00		
6200 · Supplies & Materials - Other	0.00	0.00	0.00
Total 6200 · Supplies & Materials	<u>1,126.91</u>	<u>0.00</u>	<u>1,126.91</u>
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	0.00		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Music Dept (Departments)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 6330 · Building upkeep	0.00		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	<u>0.00</u>		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	<u>0.00</u>		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	7.56		
6412 · Copier Lease	0.00		
6414 · Outside printing	19.27		
Total 6410 · Printing	<u>26.83</u>		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	<u>0.00</u>		
Total 6400 · In house services	26.83		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	<u>0.00</u>		
6520 · Committees & Member Support	0.00		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	110.62	1,000.00	-889.38
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	<u>110.62</u>	<u>1,000.00</u>	<u>-889.38</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	49,411.18	63,000.00	-13,588.82

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Music Dept (Departments)		
	Jan - Oct 10	Budget	\$ Over Budget
6630 · Payroll Taxes	3,860.32	4,820.00	-959.68
6650 · Benefits	4,439.30	5,111.00	-671.70
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	163.46		
Total 6600 · Employee Expenses	57,874.26	72,931.00	-15,056.74
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	0.00		
Total Expense	60,613.62	80,431.00	-19,817.38
Net Ordinary Income	-60,613.62	-80,431.00	19,817.38
Net Income	-60,613.62	-80,431.00	19,817.38

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>	Prog (De
Ordinary Income/Expense				
Income				
4000 · Unrestricted Income				
4100 · Contributions				
4140 · Forum		0.00		
4110 · Pledge		0.00		
4120 · Sunday Plate		0.00		
4130 · Sunday Coffee Service		0.00		
4190 · Other		0.00		
4100 · Contributions - Other		0.00		
Total 4100 · Contributions		<u>0.00</u>		
4200 · Rental		0.00		
4400 · Misc Income		0.00		
Total 4000 · Unrestricted Income		<u>0.00</u>		
4300 · Interest & Dividends		0.00		
4900 · Other Income				
4920 · Event		0.00		
Total 4900 · Other Income		<u>0.00</u>		
Total Income		0.00		
Expense				
6000 · General Expenses	0.0%	0.00		
6100 · Ministry Support				
6150 · Other ministry support		0.00		
6110 · Guest Speaker / Musician		0.00		
6130 · Publications		0.00		
Total 6100 · Ministry Support		<u>0.00</u>		
6200 · Supplies & Materials				
6210 · Office supplies		1,815.71	4,500.00	
6220 · Worship Supplies		0.00		
6230 · Kitchen Supplies		292.50		
6240 · Sunday Coffee Service		0.00	0.00	
6290 · Other supplies		80.96		
6200 · Supplies & Materials - Other	0.0%	0.00		
Total 6200 · Supplies & Materials	<u>100.0%</u>	<u>2,189.17</u>	<u>4,500.00</u>	
6300 · Repairs and Upkeep				
6370 · Equipment		0.00		
6310 · Custodial Services		0.00		
6320 · Grounds		0.00		
6330 · Building upkeep				
6336 · Repairs & Maintenance		0.00		
6332 · Security Alarm		0.00		
6334 · Pest Control		0.00		
6330 · Building upkeep - Other		0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>	Prog (De
Total 6330 · Building upkeep		0.00		
6340 · Property & Liability Insurance		0.00		
6350 · Utilities				
6352 · Electric & Water		0.00		
6354 · Gas		0.00		
6357 · Trash Removal		0.00		
6358 · Drainage		0.00		
6359 · Recycling		0.00		
Total 6350 · Utilities		<u>0.00</u>		
6360 · Security		0.00		
Total 6300 · Repairs and Upkeep		<u>0.00</u>		
6400 · In house services				
6410 · Printing				
6416 · Special Copies		50.01		
6412 · Copier Lease		10,036.00	15,000.00	
6414 · Outside printing		0.00		
Total 6410 · Printing		<u>10,086.01</u>	<u>15,000.00</u>	
6420 · Communications, Data & Tech				
6422 · Internet service		1,014.83	1,400.00	
6424 · Data System Fees		855.81	2,000.00	
6426 · Website hosting		310.50	400.00	
6428 · Equipment		0.00	3,000.00	
6430 · Postage		1,119.00	4,500.00	
6432 · Telephone		2,792.25	4,000.00	
Total 6420 · Communications, Data & Tech		<u>6,092.39</u>	<u>15,300.00</u>	
Total 6400 · In house services		16,178.40	30,300.00	
6500 · Miscellaneous				
6510 · Banking expenses				
6516 · Credit Card Fees		0.00		
6512 · Bank fees		20.50	250.00	
6514 · safe deposit box		50.00	50.00	
Total 6510 · Banking expenses		<u>70.50</u>	<u>300.00</u>	
6520 · Committees & Member Support		0.00		
6560 · Membership, dues, subscriptions		0.00		
6570 · Outside Services		71.50		
6580 · Professional Expenses	11.06%	438.99	500.00	
6500 · Miscellaneous - Other		0.00	3,500.00	
Total 6500 · Miscellaneous	<u>11.06%</u>	<u>580.99</u>	<u>4,300.00</u>	
6600 · Employee Expenses				
6670 · Other Employee Expenses		94.50		
6610 · Payroll	78.43%	93,112.60	118,300.00	

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Budget</u>
6630 · Payroll Taxes	80.09%	7,271.35	9,050.00
6650 · Benefits	86.86%	15,602.13	23,754.00
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		0.00	
Total 6600 · Employee Expenses	<u>79.36%</u>	<u>116,080.58</u>	<u>151,104.00</u>
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		0.00	
Total 6700 · Charitable Contributions		<u>0.00</u>	
Total Expense	<u>75.36%</u>	<u>135,029.14</u>	<u>190,204.00</u>
Net Ordinary Income	<u>75.36%</u>	<u>-135,029.14</u>	<u>-190,204.00</u>
Net Income	<u><u>75.36%</u></u>	<u><u>-135,029.14</u></u>	<u><u>-190,204.00</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Program Support (apartments)	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4000 · Unrestricted Income		
4100 · Contributions		
4140 · Forum		
4110 · Pledge		
4120 · Sunday Plate		
4130 · Sunday Coffee Service		
4190 · Other		
4100 · Contributions - Other		
Total 4100 · Contributions		
4200 · Rental		
4400 · Misc Income		
Total 4000 · Unrestricted Income		
4300 · Interest & Dividends		
4900 · Other Income		
4920 · Event		
Total 4900 · Other Income		
Total Income		
Expense		
6000 · General Expenses		
6100 · Ministry Support		
6150 · Other ministry support		
6110 · Guest Speaker / Musician		
6130 · Publications		
Total 6100 · Ministry Support		
6200 · Supplies & Materials		
6210 · Office supplies	-2,684.29	40.35%
6220 · Worship Supplies		
6230 · Kitchen Supplies		
6240 · Sunday Coffee Service	0.00	0.0%
6290 · Other supplies		
6200 · Supplies & Materials - Other		
Total 6200 · Supplies & Materials	<u>-2,310.83</u>	<u>48.65%</u>
6300 · Repairs and Upkeep		
6370 · Equipment		
6310 · Custodial Services		
6320 · Grounds		
6330 · Building upkeep		
6336 · Repairs & Maintenance		
6332 · Security Alarm		
6334 · Pest Control		
6330 · Building upkeep - Other		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Program Support (apartments)	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep		
6340 · Property & Liability Insurance		
6350 · Utilities		
6352 · Electric & Water		
6354 · Gas		
6357 · Trash Removal		
6358 · Drainage		
6359 · Recycling		
Total 6350 · Utilities		
6360 · Security		
Total 6300 · Repairs and Upkeep		
6400 · In house services		
6410 · Printing		
6416 · Special Copies		
6412 · Copier Lease	-4,964.00	66.91%
6414 · Outside printing		
Total 6410 · Printing	<u>-4,913.99</u>	<u>67.24%</u>
6420 · Communications, Data & Tech		
6422 · Internet service	-385.17	72.49%
6424 · Data System Fees	-1,144.19	42.79%
6426 · Website hosting	-89.50	77.63%
6428 · Equipment	-3,000.00	0.0%
6430 · Postage	-3,381.00	24.87%
6432 · Telephone	-1,207.75	69.81%
Total 6420 · Communications, Data & Tech	<u>-9,207.61</u>	<u>39.82%</u>
Total 6400 · In house services	-14,121.60	53.39%
6500 · Miscellaneous		
6510 · Banking expenses		
6516 · Credit Card Fees		
6512 · Bank fees	-229.50	8.2%
6514 · safe deposit box	0.00	100.0%
Total 6510 · Banking expenses	<u>-229.50</u>	<u>23.5%</u>
6520 · Committees & Member Support		
6560 · Membership, dues, subscriptions		
6570 · Outside Services		
6580 · Professional Expenses	-61.01	87.8%
6500 · Miscellaneous - Other	-3,500.00	0.0%
Total 6500 · Miscellaneous	<u>-3,719.01</u>	<u>13.51%</u>
6600 · Employee Expenses		
6670 · Other Employee Expenses		
6610 · Payroll	-25,187.40	78.71%

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Program Support (apartments)	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
6630 · Payroll Taxes	-1,778.65	80.35%
6650 · Benefits	-8,151.87	65.68%
6660 · Workers' Comp Insurance		
6600 · Employee Expenses - Other		
Total 6600 · Employee Expenses	<u>-35,023.42</u>	<u>76.82%</u>
6700 · Charitable Contributions		
6710 · UUA		
6720 · SWUUC		
6730 · Other UUA		
6790 · Other contributions		
Total 6700 · Charitable Contributions		
Total Expense	<u>-55,174.86</u>	<u>70.99%</u>
Net Ordinary Income	<u>55,174.86</u>	<u>70.99%</u>
Net Income	<u><u>55,174.86</u></u>	<u><u>70.99%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Religious Ed Dept (Departments)		
	Jan - Oct 10	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00		
4110 · Pledge	0.00		
4120 · Sunday Plate	0.00		
4130 · Sunday Coffee Service	0.00		
4190 · Other	0.00		
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	0.00		
4200 · Rental	0.00		
4400 · Misc Income	0.00		
Total 4000 · Unrestricted Income	0.00		
4300 · Interest & Dividends	0.00		
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	0.00		
Total Income	0.00		
Expense			
6000 · General Expenses	0.00	1,150.00	-1,150.00
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	0.00		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	0.00		
6290 · Other supplies	365.40		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	365.40		
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	0.00		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Religious Ed Dept (Departments)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 6330 · Building upkeep	0.00		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	<u>0.00</u>		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	<u>0.00</u>		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	<u>0.00</u>		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	<u>0.00</u>		
Total 6400 · In house services	0.00		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	<u>0.00</u>		
6520 · Committees & Member Support	0.00		
6560 · Membership, dues, subscriptions	0.00		
6570 · Outside Services	250.00		
6580 · Professional Expenses	405.80		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	<u>655.80</u>		
6600 · Employee Expenses			
6670 · Other Employee Expenses	8.00		
6610 · Payroll	82,015.38	99,245.00	-17,229.62

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Religious Ed Dept (Departments)		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
6630 · Payroll Taxes	6,270.74	7,592.00	-1,321.26
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00		
6600 · Employee Expenses - Other	0.00		
Total 6600 · Employee Expenses	<u>88,294.12</u>	<u>106,837.00</u>	<u>-18,542.88</u>
6700 · Charitable Contributions			
6710 · UUA	0.00		
6720 · SWUUC	0.00		
6730 · Other UUA	0.00		
6790 · Other contributions	0.00		
Total 6700 · Charitable Contributions	<u>0.00</u>		
Total Expense	<u>89,315.32</u>	<u>107,987.00</u>	<u>-18,671.68</u>
Net Ordinary Income	<u>-89,315.32</u>	<u>-107,987.00</u>	<u>18,671.68</u>
Net Income	<u><u>-89,315.32</u></u>	<u><u>-107,987.00</u></u>	<u><u>18,671.68</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Total Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	
4110 · Pledge		0.00	
4120 · Sunday Plate		0.00	
4130 · Sunday Coffee Service		0.00	
4190 · Other		50.00	
4100 · Contributions - Other		0.00	
Total 4100 · Contributions		<u>50.00</u>	
4200 · Rental		0.00	
4400 · Misc Income		0.00	
Total 4000 · Unrestricted Income		<u>50.00</u>	
4300 · Interest & Dividends		0.00	
4900 · Other Income			
4920 · Event		0.00	
Total 4900 · Other Income		<u>0.00</u>	
Total Income		50.00	
Expense			
6000 · General Expenses	0.0%	0.00	7,650.00
6100 · Ministry Support			
6150 · Other ministry support		1,285.77	
6110 · Guest Speaker / Musician		2,475.00	1,000.00
6130 · Publications		5,000.00	6,200.00
Total 6100 · Ministry Support		<u>8,760.77</u>	<u>7,200.00</u>
6200 · Supplies & Materials			
6210 · Office supplies		1,815.71	4,500.00
6220 · Worship Supplies		1,170.10	
6230 · Kitchen Supplies		292.50	
6240 · Sunday Coffee Service		0.00	0.00
6290 · Other supplies		479.72	
6200 · Supplies & Materials - Other		0.00	0.00
Total 6200 · Supplies & Materials		<u>3,758.03</u>	<u>4,500.00</u>
6300 · Repairs and Upkeep			
6370 · Equipment		436.99	
6310 · Custodial Services		12,382.94	15,550.00
6320 · Grounds		4,635.00	6,000.00
6330 · Building upkeep			
6336 · Repairs & Maintenance		8,475.77	
6332 · Security Alarm		314.91	
6334 · Pest Control		1,755.64	
6330 · Building upkeep - Other		0.00	20,000.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Total Budget</u>
Total 6330 · Building upkeep		10,546.32	20,000.00
6340 · Property & Liability Insurance		11,601.00	8,850.00
6350 · Utilities			
6352 · Electric & Water		10,122.11	17,661.00
6354 · Gas		1,539.53	1,862.00
6357 · Trash Removal		1,045.26	710.00
6358 · Drainage		2,585.80	3,767.00
6359 · Recycling		0.00	360.00
Total 6350 · Utilities		<u>15,292.70</u>	<u>24,360.00</u>
6360 · Security		50.00	
Total 6300 · Repairs and Upkeep		<u>54,944.95</u>	<u>74,760.00</u>
6400 · In house services			
6410 · Printing			
6416 · Special Copies		58.27	
6412 · Copier Lease		10,036.00	15,000.00
6414 · Outside printing		19.27	
Total 6410 · Printing		<u>10,113.54</u>	<u>15,000.00</u>
6420 · Communications, Data & Tech			
6422 · Internet service		1,014.83	1,400.00
6424 · Data System Fees		855.81	2,000.00
6426 · Website hosting		310.50	400.00
6428 · Equipment		0.00	3,000.00
6430 · Postage		1,119.00	4,500.00
6432 · Telephone		2,792.25	4,000.00
Total 6420 · Communications, Data & Tech		<u>6,092.39</u>	<u>15,300.00</u>
Total 6400 · In house services		16,205.93	30,300.00
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	
6512 · Bank fees		45.50	250.00
6514 · safe deposit box		50.00	50.00
Total 6510 · Banking expenses		<u>95.50</u>	<u>300.00</u>
6520 · Committees & Member Support		0.00	
6560 · Membership, dues, subscriptions		0.00	
6570 · Outside Services		321.50	
6580 · Professional Expenses		6,930.72	9,000.00
6500 · Miscellaneous - Other		0.00	3,500.00
Total 6500 · Miscellaneous		<u>7,347.72</u>	<u>12,800.00</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses		102.50	
6610 · Payroll	82.64%	310,880.75	380,055.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Total Budget</u>
6630 · Payroll Taxes	82.6%	18,903.37	23,337.00
6650 · Benefits		26,683.01	36,837.00
6660 · Workers' Comp Insurance		0.00	
6600 · Employee Expenses - Other		-1,904.22	
Total 6600 · Employee Expenses	82.64%	354,665.41	440,229.00
6700 · Charitable Contributions			
6710 · UUA		0.00	
6720 · SWUUC		0.00	
6730 · Other UUA		0.00	
6790 · Other contributions		0.00	
Total 6700 · Charitable Contributions		0.00	
Total Expense	82.71%	445,682.81	577,439.00
Net Ordinary Income	82.71%	-445,632.81	-577,439.00
Net Income	82.71%	-445,632.81	-577,439.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>Departments</u>	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
4000 · Unrestricted Income		
4100 · Contributions		
4140 · Forum		
4110 · Pledge		
4120 · Sunday Plate		
4130 · Sunday Coffee Service		
4190 · Other		
4100 · Contributions - Other		
Total 4100 · Contributions		
4200 · Rental		
4400 · Misc Income		
Total 4000 · Unrestricted Income		
4300 · Interest & Dividends		
4900 · Other Income		
4920 · Event		
Total 4900 · Other Income		
Total Income		
Expense		
6000 · General Expenses	-7,650.00	0.0%
6100 · Ministry Support		
6150 · Other ministry support		
6110 · Guest Speaker / Musician	1,475.00	247.5%
6130 · Publications	-1,200.00	80.65%
Total 6100 · Ministry Support	<u>1,560.77</u>	<u>121.68%</u>
6200 · Supplies & Materials		
6210 · Office supplies	-2,684.29	40.35%
6220 · Worship Supplies		
6230 · Kitchen Supplies		
6240 · Sunday Coffee Service	0.00	0.0%
6290 · Other supplies		
6200 · Supplies & Materials - Other	0.00	0.0%
Total 6200 · Supplies & Materials	<u>-741.97</u>	<u>83.51%</u>
6300 · Repairs and Upkeep		
6370 · Equipment		
6310 · Custodial Services	-3,167.06	79.63%
6320 · Grounds	-1,365.00	77.25%
6330 · Building upkeep		
6336 · Repairs & Maintenance		
6332 · Security Alarm		
6334 · Pest Control		
6330 · Building upkeep - Other	-20,000.00	0.0%

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>Departments</u>	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6330 · Building upkeep	-9,453.68	52.73%
6340 · Property & Liability Insurance	2,751.00	131.09%
6350 · Utilities		
6352 · Electric & Water	-7,538.89	57.31%
6354 · Gas	-322.47	82.68%
6357 · Trash Removal	335.26	147.22%
6358 · Drainage	-1,181.20	68.64%
6359 · Recycling	-360.00	0.0%
Total 6350 · Utilities	-9,067.30	62.78%
6360 · Security		
Total 6300 · Repairs and Upkeep	-19,815.05	73.5%
6400 · In house services		
6410 · Printing		
6416 · Special Copies		
6412 · Copier Lease	-4,964.00	66.91%
6414 · Outside printing		
Total 6410 · Printing	-4,886.46	67.42%
6420 · Communications, Data & Tech		
6422 · Internet service	-385.17	72.49%
6424 · Data System Fees	-1,144.19	42.79%
6426 · Website hosting	-89.50	77.63%
6428 · Equipment	-3,000.00	0.0%
6430 · Postage	-3,381.00	24.87%
6432 · Telephone	-1,207.75	69.81%
Total 6420 · Communications, Data & Tech	-9,207.61	39.82%
Total 6400 · In house services	-14,094.07	53.49%
6500 · Miscellaneous		
6510 · Banking expenses		
6516 · Credit Card Fees		
6512 · Bank fees	-204.50	18.2%
6514 · safe deposit box	0.00	100.0%
Total 6510 · Banking expenses	-204.50	31.83%
6520 · Committees & Member Support		
6560 · Membership, dues, subscriptions		
6570 · Outside Services		
6580 · Professional Expenses	-2,069.28	77.01%
6500 · Miscellaneous - Other	-3,500.00	0.0%
Total 6500 · Miscellaneous	-5,452.28	57.4%
6600 · Employee Expenses		
6670 · Other Employee Expenses		
6610 · Payroll	-69,174.25	81.8%

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>Departments</u>	
	<u>\$ Over Budget</u>	<u>% of Budget</u>
6630 · Payroll Taxes	-4,433.63	81.0%
6650 · Benefits	-10,153.99	72.44%
6660 · Workers' Comp Insurance		
6600 · Employee Expenses - Other		
Total 6600 · Employee Expenses	<u>-85,563.59</u>	<u>80.56%</u>
6700 · Charitable Contributions		
6710 · UUA		
6720 · SWUUC		
6730 · Other UUA		
6790 · Other contributions		
Total 6700 · Charitable Contributions	<u> </u>	<u> </u>
Total Expense	<u>-131,756.19</u>	<u>77.18%</u>
Net Ordinary Income	<u>131,806.19</u>	<u>77.17%</u>
Net Income	<u><u>131,806.19</u></u>	<u><u>77.17%</u></u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	Other Operating Fund		
	Jan - Oct 10	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	1,096.34		
4110 · Pledge	352,265.10	450,000.00	-97,734.90
4120 · Sunday Plate	28,658.33	65,000.00	-36,341.67
4130 · Sunday Coffee Service	2,289.28	4,000.00	-1,710.72
4190 · Other	9,524.31	5,000.00	4,524.31
4100 · Contributions - Other	0.00		
Total 4100 · Contributions	<u>393,833.36</u>	<u>524,000.00</u>	<u>-130,166.64</u>
4200 · Rental	46,053.01	50,000.00	-3,946.99
4400 · Misc Income	6,961.60	2,000.00	4,961.60
Total 4000 · Unrestricted Income	<u>446,847.97</u>	<u>576,000.00</u>	<u>-129,152.03</u>
4300 · Interest & Dividends	248.66	72.00	176.66
4900 · Other Income			
4920 · Event	0.00		
Total 4900 · Other Income	<u>0.00</u>		
Total Income	447,096.63	576,072.00	-128,975.37
Expense			
6000 · General Expenses	0.00		
6100 · Ministry Support			
6150 · Other ministry support	0.00		
6110 · Guest Speaker / Musician	0.00		
6130 · Publications	0.00		
Total 6100 · Ministry Support	<u>0.00</u>		
6200 · Supplies & Materials			
6210 · Office supplies	0.00		
6220 · Worship Supplies	0.00		
6230 · Kitchen Supplies	0.00		
6240 · Sunday Coffee Service	3,063.28	5,000.00	-1,936.72
6290 · Other supplies	0.00		
6200 · Supplies & Materials - Other	0.00		
Total 6200 · Supplies & Materials	<u>3,063.28</u>	<u>5,000.00</u>	<u>-1,936.72</u>
6300 · Repairs and Upkeep			
6370 · Equipment	0.00		
6310 · Custodial Services	0.00		
6320 · Grounds	0.00		
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00		
6332 · Security Alarm	0.00		
6334 · Pest Control	-451.52		
6330 · Building upkeep - Other	0.00		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>Other Operating Fund</u>		
	<u>Jan - Oct 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 6330 · Building upkeep	-451.52		
6340 · Property & Liability Insurance	0.00		
6350 · Utilities			
6352 · Electric & Water	0.00		
6354 · Gas	0.00		
6357 · Trash Removal	0.00		
6358 · Drainage	0.00		
6359 · Recycling	0.00		
Total 6350 · Utilities	<u>0.00</u>		
6360 · Security	0.00		
Total 6300 · Repairs and Upkeep	<u>-451.52</u>		
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00		
6412 · Copier Lease	0.00		
6414 · Outside printing	0.00		
Total 6410 · Printing	<u>0.00</u>		
6420 · Communications, Data & Tech			
6422 · Internet service	0.00		
6424 · Data System Fees	0.00		
6426 · Website hosting	0.00		
6428 · Equipment	0.00		
6430 · Postage	0.00		
6432 · Telephone	0.00		
Total 6420 · Communications, Data & Tech	<u>0.00</u>		
Total 6400 · In house services	0.00		
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	3,078.53		
6512 · Bank fees	0.00		
6514 · safe deposit box	0.00		
Total 6510 · Banking expenses	<u>3,078.53</u>		
6520 · Committees & Member Support	0.00		
6560 · Membership, dues, subscriptions	18.00		
6570 · Outside Services	0.00		
6580 · Professional Expenses	0.00		
6500 · Miscellaneous - Other	0.00		
Total 6500 · Miscellaneous	<u>3,096.53</u>		
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00		
6610 · Payroll	3,624.96		

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	Other Operating Fund		
	Jan - Oct 10	Budget	\$ Over Budget
6630 · Payroll Taxes	110.92		
6650 · Benefits	0.00		
6660 · Workers' Comp Insurance	0.00	4,692.00	-4,692.00
6600 · Employee Expenses - Other	-248.88		
Total 6600 · Employee Expenses	3,487.00	4,692.00	-1,205.00
6700 · Charitable Contributions			
6710 · UUA	6,000.00	6,000.00	0.00
6720 · SWUUC	5,000.00	5,000.00	0.00
6730 · Other UUA	150.00	350.00	-200.00
6790 · Other contributions	0.00	1,000.00	-1,000.00
Total 6700 · Charitable Contributions	11,150.00	12,350.00	-1,200.00
Total Expense	20,345.29	22,042.00	-1,696.71
Net Ordinary Income	426,751.34	554,030.00	-127,278.66
Net Income	426,751.34	554,030.00	-127,278.66

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Total i Budget</u>
Ordinary Income/Expense			
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum		0.00	0.00
4110 · Pledge	78.28%	0.00	0.00
4120 · Sunday Plate	44.09%	0.00	0.00
4130 · Sunday Coffee Service	57.23%	0.00	0.00
4190 · Other	190.49%	0.00	0.00
4100 · Contributions - Other		0.00	0.00
Total 4100 · Contributions	75.16%	0.00	0.00
4200 · Rental	92.11%	0.00	0.00
4400 · Misc Income	348.08%	0.00	0.00
Total 4000 · Unrestricted Income	77.58%	0.00	0.00
4300 · Interest & Dividends	345.36%	0.00	0.00
4900 · Other Income			
4920 · Event		0.00	0.00
Total 4900 · Other Income		0.00	0.00
Total Income	77.61%	0.00	0.00
Expense			
6000 · General Expenses		0.00	0.00
6100 · Ministry Support			
6150 · Other ministry support		0.00	0.00
6110 · Guest Speaker / Musician		0.00	0.00
6130 · Publications		0.00	0.00
Total 6100 · Ministry Support		0.00	0.00
6200 · Supplies & Materials			
6210 · Office supplies		0.00	0.00
6220 · Worship Supplies		0.00	0.00
6230 · Kitchen Supplies		0.00	0.00
6240 · Sunday Coffee Service	61.27%	0.00	0.00
6290 · Other supplies		0.00	0.00
6200 · Supplies & Materials - Other		0.00	0.00
Total 6200 · Supplies & Materials	61.27%	0.00	0.00
6300 · Repairs and Upkeep			
6370 · Equipment		0.00	0.00
6310 · Custodial Services		0.00	0.00
6320 · Grounds		0.00	0.00
6330 · Building upkeep			
6336 · Repairs & Maintenance		0.00	0.00
6332 · Security Alarm		0.00	0.00
6334 · Pest Control		0.00	0.00
6330 · Building upkeep - Other		0.00	0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>	<u>Jan - Oct 10</u>	<u>Total i</u> <u>Budget</u>
Total 6330 · Building upkeep		0.00	0.00
6340 · Property & Liability Insurance		0.00	0.00
6350 · Utilities			
6352 · Electric & Water		0.00	0.00
6354 · Gas		0.00	0.00
6357 · Trash Removal		0.00	0.00
6358 · Drainage		0.00	0.00
6359 · Recycling		0.00	0.00
Total 6350 · Utilities		<u>0.00</u>	<u>0.00</u>
6360 · Security		0.00	0.00
Total 6300 · Repairs and Upkeep		<u>0.00</u>	<u>0.00</u>
6400 · In house services			
6410 · Printing			
6416 · Special Copies		0.00	0.00
6412 · Copier Lease		0.00	0.00
6414 · Outside printing		0.00	0.00
Total 6410 · Printing		<u>0.00</u>	<u>0.00</u>
6420 · Communications, Data & Tech			
6422 · Internet service		0.00	0.00
6424 · Data System Fees		0.00	0.00
6426 · Website hosting		0.00	0.00
6428 · Equipment		0.00	0.00
6430 · Postage		0.00	0.00
6432 · Telephone		0.00	0.00
Total 6420 · Communications, Data & Tech		<u>0.00</u>	<u>0.00</u>
Total 6400 · In house services		0.00	0.00
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees		0.00	0.00
6512 · Bank fees		0.00	0.00
6514 · safe deposit box		0.00	0.00
Total 6510 · Banking expenses		<u>0.00</u>	<u>0.00</u>
6520 · Committees & Member Support		0.00	0.00
6560 · Membership, dues, subscriptions		0.00	0.00
6570 · Outside Services		0.00	0.00
6580 · Professional Expenses		0.00	0.00
6500 · Miscellaneous - Other		0.00	0.00
Total 6500 · Miscellaneous		<u>0.00</u>	<u>0.00</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses		0.00	0.00
6610 · Payroll		0.00	0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	% of Budget	Jan - Oct 10	Total i Budget
6630 · Payroll Taxes		0.00	0.00
6650 · Benefits		0.00	0.00
6660 · Workers' Comp Insurance	0.0%	0.00	0.00
6600 · Employee Expenses - Other		0.00	0.00
Total 6600 · Employee Expenses	74.32%	0.00	0.00
6700 · Charitable Contributions			
6710 · UUA	100.0%	0.00	0.00
6720 · SWUUC	100.0%	0.00	0.00
6730 · Other UUA	42.86%	0.00	0.00
6790 · Other contributions	0.0%	0.00	0.00
Total 6700 · Charitable Contributions	90.28%	0.00	0.00
Total Expense	92.3%	0.00	0.00
Net Ordinary Income	77.03%	0.00	0.00
Net Income	77.03%	0.00	0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

Ordinary Income/Expense	unclassified		Jan - Oct 10
	\$ Over Budget	% of Budget	
Income			
4000 · Unrestricted Income			
4100 · Contributions			
4140 · Forum	0.00	0.0%	1,096.34
4110 · Pledge	0.00	0.0%	352,265.10
4120 · Sunday Plate	0.00	0.0%	28,658.33
4130 · Sunday Coffee Service	0.00	0.0%	2,289.28
4190 · Other	0.00	0.0%	9,574.31
4100 · Contributions - Other	0.00	0.0%	0.00
Total 4100 · Contributions	0.00	0.0%	393,883.36
4200 · Rental	0.00	0.0%	46,053.01
4400 · Misc Income	0.00	0.0%	6,961.60
Total 4000 · Unrestricted Income	0.00	0.0%	446,897.97
4300 · Interest & Dividends	0.00	0.0%	248.66
4900 · Other Income			
4920 · Event	0.00	0.0%	874.00
Total 4900 · Other Income	0.00	0.0%	874.00
Total Income	0.00	0.0%	448,020.63
Expense			
6000 · General Expenses	0.00	0.0%	0.00
6100 · Ministry Support			
6150 · Other ministry support	0.00	0.0%	1,285.77
6110 · Guest Speaker / Musician	0.00	0.0%	2,475.00
6130 · Publications	0.00	0.0%	5,142.00
Total 6100 · Ministry Support	0.00	0.0%	8,902.77
6200 · Supplies & Materials			
6210 · Office supplies	0.00	0.0%	1,830.41
6220 · Worship Supplies	0.00	0.0%	1,170.10
6230 · Kitchen Supplies	0.00	0.0%	292.50
6240 · Sunday Coffee Service	0.00	0.0%	3,063.28
6290 · Other supplies	0.00	0.0%	2,399.70
6200 · Supplies & Materials - Other	0.00	0.0%	0.00
Total 6200 · Supplies & Materials	0.00	0.0%	8,755.99
6300 · Repairs and Upkeep			
6370 · Equipment	0.00	0.0%	436.99
6310 · Custodial Services	0.00	0.0%	12,382.94
6320 · Grounds	0.00	0.0%	4,635.00
6330 · Building upkeep			
6336 · Repairs & Maintenance	0.00	0.0%	8,475.77
6332 · Security Alarm	0.00	0.0%	314.91
6334 · Pest Control	0.00	0.0%	1,304.12
6330 · Building upkeep - Other	0.00	0.0%	0.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	unclassified		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
Total 6330 · Building upkeep	0.00	0.0%	10,094.80
6340 · Property & Liability Insurance	0.00	0.0%	11,601.00
6350 · Utilities			
6352 · Electric & Water	0.00	0.0%	10,122.11
6354 · Gas	0.00	0.0%	1,539.53
6357 · Trash Removal	0.00	0.0%	1,045.26
6358 · Drainage	0.00	0.0%	2,585.80
6359 · Recycling	0.00	0.0%	0.00
Total 6350 · Utilities	<u>0.00</u>	<u>0.0%</u>	<u>15,292.70</u>
6360 · Security	0.00	0.0%	50.00
Total 6300 · Repairs and Upkeep	<u>0.00</u>	<u>0.0%</u>	<u>54,493.43</u>
6400 · In house services			
6410 · Printing			
6416 · Special Copies	0.00	0.0%	72.37
6412 · Copier Lease	0.00	0.0%	10,036.00
6414 · Outside printing	0.00	0.0%	19.27
Total 6410 · Printing	<u>0.00</u>	<u>0.0%</u>	<u>10,127.64</u>
6420 · Communications, Data & Tech			
6422 · Internet service	0.00	0.0%	1,014.83
6424 · Data System Fees	0.00	0.0%	855.81
6426 · Website hosting	0.00	0.0%	310.50
6428 · Equipment	0.00	0.0%	600.00
6430 · Postage	0.00	0.0%	1,402.55
6432 · Telephone	0.00	0.0%	2,891.25
Total 6420 · Communications, Data & Tech	<u>0.00</u>	<u>0.0%</u>	<u>7,074.94</u>
Total 6400 · In house services	0.00	0.0%	17,202.58
6500 · Miscellaneous			
6510 · Banking expenses			
6516 · Credit Card Fees	0.00	0.0%	3,078.53
6512 · Bank fees	0.00	0.0%	45.50
6514 · safe deposit box	0.00	0.0%	50.00
Total 6510 · Banking expenses	<u>0.00</u>	<u>0.0%</u>	<u>3,174.03</u>
6520 · Committees & Member Support	0.00	0.0%	1,802.17
6560 · Membership, dues, subscriptions	0.00	0.0%	18.00
6570 · Outside Services	0.00	0.0%	321.50
6580 · Professional Expenses	0.00	0.0%	6,985.74
6500 · Miscellaneous - Other	0.00	0.0%	0.00
Total 6500 · Miscellaneous	<u>0.00</u>	<u>0.0%</u>	<u>12,301.44</u>
6600 · Employee Expenses			
6670 · Other Employee Expenses	0.00	0.0%	139.00
6610 · Payroll	0.00	0.0%	315,162.14

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>unclassified</u>		
	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jan - Oct 10</u>
6630 · Payroll Taxes	0.00	0.0%	19,060.69
6650 · Benefits	0.00	0.0%	26,683.01
6660 · Workers' Comp Insurance	0.00	0.0%	0.00
6600 · Employee Expenses - Other	0.00	0.0%	-2,153.10
Total 6600 · Employee Expenses	0.00	0.0%	358,891.74
6700 · Charitable Contributions			
6710 · UUA	0.00	0.0%	6,000.00
6720 · SWUUC	0.00	0.0%	5,000.00
6730 · Other UUA	0.00	0.0%	150.00
6790 · Other contributions	0.00	0.0%	0.00
Total 6700 · Charitable Contributions	0.00	0.0%	11,150.00
Total Expense	0.00	0.0%	471,697.95
Net Ordinary Income	0.00	0.0%	-23,677.32
Net Income	0.00	0.0%	-23,677.32

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	TOTAL	
	Budget	\$ Over Budget
Ordinary Income/Expense		
Income		
4000 · Unrestricted Income		
4100 · Contributions		
4140 · Forum	0.00	1,096.34
4110 · Pledge	450,000.00	-97,734.90
4120 · Sunday Plate	65,000.00	-36,341.67
4130 · Sunday Coffee Service	4,000.00	-1,710.72
4190 · Other	5,000.00	4,574.31
4100 · Contributions - Other	0.00	0.00
Total 4100 · Contributions	524,000.00	-130,116.64
4200 · Rental	50,000.00	-3,946.99
4400 · Misc Income	2,000.00	4,961.60
Total 4000 · Unrestricted Income	576,000.00	-129,102.03
4300 · Interest & Dividends	72.00	176.66
4900 · Other Income		
4920 · Event	0.00	874.00
Total 4900 · Other Income	0.00	874.00
Total Income	576,072.00	-128,051.37
Expense		
6000 · General Expenses	15,575.00	-15,575.00
6100 · Ministry Support		
6150 · Other ministry support	0.00	1,285.77
6110 · Guest Speaker / Musician	1,000.00	1,475.00
6130 · Publications	6,200.00	-1,058.00
Total 6100 · Ministry Support	7,200.00	1,702.77
6200 · Supplies & Materials		
6210 · Office supplies	4,500.00	-2,669.59
6220 · Worship Supplies	0.00	1,170.10
6230 · Kitchen Supplies	0.00	292.50
6240 · Sunday Coffee Service	5,000.00	-1,936.72
6290 · Other supplies	0.00	2,399.70
6200 · Supplies & Materials - Other	0.00	0.00
Total 6200 · Supplies & Materials	9,500.00	-744.01
6300 · Repairs and Upkeep		
6370 · Equipment	0.00	436.99
6310 · Custodial Services	15,550.00	-3,167.06
6320 · Grounds	6,000.00	-1,365.00
6330 · Building upkeep		
6336 · Repairs & Maintenance	0.00	8,475.77
6332 · Security Alarm	0.00	314.91
6334 · Pest Control	0.00	1,304.12
6330 · Building upkeep - Other	20,000.00	-20,000.00

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	TOTAL	
	Budget	\$ Over Budget
Total 6330 · Building upkeep	20,000.00	-9,905.20
6340 · Property & Liability Insurance	8,850.00	2,751.00
6350 · Utilities		
6352 · Electric & Water	17,661.00	-7,538.89
6354 · Gas	1,862.00	-322.47
6357 · Trash Removal	710.00	335.26
6358 · Drainage	3,767.00	-1,181.20
6359 · Recycling	360.00	-360.00
Total 6350 · Utilities	24,360.00	-9,067.30
6360 · Security	0.00	50.00
Total 6300 · Repairs and Upkeep	74,760.00	-20,266.57
6400 · In house services		
6410 · Printing		
6416 · Special Copies	0.00	72.37
6412 · Copier Lease	15,000.00	-4,964.00
6414 · Outside printing	0.00	19.27
Total 6410 · Printing	15,000.00	-4,872.36
6420 · Communications, Data & Tech		
6422 · Internet service	1,400.00	-385.17
6424 · Data System Fees	2,000.00	-1,144.19
6426 · Website hosting	400.00	-89.50
6428 · Equipment	3,000.00	-2,400.00
6430 · Postage	4,500.00	-3,097.45
6432 · Telephone	4,000.00	-1,108.75
Total 6420 · Communications, Data & Tech	15,300.00	-8,225.06
Total 6400 · In house services	30,300.00	-13,097.42
6500 · Miscellaneous		
6510 · Banking expenses		
6516 · Credit Card Fees	0.00	3,078.53
6512 · Bank fees	250.00	-204.50
6514 · safe deposit box	50.00	0.00
Total 6510 · Banking expenses	300.00	2,874.03
6520 · Committees & Member Support	0.00	1,802.17
6560 · Membership, dues, subscriptions	0.00	18.00
6570 · Outside Services	0.00	321.50
6580 · Professional Expenses	9,000.00	-2,014.26
6500 · Miscellaneous - Other	3,500.00	-3,500.00
Total 6500 · Miscellaneous	12,800.00	-498.56
6600 · Employee Expenses		
6670 · Other Employee Expenses	0.00	139.00
6610 · Payroll	380,055.00	-64,892.86

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	TOTAL	
	Budget	\$ Over Budget
6630 · Payroll Taxes	23,337.00	-4,276.31
6650 · Benefits	36,837.00	-10,153.99
6660 · Workers' Comp Insurance	4,692.00	-4,692.00
6600 · Employee Expenses - Other	0.00	-2,153.10
Total 6600 · Employee Expenses	444,921.00	-86,029.26
6700 · Charitable Contributions		
6710 · UUA	6,000.00	0.00
6720 · SWUUC	5,000.00	0.00
6730 · Other UUA	350.00	-200.00
6790 · Other contributions	1,000.00	-1,000.00
Total 6700 · Charitable Contributions	12,350.00	-1,200.00
Total Expense	607,406.00	-135,708.05
Net Ordinary Income	-31,334.00	7,656.68
Net Income	-31,334.00	7,656.68

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
 January through October 2010

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
4000 · Unrestricted Income	
4100 · Contributions	
4140 · Forum	100.0%
4110 · Pledge	78.28%
4120 · Sunday Plate	44.09%
4130 · Sunday Coffee Service	57.23%
4190 · Other	191.49%
4100 · Contributions - Other	<u>0.0%</u>
Total 4100 · Contributions	75.17%
4200 · Rental	92.11%
4400 · Misc Income	<u>348.08%</u>
Total 4000 · Unrestricted Income	77.59%
4300 · Interest & Dividends	345.36%
4900 · Other Income	
4920 · Event	<u>100.0%</u>
Total 4900 · Other Income	<u>100.0%</u>
Total Income	77.77%
Expense	
6000 · General Expenses	0.0%
6100 · Ministry Support	
6150 · Other ministry support	100.0%
6110 · Guest Speaker / Musician	247.5%
6130 · Publications	<u>82.94%</u>
Total 6100 · Ministry Support	123.65%
6200 · Supplies & Materials	
6210 · Office supplies	40.68%
6220 · Worship Supplies	100.0%
6230 · Kitchen Supplies	100.0%
6240 · Sunday Coffee Service	61.27%
6290 · Other supplies	100.0%
6200 · Supplies & Materials - Other	<u>0.0%</u>
Total 6200 · Supplies & Materials	92.17%
6300 · Repairs and Upkeep	
6370 · Equipment	100.0%
6310 · Custodial Services	79.63%
6320 · Grounds	77.25%
6330 · Building upkeep	
6336 · Repairs & Maintenance	100.0%
6332 · Security Alarm	100.0%
6334 · Pest Control	100.0%
6330 · Building upkeep - Other	<u>0.0%</u>

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>
Total 6330 · Building upkeep	50.47%
6340 · Property & Liability Insurance	131.09%
6350 · Utilities	
6352 · Electric & Water	57.31%
6354 · Gas	82.68%
6357 · Trash Removal	147.22%
6358 · Drainage	68.64%
6359 · Recycling	0.0%
Total 6350 · Utilities	<u>62.78%</u>
6360 · Security	100.0%
Total 6300 · Repairs and Upkeep	<u>72.89%</u>
6400 · In house services	
6410 · Printing	
6416 · Special Copies	100.0%
6412 · Copier Lease	66.91%
6414 · Outside printing	100.0%
Total 6410 · Printing	<u>67.52%</u>
6420 · Communications, Data & Tech	
6422 · Internet service	72.49%
6424 · Data System Fees	42.79%
6426 · Website hosting	77.63%
6428 · Equipment	20.0%
6430 · Postage	31.17%
6432 · Telephone	72.28%
Total 6420 · Communications, Data & Tech	<u>46.24%</u>
Total 6400 · In house services	56.77%
6500 · Miscellaneous	
6510 · Banking expenses	
6516 · Credit Card Fees	100.0%
6512 · Bank fees	18.2%
6514 · safe deposit box	100.0%
Total 6510 · Banking expenses	<u>1,058.01%</u>
6520 · Committees & Member Support	100.0%
6560 · Membership, dues, subscriptions	100.0%
6570 · Outside Services	100.0%
6580 · Professional Expenses	77.62%
6500 · Miscellaneous - Other	0.0%
Total 6500 · Miscellaneous	<u>96.11%</u>
6600 · Employee Expenses	
6670 · Other Employee Expenses	100.0%
6610 · Payroll	82.93%

First Unitarian Universalist Church of Austin
Profit & Loss Budget vs. Actual
January through October 2010

	<u>% of Budget</u>
6630 · Payroll Taxes	81.68%
6650 · Benefits	72.44%
6660 · Workers' Comp Insurance	0.0%
6600 · Employee Expenses - Other	100.0%
Total 6600 · Employee Expenses	<u>80.66%</u>
6700 · Charitable Contributions	
6710 · UUA	100.0%
6720 · SWUUC	100.0%
6730 · Other UUA	42.86%
6790 · Other contributions	0.0%
Total 6700 · Charitable Contributions	<u>90.28%</u>
Total Expense	<u>77.66%</u>
Net Ordinary Income	<u>75.56%</u>
Net Income	<u><u>75.56%</u></u>

total assets	\$2,827,979.96
Liabilities	\$7,855.76
restricted funds	\$553,402.85
fixed assets	\$2,181,162.75
UNR Cash bal	\$85,558.60
Months Op?	1.69
2010 expense budget	\$607,406.00