

MEETING AGENDA - First UU Austin Board of Trustees

Meeting

Meeting Date	Tuesday, August 17, 2021
Start Time	6:30 PM
End Time	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	This is a regularly scheduled meeting that will focus on reading and understanding the financial reports.

RSVP

Accepted:	Russell Holley-Hurt, Chris Jimmerson, Kelly Raley, Nathan Walther, Toni Wegner
No response:	Meg Barnhouse, Leo Collas, Suzette Emberton, Rob Hirschfeld, Sadie Lambert, Nesan Lawrence, Shannon Posern, Bear Qolezcua, Kristen Ray, Dave Riehl

Agenda

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words	Suzette Emberton / 2 min. (6:30 PM - 6:32 PM)
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1.2. Reading of Board Covenant	/ 2 min. (6:32 PM - 6:34 PM)
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With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
- Work collaboratively to clarify, assess and further our mission.
- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

1.3. Confirm Timekeeper and Process Evaluator	/ 2 min. (6:34 PM - 6:36 PM)
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Timekeeper - Russell

Process evaluator - Dave

1.4. Approve Agenda and Consent Agenda	/ 2 min. (6:36 PM - 6:38 PM)
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Minutes from July meeting

Program development report provided by Chris

Documents

- Program Development Report July 2021.pdf Page 10
- Minutes-2021-07-20-v2.pdf Pages 4-9

2. Connecting with our Moral Ownership

2.1. Visitor's Forum

/ 10 min. (6:38 PM - 6:48 PM)

Carrie Holley-Hurt and Bis Thornton will introduce themselves to the board and talk about their desire for Aspirant Status.

2.2. Recognition of Church Volunteers and Staff

/ 5 min. (6:48 PM - 6:53 PM)

2.3. Moment with Rev. Meg

Meg Barnhouse / 10 min. (6:53 PM - 7:03 PM)

2.4. Board approval/sponsorship of Aspirant Status for Carrie Holley-Hurt and Bis Thornton

Toni Wegner / 5 min. (7:03 PM - 7:08 PM)

The Board needs to vote on whether we approve Aspirant Status for two members of our congregation who need approval/sponsorship to start working towards Candidate Status.

Documents

- Congregational Sponsorship Form.pdf Page 24

3. Monitoring our Progress

3.1. How to read and understand financial reports

Chris Jimmerson / 45 min. (7:08 PM - 7:53 PM)

Documents

- June2021 Financial Reports.pdf Pages 11-18
- 2022budgetdraft08-04-21.pdf Pages 19-23

4. Learning & Creating the Future

4.1. Board Book Discussion

Sadie Lambert / 15 min. (7:53 PM - 8:08 PM)

The Sum of Us, Chapter 2

5. Adjourn

5.1. Action Items

/ 2 min. (8:08 PM - 8:10 PM)

Let's review the action items from this meeting:

5.2. Assign Roles for Next Meeting

/ 2 min. (8:10 PM - 8:12 PM)

Assign roles for:

- Readings



- Timekeeper
- Process Evaluator
- Book Discussion

5.3. Process Evaluation

Dave Riehl / 2 min. (8:12 PM - 8:14 PM)

Documents

- Board process review form.docx

5.4. Extinguishing the Chalice and Closing Words

Suzette Emberton / 2 min. (8:14 PM - 8:16 PM)



MEETING MINUTES - First UU Austin Board of Trustees

Meeting

Date	Tuesday, July 20, 2021
Started	6:30 PM
Ended	8:30 PM (CST)
Location	Zoom - https://zoom.us/my/firstuuaustin (password = 512452) Zoom ID: 940 671 9275 Dial in number: (346) 248-7799 or (669) 900-6833
Purpose	Regular scheduled meeting
Chaired by	Toni Wegner
Recorder	Nesan Lawrence

Attendance

Present:	Leo Collas, Suzette Emberton, Rob Hirschfeld, Chris Jimmerson, Sadie Lambert, Kelly Raley, Kristen Ray, Dave Riehl, Nathan Walther, Toni Wegner
Regrets:	Meg Barnhouse, Russell Holley-Hurt, Nesan Lawrence
Absent:	Shannon Posern, Bear Qolezcua
Invited guests:	Kami Cornell

Minutes

1. Coming Back into Covenant

1.1. Chalice Lighting and Opening Words

Kristen read the opening words "Let there be light" by Andrew Pakula. Rev. Chris lit the chalice.

Status: Completed

1.2. Reading of Board Covenant

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

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- Work collaboratively to clarify, assess and further our mission.
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- Agree to be called back into covenant.

With the Values, Mission and Ends of First UU Austin foremost in mind, we the leadership do covenant to:

- Treat our time together and board commitments as spiritual practice
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- Respect our time together by being focused, prepared and timely.
- Keep confidentiality when it is requested.
- Listen actively, address concerns directly with each other in a timely manner, and encourage others to do the same.
- Presume good faith in all our interactions acknowledging the importance of both intention and impact.
- Conduct ourselves openly, show compassion, respect boundaries, and enjoy each other's good humor in times of agreement and disagreement.
- Publicly support one another's decisions and leadership by speaking with one voice at the end of our deliberations.
- Agree to be called back into covenant.

Rob read the covenant.

Status: Completed

1.3. Confirm Timekeeper and Process Evaluator

Russell volunteered to be timekeeper; Kelly volunteered to be process evaluator.

Nathan offered to be timekeeper.

Kelly offered to do process evaluation.

Nesan will listen to the meeting recording and record minutes after the fact.

Status: Completed

1.4. Approve Agenda and Consent Agenda

Consent agenda includes:

- Minutes from the June board meeting

Consent agenda includes:

- Minutes from the June board meeting
- Program Development report submitted by Chris
- May 2021 Financials

Everything else will be in the regular agenda including the Monitoring report

Kelly made the motion to approve and Dave seconded

Status: Completed

Documents

- May2021Financials.pdf
 - Program Development Report June 2021.pdf
 - Minutes-2021-06-15-v2.pdf
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2. Connecting with our Moral Ownership

2.1. Visitor's Forum

We welcome Kami Cornell!

Toni welcomed Kami Cornell to the visitor's forum. Toni also provided some context on the purpose of the Visitor's Forum.

[Introduction and life before/after the pandemic](#)

It has been a very spiritual year. I consider myself a hostess (a cruise director of the church) and my role has largely remained the same with opportunities to do things differently. At the beginning of the pandemic, I got diagnosed with throat cancer. It has been part of this year's spiritual journey. I felt so supported before and during the pandemic by the staff.

Question of 'what do I do?' - I started making batches of soup and distributed to interested church members. Opportunity came by to work extra hours at the church and funding was approved (inclusive of health insurance). Amazing blessing to have affordable health insurance, especially given my health condition at the time. My new role included letting people into the church when they needed to. At the beginning I also started Kami's coffee hour every Sunday - it was nice way to stay in touch with church members. I got to do my hostess duty.

Is there anything that the Board can do to support you?

Keep doing what you all do the best, making the important decisions including when and how to reopen the church safely. Even when our state governemnt cannot necessarily keep safety in mind, I am glad the Board and the church leadership are keeping safety the top priority

Status: Completed

2.2. Recognition of Church Volunteers and Staff

Elias for his year of service as Board president

kYmberly Keeton for the wonderful interview

Kami Cornell for the visitor's forum

Bear for his help coordinating the Sunday service when Rev. Chris fell ill

Chanel Williams (new member) for stepping up and helping coordinate LGBTQ Heart Circle

As an aside, the Board discussed when and how to share kYmberly's interview video with her. Leo offered to share the interview video with Kelly's help. The video is currently posted on Google drive.

Status: Completed

2.3. Moment with Rev. Chris

- Lee was the ministerial intern year before last. She has asked to affiliate with our Church and Rev Meg is supportive. She just finished chaplain residency and wants to become a local chaplain, which will make her a community minister. In order to go through preliminary fellowship, she needs affiliation with a local congregation
- Opening team is closely monitoring the Delta variant. Management staff is really closely watchng things this week as the City of Austin is thinking about moving to a higher threat level. This might impact the in-person thing scheduled for this weekend
- Church member Donna Howard has tested positive for COVID-19 even though she is fully vaccinated
- We should wait to formally discuss budget until Rev. Meg comes back but did include the budget with the meeting package. We are projecting \$141K in expenses over income. Our membership has temporarily dropped a lot but we do expect visitor's coming back once we reopen. IN 2020 we had all the influx of cash (~\$500K) - we think we can weather any potential storm using this reserve
- August is typically the month we carve out for the Board to review the financials. This was requested by the Board several years ago as they felt they can use some education on reading financial statements
- Board doesn't technically approve the budget but does approve for the budget to go to the congregation by the Nov pre-congregation meeting. A draft is already ready and Stewardship would like to go out as soon as possible. It would be fine to include in the Sept Board agenda
- Cost of living adjustment - we follow UUA recommendations and they have recommended any adjustments



- Every Sunday we continue to see new visitors from all over the country and the world. What does this mean to the definition of membership? We want to continue welcoming people from all over.

Status: Completed

Documents

- 2022budgetdraft06-29-21.xlsx

2.4. Decision to Co-ordain Lee Legault

Despite policy based governance, the Board will need to vote in order for Lee to be co-ordained. Ordination means that the Board on behalf of the congregation saying we see a minister and we would like to see them become a UUA minister. The co-ordaining part is because Lee was an intern with our church and also a member of the Live Oak Church - in consultation with Rev. Meg, she would like to be co-ordained by both churches, here in our church on Sept 18th (in-person if the situation permits)

Rob made a motion to co-ordain Lee. Leo seconded the motion.

Status: Completed

3. Monitoring our Progress

3.1. Board discussion of end 1.4.6

End 1.4.6 – We partner with other organizations and faith communities to dismantle a culture of white supremacy and other systems of oppression, within ourselves, within our church community, and beyond our walls

Per policy based governance, the role of the Board is to identify the ends and we are comfortable that the church executive is making progress towards those ends. Our role is to ensure that these ends that the congregation voted on and agreed to that the executive is making progress. In addition we ensure compliance with executive limitations.

We review the ends as a Board every 7 years. The last time we reviewed them was in May 22, 2018, which means the ends won't be officially revisited and reviewed till 2025. Rev. Meg and Toni thought it would be a good idea to check-in on the ends. These ends are really our church values - we need to discuss them, understand them and have a conversation to make sure that these are still our values.

Rev. Meg is proposing that we pick an end each month and get the Board's input on that end. We should do it in advance of the monitoring report for that end - this way Rev. Meg can orient the monitoring report(s) towards these Board conversations. This will help us get back to the purest form of the Board's role. Reminder to check ourselves to not get involved with the means.

In September, Rev. Meg will do the monitoring report on the End 1.4.6. It says "We partner with other organizations and faith communities to dismantle a culture of white supremacy and other systems of oppression, within ourselves, within our church community, and beyond our walls."

What does this mean to us to be successful at this?

- Kelly mentioned that the way this is worded is a bit 'meansy' inherently. The way she is interpreting this is that the partnerships are a core value of the church and we also value the dismantling the culture of white supremacy
- Sadie imagined programs that we can be part of, either as a lead or as participant to try and advance our ends
- Ends usually come with indicators - this is how the executive and the Board measure progress. A point of frustration has been people of color who are members being frustrated with lack of progress leading to their departure

- This was a big part of the discussion when the end was adopted. There is also a feeling that our mostly white congregation willing to partner and follow the lead of other congregations. Partnering means we are willing to listen to other experts and their lived experiences
- This end reminds us that we are extending our historical calling to end white supremacy - its a founding principle of our UU faith
- Another indicator is widespread awareness of who we are partnering with
- We should also think of evidence of continuous improvement. Chris mentioned that its kind of built into the current process where Meg has to provide an interpretation. Board might expect these interpretations to go to a higher or new level each time its done

As we talk about these ends and Rev. Meg does the monitoring reports, Toni would also like to write a monthly article in the newsletter that corresponds to these end so we can connect all these together for the benefit of the congregation.

Status: Completed

Documents

- End 1.4.6 and interpretation for board discussion.docx

3.2. Monitoring Reports (Ends and/or Executive Limitations)

2.1 Treatment of Congregants, Friends and Visitors

Monitoring report this month is on the Executive Limitation about "2.1 Treatment of congregants, friends and visitors". We need to affirm that the Board is finding compliance on this Executive Limitation.

- Question on 2.1.2 on facility upkeep - we spent way more in 2020 compared to this period. In 2020, lots of things broke compared to now where we are hardly using the building (except for the plumbing leak during the freeze). In 2020, our insurance company recommended several safety things to be considered as part of an audit.
- Overall, Board surprised to find the facilities upkeep included in this limitation. But intuitively makes sense from a safety perspective.

Kelly made a motion to vote on compliance with the executive limitation. Suzette seconded the motion.

Status: Completed

Documents

- 2.1 Treatment of Congregants, Friends and Visitors rev 7-2021.pdf

4. Learning & Creating the Future

4.1. Board Book Discussion

The Sum of Us, Chapter 1

Most board members have the copy of the book and read Chapter 1 (theme being Zero Sum Paradigm). Toni led the discussion with the Board.

Status: Completed

5. Adjourn

5.1. Action Items

Let's review the action items from this meeting:



- Thank you notes
- Recommitment to reading the full agenda and materials before coming to the monthly Board meetings
- Rev Chris will post the kYmberly Keaton interview video to the Church website

Status: Completed

5.2. Process Evaluation

Satisfactory on all fronts

Status: Completed

Documents

- Board process review form.docx
-

5.3. Assign Roles for Next Meeting

Assign roles for:

- Readings
- Timekeeper
- Process evaluator
- Book discussion
- Food for board retreat
- Readings - Suzette
- Timekeeper - Russell
- Process evaluator - Dave
- Chapter 2 Discussion - Sadie

Status: Completed

5.4. Extinguishing the Chalice and Closing Words

Kristen read the closing words. "Sharing what we have found" from Soul Matters

Status: Completed

Monthly Program Development Report
First Unitarian Universalist Church of Austin
July 2021

Worship Services and Gatherings

We continue to do our worship services online but continue to do a few outdoor events. The re-opening team met to discuss what is happening with Delta variant of the virus and is basing plans on the recommendations contained in the risk staging provided by local public health officials.

Building Closure

Our staff continue to work from home for the most part, though, a few staff go in individually to preform work duties.

Church Operations

We continue to do our church meetings, RE classes and small groups by Zoom.

Finances

Please the separate financial reports attached, which we will go over during the meeting.

Stewardship

The stewardship team has been meeting monthly since February to plan for upcoming campaign.

Warmly,

Chris

Financial Reports – June 2021

We had expenses of just over \$31,000 greater than revenue in June. This was primarily due to a drop off in pledge and plate contributions.

This tends to happen over the summer each year, and this summer may have gotten especially exaggerated due to people getting vaccinated and being able to travel after so much time (at least until the delta variant cause Covid case numbers to go back up again). Our attendance in online worship declined for the month, which may indicate this is true.

We began reminding folks to please remember their church over the summer. Also, the pattern in prior years has been to have this decline over the summer but that pledge contributions rebounded over the September to December period, most often making up for the declines over the summer.

However, Meg and I will keep a close watch on this over the next months.

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of June 30, 2021

	APR 2021	MAY 2021	JUN 2021
ASSETS			
Current Assets			
Bank Accounts			
1072 Bill.com Money Out Clearing	0.00	0.00	0.00
1110 8009-THCU Checking	533,420.89	499,908.62	466,740.72
1120 RBank Debt Service 676	59,113.81	59,119.71	59,126.66
1130 RBank Construction 668	255,742.18	255,360.72	248,985.44
1140 THCU Money Market	0.00	0.00	0.00
1150 THCU Savings	0.00	0.00	30.00
1160 UFCU Savings	0.00	0.00	0.00
1170 THCU CDs	0.00	0.00	0.00
1189 Petty Cash	200.00	200.00	200.00
1710 UUCEF Permanent Endowment Acct.	303,168.23	306,242.68	308,843.14
1720 UUCEF Mixed Investment Account	410,603.08	414,767.03	418,289.03
1730 UUCEF Murr Music Account	85,490.63	86,357.60	87,090.90
1740 UUCEF Education	615,009.75	621,246.59	626,521.92
1790 Unrealized (Gain)/Loss on Investments	-359,693.44	-375,297.13	-388,545.86
Total Bank Accounts	\$1,903,055.13	\$1,867,905.82	\$1,827,281.95
Accounts Receivable			
1210 Accounts Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of June 30, 2021

	APR 2021	MAY 2021	JUN 2021
Other Current Assets			
1199 Undeposited Funds	0.00	0.00	0.00
1220 VANCO - Payment Reconciliation	0.00	0.00	0.00
1230 Cash/Checks	0.00	0.00	0.00
1240 VANCO - ACH/MS	0.00	0.00	0.00
1250 VANCO - ACH	0.00	0.00	0.00
1260 Stripe	1,049.25	2,460.56	1,269.00
1310 Prepaid Expenses	18,134.29	16,225.50	14,316.71
1490 Other Current Assets	0.00	0.00	0.00
Total Other Current Assets	\$19,183.54	\$18,686.06	\$15,585.71
Total Current Assets	\$1,922,238.67	\$1,886,591.88	\$1,842,867.66
Fixed Assets			
1500 Fixed Assets			
1510 Building	3,810,161.57	3,810,161.57	3,810,161.57
1520 Land	3,772,325.00	3,772,325.00	3,772,325.00
1530 Furniture & Equipment	132,994.25	132,994.25	132,994.25
1590 Accumulated Depreciation	-521,969.39	-532,640.29	-543,311.19
Total 1500 Fixed Assets	7,193,511.43	7,182,840.53	7,172,169.63
Total Fixed Assets	\$7,193,511.43	\$7,182,840.53	\$7,172,169.63
TOTAL ASSETS	\$9,115,750.10	\$9,069,432.41	\$9,015,037.29

FIRST UNITARIAN UNIVERSALIST CHUR

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Balance Sheet As of June 30, 2021

	APR 2021	MAY 2021	JUN 2021
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2110 Accounts Payable	5,197.10	3,980.79	2,410.42
Total Accounts Payable	\$5,197.10	\$3,980.79	\$2,410.42
Credit Cards			
2150 Chase Credit Card 3081	4,507.89	3,259.41	1,792.67
Total Credit Cards	\$4,507.89	\$3,259.41	\$1,792.67
Other Current Liabilities			
2320 Security Deposits	0.00	0.00	0.00
2410 Payroll Liabilities	0.00	0.00	0.00
2450 Sales Tax Payable	0.00	0.00	0.00
2500 Accrued Interest	0.00	0.00	0.00
2610 PPP Loan	0.00	0.00	0.00
Sales Tax Agency Payable	0.00	0.00	0.00
Total Other Current Liabilities	\$0.00	\$0.00	\$0.00
Total Current Liabilities	\$9,704.99	\$7,240.20	\$4,203.09
Long-Term Liabilities			
2620 Construction Loan	1,293,573.56	1,289,732.79	1,286,061.85
Total Long-Term Liabilities	\$1,293,573.56	\$1,289,732.79	\$1,286,061.85
Total Liabilities	\$1,303,278.55	\$1,296,972.99	\$1,290,264.94
Equity			
3110 Unrestricted Net Assets	473,080.93	473,080.93	473,080.93
3120 Restricted Funds	7,429,514.13	7,429,514.13	7,429,514.13
Opening Balance Equity	0.00	0.00	0.00
Net Income	-90,123.51	-130,135.64	-177,822.71
Total Equity	\$7,812,471.55	\$7,772,459.42	\$7,724,772.35
TOTAL LIABILITIES AND EQUITY	\$9,115,750.10	\$9,069,432.41	\$9,015,037.29

FIRST UNITARIAN UNIVERSALIST CHUR
Profit and Loss
June 2021

	Total
Income	
4100 Earned Revenue	
4130 Rentals Revenue	6,983.00
Total 4100 Earned Revenue	\$ 6,983.00
4200 Contributed Revenue	
4210 Unrestricted Contributions	
4211 Pledge	44,799.73
4212 Sunday Plate	614.15
4213 Other Gifts	2,205.63
Total 4210 Unrestricted Contributions	\$ 47,619.51
4220 Restricted Contributions	150.00
4221 Special Plate	1,025.55
Total 4220 Restricted Contributions	\$ 1,175.55
Total 4200 Contributed Revenue	\$ 48,795.06
Total Income	\$ 55,778.06
Gross Profit	\$ 55,778.06
Expenses	
6100 Payroll Expenses	
6110 Salaries & Wages	41,314.48
6140 Employer Portion of Benefits	18,188.88
6150 Employer Portion of Taxes	1,714.56
6180 Other Labor Related Expense	900.61
Total 6100 Payroll Expenses	\$ 62,118.53
6210 Charitable Giving	
6211 UUA	4,026.37
6212 Member Support	1,500.00
6213 Community Support	-1,700.00
Total 6210 Charitable Giving	\$ 3,826.37
6220 Program Expenses	
6221 Meeting Costs	118.23
6223 Supplies	1,057.80
6224 Guest Speaker / Musician	1,100.00
6225 Travel (Parking, Tolls, and Mileage)	5.72
6226 Professional Development	1,894.72
6228 Literature & Printed Materials	45.00
6229 Other Program Expenses	208.65
Total 6220 Program Expenses	\$ 4,430.12
6400 Occupancy Costs	
6420 Grounds Upkeep	2,174.16
6430 Security	204.99

6440 Utilities, Phone, & Internet		3,694.69
6450 Equipment		1,180.55
6460 Repairs & Maintenance		1,234.62
6490 Other Facility Expenses		190.00
Total 6400 Occupancy Costs	\$	8,679.01
6610 Office Supplies & Postage		43.17
6670 Software Subscriptions		1,946.94
6710 Legal & Professional Fees		3,019.90
6740 Property & Liability Insurance		1,229.17
6750 Bank Service Charges		1,159.13
6760 Merchant Processing Fees		588.41
6820 Depreciation Expense		10,670.90
6830 Interest Expense		5,822.83
Uncategorized Expense		13.66
Total Expenses	\$	103,548.14
Net Operating Income	-\$	47,770.08
Other Income		
4160 Interest and Dividends		83.01
Total Other Income	\$	83.01
Net Other Income	\$	83.01
Net Income	-\$	47,687.07
Non Operational Expenses		16,493.73
Annual Unrestriction from Savings		0.00
Operational Cash Flow Increase or Decrease	\$	(31,193.34)

Tuesday, Aug 10, 2021 02:37:58 PM GMT-7 - Accrual Basis

FIRST UNITARIAN UNIVERSALIST CHUR
Profit and Loss Comparison
January - June, 2021

	Total	
	Jan - Jun, 2021	Jan - Jun, 2020 (PY)
Income		
4100 Earned Revenue		-389.65
4110 Event Revenue		55.97
4120 Admissions/Ticket Revenue		3,245.10
4130 Rentals Revenue	27,106.25	39,185.55
4150 Merchandise Sales		42.00
Total 4100 Earned Revenue	\$ 27,106.25	\$ 42,138.97
4200 Contributed Revenue		
4210 Unrestricted Contributions		40,000.00
4211 Pledge	337,874.79	343,250.25
4212 Sunday Plate	5,047.08	16,923.23
4213 Other Gifts	19,925.38	100,376.94
Total 4210 Unrestricted Contributions	\$ 362,847.25	\$ 500,550.42
4220 Restricted Contributions	15,399.74	98,755.30
4221 Special Plate	8,691.65	1,219.76
Total 4220 Restricted Contributions	\$ 24,091.39	\$ 99,975.06
Total 4200 Contributed Revenue	\$ 386,938.64	\$ 600,525.48
Total Income	\$ 414,044.89	\$ 642,664.45
Gross Profit	\$ 414,044.89	\$ 642,664.45
Expenses		
6100 Payroll Expenses		
6110 Salaries & Wages	279,114.00	247,049.07
6140 Employer Portion of Benefits	68,310.19	58,341.60
6150 Employer Portion of Taxes	11,368.01	10,971.84
6180 Other Labor Related Expense	5,888.63	4,311.13
Total 6100 Payroll Expenses	\$ 364,680.83	\$ 320,673.64
6210 Charitable Giving	18.17	
6211 UUA	4,026.37	1,400.00
6212 Member Support	1,500.00	
6213 Community Support	9,024.28	14,399.96
6219 Other Charitable Giving		1,400.00
Total 6210 Charitable Giving	\$ 14,568.82	\$ 17,199.96
6220 Program Expenses		
6221 Meeting Costs	692.61	3,646.78
6223 Supplies	6,790.42	4,298.27
6224 Guest Speaker / Musician	7,035.00	5,155.00
6225 Travel (Parking, Tolls, and Mileage)	5.72	8,043.73
6226 Professional Development	5,002.35	400.00
6228 Literature & Printed Materials	433.87	3,835.03

6229 Other Program Expenses	2,390.87	847.31
Total 6220 Program Expenses	\$ 22,350.84	\$ 26,226.12
6300 Outreach Costs		
6310 Advertising		1,405.14
6311 Printing	7,239.16	5,211.50
6320 Recognition	133.43	
6330 Member Cultivation	20.00	10.81
6390 Other Outreach Expenses	0.00	488.19
Total 6300 Outreach Costs	\$ 7,392.59	\$ 7,115.64
6400 Occupancy Costs		
6410 Building Upkeep	1,546.67	822.78
6420 Grounds Upkeep	5,435.40	6,522.48
6430 Security	354.94	179.94
6440 Utilities, Phone, & Internet	21,435.59	20,409.62
6450 Equipment	1,180.55	
6460 Repairs & Maintenance	6,593.54	10,455.94
6490 Other Facility Expenses	595.00	
Total 6400 Occupancy Costs	\$ 37,141.69	\$ 38,390.76
6610 Office Supplies & Postage	1,194.82	8,216.55
6620 Dues & Membership Fees	238.60	929.48
6670 Software Subscriptions	8,599.73	5,043.95
6710 Legal & Professional Fees	15,200.91	19,880.98
6730 Permits, Licenses, and Other Fees	278.31	
6740 Property & Liability Insurance	6,495.85	20,225.00
6750 Bank Service Charges	6,561.82	5,800.82
6760 Merchant Processing Fees	3,385.58	4,221.94
6820 Depreciation Expense	64,025.40	11,203.86
6830 Interest Expense	34,461.39	35,796.45
Suspense (deleted)		820.00
Uncategorized Expense	13.66	428.92
Total Expenses	\$ 586,590.84	\$ 522,174.07
Net Operating Income	-\$ 172,545.95	\$ 120,490.38
Other Income		
4160 Interest and Dividends	543.45	706.15
Total Other Income	\$ 543.45	\$ 706.15
Other Expenses		
Reconciliation Discrepancies	5,820.21	
Total Other Expenses	\$ 5,820.21	\$ 0.00
Net Other Income	-\$ 5,276.76	\$ 706.15
Net Income	-\$ 177,822.71	\$ 121,196.53
Non Operational Expenses	\$ 98,486.79	\$ 47,000.31
Annual Unrestriction from Savings	\$ 23,000.00	\$ 23,000.00
Operational Cash Flow Increase or Decrease	\$ (56,335.92)	\$ 191,196.84

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	Total	Ministry	Music	RE	Admin
Earned Revenue					
Earned Revenue:Event Revenue	\$ 15,000				
Earned Revenue:Admissions/Ticket Revenue	\$ 10,000				
Earned Revenue:Rentals Revenue	\$ 125,000				
Contributed Revenue:Unrestricted Contributions:Pledge, existing members	\$ 670,000				
Attrition	\$ (23,450)				
New Member Pledge Giving	\$ 50,000				
Contributed Revenue:Unrestricted Contributions:Sunday Plate	\$ 40,000				
Contributed Revenue:Unrestricted Contributions:Other Gifts	\$ 70,000				
Contributed Revenue:Restricted Contributions:Special Plate	\$ 10,000				
Revenue: Contributed Revenue: Chrstmas Eve Services Plate	\$ 2,500				

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	Total	Ministry	Music	RE	Admin
Contributed Revenue:Other					
Contributed Revenue	\$ 21,500				
Unrestricted Income from					
Savings Fund	\$ 25,000				
Total Revenue	\$ 1,015,550				
Payroll Expenses					
Payroll Expenses:Salaries &					
Wages	\$ 629,178	\$ 222,787	\$ 151,155	\$ 201,171	\$ 54,066
Taxes and Benefits	\$ 146,854	\$ 61,681	\$ 31,418	\$ 38,784	\$ 14,971
Payroll Expenses:Other					
Labor Related Expense	\$ 8,000	\$ 2,160	\$ 2,240	\$ 2,800	\$ 800
Payroll Expenses:Contract					
Labor	\$ 35,000	\$ 7,080	\$ 26,120	\$ 1,400	\$ 400
Total Payroll Expenses	\$ 819,032	\$ 293,708	\$ 210,933	\$ 244,155	\$ 70,237
Charitable Giving					
Charitable Giving:UUA	\$ 26,574	\$ 7,175	\$ 7,441	\$ 9,301	\$ 2,657
Charitable Giving:Member					
Support	\$ 2,500	\$ 2,500			
Charitable Giving:Community					
Support	\$ 12,500	\$ 3,375	\$ 3,500	\$ 4,375	\$ 1,250
Charitable Giving:Other					
Charitable Giving					
Total Charitable Giving	\$ 41,574	\$ 13,050	\$ 10,941	\$ 13,676	\$ 3,907
Program Expenses					

Draft 2022 Budget

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	Total	Ministry	Music	RE	Admin
Program Expenses:Meeting Costs	\$ 1,000	\$ 270	\$ 280	\$ 350	\$ 100
Program Expenses:Event Costs	\$ 8,500	\$ 2,295	\$ 2,380	\$ 2,975	\$ 850
Program Expenses:Supplies	\$ 18,250	\$ 3,780	\$ 3,920	\$ 9,150	\$ 1,400
Program Expenses:Guest Speaker / Musician	\$ 15,000	\$ 1,050	\$ 13,950		
Program Expenses:Travel (Parking, Tolls, and Mileage)	\$ 250	\$ 68	\$ 70	\$ 88	\$ 25
Program Expenses:Professional Development	\$ 44,007	\$ 20,040	\$ 6,850	\$ 6,837	\$ 10,280
Program Expenses:Literature & Printed Materials	\$ 2,000	\$ 540	\$ 560	\$ 700	\$ 200
Program Expenses:Other Program Expenses	\$ 32,000	\$ 8,640	\$ 8,960	\$ 11,200	\$ 3,200
Total Program Expenses	\$ 121,007	\$ 36,683	\$ 36,970	\$ 31,300	\$ 16,055
Outreach Costs					
Outreach Costs:Advertising	\$ 500	\$ 135	\$ 140	\$ 175	\$ 50
Outreach Costs:Printing	\$ 14,500	\$ 3,915	\$ 4,060	\$ 5,075	\$ 1,450
Outreach Costs:Recognition	\$ 500	\$ 135	\$ 140	\$ 175	\$ 50
Outreach Costs:Member Cultivation	\$ 250	\$ 68	\$ 70	\$ 88	\$ 25
Outreach Costs:Other Outreach Expenses					
Total Outreach	\$ 15,750	\$ 4,253	\$ 4,410	\$ 5,513	\$ 1,575

	Total	Ministry	Music	RE	Admin
Occupancy Costs					
Occupancy Costs:Building Upkeep	\$ 3,000	\$ 810	\$ 840	\$ 1,050	\$ 300
Occupancy Costs:Grounds Upkeep	\$ 13,045	\$ 3,522	\$ 3,653	\$ 4,566	\$ 1,305
Occupancy Costs:Security	\$ 360	\$ 97	\$ 101	\$ 126	\$ 36
Occupancy Costs:Utilities, Phone, & Internet	\$ 43,482	\$ 11,740	\$ 12,175	\$ 15,219	\$ 4,348
Occupancy Costs:Equipment	\$ 6,000	\$ 1,620	\$ 1,680	\$ 2,100	\$ 600
Occupancy Costs:Repairs & Maintenance	\$ 13,000	\$ 3,510	\$ 3,640	\$ 4,550	\$ 1,300
Occupancy Costs:Other Facility Expenses	\$ 500	\$ 135	\$ 140	\$ 175	\$ 50
Total Occupancy	\$ 79,387	\$ 21,434	\$ 22,228	\$ 27,785	\$ 7,939
Uncategorized, Non-Payroll Expenses					
Office Supplies & Postage	\$ 2,750	\$ 743	\$ 770	\$ 963	\$ 275
Dues & Membership Fees	\$ 2,300	\$ 621	\$ 644	\$ 805	\$ 230
Software Subscriptions	\$ 10,000	\$ 2,700	\$ 2,800	\$ 3,500	\$ 1,000
Legal & Professional Fees	\$ 27,000	\$ 7,290	\$ 7,560	\$ 9,450	\$ 2,700
Permits, Licenses, and Other Fees	\$ 900	\$ 243	\$ 252	\$ 315	\$ 90
Property & Liability Insurance	\$ 17,000	\$ 4,590	\$ 4,760	\$ 5,950	\$ 1,700
Bank Service Charges	\$ 12,425	\$ 3,355	\$ 3,479	\$ 4,349	\$ 1,243
Merchant Processing Fees	\$ 6,856	\$ 1,851	\$ 1,920	\$ 2,400	\$ 686
Other Miscellaneous Expense	\$ -				
Amortization	\$ -				
Depreciation Expense	\$ 128,051	\$ 34,574	\$ 35,854	\$ 44,818	\$ 12,805
Interest Expense	\$ 68,957	\$ 18,618	\$ 19,308	\$ 24,135	\$ 6,896
Interest and Dividends	\$ -				

Draft 2022 Budget

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	Total	Ministry	Music	RE	Admin
Sub-total Uncategorized, non-payroll expenses)	\$ 276,238	\$ 74,584	\$ 77,347	\$ 96,683	\$ 27,624
Non-Cash Expenses Adjustment (Interest and depreciation)	\$ (197,007)	\$ (53,192)	\$ (55,162)	\$ (68,953)	\$ (19,701)
Net Uncatergorized, non-payroll expenses	\$ 79,231	\$ 21,392	\$ 22,185	\$ 27,731	\$ 7,923
Total Non-Payroll Expenses	\$ 336,949	\$ 96,812	\$ 96,734	\$ 106,004	\$ 37,399
Total Payroll Expenses	\$ 819,032	\$ 293,708	\$ 210,933	\$ 244,155	\$ 70,237
Total Expenses	\$ 1,155,981	\$ 390,520	\$ 307,667	\$ 350,159	\$ 107,636
Total Revenue	\$ 1,015,550				

Net Income/Loss \$ (140,431)



Statement of Congregational Sponsorship

24

Applicants to Unitarian Universalist fellowship must be sponsored by a UU congregation. Congregations govern our ministry and authorize its conditions of membership. The purpose of this requirement is to ensure familiarity on the part of our UU ministers with UU congregational life and encourage congregations to take a responsible role in the recruitment, preparation, and assessment of ministers.

Sponsorship of an applicant indicates confidence in the applicant's potential and suitability for UU ministry. The Ministerial Fellowship Committee and the Ministries and Faith Development Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition.

In most instances, sponsorship of an applicant will be approved by the congregation's governing body, and not by congregational vote.

It is expected that the sponsoring congregation is a member of the Unitarian Universalist Association.

* * * * *
Affirming these responsibilities, we, the _____
Name of congregation

elect to sponsor _____ as an aspirant for ministerial fellowship.
Name of applicant

Name of applicant _____

Name of congregation president or board chair _____

Name of congregation _____

Address of congregation _____

Return this form by email to: mco@uua.org