

# First Universalist Church Board of Trustees

September 17, 2015

## Board Packet

| <u>Table of Contents</u>                                                      | <u>Pages</u> |
|-------------------------------------------------------------------------------|--------------|
| Letter from the President                                                     | 1            |
| Agenda                                                                        | 2            |
| August Board Minutes                                                          | 3-4          |
| August Attendance                                                             | 5            |
| August Membership Report                                                      | 6            |
| Senior Minister's Report (Contains Letter of Agreement with Rev. Kate Tucker) | 7-11         |
| Using Choice Points to Advance Equity & Inclusion                             | 12           |
| Using Choice Points to Advance Equity                                         | 13           |
| Board Goals 2015-2016                                                         | 14           |
| Racial Justice Resolution                                                     | 15           |
| Finance Committee Materials                                                   | 16-27        |

Date: September 10, 2015  
To: First Universalist Board of Trustees  
From: Cindy Marsh, President  
Re: September 17, 2015 Meeting

September is a month of transitions and beginnings. We finished the summer with an exuberant service led by Rev. Jen at Lake Harriet. On Labor Day week end we listened to a stimulating sermon from Ashley Horan on “a theology of labor”. By the time you read this we will have celebrated our Water Communion Service and affirmed a new covenant with Rev. Kate Tucker. We started the church year with Families Moving Forward families housed in our building the week of September 6th. Our volunteers have stocked the Food and Clothing Closets at Augsburg Fairview Academy along with backpacks and school supplies. Circles are forming and committees are launching. So much is going on--it is rewarding to be part of and serve this vibrant community!

We have another full meeting this month. Remember to review the reading and reflection question(s) in the Senior Minister’s report. Many of you commented on the rich and meaningful check-in we had at our August meeting; your preparation and reflection contributes to that experience.

Following are some of the bigger picture agenda topics this month. First, we’ll review the best practices coming out of our “working session” on what the Senior Minister Team and Board need from each other to continue to deepen trust and create an effective partnership. I’ll send out both the flip chart notes and an integrated summary under separate cover. The goal in the meeting is to quickly review and fine tune the summary document and determine if we can accept it as a covenant and guideline for our work together. (If it needs much more work, we’ll complete offline and revisit next month.)

Last month we agreed that we’d use the *Race Forward* model and questions, as recommended by the Governance Committee, as our racial justice lens for evaluating key decisions and opportunities. We will apply that lens to our formation of and guidance to the Resource Development Planning Committee. I’ve asked Richard to suggest a representative from the Governance Committee to facilitate our discussion.

Finally, we will work on finalizing our Board goals for 2015-16. I have drafted a set of goals based on our past discussions; please review and be ready to fin tune these goals, to identify what is missing, and to note what might be eliminated.

Because of the way the calendar falls this month, Committees will meet the same week as our Board meeting. Thus, Committee minutes and other materials will be distributed at the Board meeting and are not included in this packet.

See you all on the 17<sup>th</sup>. I am excited about the journey we are on, and the opportunities we have to serve this Church and contribute to our future.

**First Universalist Church of Minneapolis  
Board of Trustees Meeting  
17 September 2015  
6:30 p.m. Cummins Room  
Agenda**

- 6:30 **Call to Order**
- Lighting of the Chalice  
*May this flame that burns before us light our way, informed by the wisdom of leaders gone before, and inspired by the trust that we have been given as stewards of this Church. May we have vision, compassion, and courage as we serve this congregation now and for the generations to come.*
  - Reading (see SM report)
  - Spiritual reflection question (see SM report)
- 6:45 **Consent Agenda**
- Approval of minutes from August 20 meeting
  - Acceptance of attendance and membership numbers
  - Acceptance of staff and significant volunteer changes
  - Acceptance/approval of Letter of Agreement with Rev. Kate Tucker
- 6:50 **Items from the Senior Minister**
- 7:00 **Follow-up: Building the Senior Minister Team and BOT Partnership**  
(follow-up to August BOT executive session)
- See meeting notes and summary best practices sent under separate cover
- 7:15 **Applying a Racial Justice Lens to chartering a Resource Development Planning Committee**
- Using the Race Forward template/questions
- 8:00 **BREAK**
- 8:05 **Board Goals for 2015-16**
- 8:30 **Finance Committee Report**
- Includes review of 2014-15 financials (monitoring schedule)
- 8:40 **Governance Committee Report**
- 8:45 **Items from the monitoring Schedule**
- Annual Work Plan (deferred to October BOT meeting)
  - Treatment of Staff – job descriptions and position criteria
  - Staff grievance procedure
  - Treatment of volunteers
- 9:00 **Items from the President**
- Congregational Conversation
  - Working session and retreat
- 9:15 **Adjournment**

# First Universalist Church of Minneapolis

## Board of Trustees Meeting

### Minutes

August 20, 2015

#### **I. Attendance.**

Trustees Present: Dave Bach, Marion Bauer, Jill Braithwaite, Eric Cooperstein, Cindy Marsh, Christina Nicholson, Dick Niemiec, Richard Spratt, Karin Wille.

Staff Present: Rev. Justin Schroeder, Rev. Jen Crow.

The meeting convened at 6:32 with the call to order and chalice lighting.

The Trustees discussed a reading and spiritual reflection question from The Transformative Power of Practice by Ng'ethe Maina and Staci Haines.

#### **II. Consent Agenda – moved and approved.**

- Approval of minutes from June meeting and June executive session meeting
- Acceptance of attendance and membership numbers
- Acceptance of staff and significant volunteer changes
- Sponsorship of Arif Mamdani and Sara Smalley for seminary and Andrea Johnson to be credentialed to conduct marriage ceremonies
- Appointment of Pam Vincent as Chair, Nominating Committee

#### **III. Executive Session: Building the Senior Minister Team and BOT Partnership**

The Board moved into executive session at 7:03 p.m. Ministers Justin Schroeder and Jen Crow were invited into the session. The executive session was conducted as a workshop on Board and Senior Minister Team communications and improving the functioning of the Board, building on the successes of the past year.

The Board moved out of executive session at 8:07 p.m.

#### **IV. Governance Committee Report**

Richard Spratt, Chair, reported. The Governance Committee has been working on how the Board can apply a racial justice lens to its work. The Trustees reviewed written

materials from Race Forward, a nonprofit organization that works to advance racial justice.

The Board discussed implementing a Race Forward tool, Choice Points to Advance Equity (CPAI), in Board meetings, agenda-setting, and decision-making. The board had a discussion around how to begin implementing this analytical framework and choosing issues to begin doing this work.

#### **V. Finance Committee Report**

Rev. Crow provided a preliminary report on the year-end financial numbers, which showed a small deficit of about \$8,000. As the Church moves from accrual to cash basis accounting, there may be financial adjustments on paper that have a negative impact on either the 2014-15 or 2015-16 numbers. More information will be discussed with the Finance Committee at its September meeting.

#### **VI. Items from the Senior Minister**

Rev. Schroeder discussed his plan to convene a meeting of church leaders and committees who are involved in stewardship and fundraising to try to coordinate and unify the Church's development efforts.

#### **VII. Items from the Senior Minister and President**

An update was provided on the Resource Planning Development Committee which was introduced at our June meeting. Although direction was provided to this team to conduct its work with a racial justice lens, the Board agreed it was best to take a pause and revisit the committee make-up and charter using the newly agreed upon model for decision making recommended by the Governance Committee.

Rev. Schroeder and President Marsh also reported on a get acquainted meeting with representatives from Shir Tikvah to look at potential opportunities to partner together; Shir Tikvah is the congregation that uses our space during Jewish holidays and selected other occasions.

#### **VIII. Items from the President**

President Marsh discussed some possible Board goals for the coming year. The Board will attempt to finalize goals in September. The Board also discussed scheduling a retreat and working sessions.

President Marsh asked for a volunteer to serve as the Trustee Representative on the Nominating Committee. The Nominating Committee meets the 3<sup>rd</sup> Monday of the month from 7:00 – 8:30 p.m.

The meeting adjourned at 9:30 p.m.

# August Attendance

|                           | 2015 |              | 2014 |              |
|---------------------------|------|--------------|------|--------------|
| <b>Adults</b>             |      | <b>10:00</b> |      | <b>10:00</b> |
| 1st week                  |      | 254          |      | 236          |
| 2nd week                  |      | 245          |      | 214          |
| 3rd week                  |      | 208          |      | 305          |
| 4th week                  |      | 344          |      | 255          |
| 5th week                  |      | 700*         |      |              |
| Monthly Total             |      | 1051         |      | 1010         |
| <b>Average for August</b> |      | 262.75       |      | 252.5        |
| <b>RE</b>                 |      |              |      |              |
| 1st week                  |      |              |      |              |
| 2nd week                  |      |              |      |              |
| 3rd week                  |      |              |      |              |
| 4th week                  |      |              |      |              |
| 5th week                  |      |              |      |              |
| Monthly Total             |      |              |      |              |
| <b>Average for August</b> |      |              |      |              |
| <b>Combined Average</b>   |      | 262.75       |      |              |

**Notes** \*Lake Harriet Service, not included in totals or averages.

**First Universalist Church  
AUGUST 2015 Statistical Report  
September 17, 2015**

**MEMORIAL SERVICES: 1**

Thomas Atchison, August 23 – Rev. Justin Schroeder

**MARRIAGES/SERVICES OF COMMITMENT: 1**

Colleen Schaeffle and Ian Cook – Rev. Ruth MacKenzie

**MEMBERS FOR APPROVAL: 0**

**MEMBERS REINSTATED:**

**MEMBERS FOR REMOVAL: 2**

Elaine Davis - deceased

Joanne Engelking

**CHILDREN DEDICATED: 0**

|                       | To Date    | End of Year Totals |             |            |            |
|-----------------------|------------|--------------------|-------------|------------|------------|
| MEMBERS               | 2014-2015  | 2013-2014          | 2012-2013   | 2011-2012  | 2010-11    |
| (Fiscal Year)         | 58         | 46                 | 110         | 76         | 98         |
| <b>TOTAL MEMBERS:</b> | <b>922</b> | <b>921</b>         | <b>1030</b> | <b>953</b> | <b>927</b> |

**TOTAL MEMBERS AS OF THE LAST MEETING: 922**

**To be added:**

**To be removed :**

**TOTAL MEMBERS: 922**

## **Executive Minister Report to the Board September 2015**

### **Opening Reading:**

Walkers with the Dawn, by Langston Hughes

Being walkers with the dawn and morning,  
Walkers with the sun and morning,  
We are not afraid of night,  
Nor days of gloom,  
Nor darkness--  
Being walkers with the sun and morning.

You can read more about Langston Hughes' life here:

<http://www.poets.org/poetsorg/poet/langston-hughes>

### **Spiritual Reflection Questions:**

These questions are meant to stimulate your thinking. You don't need to answer all of them, just pick the one that resonates most with you and respond to that one. Or, if none of these questions are the right one for you right now - choose your own question and answer that one.

- In what ways are you a walker with the dawn and morning? Where do you find that you are relentlessly hopeful in your life? Where or how are you relentlessly hopeful about our church?
- Are there places of night or gloom or darkness that are frightening to you right now? How are you living with that fear?

### **Staff Changes:**

I'm happy to say that with the hiring of our new half-time custodian, Toberxara Bradt, we are now fully staffed in the configuration that was developed in consultation with MAP last spring. We are also approaching the 90-day mark with two of our recent hires, our Communications Manager, Jenn Stromberg, and our Membership Specialist, Andrea Love. Both individuals have brought an impressive array of skills to our staff, and we are all settling in together well. As we have welcomed our tenant, Temple Israel, the Families Moving Forward program, and Shir Tikvah for their High Holy Days services - all alongside our own approaching return to two services and full religious education classes - our administrative and facilities staff have all been working to their highest



capacity. We are grateful for their dedication, creativity, and flexibility as we've worked together to serve the mission and vision of the church through the shared use of our space.

**Volunteer Changes:**

Leadership of our partnership with Augsburg Fairview Academy (AFA) has passed from Cindy Marsh to Joann Patterson.

Peg Mitchell, co-coordinator of our Families Moving Forward partnership, has agreed to chair the Holiday Giving project for 2015.

**Updates:**

Below, please see the letter of understanding that has been created between Rev. Justin and Rev. Kate.

Dear Board of Trustees,

We delight in this time of reconnecting with Rev. Kate Tucker, our Minister Emerita, who served this congregation for 15 years as Associate Minister. When she retired 3 years ago, she was named Minister Emerita, an honorary title, which means she has a lifelong connection with this faith community, just like Rev. John Cummins, our Minister Emeritus.

When Kate retired in 2012, Kate and the leadership of the church gladly agreed to embrace the time-tested Unitarian Universalist Association guidelines, which suggest that for a clear relationship, we needed to keep some distance between us for a number of years. We chose 3 years and now those 3 years have ended.

On September 13, we welcomed Rev. Kate Tucker back to this faith community in a re-covenanting ceremony. During this ceremony, she gracefully reminded the congregation that she will be around First Universalist from time to time, but not as an Associate Minister, pastor, or counselor. Instead, she now serves the ministers that this church has called and chosen.

The bullet points, below, outline the new relationship that we are entering into with the Rev. Kate Tucker:

\*All requests for Kate's presence at church events or programming will go through the Sr. Minister. Justin will be the Minister who communicates with Kate.

\*During her first year back (2015-2016 church year), Kate will most likely take part in a couple of our church events, as she is willing and able. In subsequent years, we may invite Kate's once-a-year presence in our pulpit.

\*Kate will not officiate at memorial services or weddings for church members or friends and will not provide pastoral care to church members or friends. (The only exception would be if the Sr. Minister requests such support.)

\*Kate's presence and participation is welcome at all marches, rallies, social justice witness events and other large community events where First Universalist Ministers and Congregants are participating. Her role in our public witness and public Faithful Action work is welcome and appreciated.

\*Kate is welcome to attend church services and memorial services.

\*We would welcome Kate's presence at significant moments in the life of the church, i.e., installations and ordinations, events like the Marriage Equality Celebration we had several years ago, or a service in response to a national or global crisis.

In living into this covenant, we recognize that Kate now stands with the Rev. John Cummins and shares his role -- a role that is rooted in dedication to the life and health of this great congregation.

Faithfully,

Rev. Kate Tucker

Rev. Justin Schroeder

### **Monitoring Schedule:**

- Treatment of Staff
  - Job Descriptions and Position Criteria
    - Cindy passed on the results of her review of employee job descriptions and recommendations from 2013-14 to Jen. Cindy also reviewed and approved the format for our administrative team job descriptions, with the suggestion that we include a common set of "core competencies" across all job descriptions. Jen has reviewed all current personnel files and has determined that while the

majority of job descriptions and position criteria are in place and correct, several are in need of updating. Jen will ensure that all job descriptions and position criteria are updated and in place by the October Board meeting.

- Staff Grievance Procedure
  - The following text is included in the Employee Handbook, and all employees have received this handbook and can reference it in our shared documents folder.

## **Employee Complaint Process**

It is the intent of the Church to create an environment which is consistent with, and expressive of, the stated principles of the Unitarian Universalist Association. The principles that apply most directly are those that call us to honor the worth and dignity of all people, and to promote justice, equity, and compassion in human relations. Affirming these principles, the Church has provided resources and established procedures to enable resolution of problems in the workplace. These include employee performance evaluations, probationary periods, and staff development resources. Any staff member experiencing problems in conducting her or his work is encouraged to make use of them at the earliest recognition of conflict.

The procedures are intended to promote clear communication and articulation of existing policies within the context of the continuing employment relationship. The goal is to foster a harmonious environment and to provide a safe atmosphere in which conflicts between individuals may be addressed, and to provide support to assist them in renewing the trust and cooperation necessary for a healthy working relationship.

No set of procedures can achieve these purposes alone. All staff members share in creating expectations, practices, and customs which together constitute the "culture" at First Universalist. Therefore, staff members must regard their work as the ongoing creation of a "culture of caring."

To supplement the formal aspects of any problem-solving or grievance procedure, it is expected that each person take personal responsibility for promoting attitudes that enable the procedures to function effectively. Respect for the feelings and privacy of each person involved in a grievance necessarily

implies that what is said in any meeting or hearing under these procedures should be held in confidence by those in attendance. In addition, refraining from discussing a situation known to be the subject of a grievance provides an opportunity for the process to function without the distraction of having to quell rumors.

The welfare of the staff depends on the reliability, fairness, expedience, and goodwill brought to these procedures. While interpersonal misunderstandings are to some extent inevitable, individuals working together to create a culture of caring will find ways of addressing differences and conflicts which affirm the worth and dignity of all concerned.

Every employee at First Universalist, regardless of position, has the right to ask internally (via Direct Supervisor, Rev. Jen Crow or Rev. Justin Schroeder, or ultimately, the Board of Trustees) for assistance in resolving conflict or in asking for help in communication with her or his supervisor or any other employee. It is never appropriate to bring staff related conflicts or grievances to congregants.

When conflict or dissatisfaction relating to work arises, employees are encouraged to first contact the person with whom they have the complaint. In doing this, employees are following our staff covenant of right relations, which calls staff to address conflict directly. If the complaint remains unresolved, employees are encouraged to contact their immediate supervisor. If the matter remains unresolved, or if the complaint is with an employee's immediate supervisor, employees may talk to either Rev. Jen Crow or Rev. Justin Schroeder.

If none of these avenues resolve the complaint, the employee may file a formal complaint with the Board of Trustees.

- Treatment of Volunteers
  - A note from Justin: David Leppik and the Governance Committee were overseeing this Treatment of Volunteers process. They did a "Treatment of Volunteers" survey in 2014, but haven't done anything for 2015, as far as I know. This has always lived with the Governance Committee. The staff has not overseen this process.

# Using Choice Points to Advance Equity and Inclusion

1. Where are the decision-making points that affect outcomes?
2. What decisions/actions may be reinforcing the status quo, implicit bias and current inequities?
3. What alternative action options could produce different outcomes?
4. Which action will best advance equity and inclusion?
5. What reminders, supports and accountability systems can be structured into routine practices to keep equity as a high priority?





## Using Choice Points to Advance Equity

1. **Identify a Choice Point:** What is one of your points of opportunity to make or influence a decision that may affect equitable outcomes?
2. **Assess Impacts:** What are the impacts of current decisions and actions that may be unintentionally reinforcing bias, barriers or inequities?
3. **Generate Options:** What are some alternative action options that could produce different outcomes? (Try to generate several of them.)
4. **Decide Action:** Which option will generate the most leverage, momentum or gain towards advancing equity and inclusion?
5. **Change Habits:** What reminders or “equity primes” can be structured into you routine practices and protocols to make equity an ongoing priority and habit? What relationships, supports, incentives or accountability measures could help?

**First Universalist Church of Minneapolis**  
**Board and Board Committee Goals for 2015-16**  
**Draft for Discussion 20 September 2017**

**Board of Trustees Goals:**

Implement the shared leadership model and best practices developed by the Board and Senior Minister Team in order to build a trusting and effective partnership; periodically evaluate our progress in implementing these practices.

Continue leading on racial justice, using the groundwork established through the passage of the Racial Justice resolution, specifically:

- Continue educating ourselves about race, racism, and whiteness.
- Define and then consistently apply what we mean by a “racial justice lens”: a framework or set of questions we can use to evaluate critical decisions, opportunities, and other choice points.
- Create and review policies to ensure they reflect our racial justice work and commitment.

Take a broad look at strategies to meet the current and future financial needs of First Universalist Church.

Further define and refine Board linkage with the congregation through meaningful opportunities to listen closely to needs and aspirations.

Develop and implement a process to gather the input needed from the congregation to refine and adopt the Congregational Covenant (GC leads).

Continue developing our spiritual connection to each other and as a Board “circle” through readings, reflection and deep listening.

**Finance Committee Goals:**

**Governance Committee Goals:**

First Universalist Church  
Racial Justice Resolution  
Approved by the Congregation at the  
May 31, 2015 Annual Meeting of the Members

Whereas:

- We are witnesses to a crisis in our nation regarding systemic racism and oppression in education, employment, government and our justice system;
- Systemic racism has been highlighted in the news media because of the pervasive mistreatment, including recurring killings, of African Americans and other people of color by law enforcement officers in communities throughout the nation;
- We are guided by the following definitions: Racial Justice is the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all; a Racial Justice Lens focuses on ways in which race, racism, and whiteness shapes experiences with institutional and cultural power, access to opportunity, treatment and outcomes, both today and historically;
- The impacts of systemic racism are fundamentally at odds with our Unitarian Universalist beliefs, and confronting racial inequity and oppression is essential for our humanity and spiritual life;
- First Universalist Church has made a commitment to Racial Justice through intensive education and training of our congregation on the historical and current impacts of systemic racism and white privilege on society and the environment;
- We have created a Racial Justice Leadership Team and a Faithful Action Leadership Team to provide guidance for our Racial Justice work;
- First Universalist Church has undergone an extensive Racial Justice mapping process to define the most strategic areas for change, within our church structure, that will have the most impact on eliminating structural racism within our church;
- We have made a commitment to looking at our worship services, religious education curricula, board meetings, committees, and all our programming with a Racial Justice Lens; and
- Members of our congregation and clergy are standing next to our brothers and sisters in public protests, on social media, and in our communities to support efforts to address racial injustice;

Therefore, be it resolved that:

First Universalist Church of Minneapolis publicly declares its commitment to:

- Continuing the fight for Racial Justice through ongoing changes to the processes of the church, education, advocacy, self-reflection, and relationship-building; and
- Addressing structural racism and whiteness in First Universalist Church through intentional efforts in every area of our ministry and work.



**First Universalist Church – Finance Committee Minutes**  
**Monday, September 14, 2015**  
**Cummins Room**

Attendance: Present – Eric Cooperstein, Dick Niemiec, Karin Wille, Rev. Justin Schroeder, Rev. Jen Crow, Brad Schmidt, Liz Loeb (development consultant); Absent – Nate Ahlberg, Christina Nicholson

Dick Niemiec convened the meeting at 6:05 pm.

The committee approved the June 10, 2015 minutes.

Jen presented a summary of the 2015-6 budget for the fiscal year beginning July 1. The committee liked the summarized nature of the budget, felt it would be a good document for monitoring the budget throughout the year, and to present to the board and congregation during the year. Jen agreed that certain accounts could be presented on a more detailed basis, some account titles could be revised for clarity and a glossary of terms could be developed. The committee suggested adding columns to display the previous year actuals and the current year projections.

Jen will present financials to the committee and board monthly with a more detailed analysis quarterly.

Dick asked the committee for preferences on meeting dates. Since the board meets the third Thursday of the month, and Jen and Brad will need time to close the monthly books the preference was for either the second Tuesday or Thursday. Dick will check with Nate and Christina on their availability.

Justin introduced Liz Loeb, the Church's development consultant. Justin reminded the committee that they were invited to a meeting on October 22 where both annual and capital fundraising goals and strategies will be discussed with the board and other committees involved in fundraising. Justin, Liz, Jen, Brad and the committee discussed ways to act out our values and develop technical skills in fundraising. The committee suggested to Justin and Liz that they use the initial meeting to gather history and experiences before moving to conclusions on approaches.

Jen presented the June 30 year-end financials developed by Kurt Hochfeld, the MAP consultant, Brad and herself. This involved the move to a modified cash basis. Jen indicated the 2014-5 fiscal year ended with a deficit of \$15,536 and the balance sheet showed a decrease of \$1,111,757 due to the removal of pledges and fees receivable reflecting the transition to the modified cash basis.

The committee considered goals for 2015-6 and determined the following list will be presented to the board on September 17:

- Review going to a modified cash basis as recommended by MAP
- Consider other MAP recommendations from the February financial assessment
- Develop financial statements that are simpler and more transparent including a "1-page" summary
- Consider modifications to the current monitoring schedule
- Apply a racial justice lens for financial affairs
- Resolve the question of divestment of fossil fuels in our investment portfolio in conjunction with Ross Levin, the Church's investment advisor, and applying the racial justice lens
- Develop a three to five year financial forecast
- Determine how the church's database can be valuable in managing financial affairs
- Determine utility of a church-wide "dashboard"
- Modify the budget variance policy
- Review staff policy & procedures manual with the committee

In discussing divestment the committee felt it should engage in "listening sessions" with the environmental justice group and the congregation.

The meeting adjourned at 7:35 pm.

Submitted by Dick Niemiec, committee chair

## Report from Rev. Jen Crow to the Finance Committee, September 14, 2015

### Notes on the move to a new accounting method

- As recommended in our February 2015 financial review by MAP, we have moved to a new accounting method beginning on July 1, 2015. One of the primary benefits of this change is in how we track pledges. While we will still create our budget and make projections based largely on our expected pledges, we will no longer list pledges as receivables. Receivables are meant to include only items that the “owner” is legally responsible to pay. As Kurt says, if you can’t or would never sue for it, it shouldn’t be a receivable (i.e. pledges, RE fees, etc.). Practically speaking, this change means a simpler and clearer revenue and expense sheet. Our pledges will be recorded in the year that they arrive, and we will eliminate the holdover balances from previous years. As you look to the 2015 balance sheet, you may notice the negative 1,100,000 number listed under “excess cash received.” This is a correction as we move to the new accounting method, eliminating the tracking of both pledge income that has been received in the fiscal year and pledge income that is expected in the upcoming year. Going forward, we will track only the pledge income actually received during the fiscal year.
- As we prepared to change to a modified cash basis of accounting, several adjustments needed to be made to conform to our new accounting method. In essence, all unpaid pledges and RE fees from prior years, as well as all miscellaneous accounts receivable and deposits from prior years were written off. These write offs occurred largely in the non-operating class, but a few did occur in the operating class, thereby effecting the end of the year balance in revenues and expenses. All income and expenses will now be tracked in the current year, as they occur.
- As you look at the end of year revenue and expense sheet, our pledge revenue is a good place to see where changes will occur going forward. Here you see 5 lines of data whereas going forward, you will see only one line. This line will reflect what we have actually received in pledges during the current fiscal year, regardless of whether it is a payment on a past pledge payment or a current pledge. We will track the detail of individual pledges in our database, so that information will continue to be available, but it will no longer be tracked on our balance sheet.

## Highlights from the 2014-15 financial year

### Income

- **Total income came in roughly \$129,000 under budget.**
- We budgeted \$1,131,525.93 in pledges, minus a 5% loss of \$55,470 for a total of \$1,076,055.93. When you combine all of our pledge income that was actually received, the total income is \$1,028,136.37. **This means that our pledge income was approximately \$50,000 less than budgeted.** Going forward, we are writing off the \$20,779.32 in unpaid pledges from 2013-14, to comply with our new accounting method.
- Unpaid pledges to the Cummins Fund will now be tracked in our database, not on our balance sheet, (\$14,510).
- Our large fundraiser came in approximately \$15,000 under budget.
- Dividends and interest came in significantly higher than expected.

### Expenses

- **Total expenses came in roughly \$77,000 under budget.**
- Salary and benefits came in roughly \$49,000 under budget.
- Program fees came in \$9,000 over budget - this is largely a reflection of the RE Program Supplies line, which includes childcare expenses and chalice camp expenses that were not included in other budget lines.
- Administrative expenses came in roughly \$4,000 over budget, largely due to the printing and copying line.
- Our insurance came in roughly \$3500 over what was budgeted.
- Repairs and maintenance came in nearly \$13,000 under budget, and other building related expenses came in approximately \$10,000 under budget.

### Balance Sheet, June 2015

- Total current assets of \$3,025,709.07, compared to \$2,788,658.99 in June 2014.
- Total fixed assets of \$1,697,067.10, compared to \$1,806,479.51 in June 2014. This reflects typical depreciation of the building and its contents.
- Total mortgage related liabilities are roughly \$788,000 compared to roughly \$587,000 in June 2014.
- Total church and foundation equity went down from roughly \$3,264,000 to \$2,972,000.
- The "Excess cash received" line reflects the difference between revenue and expense totals. The roughly \$1,100,000 negative in excess cash received reflects the removal of pledges and fees receivable, which reflects the transition to the modified cash basis of accounting.

**First Universalist Church of Minneapolis**  
**Balance Sheet**  
**June 2015**

**Accounts**

**Assets**

**Current Assets**

**Cash & Cash Equivalents**

|                                      |               |
|--------------------------------------|---------------|
| 1-1001-001 - U S Bank - Checking     | (\$343.72)    |
| 1-1015-001 - U S Bank - Savings      | \$416.56      |
| 1-1020-001 - Sunrise Bank - Checking | (\$15,793.87) |

**Total Cash & Cash Equivalents** **(\$15,721.03)**

**Investments**

|                                                |              |
|------------------------------------------------|--------------|
| 1-1101-001 - Schwab- Church Operating          | \$30,870.22  |
| 1-1108-001 - Schwab - Church Reserve           | \$321,472.00 |
| 1-1109-001 - Sunrise - Church Reserve          | \$193,982.50 |
| 1-1110-001 - Schwab - Don Carter & Mary Carter | \$65,117.93  |
| 1-1111-001 - Schwab - Temporarily Restricted   | \$104,694.23 |
| 4-1104-004 - Schwab- Legacy Fund               | \$734,246.98 |

**Total Investments** **\$1,450,383.86**

**Cash & Cash Equiv - Foundation**

|                                           |             |
|-------------------------------------------|-------------|
| 5-1801-005 - University Bank - Foundation | \$11,138.34 |
|-------------------------------------------|-------------|

**Total Cash & Cash Equiv - Foundation** **\$11,138.34**

**Investments - Foundation**

|                                  |                |
|----------------------------------|----------------|
| 5-1851-005 - Schwab - Foundation | \$1,579,907.90 |
|----------------------------------|----------------|

**Total Investments - Foundation** **\$1,579,907.90**

**Total Current Assets**

**\$3,025,709.07**

**Other Current Assets**

**Other Current Assets**

|                                    |            |
|------------------------------------|------------|
| 1-1416-001 - Prepaid Loan Expenses | \$8,285.83 |
|------------------------------------|------------|

**Total Other Current Assets** **\$8,285.83**

**Total Other Current Assets**

**\$8,285.83**

**Fixed Assets**

**Fixed Assets**

|                                       |                  |
|---------------------------------------|------------------|
| 1-1501-001 - Land                     | \$250,000.00     |
| 1-1503-001 - Building & improvements  | \$3,281,032.23   |
| 1-1504-001 - Accum Depr - Bldg & Impr | (\$1,897,982.26) |
| 1-1506-001 - Furniture & Fixtures     | \$214,898.00     |
| 1-1507-001 - Accum Depr - F&F         | (\$150,880.87)   |

**Total Fixed Assets** **\$1,697,067.10**

**Total Fixed Assets**

**\$1,697,067.10**

**Total Assets**

**\$4,731,062.00**

**Liabilities, Fund Principal, & Restricted Funds**

**Liabilities & Equity**

**Current Liabilities**

**Accounts Payable**

|                               |             |
|-------------------------------|-------------|
| 1-2000-001 - Accounts Payable | \$49,452.58 |
|-------------------------------|-------------|

**Total Accounts Payable** **\$49,452.58**

**Total Current Liabilities**

**\$49,452.58**

**Other Current Liabilities**

**Benefits Payable**

|                                |           |
|--------------------------------|-----------|
| 1-2103-001 - Insurance Payable | (\$24.68) |
| 1-2105-001 - 401K Payable      | \$12.37   |

|                                                  |                       |                     |
|--------------------------------------------------|-----------------------|---------------------|
| 1-2107-001 - Employee Flex Spending              | \$2,964.13            |                     |
| <b>Total Benefits Payable</b>                    | <b>\$2,951.82</b>     |                     |
| <b>Accrued Expenses</b>                          |                       |                     |
| 1-2205-001 - Accrued Vacation                    | \$8,003.24            |                     |
| <b>Total Accrued Expenses</b>                    | <b>\$8,003.24</b>     |                     |
| <b>Deferred Revenue</b>                          |                       |                     |
| 1-2301-001 - Deferred Revenue - YCE              | \$35,049.23           |                     |
| 1-2302-001 - Deferred Revenue - Youth Trips      | \$3,643.33            |                     |
| 1-2307-001 - Deferred Revenue - RE               | \$3,125.00            |                     |
| <b>Total Deferred Revenue</b>                    | <b>\$41,817.56</b>    |                     |
| <b>Misc Other Liabilities</b>                    |                       |                     |
| 1-2401-001 - T-Mobile Taxes Escrow               | (\$2,255.00)          |                     |
| 1-2402-001 - Wellspring (National)               | \$14,284.90           |                     |
| <b>Total Misc Other Liabilities</b>              | <b>\$12,029.90</b>    |                     |
| <b>Long-term Liabilities</b>                     |                       |                     |
| 1-2600-001 - Mortgage Payable - Long Term        | \$618,747.44          |                     |
| 1-2601-001 - Mortgage LOC Advance Payble         | \$169,084.44          |                     |
| <b>Total Long-term Liabilities</b>               | <b>\$787,831.88</b>   |                     |
| <b>Total Other Current Liabilities</b>           |                       | <b>\$852,634.40</b> |
| <b>Total Liabilities &amp; Equity</b>            |                       | <b>\$902,086.98</b> |
| <b>Fund Principal</b>                            |                       |                     |
| <b>Undesignated Net Assets/Equity</b>            |                       |                     |
| 1-3001-001 - Church Equity                       | \$1,381,072.41        |                     |
| 5-3801-005 - Foundation Equity                   | \$1,591,296.24        |                     |
| <b>Total Undesignated Net Assets/Equity</b>      | <b>\$2,972,368.65</b> |                     |
| <b>Designated Net Assets</b>                     |                       |                     |
| 1-3101-001 - Board Designated - Memorials        | \$3,191.88            |                     |
| 1-3102-001 - Board Designated - Future Debt      | \$51,627.96           |                     |
| 1-3103-001 - Board Designated - Contingency      | \$271,109.21          |                     |
| 1-3104-001 - Bd Des - Undesignated Bequests      | \$65,332.22           |                     |
| 4-3105-004 - Board Designated - Legacy Additions | \$457,284.14          |                     |
| <b>Total Designated Net Assets</b>               | <b>\$848,545.41</b>   |                     |
| <b>Unrestricted Net Assets</b>                   |                       |                     |
| 1-3200-001 - Unrestricted Net Assets             | \$662,660.73          |                     |
| <b>Total Unrestricted Net Assets</b>             | <b>\$662,660.73</b>   |                     |
| <b>Temp Restricted Net Assets</b>                |                       |                     |
| 1-3201-001 - Miscellaneous Funds                 | \$16,328.59           |                     |
| 1-3202-001 - C&M Olson Fund                      | \$23,806.75           |                     |
| 1-3203-001 - Minister's Discretionary Fund       | \$6,863.66            |                     |
| 1-3204-001 - History Hounds Fund                 | \$3,568.31            |                     |
| 1-3205-001 - Music Fund                          | \$3,945.89            |                     |
| 1-3206-001 - Children's Offering Fund            | \$3,047.58            |                     |
| 1-3207-001 - Library Fund                        | \$7,132.52            |                     |
| 1-3208-001 - Captial Campaign Fund               | \$6,624.04            |                     |
| 1-3209-001 - RE Music Fund                       | (\$154.57)            |                     |
| 1-3210-001 - Event Salaries                      | \$2,454.19            |                     |
| 1-3231-001 - Miscellaneous Offering Plate        | \$33,601.79           |                     |
| 1-3232-001 - Augsburg Fairview Academy - Other   | \$577.68              |                     |
| 1-3235-001 - Offering Plate - Simpson Meals      | \$820.43              |                     |
| 1-3236-001 - Augsburg Fairview Academy - Coats   | \$18.15               |                     |
| 1-3237-001 - Families Moving Forward             | \$3,345.30            |                     |
| 1-3299-001 - Gain/Loss on Temp Restr Funds       | (\$597.73)            |                     |
| <b>Total Temp Restricted Net Assets</b>          | <b>\$111,382.58</b>   |                     |
| <b>Other Temp Restr Net Assets</b>               |                       |                     |

|                                                                  |                     |                       |
|------------------------------------------------------------------|---------------------|-----------------------|
| 4-3300-004 - Temp Restr Cummins Ministerial Fund                 | \$186,176.95        |                       |
| 4-3400-004 - Temp Restr - Legacy Fund                            | \$95,007.61         |                       |
| <b>Total Other Temp Restr Net Assets</b>                         | <b>\$281,184.56</b> |                       |
| <b>Permanently Restricted</b>                                    |                     |                       |
| 4-3901-004 - Don Carter Endowment                                | \$51,047.94         |                       |
| 4-3902-004 - M E Carter Endowment                                | \$13,541.75         |                       |
| <b>Total Permanently Restricted</b>                              | <b>\$64,589.69</b>  |                       |
| Excess Cash Received                                             | (\$1,111,756.60)    |                       |
| <b>Total Fund Principal and Excess Cash Received</b>             |                     | <b>\$3,828,975.02</b> |
| <b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b> |                     | <b>\$4,731,062.00</b> |

**First Universalist Church of Minneapolis**  
**Analysis of Revenues & Expenses - Detail**  
**July 2014 to June 2015**

| Accounts                                        | YTD Actual<br>(This Year) | Annual Budget<br>(This Year) | YTD Budget<br>Remaining<br>(This Year) |
|-------------------------------------------------|---------------------------|------------------------------|----------------------------------------|
| <b>Revenues</b>                                 |                           |                              |                                        |
| <b>Pledges</b>                                  |                           |                              |                                        |
| 1-4000-111 - Unrestricted Pledge Donations      | \$18,956.30               | \$0.00                       | (\$18,956.30)                          |
| 1-4015-111 - Prior Year Pledge Recovery         | \$7,260.45                | \$0.00                       | (\$7,260.45)                           |
| 1-4019-111 - Current Year Releases FY14-15      | \$1,001,919.62            | \$1,131,525.93               | \$129,606.31                           |
| 1-4022-111 - Unpaid - Prior Year                | (\$20,779.32)             | \$0.00                       | \$20,779.32                            |
| 1-4025-111 - Est Unpaid Pledge Releases         | \$0.00                    | (\$55,470.00)                | (\$55,470.00)                          |
| <b>Total Pledges</b>                            | <b>\$1,007,357.05</b>     | <b>\$1,076,055.93</b>        | <b>\$68,698.88</b>                     |
| <b>Contributions Unrestricted</b>               |                           |                              |                                        |
| 1-4110-103 - Unrestricted Dtns - CYFM           | \$2,734.47                | \$1,000.00                   | (\$1,734.47)                           |
| 1-4110-111 - Unrestricted Dtns - Fundr          | \$46,428.33               | \$47,333.34                  | \$905.01                               |
| 1-4113-108 - Hospitality Dtns - Mbrshp          | \$841.45                  | \$500.00                     | (\$341.45)                             |
| 1-4120-111 - Memorials Designated - Fundr       | \$12,003.66               | \$0.00                       | (\$12,003.66)                          |
| 1-4140-111 - Offrg Plate for Church - Fundr     | \$31,962.14               | \$40,000.00                  | \$8,037.86                             |
| <b>Total Contributions Unrestricted</b>         | <b>\$93,970.05</b>        | <b>\$88,833.34</b>           | <b>(\$5,136.71)</b>                    |
| <b>Contributions Temp Restricted</b>            |                           |                              |                                        |
| 1-4220-105 - Offering Plate for Community - FIA | \$480.00                  | \$0.00                       | (\$480.00)                             |
| 1-4291-101 - Cummins Contr Temp Restr           | (\$14,510.00)             | \$2,000.00                   | \$16,510.00                            |
| <b>Total Contributions Temp Restricted</b>      | <b>(\$14,030.00)</b>      | <b>\$2,000.00</b>            | <b>\$16,030.00</b>                     |
| <b>Contrib Released from Restr</b>              |                           |                              |                                        |
| 1-4310-102 - Misc Contr Releases                | \$0.00                    | \$9,500.00                   | \$9,500.00                             |
| 1-4320-107 - Offrg Plate for Comm Rel           | \$0.00                    | \$60,000.00                  | \$60,000.00                            |
| 1-4380-111 - Contr Rel from Rest - Fundr        | \$0.00                    | \$13,061.88                  | \$13,061.88                            |
| <b>Total Contrib Released from Restr</b>        | <b>\$0.00</b>             | <b>\$82,561.88</b>           | <b>\$82,561.88</b>                     |
| <b>Fundraisers</b>                              |                           |                              |                                        |
| 1-4510-111 - Large Fundraiser                   | \$21,525.76               | \$37,000.00                  | \$15,474.24                            |
| 1-4550-105 - YCE - FIA                          | \$43,416.37               | \$11,000.00                  | (\$32,416.37)                          |
| 1-4560-103 - Youth Trips - CYFM                 | \$11,844.87               | \$10,000.00                  | (\$1,844.87)                           |
| <b>Total Fundraisers</b>                        | <b>\$76,787.00</b>        | <b>\$58,000.00</b>           | <b>(\$18,787.00)</b>                   |
| <b>Program Fees</b>                             |                           |                              |                                        |
| 1-4601-103 - RE - CYFM                          | \$40,455.00               | \$42,310.00                  | \$1,855.00                             |
| <b>Total Program Fees</b>                       | <b>\$40,455.00</b>        | <b>\$42,310.00</b>           | <b>\$1,855.00</b>                      |
| <b>Dividends &amp; Interest</b>                 |                           |                              |                                        |
| 1-4801-112 - Unrestricted Div & Int - Admin     | \$20,667.72               | \$10,000.00                  | (\$10,667.72)                          |
| 1-4805-112 - Don Carter Fund Div & Int - Admin  | \$2,125.42                | \$0.00                       | (\$2,125.42)                           |
| <b>Total Dividends &amp; Interest</b>           | <b>\$22,793.14</b>        | <b>\$10,000.00</b>           | <b>(\$12,793.14)</b>                   |
| <b>Rental Income</b>                            |                           |                              |                                        |
| 1-4711-113 - Room Rentals - Fac                 | \$4,381.76                | \$10,333.33                  | \$5,951.57                             |
| 1-4712-113 - Weight Watchers - Fac              | \$4,800.00                | \$4,800.00                   | \$0.00                                 |
| 1-4713-113 - Shir Tikvah - Fac                  | \$4,050.00                | \$3,800.00                   | (\$250.00)                             |
| 1-4714-113 - 12 Step Groups - Fac               | \$181.00                  | \$500.00                     | \$319.00                               |
| 1-4770-113 - Antennae Lease - Fac               | \$12,838.25               | \$12,144.00                  | (\$694.25)                             |
| 1-4781-113 - Weddings & Commitments - Fac       | \$3,970.00                | \$500.00                     | (\$3,470.00)                           |
| <b>Total Rental Income</b>                      | <b>\$30,221.01</b>        | <b>\$32,077.33</b>           | <b>\$1,856.32</b>                      |
| <b>Realized Gains &amp; Losses</b>              |                           |                              |                                        |
| 1-4840-111 - Realized Gains/Losses - Fundr      | \$522.38                  | \$0.00                       | (\$522.38)                             |
| <b>Total Realized Gains &amp; Losses</b>        | <b>\$522.38</b>           | <b>\$0.00</b>                | <b>(\$522.38)</b>                      |
| <b>Unrealized Gains &amp; Losses</b>            |                           |                              |                                        |
| 1-4852-111 - Unrlzd Gain/Loss Oper A/C - Fundr  | (\$179.94)                | \$0.00                       | \$179.94                               |
| <b>Total Unrealized Gains &amp; Losses</b>      | <b>(\$179.94)</b>         | <b>\$0.00</b>                | <b>\$179.94</b>                        |
| <b>Other Income</b>                             |                           |                              |                                        |
| 1-4951-103 - Miscellaneous                      | \$7,867.18                | \$3,333.33                   | (\$4,533.85)                           |
| <b>Total Other Income</b>                       | <b>\$7,867.18</b>         | <b>\$3,333.33</b>            | <b>(\$4,533.85)</b>                    |
| <b>Total Revenues</b>                           | <b>\$1,265,762.87</b>     | <b>\$1,395,171.81</b>        | <b>\$129,408.94</b>                    |



**Expenses****Salaries & Wages**

|                       |              |              |             |
|-----------------------|--------------|--------------|-------------|
| 1-5001-101 - Salaries | \$716,246.90 | \$745,040.01 | \$28,793.08 |
|-----------------------|--------------|--------------|-------------|

|                                   |                     |                     |                    |
|-----------------------------------|---------------------|---------------------|--------------------|
| <b>Total Salaries &amp; Wages</b> | <b>\$716,246.91</b> | <b>\$745,040.00</b> | <b>\$28,793.09</b> |
|-----------------------------------|---------------------|---------------------|--------------------|

**Payroll Taxes**

|                   |             |             |            |
|-------------------|-------------|-------------|------------|
| 1-5015-102 - FICA | \$31,840.50 | \$34,244.49 | \$2,403.98 |
|-------------------|-------------|-------------|------------|

|                            |                    |                    |                   |
|----------------------------|--------------------|--------------------|-------------------|
| <b>Total Payroll Taxes</b> | <b>\$31,840.51</b> | <b>\$34,244.50</b> | <b>\$2,403.99</b> |
|----------------------------|--------------------|--------------------|-------------------|

**Employee Benefits****Medical Insurance**

|                                |             |             |             |
|--------------------------------|-------------|-------------|-------------|
| 1-5021-101 - Medical Insurance | \$70,369.77 | \$83,054.01 | \$12,684.21 |
|--------------------------------|-------------|-------------|-------------|

|                                |                    |                    |                    |
|--------------------------------|--------------------|--------------------|--------------------|
| <b>Total Medical Insurance</b> | <b>\$70,369.78</b> | <b>\$83,054.00</b> | <b>\$12,684.22</b> |
|--------------------------------|--------------------|--------------------|--------------------|

**LTD**

|                  |          |            |            |
|------------------|----------|------------|------------|
| 1-5022-101 - LTD | \$525.01 | \$1,940.01 | \$1,415.01 |
|------------------|----------|------------|------------|

|                  |                 |                   |                   |
|------------------|-----------------|-------------------|-------------------|
| <b>Total LTD</b> | <b>\$525.00</b> | <b>\$1,940.00</b> | <b>\$1,415.00</b> |
|------------------|-----------------|-------------------|-------------------|

**Life**

|                   |            |            |          |
|-------------------|------------|------------|----------|
| 1-5026-101 - Life | \$1,864.71 | \$2,378.01 | \$513.27 |
|-------------------|------------|------------|----------|

|                   |                   |                   |                 |
|-------------------|-------------------|-------------------|-----------------|
| <b>Total Life</b> | <b>\$1,864.72</b> | <b>\$2,378.00</b> | <b>\$513.28</b> |
|-------------------|-------------------|-------------------|-----------------|

**401K**

|                   |             |             |            |
|-------------------|-------------|-------------|------------|
| 1-5028-101 - 401K | \$56,531.91 | \$62,531.01 | \$5,999.07 |
|-------------------|-------------|-------------|------------|

|                   |                    |                    |                   |
|-------------------|--------------------|--------------------|-------------------|
| <b>Total 401K</b> | <b>\$56,531.92</b> | <b>\$62,531.00</b> | <b>\$5,999.08</b> |
|-------------------|--------------------|--------------------|-------------------|

|                                |                     |                     |                    |
|--------------------------------|---------------------|---------------------|--------------------|
| <b>Total Employee Benefits</b> | <b>\$129,291.42</b> | <b>\$149,903.00</b> | <b>\$20,611.58</b> |
|--------------------------------|---------------------|---------------------|--------------------|

**Professional Expenses**

|                       |             |             |              |
|-----------------------|-------------|-------------|--------------|
| 1-5031-101 - Prof Exp | \$24,997.00 | \$21,995.01 | (\$3,002.01) |
|-----------------------|-------------|-------------|--------------|

|                                    |                    |                    |                     |
|------------------------------------|--------------------|--------------------|---------------------|
| <b>Total Professional Expenses</b> | <b>\$24,997.01</b> | <b>\$21,995.00</b> | <b>(\$3,002.01)</b> |
|------------------------------------|--------------------|--------------------|---------------------|

**Temporary Labor**

|                         |             |             |            |
|-------------------------|-------------|-------------|------------|
| 1-5041-112 - Temp Labor | \$15,224.75 | \$18,300.01 | \$3,075.23 |
|-------------------------|-------------|-------------|------------|

|                              |                    |                    |                   |
|------------------------------|--------------------|--------------------|-------------------|
| <b>Total Temporary Labor</b> | <b>\$15,224.76</b> | <b>\$18,300.00</b> | <b>\$3,075.24</b> |
|------------------------------|--------------------|--------------------|-------------------|

**Program Expenses**

|                                         |              |              |               |
|-----------------------------------------|--------------|--------------|---------------|
| 1-5102-103 - RE Program Supplies - CYFM | \$ 40,645.25 | \$ 27,100.00 | (\$13,545.25) |
|-----------------------------------------|--------------|--------------|---------------|

|                            |            |          |              |
|----------------------------|------------|----------|--------------|
| 1-5131-104 - Adult Ed - AE | \$1,354.51 | \$200.00 | (\$1,154.51) |
|----------------------------|------------|----------|--------------|

|                                                 |            |            |          |
|-------------------------------------------------|------------|------------|----------|
| 1-5132-104 - Circles (formerly Small Grps) - AE | \$1,151.78 | \$1,600.00 | \$448.22 |
|-------------------------------------------------|------------|------------|----------|

|                                                |        |          |          |
|------------------------------------------------|--------|----------|----------|
| 1-5134-102 - Multigenerational Music - Worship | \$0.00 | \$500.00 | \$500.00 |
|------------------------------------------------|--------|----------|----------|

|                                        |            |            |            |
|----------------------------------------|------------|------------|------------|
| 1-5135-102 - Music Purchases - Worship | \$3,374.95 | \$3,000.00 | (\$374.95) |
|----------------------------------------|------------|------------|------------|

|                                     |            |            |         |
|-------------------------------------|------------|------------|---------|
| 1-5136-102 - Piano Tuning - Worship | \$1,345.00 | \$1,420.00 | \$75.00 |
|-------------------------------------|------------|------------|---------|

|                                           |          |          |            |
|-------------------------------------------|----------|----------|------------|
| 1-5137-102 - Worship Items Misc - Worship | \$637.18 | \$500.00 | (\$137.18) |
|-------------------------------------------|----------|----------|------------|

|                                        |          |          |           |
|----------------------------------------|----------|----------|-----------|
| 1-5140-107 - Memorials Exp - Past Care | \$161.04 | \$100.00 | (\$61.04) |
|----------------------------------------|----------|----------|-----------|

|                                     |        |          |          |
|-------------------------------------|--------|----------|----------|
| 1-5140-108 - Memorials Exp - Mbrshp | \$0.00 | \$300.00 | \$300.00 |
|-------------------------------------|--------|----------|----------|

|                            |            |            |            |
|----------------------------|------------|------------|------------|
| 1-5199-102 - Other Pgm Exp | \$4,342.25 | \$9,248.00 | \$4,905.75 |
|----------------------------|------------|------------|------------|

|                               |                    |                    |                     |
|-------------------------------|--------------------|--------------------|---------------------|
| <b>Total Program Expenses</b> | <b>\$53,011.96</b> | <b>\$43,968.00</b> | <b>(\$9,043.96)</b> |
|-------------------------------|--------------------|--------------------|---------------------|

**Miscellaneous Program Expenses**

|                             |           |        |         |
|-----------------------------|-----------|--------|---------|
| 1-5202-104 - Labyrinth - AE | (\$38.00) | \$0.00 | \$38.00 |
|-----------------------------|-----------|--------|---------|

|                                  |          |          |            |
|----------------------------------|----------|----------|------------|
| 1-5209-105 - Action Groups - FIA | \$628.46 | \$500.00 | (\$128.46) |
|----------------------------------|----------|----------|------------|

|                                                  |        |          |          |
|--------------------------------------------------|--------|----------|----------|
| 1-5210-107 - Friendship Caring Corner - Past Car | \$0.00 | \$400.00 | \$400.00 |
|--------------------------------------------------|--------|----------|----------|

|                                 |             |             |            |
|---------------------------------|-------------|-------------|------------|
| 1-5231-105 - YCE Supplies - FIA | \$11,750.78 | \$11,000.00 | (\$750.78) |
|---------------------------------|-------------|-------------|------------|

|                               |             |        |               |
|-------------------------------|-------------|--------|---------------|
| 1-5232-105 - YCE Travel - FIA | \$31,665.59 | \$0.00 | (\$31,665.59) |
|-------------------------------|-------------|--------|---------------|

|                                             |                    |                    |                      |
|---------------------------------------------|--------------------|--------------------|----------------------|
| <b>Total Miscellaneous Program Expenses</b> | <b>\$44,006.83</b> | <b>\$11,900.00</b> | <b>(\$32,106.83)</b> |
|---------------------------------------------|--------------------|--------------------|----------------------|

**Membership Program Expenses**

|                                       |            |            |            |
|---------------------------------------|------------|------------|------------|
| 1-5251-108 - Hospitality Exp - Mbrshp | \$6,045.40 | \$8,500.00 | \$2,454.60 |
|---------------------------------------|------------|------------|------------|

|                                        |          |          |          |
|----------------------------------------|----------|----------|----------|
| 1-5252-108 - Visitor Wecoming - Mbrshp | \$320.00 | \$600.00 | \$280.00 |
|----------------------------------------|----------|----------|----------|

|                                           |          |            |          |
|-------------------------------------------|----------|------------|----------|
| 1-5254-108 - New Member Programs - Mbrshp | \$930.24 | \$1,200.00 | \$269.76 |
|-------------------------------------------|----------|------------|----------|

|                                          |                   |                    |                   |
|------------------------------------------|-------------------|--------------------|-------------------|
| <b>Total Membership Program Expenses</b> | <b>\$7,295.64</b> | <b>\$10,300.00</b> | <b>\$3,004.36</b> |
|------------------------------------------|-------------------|--------------------|-------------------|

**Fundraising Expenses**

|                                   |            |            |          |
|-----------------------------------|------------|------------|----------|
| 1-5301-111 - Pledge Drive - Fundr | \$4,681.11 | \$5,000.00 | \$318.89 |
|-----------------------------------|------------|------------|----------|

|                                     |            |            |            |
|-------------------------------------|------------|------------|------------|
| 1-5302-111 - Planned Giving - Fundr | \$1,741.71 | \$3,000.00 | \$1,258.29 |
|-------------------------------------|------------|------------|------------|

|                                           |            |        |              |
|-------------------------------------------|------------|--------|--------------|
| 1-5303-111 - Large Fundraiser Exp - Fundr | \$4,587.39 | \$0.00 | (\$4,587.39) |
|-------------------------------------------|------------|--------|--------------|

|                                   |                    |                   |                     |
|-----------------------------------|--------------------|-------------------|---------------------|
| <b>Total Fundraising Expenses</b> | <b>\$11,010.21</b> | <b>\$8,000.00</b> | <b>(\$3,010.21)</b> |
|-----------------------------------|--------------------|-------------------|---------------------|

**Administrative Expenses**

|                              |            |            |            |
|------------------------------|------------|------------|------------|
| 1-5401-108 - Office Supplies | \$4,188.09 | \$6,100.00 | \$1,911.91 |
|------------------------------|------------|------------|------------|

|                    |            |            |         |
|--------------------|------------|------------|---------|
| 1-5402-110 - Paper | \$1,967.81 | \$2,000.00 | \$32.19 |
|--------------------|------------|------------|---------|

|                                         |             |             |              |
|-----------------------------------------|-------------|-------------|--------------|
| 1-5414-112 - Printing & Copying - Admin | \$20,220.60 | \$15,000.00 | (\$5,220.60) |
|-----------------------------------------|-------------|-------------|--------------|

|                                              |                       |                       |                     |
|----------------------------------------------|-----------------------|-----------------------|---------------------|
| 1-5416-110 - Postage & Shipping              | \$4,902.19            | \$5,960.00            | (\$1,057.81)        |
| 1-5418-112 - Telephone                       | \$3,492.87            | \$2,900.00            | (\$592.87)          |
| 1-5420-110 - Internet Exp                    | \$1,942.21            | \$1,800.00            | (\$67.26)           |
| 1-5422-110 - Website - Comm                  | \$1,285.57            | \$1,500.00            | \$214.43            |
| 1-5424-108 - Software Exp - Mbrshp           | \$2,286.77            | \$2,500.00            | \$213.23            |
| 1-5424-112 - Software Exp - Admin            | \$3,408.82            | \$4,150.00            | \$741.18            |
| 1-5475-112 - Fnl Review/Audit - Admin        | \$665.00              | \$1,700.00            | \$1,035.00          |
| 1-5480-112 - Consultants - Admin             | \$11,259.07           | \$6,500.00            | (\$4,759.07)        |
| 1-5490-112 - Emp Appreciation - Admin        | \$1,944.92            | \$1,500.00            | (\$444.92)          |
| 1-5510-103 - Volunteer Appreciation          | \$1,365.39            | \$1,620.00            | \$254.61            |
| 1-5571-112 - Payroll Fees - Admin            | \$3,233.78            | \$2,800.00            | (\$433.78)          |
| 1-5572-112 - Bank Service Chg - Admin        | \$1,466.45            | \$1,500.00            | \$33.55             |
| 1-5573-112 - Credit Card Disc - Admin        | \$13,234.46           | \$13,000.00           | (\$234.46)          |
| 1-5580-103 - Mileage                         | \$168.86              | \$2,200.00            | \$2,031.14          |
| <b>Total Administrative Expenses</b>         | <b>\$76,957.91</b>    | <b>\$72,730.00</b>    | <b>(\$4,227.91)</b> |
| <b>Miscellaneous Expenses</b>                |                       |                       |                     |
| 1-5410-113 - Small Furnishings (SPIFF) - Fac | \$1,647.75            | \$2,000.00            | \$352.25            |
| 1-5412-112 - Visual Arts - Admin             | \$4,051.82            | \$4,200.00            | \$148.18            |
| 1-5530-112 - Board Exp - Admin               | \$1,636.61            | \$1,000.00            | (\$636.61)          |
| <b>Total Miscellaneous Expenses</b>          | <b>\$7,336.18</b>     | <b>\$7,200.00</b>     | <b>(\$136.18)</b>   |
| <b>Insurance</b>                             |                       |                       |                     |
| 1-5441-112 - Worker's Comp - Admin           | \$6,112.39            | \$5,800.00            | (\$312.39)          |
| 1-5442-113 - Liability - Fac                 | \$20,367.05           | \$17,000.00           | (\$3,367.05)        |
| <b>Total Insurance</b>                       | <b>\$26,479.44</b>    | <b>\$22,800.00</b>    | <b>(\$3,679.44)</b> |
| <b>Dues &amp; Memberships</b>                |                       |                       |                     |
| 1-5453-112 - Other - Admin                   | \$775.00              | \$730.00              | (\$45.00)           |
| <b>Total Dues &amp; Memberships</b>          | <b>\$775.00</b>       | <b>\$730.00</b>       | <b>(\$45.00)</b>    |
| <b>Utilities</b>                             |                       |                       |                     |
| 1-5591-113 - Electric - Fac                  | \$23,662.25           | \$27,000.00           | \$3,337.75          |
| 1-5592-113 - Gas - Fac                       | \$16,225.27           | \$14,000.00           | (\$2,225.27)        |
| 1-5593-113 - Water & Sewer - Fac             | \$7,110.78            | \$7,000.00            | (\$110.78)          |
| <b>Total Utilities</b>                       | <b>\$46,998.30</b>    | <b>\$48,000.00</b>    | <b>\$1,001.70</b>   |
| <b>Repairs &amp; Maintenance</b>             |                       |                       |                     |
| 1-5601-112 - General Repairs - Admin         | \$527.37              | \$1,200.00            | \$672.63            |
| 1-5601-113 - General Rprs & Maint - Fac      | \$9,115.70            | \$16,000.00           | \$6,884.30          |
| 1-5602-113 - HVAC - Fac                      | \$5,315.00            | \$10,000.00           | \$4,685.00          |
| 1-5603-113 - Elevator - Fac                  | \$3,282.19            | \$3,300.00            | \$17.81             |
| 1-5604-113 - Alarm System - Fac              | \$1,032.25            | \$1,500.00            | \$467.75            |
| <b>Total Repairs &amp; Maintenance</b>       | <b>\$19,272.51</b>    | <b>\$32,000.00</b>    | <b>\$12,727.49</b>  |
| <b>Other Building Related Expense</b>        |                       |                       |                     |
| 1-5426-113 - Equipment Leases - Fac          | \$24.99               | \$175.00              | \$150.01            |
| 1-5432-113 - Sound System - Fac              | \$552.75              | \$3,000.00            | \$2,447.25          |
| 1-5560-113 - Interest Expense - Fac          | \$38,169.65           | \$41,908.81           | \$3,739.16          |
| 1-5620-113 - Janitorial Supplies - Fac       | \$4,067.61            | \$6,000.00            | \$1,932.39          |
| 1-5630-113 - Trash & Recycling - Fac         | \$2,850.24            | \$3,000.00            | \$149.76            |
| 1-5640-113 - Groundskeeping - Fac            | \$12,532.84           | \$11,700.00           | (\$832.84)          |
| 1-5650-113 - Pest Control - Fac              | \$573.44              | \$600.00              | \$26.56             |
| 1-5660-112 - Other Exp - Admin               | \$1,249.00            | \$3,000.00            | \$1,751.00          |
| 1-5660-113 - Other Exp - Fac                 | \$0.00                | \$1,199.00            | \$1,199.00          |
| <b>Total Other Building Related Expense</b>  | <b>\$60,020.52</b>    | <b>\$70,582.81</b>    | <b>\$10,562.29</b>  |
| <b>Offering Plate for Community</b>          |                       |                       |                     |
| 1-5701-105 - Offering Plate for Comm - FIA   | \$0.00                | \$49,000.00           | \$49,000.00         |
| 1-5704-107 - TRUST - Past Care               | \$0.00                | \$4,000.00            | \$4,000.00          |
| 1-5799-105 - Racial Justice - FIA            | \$10,533.50           | \$7,500.00            | (\$3,033.50)        |
| <b>Total Offering Plate for Community</b>    | <b>\$10,533.50</b>    | <b>\$60,500.00</b>    | <b>\$49,966.50</b>  |
| <b>Total Expenses</b>                        | <b>\$1,281,298.61</b> | <b>\$1,358,193.31</b> | <b>\$76,894.70</b>  |
| <b>Net Total</b>                             | <b>(\$15,535.74)</b>  | <b>\$36,978.50</b>    | <b>\$52,514.24</b>  |

**First Universalist Church of Minneapolis  
 Analysis of Revenues & Expenses - Summary**

**1. General Operating  
 July 2015**

**Note: The Report Option to include Open Transactions is selected.**

| Accounts                             | Current<br>Balance (This<br>Year) | YTD Budget<br>(This Year) | Annual Budget<br>(This Year) |
|--------------------------------------|-----------------------------------|---------------------------|------------------------------|
| <b>Revenues</b>                      |                                   |                           |                              |
| <b>Pledges</b>                       | \$132,126.74                      | \$91,437.50               | \$1,097,250.00               |
| <b>Contributions Unrestricted</b>    | \$2,703.56                        | \$7,208.34                | \$86,500.00                  |
| <b>Contributions Temp Restricted</b> | \$0.00                            | \$0.00                    | \$0.00                       |
| <b>Contrib Released from Restr</b>   | \$0.00                            | \$0.00                    | \$0.00                       |
| <b>Fundraisers</b>                   | \$15,704.52                       | \$10,500.00               | \$126,000.00                 |
| <b>Program Fees</b>                  | \$200.00                          | \$1,008.33                | \$12,100.00                  |
| <b>Dividends &amp; Interest</b>      | \$389.94                          | \$833.33                  | \$10,000.00                  |
| <b>Rental Income</b>                 | \$1,574.65                        | \$9,037.00                | \$108,444.00                 |
| <b>Realized Gains &amp; Losses</b>   | \$0.00                            | \$0.00                    | \$0.00                       |
| <b>Unrealized Gains &amp; Losses</b> | \$170.36                          | \$0.00                    | \$0.00                       |
| <b>Other Income</b>                  | \$38.00                           | \$277.78                  | \$3,333.33                   |
| <b>Total Revenues</b>                | <u>\$152,907.77</u>               | <u>\$120,302.28</u>       | <u>\$1,443,627.33</u>        |

First Universalist Church of Minneapolis  
 Analysis of Revenues & Expenses - Summary

1. General Operating  
 July 2015

Note: The Report Option to include Open Transactions is selected.

| Accounts                       | Current<br>Balance (This<br>Year) | YTD Budget<br>(This Year) | Annual Budget<br>(This Year) |
|--------------------------------|-----------------------------------|---------------------------|------------------------------|
| <b>Expenses</b>                |                                   |                           |                              |
| Salaries & Wages               | \$53,481.68                       | \$62,819.17               | \$753,830.00                 |
| Payroll Taxes                  | \$2,368.28                        | \$2,700.57                | \$32,407.00                  |
| Employee Benefits              |                                   |                           |                              |
| Medical Insurance              | \$5,443.06                        | \$6,351.42                | \$76,217.00                  |
| LTD                            | \$43.75                           | \$87.50                   | \$1,050.00                   |
| Life                           | \$102.60                          | \$198.16                  | \$2,378.00                   |
| 401K                           | \$4,127.20                        | \$4,776.66                | \$57,320.00                  |
| <b>Total Employee Benefits</b> | <b>\$9,716.61</b>                 | <b>\$11,413.74</b>        | <b>\$136,965.00</b>          |
| Professional Expenses          | \$1,083.93                        | \$2,124.17                | \$25,490.00                  |
| Temporary Labor                | \$953.50                          | \$2,200.00                | \$26,400.00                  |
| Program Expenses               | \$8,443.12                        | \$4,538.23                | \$54,459.00                  |
| Miscellaneous Program Expenses | \$13,204.15                       | \$1,020.84                | \$12,500.00                  |
| Membership Program Expenses    | \$1,149.95                        | \$725.00                  | \$8,700.00                   |
| Fundraising Expenses           | \$0.00                            | \$900.01                  | \$10,800.00                  |
| Administrative Expenses        | \$8,001.41                        | \$8,222.49                | \$98,670.00                  |
| Miscellaneous Expenses         | \$70.89                           | \$600.00                  | \$7,200.00                   |
| Insurance                      | \$1,937.01                        | \$1,771.50                | \$21,258.00                  |
| Dues & Memberships             | \$0.00                            | \$3,538.34                | \$42,460.00                  |
| Utilities                      | \$3,273.23                        | \$4,666.67                | \$56,000.00                  |
| Repairs & Maintenance          | \$1,604.00                        | \$2,666.66                | \$32,000.00                  |
| Other Building Related Expense | \$4,381.48                        | \$5,870.97                | \$70,451.62                  |
| Offering Plate for Community   | \$500.00                          | \$625.00                  | \$7,500.00                   |
| <b>Total Expenses</b>          | <b>\$110,169.24</b>               | <b>\$116,403.36</b>       | <b>\$1,397,090.62</b>        |
| <b>Net Total</b>               | <b>\$42,738.53</b>                | <b>\$3,898.92</b>         | <b>\$46,536.71</b>           |