

First Universalist Church Board of Trustees

November 19, 2015

Board Packet

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Date: November 13, 2015
To: First Universalist Board of Trustees
From: Cindy Marsh, President
Re: November 19, 2015 Meeting

Our November worship theme is “Border crossing – or moving beyond our personal, social, and cultural experience of the world and experiencing life from another vantage point – is spiritual work.” This theme resonates for me as I was privileged to recently experience a two week people to people cultural exchange in Cuba and learned so much about the culture, arts, and political, social and economic situation through interaction with Cuba’s friendly, vibrant, and resilient people. I am glad to be back and still sorting out the spiritual work and learning. I hope to continue border crossing at home – it seems harder to do in our own land yet such an important part of our spiritual work.

Remember that we are having Trustee photo’s taken 5:30 – 6:30 pm before the meeting.

Each month we focus on at least one big picture topic that results in decision and action. Our topic this month is a continuation of last month’s discussion about **increasing inclusion in leadership at First Universalist**; the expected outcome is clear guidance to the Nominating Committee (Nom Com) about the desired leadership slate for our senior leadership roles.

As you think about this topic, keep the *Choice Points* questions in mind. Also, think about ideas we might provide, including actions we might take as Trustees, to help with the process of recruiting. It is not our job to tell the Nom Com how to do their work, but I know as a church we will have to try some new approaches to broaden our leadership candidate pool.

Other major agenda topics slated for our November meeting include **adoption of our 2015-16 Board goals**. I’ve incorporated the input from our October discussion into the goals document; if you have further refinements and can get them to me by Wednesday I’ll edit the goals document for the meeting. It is important that we solidify our Board goals, as these will be used to shape our agendas and work going forward. **Review of the first quarter financial results** is another key topic this month.

This time of year work and personal lives become exceptionally busy. I hope you all have a chance for reflection and renewal during this busy season. See you all on the 19th.

First Universalist Church of Minneapolis
Board of Trustees Meeting
19 November 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
- Check-in/thought question

6:50 Consent Agenda

- Approval of minutes from October meeting
- Acceptance of attendance and membership numbers
- Acceptance of updated monitoring schedule
- Acceptance of updated monitoring schedule

6:55 September Meeting evaluation report

7:00 Items from Senior Minister

- Highlights from SM Report
- Exit interviews (from monitoring schedule)

7:10 Finalize and adopt 2015-16 Board Goals

7:20 Discussion: Increasing inclusion in leadership

- Expected outcome: guidance to Nominating Committee on recruiting leadership candidates

8:05 Break

8:10 Finance Committee Report

- First Quarter financials (monitoring schedule)

8:30 Governance Committee Report

8:45 Items from the President

- Working Session on January 9 – topic and objectives
- Other working sessions?
- Conversations with congregants

9:00 Adjournment

First Universalist Church of Minneapolis

Board of Trustees Meeting

Minutes

October 15, 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

The meeting convened at 6:35 with the call to order and chalice lighting.

The Trustees discussed, as reading and spiritual reflection, the poem “Fire” by Judy Brown.

II. Consent Agenda – moved and approved.

- Approval of minutes from September 17 meeting
- Acceptance of attendance and membership numbers
- Acceptance of Affiliate agreement with Rev. Ashley Horan (Executive Director of MUUSJA)•

III. Items from the Senior Minister

Rev. Schroeder reported on current projects around development and fundraising, the solar garden efforts, and RJLT working groups.

IV. Living into our Racial Justice Resolution

Following the congregation’s adoption of the Racial Justice Resolution at the annual meeting this past June, questions have arisen from congregants about the Board’s role on implementation of our racial justice resolution, the reason the church purchased and displayed a second black lives matter banner near the parking-lot entrance to church, and what our Church’s relationship is with the Black Lives Matter movement.

There was a consensus amongst the Trustees that the racial justice resolution reflects the Board’s position on racial justice issues. The resolution does not suggest any formal relationship with the Minneapolis or St. Paul chapters of the Black Lives Matter (BLM) movement and no formal relationship is contemplated, although the Board recognizes that many congregants and, on occasion, our ministers, have attended BLM events and protests. President March and Reverend Schroeder will publish articles in the Liberal with this message.

The Trustees also discussed their own role in conveying to members of the congregation what our position is on racial justice issues and how we might become better versed in

discussing those issues. Possible board role-play exercise, explaining the Board's position on racial justice and the racial justice resolution. Also, the Trustees should communicate to the congregation that the Board intends to use a racial justice lens in doing its work and to adopt church policies based on equity. Another step that the Board needs to take is to engage in some strategic planning around how we sustain our focus on racial justice over the next several years.

V. Board Goals

The Trustees discussed the draft goals for the 2015-16 church year. The Board expects to make final adjustments and adopt the goals at the next meeting.

VI. Review of Staff Work Plan

Reverend Schroeder and Reverend Crow presented an overview of the annual staff work plan. This plan specifies the tactics and initiatives, organized around our visionary goals and related to our strategic plan, that the staff plans to achieve this year. While progress is planned within each of the four goal areas (Worship, Faith Formation, Supportive Community, and Faithful Action) staff will focus attention on "resources and infrastructure", implementing systems that allow us to be more effective in our ministry, building out the church's development and stewardship capacity, and ensuring that staff have the training and skills they need to succeed and thrive in new roles and within the new structure. Reverend Schroeder reported that the staff feels energized and ready to build the strengths of last year - the elimination of RE Fees, spiritual growth and deepening, a Racial Justice Resolution, and a strong sense of "shared ministry" between staff, lay-leaders, and Board members. President Marsh reported that she had reviewed the staff work plan with Reverend Schroeder and Reverend Crow and that there did not appear to be any significant issues that required the Board's attention.

VII. Finance Committee Report

There was a very brief finance committee report, in the interest of time and given that we are very early in the church year. So far, the budget is proceeding according to plan.

VIII. Governance Committee Report

Richard Spratt, Chair, reported. The Governance Committee revisited the Congregational Covenant. After discussions amongst the governance committee, with President Marsh, and with Rev. Schroeder, there was a recommendation that the Board withdraw the covenant from the agenda for the 2016 Annual Meeting and not seek adoption of a covenant from the congregation. A motion to that effect was moved and second. The motion was approved by a vote of 8-1.

The meeting adjourned at 9:18 p.m.

October Attendance

	2015			2014		
	9:30	11:15		9:30	11:15	
Adults						
1st week	328	242	570	240	308	548
2nd week	248	287	535	239	275	514
3rd week	225	205	430	243	268	511
4th week	300	294	594	295	345	640
5th week						
Monthly Total	1101	1028	2129	1017	1196	2213
Average for October	275	257	532	254	299	553
RE						
1st week	233	186	419			
2nd week	28	20	48			
3rd week	104	81	*185			
4th week	202	205	407			
5th week						
Monthly Total	567	492	1059			
Average for October	141	123	264			
Combined Average	416	380	796	254	299	553

*MEA weekend, no 6th-12th grade RE classes

**First Universalist Church
OCTOBER 2015 Statistical Report
November 19, 2015**

MEMORIAL SERVICES: 0

MARRIAGES/SERVICES OF COMMITMENT: 0

MEMBERS FOR APPROVAL: 8

Carrie and Christopher Schoeder, Eden Prairie
Cyrus Farivar, Minneapolis
Mary Ellison, Minneapolis
Gail Price, Bloomington
Sarasota Davies, St. Paul
William G. Rice and Amber Fors, Minneapolis

MEMBERS REINSTATED: 1

Virginia Halloran

MEMBERS FOR REMOVAL: 2

Adrienne Alexander and Judith Ream

CHILDREN DEDICATED: 0

	To Date	End of Year Totals			
MEMBERS	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
(Fiscal Year)	8	58	46	110	76
TOTAL MEMBERS:	927	920	921	1030	953

TOTAL MEMBERS AS OF THE LAST MEETING: 920

To be added: 9

To be removed: 2

TOTAL MEMBERS: 927

MONTH	POLICY	METHOD	FREQUENCY
July	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
August	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (fourth quarter financials) (FMT)	Internal	Quarterly
	Strategic plan (annual work plan) (GMT)	Internal	Semiannual
September	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Prior year financial condition;review/audit (FMT)	Internal	Annual
	Treatment of staff - job descriptions and position criteria	Direct inspection	Annual
	Staff grievance procedure (GMT)	Direct inspection	Annual
	Treatment of volunteers*	Internal report; direct inspection	Annual
October	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Protection of assets (note FMT monitoring schedule is annual only) (FMT)	Direct inspection	Semiannual
	Investment and financial policies (FMT)	Direct inspection	Annual
November	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (first quarter financials) (FMT)	Internal	Quarterly
	Staff-volunteer grievances (GMT)	Internal	Semiannual
	Exit interviews	Internal report	Annual
December	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
January	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Review physical plant for capital improvements (FMT)		Annual
	RFP for audit/review (FMT)		Annual
	Treatment of staff - salary ranges aligned to market and job descriptions	Internal report	Annual
	Financial obligations - deferred, long term comp and benefits	Internal report	Annual
February	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan(second quarter financials) (FMT)	Internal	Quarterly
	Review of annual workplan (strategic workplan) (GMT)	Internal	Semiannual
	Membership and attendance trends	Internal	Semiannual
	Staff compensation/benefits (GMT)	Internal	Annual
	Staff survey (GMT)	Internal	Annual

MONTH	POLICY	METHOD	FREQUENCY
March	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	3-year financial plan/budget (FMT- NEW)	Direct inspection	Annual
	Annual budget (FMT)	Internal	Annual
April	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Protection of assets (note FMT monitoring schedule is annual only)	Direct inspection	Semiannual
	Financial review (audit/review)	Internal	Annual
	Congregational survey	Internal	Annual
May	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Financial plan (third quarter financials) (FMT)	Internal	Quarterly
	Staff-volunteer grievances (GMT)	Internal	Semiannual
	Membership and attendance trends	Internal	Semiannual
	Ends outcomes review	Internal	Annual
	Congregant grievances	Internal (report)	Annual
	2014 only: Staff job descriptions	Direct inspection	2014 only
	Staff survey	Internal (report)	Annual
	<i>Note: In addition to May's monitoring items, the Board needs to approve budget in May.</i>		
June	Financial condition	Internal	Monthly
	Attendance and membership numbers	Internal	Monthly
	Staff and significant volunteer changes	Internal	Monthly
	Staff performance reviews completed; format and process	Report on completion; direct inspection of format	Annual
	Senior minister evaluation	Internal (report)	Annual
Other	Other policies monitored	As appropriate	Semiannual

Notes:

Financial condition = treasurer's report balance sheet

Staff and significant volunteer changes = additions, eliminations, or changes (including staff changes in hours, duties, compensation and/or benefits)

Financial plan = budget status/quarterly financials

Strategic plan = integrated work plan for church year (annual work plan)

Membership = increase or decrease in membership

Staff and volunteer treatment = personnel and volunteer manuals; written grievance procedures

Grievance = number of filed grievances by staff or volunteers

Protection of physical and legal assets = review of all insurance policies, intellectual property, corporate status, etc..

Staff compensation and benefits = review of actual and goals

Three-year budget = three-year plan for income and expenditures

Audit/review = prepared by outside professional auditors

Other policies = policy document in total reviewed, board evaluation, etc.

Treatment of volunteers = provision of general team and committee member expectations, relevant policies and procedures, guidance on how teams, committees. and volunteers should relate with staff

Approved date _____

11/15/15

Dear First Universalist Church Board of Trustees,

For those of you that do not know me personally, allow me to introduce myself. My name is Jack Gaede, and I am pursuing my Master of Divinity degree at United Theological Seminary with the intention of becoming ordained as a Unitarian Universalist minister. In order to attain status as an Aspirant to the Ministry I must acquire congregational support from my home congregation to show that I have a deep and round understanding of congregations and how they work. I have been attending First Universalist for three years now, and I am about to celebrate my one-year anniversary of being a member on Wednesday, November 18th.

Since my first day attending FUC three years ago, I have been drawn into involvement in many different forms. My first foray into congregational life at FUC was being part of a multi-generational Community Circle over the summer of 2013. I loved the different perspectives that were brought forward in this diverse group while we discussed the sermons, the worship themes, and joyful and painful threads from our own lives. I come from a conservative background with quite conservative parents, so for me personally it was especially profound to meet people who were the same age as my parents who could serve as a proxy for me, enabling me to hear wisdom from my parents' generation from people who shared my own liberal views.

My next Community Circle was the one geared toward Queer Young Adults. This group filled up quickly, and I have made some very great and deep connections with other queer young adults in our congregation that have had a lasting impact on me. (In fact, one of them just came over for dinner last night!) After one "semester" of being a participant in the Queer Young Adults Community Circle, I have also co-facilitated the circle twice. Rev. Elaine seems always to know what new involvement will be life-giving and nurturing for me, and she pushes me ever so gently in such directions. I have treasured this opportunity to get to know and support FUC's queer youth!

I also had the privilege during the 2014-2015 church year to be on the Worship Associate Team, and what a rich experience that was! We regularly met with Rev. Ruth to explore the book, "Writing to Wake the Soul," and we were continually encouraged to share our stories through our writing and to bring them to the congregation boldly. At the same time, I was taking a class on UU Preaching at United taught by Rev. Justin and Rev. Victoria Safford. I loved the challenge of working on my creative writing, and I was able to come to see writing as a spiritual practice. In both of my Calls to Worship, I relied on the courage instilled in me by our ministers in being white people confronting race, racism, and whiteness and on my own sense of

vulnerability to communicate powerful words and ask big questions about my place (and by abstraction our place) in the complicated system of race in America. I learned much from this experience, and I am so grateful for the opportunity.

My experience at FUC has been rounded out by other little commitments and activities. I was on Rev. Ruth's Preliminary Fellowship Committee; I was on a Welcome Team; I am a Religious Education advisor for the high school youth; I occasionally sing with the Summer Choir; and I am helping to pilot the Soul Matters program—a new small group ministry that digs a little deeper than the community circles. I am also involved this year with MUUSJA (Minnesota Unitarian Universalist Social Justice Alliance) as a ministerial intern working with a leadership training program for high school youth called YoUuth SOALS, funded by a grant from FUC. It has been a great opportunity to continue to develop skills as a leader and a minister, and I am so glad to be working with such amazing, thoughtful, and inspiring youth.

I hope that this letter of introduction gives you as the Board of Trustees a better understanding of who I am and how I've been involved at First Universalist Church. I look forward to our continued relationship as my ministerial development continues. I respectfully request your congregational sponsorship and will gladly accept it if granted. Thank you so much for taking the time to consider my request.

with love and warmth,
jack gaede

October 2015 - Board of Trustees meeting - Board survey results

	Not at all	(no label)	Neutral / Did not come up this month	(no label)	We practiced this goal	Total	Weighted Average
▼ We opened up to each other with trust	0.00% 0	0.00% 0	0.00% 0	66.67% 4	33.33% 2	6	4.33
▼ We assumed positive intent even when conflict arose	0.00% 0	0.00% 0	16.67% 1	33.33% 2	50.00% 3	6	4.33
▼ We stayed focussed on the entire meeting	0.00% 0	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00
▼ We asked courageous questions	0.00% 0	0.00% 0	16.67% 1	33.33% 2	50.00% 3	6	4.33
▼ We applied a racial justice lens	0.00% 0	0.00% 0	0.00% 0	50.00% 3	50.00% 3	6	4.50
▼ We made sure all voices were heard before we came to a conclusion	0.00% 0	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00
▼ We embraced conflict as normal when dealing with complex issues	0.00% 0	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00

Sr. Minister Report and Reflection Question for Nov 2015 Board Meeting

Opening Reading and Reflection Questions - from the poem *Kindness* by Naomi Shihab Nye

Before you know what kindness really is
you must lose things,
feel the future dissolve in a moment
like salt in a weakened broth.
What you held in your hand,
what you counted and carefully saved,
all this must go so you know
how desolate the landscape can be
between the regions of kindness.
How you ride and ride
thinking the bus will never stop,
the passengers eating maize and chicken
will stare out the window forever.
Before you learn the tender gravity of kindness,
you must travel where the Indian in a white poncho
lies dead by the side of the road.
You must see how this could be you,
how he too was someone
who journeyed through the night with plans
and the simple breath that kept him alive.
Before you know kindness as the deepest thing inside,
you must know sorrow as the other deepest thing.
You must wake up with sorrow.
You must speak to it till your voice
catches the thread of all sorrows
and you see the size of the cloth.
Then it is only kindness that makes sense anymore,
only kindness that ties your shoes
and sends you out into the day to mail letters and purchase bread,
only kindness that raises its head
from the crowd of the world to say
it is I you have been looking for,
and then goes with you everywhere
like a shadow or a friend.

Reflection Questions:

During what “border crossings” have you felt the “future dissolve in a second?” In what moments of transition, or border crossing, have you known sorrow or kindness as the deepest thing inside you?

Senior Minister Updates:**Collaboration with Local Congregations for Debby Irving Event on Nov 6:**

We offered this free event to the public out of our commitment to racial justice through intensive education and training on the historical and current impacts of systemic racism and white privilege.

We were pleased to be joined by sponsors Edina Community Lutheran Church, First Unitarian Society, the Minnesota Unitarian Universalist Social Justice Alliance (MUUSJA), and Unity Church-Unitarian in making this special evening possible.

Approximately 200 people attended this event.

Choice Point Model Introduced to Staff: Just as the Board of Trustees and the Racial Justice Leadership Team is beginning to use the Choice Point Model (from Race Forward), so is the staff. We’ve reviewed this model, and will have periodic check-ins during the year, tracking the various choice points in our work, and exploring alternative choices and possibilities. Next year, as part of our goal setting for the upcoming year, we’ll incorporate concrete, specific goals around the choice point model. The Choice Points model has also been introduced to the Faithful Action Leadership Council (FALC).

Save the Date: Holiday Giving Celebration is December 20th! The publicity is already rolling out about the Holiday Giving Project, and I want to remind Board members that Dec 20th is the big day! During both worship services, we’ll collect gifts (the money we didn’t spend on holiday gifts for friends and family) for Beacon Interfaith Housing Collaborative. We’ll be *giving the gift of home* this holiday season to families, youth, and formerly incarcerated men.

Update on Development/Stewardship Work: Development Consultant Liz Loeb and I have been meeting and working with various fundraising/development/stewardship groups in the church (Pledge Team, Planned Giving Team, Community Investment Team (the Team that gives away the offering plate), etc.) We've held two "Invest in Your Values" sessions with team members, and are working to create core messaging that will come out of those sessions. During these gatherings, we've heard how much it matters to people to be thanked and recognized for their gifts and contributions. On Nov 17 and Dec 1, church members will be trained to make "Thank you" calls to other church members, to thank them for their financial gifts, as well as their other contributions to the church. In consultation and brainstorming with the pledge team, we are not doing to do the "Top Donor" event as we've done it in years back; instead, we'll re-allocate the resources to "Pledge Day," so that "Pledge Day" can be a day for the entire church community to celebrate our ministry, come together, and rededicate ourselves to supporting the church. In January, Liz will be working to train congregants to talk to other congregants about "investing in their values," and making an ambitious pledge to the church. Finally, the Auction/Great Gathering team has met with Liz and we've set a goal of raising \$40,000 this year. Liz is helping the Auction/Great Gathering team incorporate best practices into all that we do with this event. In summary, this is a year of re-imagining how we raise money, how we celebrate our accomplishments, and how we talk about values and why we invest in them.

Monitoring Report on Exit Interviews: There has been no staff turnover; thus, there have been no exit interviews.

First Universalist Church of Minneapolis
Board and Board Committee Goals for 2015-16
Revised after discussion 15 October 2015

Board of Trustees Goals:

- 1) Continue leading on racial justice, using the groundwork established through the passage of the Racial Justice resolution; specifically we will:
 - Continue educating ourselves about race, racism, and whiteness.
 - Consistently apply the *Race Forward* Choice Points model to achieve inclusion and equity as we identify opportunities and make decisions.
- 2) Create and review policies to ensure they reflect our racial justice work and commitment.
- 3) Review the current and future financial needs, strategic goals, and aspirations of First Universalist Church and develop a financial and strategic plan to address them, incorporating congregant input.
- 4) Work with Nominating Committee and through our own efforts to increase equity and inclusion among leaders in our senior leadership roles: Board of Trustees, Foundation Board, and Nominating Committee (e.g., increase diversity based on age, gender, tenure with church, race, point of view, and other demographics).
- 5) Continue Board linkage with the congregation through meaningful opportunities to listen closely to needs and aspirations.
- 6) 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. Complete analysis on Board operations (use of committees, meeting times, selection of officers, and so on) and implement needed improvements.

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
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
Thursday, November 12, 2015
Cummins Room

Attendance: Present – Nate Ahlberg, Eric Cooperstein, Christina Nicholson, Dick Niemiec, Rev. Jen Crow, Kurt Hochfeld (consultant, MAP for Nonprofits)

Absent – Karin Wille

Dick Niemiec convened the meeting at 6:00 pm.

The committee approved the October 8, 2015 minutes.

Jen introduced Kurt Hochfeld, the Church's financial consultant from MAP for Nonprofits. Kurt has worked with Jen and Brad Schmidt for the past six months to implement the MAP recommendations from the 2013-4 financial assessment, to move to a modified cash accounting basis and to generally improve the Church's financial procedures.

Jen presented her financial review for the 1st quarter ending September 30 and the accompanying financial statements. The review covers year-to-date finances and year-end projections. Jen said income and expenses are tracking as expected with an expected year-end surplus of \$2,500. She mentioned income and expense variances roughly net each other out resulting in no significant net impact.

Kurt discussed his work with Jen and Brad. He made the following recommendations for consideration by the finance committee:

- The committee should focus its attention on high-level items – pledge revenue, salaries and benefits, and program expenses. He suggested developing multi-year graphs so comparisons to past years and developing trends can be monitored. (This is consistent with the board's interest in developing a dashboard.)
- The board should hold the senior ministers accountable for the overall budget and they should focus the department managers on controlling individual budgets.
- Year-end projections are an effective ways to manage the budget. Kurt is working with Jen on a staff policies and procedures manual that will contain a variance policy. (The committee will review the manual when it is completed.) It is important for Jen to bring significant variances to the committee and for the committee to pay particular attention once several quarters of actual results are known.

Kurt discussed the advantages of the modified cash basis of accounting that the Church adopted at the start of this fiscal year. The balance sheet will be easier to understand with emphasis on cash, investments and property. Some items tracked in the past on

the balance sheet (for example, pledge revenue) now need to be monitored through the separate donor database.

Kurt also mentioned the need for full documentation of staff functions in an organization with a small staff with limited backup. Then in the case of a staff member who is absent for a period of time a replacement with limited experience with the Church's accounting can handle the functions.

The committee asked Kurt about ways to share the Church's financial status with the board and the congregation. He suggested two elements – sustainability through the annual operating plan, and aspirations through the strategic plan that includes a three to five year budget. Long-range projections should include a financial development plan for member support and sources of additional revenue such as tenant income.

Kurt observed some non-profits develop revenue streams by marketing the expertise of staff members to other churches. He suggested we consider the Unity Consulting (a wholly-owned subsidiary of Unity Church) model. He felt over time the Church could develop the financial expertise to sell accounting services without compromising its mission.

Kurt said the finance committee should regularly report to the congregation via the board on reasons for variances in revenues and operating expenses.

Kurt turned to the development of a multi-year budget based on recent financial results with particular attention to assumptions and trends (changes in pledges per member within demographic categories, anticipated building and capital costs, varying labor expenses, etc.) and anticipated changes in Church programs.

Jen & Kurt discussed the MAP proposal for a 2014-5 assessment. MAP has performed this assessment for the past several years. Kurt felt he was covering most of the elements of the proposal in his work with Jen. He further felt the cost of the proposal could be better allocated to strengthening accounting procedures and internal controls. It was moved and seconded that the finance committee recommend to the board:

The MAP proposal for year-end financial assessment and recommendations be declined, and the budget be spent on strengthening accounting procedures and internal controls.

The motion passed.

The committee discussed with Kurt if and when a full audit would be conducted by a certified public accountant. Kurt stated that the Church is not required to have an audit as other non-profits are. He suggested there may be time when the board and/or the congregation wants an audit to determine the integrity of the Church's finances.

Jen presented a progress report on the capital budget that was funded by the refinanced mortgage in 2013. The Church has requested a grant from the Watershed District to rebuild the parking lot in a more environmentally-friendly manner with pavers rather than simply resurfacing with asphalt. The committee suggested to Jen that if the grant is not awarded the Church explore other ways to fund the more expensive environmental option through resubmitted the grant request or wrapping the project in the upcoming capital campaign.

Dick indicated he would send an email to Ross Levin of Accredited Investors to set the agenda for the December 2 investment review meeting with particular emphasis on divestment strategies.

The committee considered the draft workplan for 2015-6 and made the following modifications:

- Noted the work that has been completed relative to MAP recommendations, and developing simpler and more transparent financial statements.
- Determined the committee's role in reviewing the staff policies and procedures manual that is under development.

The committee asked Dick to bring the revised workplan to the board at the November meeting.

The meeting adjourned at 7:50 pm.

Submitted by Dick Niemiec, committee chair

Quarterly Financial Review
November 12, 2015
Executive Summary
from Rev. Jen Crow to the Finance Committee

Summary

This summary provides an overview of actual 1st quarter finances, as well as an analysis of year-end projections, compared to our budget for the 2015-16 church year. The “actual” numbers provided represent the income received and the expenses paid by the end of September, which marks the close of our first fiscal quarter. The “year-end projection” numbers represent an analysis of our actual first quarter numbers, as well as input from conversations with all directors about anticipated income, expenses, and any changes to programming or plans that have a budgetary impact. The final column represents the 2015-16 budget approved by the Board and passed by the congregation.

Overall, income and expenses are tracking as expected, with a few significant variances. Projected variances in income and expenses roughly equal one another, resulting in no significant net impact. At the close of the 1st quarter, we project that we will end the year with a surplus of \$2500.

Income

Projected Total Income: 1,501,331.20
Budgeted Total Income: 1,543,426.53

- We anticipate that our actual income from pledges will be approximately \$20,000 less than originally budgeted. This projection includes our actual pledges made thus far, plus an estimate of what additional pledges we might receive from new members over the course of the year.
- We have adjusted our projected income – both to the church and to the community - from the offering plate to reflect the actual income received thus far. We have also adjusted expenses (offering plate for community, TRUST) to reflect this projected change in income.
- YCE income and expenses were both higher than anticipated, but these numbers are a one-to-one match and have no overall impact on the budget.
- We are projecting a slightly lower income in Dividends and Interest, reflecting actual income thus far.

Expenses

Projected Total Expenses: 1,470,496.62
Budgeted Total Expenses: 1,513,410.62

- The largest projected variances to note come in the salaries, payroll taxes, and childcare lines. Currently, the 7.65% paid to ministers in lieu of FICA is being tracked in the salaries and wages line. This increases the salaries and wages line, and is the reason for the reduced amount in the projected

“payroll taxes” expenses. We will likely track this differently in the 2nd quarter.

- Our projected childcare expenses (\$15,500) are significantly higher than the budgeted \$7000 amount. This reflects a shift to staffing each Sunday morning RE classroom, most often with youth employees. This Sunday morning classroom staffing is currently included in the “Childcare” line. We are projecting a significant decrease in the combined “salaries and wages” and “payroll taxes” lines that will offset this increase in “childcare” expenses.
- Medical insurance – we are projecting that this expense will come in roughly \$10,000 under budget, based on a projected 10% increase in premiums for 2016.
- Temporary Labor – projected at \$2500, budgeted at \$4500. We do not anticipate using these expenses, but this line exists as back up should any staff leave unexpectedly or should additional staffing or skills be needed to complete a project.
- Guest Speakers – projected at \$1250, budgeted at \$600. This anticipated increase reflects our commitment to have one minister of color per month in the pulpit.
- Musicians – projected at \$9000, budgeted at \$11,000. We anticipate spending less on guest musicians, and more in music purchases.
- Music Purchases – projected at \$5000, budgeted at \$3000.
- Piano tuning – projected at \$2000, budgeted at \$1420. In addition to tuning the piano, we are slowly rebuilding and repairing it, one string at a time. This expense line may increase further throughout the year.
- Printing and Copying – projected at \$20,000, budgeted at \$18,000. This projection reflects anticipated costs.
- Telephone & Internet Expense – combined total projected at \$4400, combined budget \$5000. Bundling these together reflects our change to US Internet and the total combined costs of our phone and internet plan.
- Workers Compensation – projected at \$8000, budgeted at \$7008. This projection reflects actual costs.
- Financial Review/Audit – projected at \$2500, budgeted at \$1500. This projection reflects likely actual costs.
- Repairs and Maintenance – projected at \$15,000, budgeted at \$17,200. This projection reflects likely actual costs.

2015-16 First Quarter Report

	2015-16	2015-16	2015-16
	Q1 Actuals	YE projections	Budget
<u>Income</u>			
Pledges			
4015 · Pledges	277,637.74	1,131,000.00	#####
4025 · Est Unpaid Pledges Releases		(56,550.00)	(57,750.00)
Total Pleges	277,637.74	1,074,450.00	#####
Contributions Unrestricted			
4110 · Contributions Unrestricted	4,192.66	50,000.00	50,000.00
4113 · Contributions Hospitality	137.12	500.00	500.00
Memorials Designated	315.00	315.00	0.00
4140 · Offering Plate for Church	6094.58	28,000.00	36000
Total Unrestricted	10,739.36	78,500.00	86,500.00
Contributions Temp Restricted			
4291 · Cummins Contr Temp Restr	0.00	0.00	0.00
Total contributions Temp Rest	0.00	0.00	0.00
Contributions Released from Rest			
4310 · Misc Contr Releases	0.00	9500	9500
4320 · Offering Plate for Comm Release	0.00	39,500.00	54,000.00
Grant from Foundation	5,000.00	5,000.00	5,000.00
4380 · Legacy Fund Releases	0.00	21299.2	21299.2
Total Contrib Released from Restricted	5,000.00	75,299.20	89,799.20
Fundraisers			
Families Moving Forward Fundraising	5,976.73	5400	9,000.00
Families Moving Forward, 10% retained	664.00	600	1,000.00
Holiday Giving, 10% goes to church for admin. e	0.00	7,000.00	7,000.00
Holiday Giving	0.00	63,000.00	63,000.00
4540 · Misc Fundraisers	0	35000	35,000.00
4550 · YCE	17605.05	17650	11,000.00
4560 · Youth Trips	8,381.95	10,000.00	10,000.00
Total Fundraisers	32,627.73	138,650.00	136,000.00
Program Fees/Donations			
4601 · RE Basic	0.00	0.00	0.00
4602 · RE 7th Grade Donation	0.00	500.00	500.00
4603 · RE 8th Grade Donation	0.00	1,250.00	1,000.00
4604 · RE COA Donation	2,900.00	3,300.00	2,500.00
Senior High Donation	0.00	500.00	500.00
4609 · RE Summer	0.00	0.00	0.00
4610 · Re 5th Grade OWL Donation	0.00	1,250.00	1,000.00
4620 · Summer Camp Fees	5,040.00	6600	6,600.00

2015-16 First Quarter Report

Total Program Fees	7,940.00	13,400.00	12,100.00
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	2015-16	2015-16	2015-16
	Q1 Actuals	Year End Proj.	Budget
Large Tenant	14,583.40	77,000.00	77,000.00
4711 · Misc Room Rentals	1,715.00	9,000.00	9,000.00
4712 · Weight Watchers	1,300.00	4,800.00	4,800.00
4713 · ShirTikvah	0.00	4,000.00	4,000.00
4714 · 12 Step Groups	0.00	0.00	500.00
4770 · Antennae Lease	3,261.39	13,232.00	12,144.00
4781 · Weddings & Commitments	200.00	1,000.00	1,000.00
Total Rental Income	21,059.79	109,032.00	108,444.00
Dividends & Interest			
4801 · Div & Int Unrestricted	1289.81	7000	10,000.00
Total Dividends & Interest	1,289.81	7,000.00	10,000.00
Other Income			
4951 · Misc Income	2077.38	5000	3,333.33
Total Other Income	2,077.38	5,000.00	3,333.33
Total Income	358,371.81	1,501,331.20	#####
Gross Profit	358,371.81	1,501,331.20	#####

Expenses:

Salaries & Wages			
5001 & 5003· Salaries & Wages	173,756.53	714,200.00	718,432.00
Total Salaries & Wages	173,756.53	714,200.00	718,432.00
Employee Benefits			
Payroll Taxes	7,724.07	32,500.00	54,830.00
5021 · Medical Insurance	17468.57	70,000.00	84017
5022 · LTD	131.25	525.00	1940
5026 · Life Insurance	307.80	1,800.00	2378
5028 · 401K	13,681.28	56,000.00	56925
Total Employee Benefits	39,312.97	160,825.00	200,090.00
Professional Expenses			
5031 · Professional Expenses	5,114.02	16,990.00	16,990.00
5035 · Senior Minister Prof Expenses	2,110.53	8,000.00	8,000.00
Total Prof Exp	7,224.55	24,990.00	24,990.00
Temporary Labor			
5041 · Temp Labor	0.00	2,500.00	4,500.00
5042 · Childcare	2,318.28	15,500.00	7,000.00
5043 · Guest Speakers	500.00	1,250.00	600.00

2015-16 First Quarter Report

5045 · Musicians	1,210.00	9,000.00	11,000.00
5047 · Sound Technicians	1,119.75	3,300.00	3,300.00
Total Temp Labor	5148.03	31,550.00	26,400.00

	2015-16	2015-16	2015-16
	Q1 Actuals	Year End Proj.	Budget

Program Expenses

5103 · Classroom Supplies	5,518.65	10,000.00	10,000.00
5121 · Teacher Workshops	0.00	1,300.00	1,300.00
5123 · Grade 7	1,329.15	800.00	800.00
5124 · Grade 8	108.26	2,000.00	1,500.00
5125 · Grade 9 COA	171.96	3,300.00	2,500.00
5126 · Grade 10 11 12	0.00	700.00	700.00
5127 · Summer Programs (Camps)	6,066.54	8500	10,739.00
5128 · Youth Social Activities	0.00	400.00	400.00
5129 · Senior High Trips	8,381.95	10,000.00	10,000.00
5131 · Adult Ed	0.00	1,200.00	1,200.00
5132 · Circles (formerly Small Groups)	226.00	1,200.00	1,200.00
5799 Racial Justice	3,525.00	7,500.00	7,500.00
5134 · Multigenerational Music	0.00	500.00	500.00
5135 · Music Purchases	1,039.33	5,000.00	3,000.00
5136 · Piano Tuning	320.00	2,000.00	1,420.00
5137 · Worship Items Misc	89.91	500.00	500.00
5140 · Memorials Expense	358.87	400.00	400.00
5199 · Other Program Expense	1,435.57	8,300.00	8,300.00
Total Program Expenses	28,571.19	63,600.00	61,959.00

Other Expenses

5201 · Winter Solstice	0.00	250.00	250.00
5202 · Labyrinth	0.00	0.00	0.00
5203 · Library	0.00	500.00	500.00
5209 · Action Groups	0.00	500.00	500.00
5210 · Friendship Caring Corner	0.00	100.00	250.00
5231 · YCE Supplies	610.00	650.00	11,000.00
5232 · YCE Travel & Related	16,995.05	17,000.00	0.00
5233 · YCE Other	0.00	0.00	0.00
Families Moving Forward	2,777.25	5,400.00	9,000.00
Total Other	17,605.05	24,400.00	21,500.00

Membership Expenses

5251 · Hospitality	1,721.42	7,500.00	7,500.00
5252 · Visitor Welcoming	50.84	600.00	600.00
5254 · New Member Programs	274.70	600.00	600.00
Total Membership Expenses	2,046.96	8,700.00	8,700.00

2015-16 First Quarter Report

	2015-16	2015-16	2015-16
	Q1 Actuals	Year End Proj.	Budget
Fundraising Expenses			
5301 · Pledge Drive	0.00	5,000.00	5,000.00
5302 · Planned Giving	12.20	2,000.00	2,000.00
5303 · Misc Fundraisers	0.00	3,500.00	3,500.00
5390 · Racial Justice	0.00	0.00	
5808 · The Greater Good	0.00	0.00	300.00
Total fundraising Expenses	12.20	10,500.00	10,800.00
Office Expenses			
5401 · General Office Supplies	1,454.44	6,100.00	6,100.00
5402 · Paper	349.20	2,000.00	2,000.00
Total 5400 · Office Supplies	1,803.64	8,100.00	8,100.00
5410 · Small Furnishings Purchases (SPIFF)	200.00	2,000.00	2,000.00
5412 · Visual Arts	(83.11)	4,200.00	4,200.00
5414 · Printing & Copying	4,044.94	20,000.00	18,000.00
5416 · Postage & Shipping	898.40	4,000.00	4,000.00
5418 · Telephone	876.69	0	3,500.00
5420 · Internet Expense	412.68	4,400.00	1,500.00
5422 · Website	390.85	1,500.00	1,500.00
5424 · Software Expense	1,398.66	5,500.00	5,500.00
5426 · Equipment Leases	0.00	175.00	175.00
5432 · Sound System	0.00	3,000.00	3,000.00
Total 5430	8,139.11	44,775.00	43,375.00
5440 · Insurance			
5441 · Workers Comp	1,994.61	8,000.00	7,008.00
5442 · Liability Insurance	4,021.67	14,250.00	14,250.00
Total Insurance	6,016.28	22,250.00	21,258.00
Denominational Expenses			
5451 · Dues & Memberships UUA	7,850.00	31,400.00	31,400.00
5452 · Dues & Memberships PSD	0.00	9,600.00	9,600.00
5453 · Dues & Memberships Other	0.00	1,460.00	1,460.00
Total 5450 · Dues & Memberships	7,850.00	42,460.00	42,460.00

2015-16 First Quarter Report

	2015-16	2015-16	2015-16
	Q1 Actuals	Year End Proj.	Budget
5475 · Financial Review/Audit	0.00	2,500.00	1,500.00
5480 · Consultants	6,773.66	32,500.00	32,500.00
5490 · Employee Appreciation	557.62	1,650.00	1,650.00
5510 · Volunteer Appreciation	0.00	1,620.00	1,620.00
5530 · Board Expenses	0.00	1,000.00	1,000.00
5540 · Leadership Development	0.00	0.00	0.00
5560 · Interest Expense	9,916.48	38,976.62	38,976.62
5571 · Payroll Processing Fees	425.29	2,800.00	2,800.00
5572 · Bank Service Charges	370.35	1,500.00	1,500.00
5573 · Credit Card Discount Fees	2,592.46	13,000.00	13,000.00
Total 5570	20,635.86	95,546.62	94,546.62
5580 · Mileage	744.46	2,000.00	2,000.00
5590 · Utilities			
5591 · Utilities Electric	8,014.41	27,000.00	27,000.00
5592 · Utilities Gas	225.91	20,000.00	20,000.00
5593 · Utilities Water & Sewer	1,616.23	8,500.00	9,000.00
Total Utilities	9,856.55	55,500.00	56,000.00
Repairs & Maintenance			
5601 · Repairs & Maintenance General	4,967.86	15,000.00	17,200.00
5602 · HVAC Repairs & Maintenance	1,600.00	10,000.00	10,000.00
5603 · Elevator Maintenance	730.73	3,300.00	3,300.00
5604 · Alarm Maintenance	81.68	1,500.00	1,500.00
Total 5600 · Repairs & Maintenance	7,380.27	29,800.00	32,000.00
Miscellaneous Other Expenses			
5620 · Janitorial Supplies	3,015.70	8,500.00	8,000.00
5630 · Trash & Recycling	975.03	5,000.00	5,000.00
5640 · Groundskeeping	0.00	11,700.00	11,700.00
5650 · Pest Control	44.06	600.00	600.00
5660 · Other Expense	876.99	3,000.00	3,000.00
5701 · Offering Plate for Community	NA	38,000.00	45,500.00
5704 · TRUST	0.00	1,500.00	4,000.00
Holiday Giving Gift	0.00	63,000.00	63,000.00
Total 5700	4,911.78	131,300.00	140,800.00

2015-16 First Quarter Report

	2015-16	2015-16	2015-16
	Q1 Actuals	Year End Proj	Budget
Total Expenses	341,015.43	1,470,496.62	#####
Net Income	17,356.38	30,834.58	30,015.91
Loan Principal		(28,306.10)	(28,306.10)
Adjusted Net Income		2,528.48	1,709.81

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

**1. General Operating
 July to September 2015**

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

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)
Revenues			
Pledges	\$277,637.74	\$274,312.50	\$1,097,250.00
Contributions Unrestricted	\$10,739.36	\$21,625.02	\$86,500.00
Contributions Temp Restricted	\$0.00	\$0.00	\$0.00
Contrib Released from Restr	\$0.00	\$0.00	\$0.00
Fundraisers	\$25,987.00	\$31,500.00	\$126,000.00
Program Fees	\$7,940.00	\$3,024.99	\$12,100.00
Dividends & Interest	\$1,342.56	\$2,499.99	\$10,000.00
Rental Income	\$21,059.79	\$27,111.00	\$108,444.00
Realized Gains & Losses	(\$291.65)	\$0.00	\$0.00
Unrealized Gains & Losses	\$238.90	\$0.00	\$0.00
Other Income	\$2,077.38	\$833.34	\$3,333.33
Total Revenues	<u>\$346,731.08</u>	<u>\$360,906.84</u>	<u>\$1,443,627.33</u>

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

**1. General Operating
 July to September 2015**

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

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)
Expenses			
Salaries & Wages	\$173,756.53	\$188,457.51	\$753,830.00
Payroll Taxes	\$7,724.07	\$8,101.71	\$32,407.00
Employee Benefits			
Medical Insurance	\$17,468.57	\$19,054.26	\$76,217.00
LTD	\$131.25	\$262.50	\$1,050.00
Life	\$307.80	\$594.48	\$2,378.00
401K	\$13,681.28	\$14,329.98	\$57,320.00
Total Employee Benefits	\$31,588.90	\$34,241.22	\$136,965.00
Professional Expenses	\$7,224.55	\$6,372.51	\$25,490.00
Temporary Labor	\$5,148.03	\$6,600.00	\$26,400.00
Program Expenses	\$25,046.19	\$13,614.69	\$54,459.00
Miscellaneous Program Expenses	\$17,605.05	\$3,062.52	\$12,500.00
Membership Program Expenses	\$2,046.96	\$2,175.00	\$8,700.00
Fundraising Expenses	\$12.20	\$2,700.03	\$10,800.00
Administrative Expenses	\$21,289.70	\$24,667.47	\$98,670.00
Miscellaneous Expenses	\$116.89	\$1,800.00	\$7,200.00
Insurance	\$6,016.28	\$5,314.50	\$21,258.00
Dues & Memberships	\$7,850.00	\$10,615.02	\$42,460.00
Utilities	\$9,856.55	\$14,000.01	\$56,000.00
Repairs & Maintenance	\$7,380.27	\$7,999.98	\$32,000.00
Other Building Related Expense	\$14,828.26	\$17,612.91	\$70,451.62
Offering Plate for Community	\$3,525.00	\$1,875.00	\$7,500.00
Total Expenses	\$341,015.43	\$349,210.08	\$1,397,090.62
Net Total	\$5,715.65	\$11,696.76	\$46,536.71

First Universalist Church of Minneapolis
Balance Sheet
September 2015

Accounts

Assets

Current Assets

Cash & Cash Equivalents

1-1001-001 - U S Bank - Checking
1-1015-001 - U S Bank - Savings
1-1020-001 - Sunrise Bank - Checking

Total Cash & Cash Equivalents

Investments

1-1101-001 - Schwab- Church Operating
1-1108-001 - Schwab - Church Reserve
1-1109-001 - Sunrise - Church Reserve
1-1110-001 - Schwab - Don Carter & Mary Carter
1-1111-001 - Schwab - Temporarily Restricted
4-1104-004 - Schwab- Legacy Fund

Total Investments

Cash & Cash Equiv - Foundation

5-1801-005 - University Bank - Foundation

Total Cash & Cash Equiv - Foundation

Investments - Foundation

5-1851-005 - Schwab - Foundation

Total Investments - Foundation

Total Current Assets

Other Current Assets

Other Current Assets

1-1416-001 - Prepaid Loan Expenses

Total Other Current Assets

Total Other Current Assets

Fixed Assets

Fixed Assets

1-1501-001 - Land
1-1503-001 - Building & improvements
1-1504-001 - Accum Depr - Bldg & Impr
1-1506-001 - Furniture & Fixtures
1-1507-001 - Accum Depr - F&F

Total Fixed Assets

Total Fixed Assets

Total Assets

Liabilities, Fund Principal, & Restricted Funds

Liabilities & Equity

Current Liabilities

Accounts Payable

1-2000-001 - Accounts Payable

Total Accounts Payable

Total Current Liabilities

Other Current Liabilities

Benefits Payable

1-2103-001 - Insurance Payable

1-2105-001 - 401K Payable

1-2107-001 - Employee Flex Spending

Total Benefits Payable

Accrued Expenses

1-2205-001 - Accrued Vacation

Total Accrued Expenses

Deferred Revenue

1-2301-001 - Deferred Revenue - YCE

1-2302-001 - Deferred Revenue - Youth Trips

Total Deferred Revenue

Misc Other Liabilities

1-2401-001 - T-Mobile Taxes Escrow

1-2402-001 - Wellspring (National)

1-2501-001 - Damage Deposits

Total Misc Other Liabilities

Long-term Liabilities

1-2600-001 - Mortgage Payable - Long Term

1-2601-001 - Mortgage LOC Advance Payble

Total Long-term Liabilities

Total Other Current Liabilities

Total Liabilities & Equity

Fund Principal and Excess Cash Received

Fund Principal

Undesignated Net Assets/Equity

1-3001-001 - Church Equity

2-3001-001 - Church Equity (TR)

3-3001-001 - Church Equity (Non Op)

5-3801-005 - Foundation Equity

Total Undesignated Net Assets/Equity

Designated Net Assets

1-3101-001 - Board Designated - Memorials

1-3102-001 - Board Designated - Future Debt

1-3103-001 - Board Designated - Contingency

1-3104-001 - Bd Des - Undesignated Bequests

4-3105-004 - Board Designated - Legacy Additions

Total Designated Net Assets

Unrestricted Net Assets

1-3200-001 - Unrestricted Net Assets

Total Unrestricted Net Assets

Temp Restricted Net Assets

1-3201-001 - Miscellaneous Funds

1-3202-001 - C&M Olson Fund
1-3203-001 - Minister's Discretionary Fund
1-3204-001 - History Hounds Fund
1-3205-001 - Music Fund
1-3206-001 - Children's Offering Fund
1-3207-001 - Library Fund
1-3208-001 - Captial Campaign Fund
1-3209-001 - RE Music Fund
1-3210-001 - Event Salaries
1-3231-001 - Miscellaneous Offering Plate
1-3232-001 - Augsburg Fairview Academy - Other
1-3233-001 - Offering Plate - Habitat
1-3235-001 - Offering Plate - Simpson Meals
1-3236-001 - Augsburg Fairview Academy - Coats
1-3237-001 - Families Moving Forward
1-3299-001 - Gain/Loss on Temp Restr Funds

Total Temp Restricted Net Assets

Other Temp Restr Net Assets

4-3300-004 - Temp Restr Cummins Ministerial Fund
4-3400-004 - Temp Restr - Legacy Fund

Total Other Temp Restr Net Assets

Permanently Restricted

4-3901-004 - Don Carter Endowment
4-3902-004 - M E Carter Endowment

Total Permanently Restricted

Total Fund Principal

Excess Cash Received

Excess Cash Received - 1. General Operating
Excess Cash Received - Temporarily Restricted
Excess Cash Received - Non-Operating
Excess Cash Received - 3. Legacy/Cummins/Endowment
Excess Cash Received - 2. Foundation

Total Excess Cash Received

Total Fund Principal and Excess Cash Received

Restricted Funds

Total Temporarily Restricted
Total Permanently Restricted

Total Restricted Funds

Total Liabilities, Fund Principal, & Restricted Funds

(\$710.72)

\$416.61

\$40,184.96

\$39,890.85

\$8,954.15

\$268,287.49

\$184,013.35

\$61,384.25

\$97,816.54

\$694,750.14

\$1,315,205.92

\$11,138.34

\$11,138.34

\$1,481,453.90

\$1,481,453.90

\$2,847,689.01

\$8,285.83

\$8,285.83

\$8,285.83

\$250,000.00

\$3,287,170.59

(\$1,897,982.26)

\$216,515.50

(\$150,880.87)

\$1,704,822.96

\$1,704,822.96

\$4,560,797.80

\$53,338.67
\$53,338.67

\$53,338.67

(\$79.35)
\$12.37
\$1,332.73
\$1,265.75

\$8,003.24
\$8,003.24

\$19,287.73
\$8,636.67
\$27,924.40

(\$3,024.61)
\$13,686.90
\$7,291.70
\$17,953.99

\$613,639.00
\$164,688.14
\$778,327.14

\$833,474.52
\$886,813.19

\$1,465,498.38
(\$925,416.74)
(\$151,773.96)
\$1,508,412.08
\$1,896,658.76

\$3,191.88
\$51,627.96
\$271,109.21
\$65,332.22
\$429,719.34
\$820,980.61

\$662,660.73
\$662,660.73

\$20,018.59

\$23,806.75	
\$5,503.35	
\$3,568.31	
\$3,945.89	
\$3,147.45	
\$7,132.52	
\$6,624.04	
(\$154.57)	
\$2,454.19	
\$40,466.18	
\$1,550.63	
\$1,398.73	
\$820.43	
\$18.15	
\$3,863.48	
(\$597.73)	
\$123,566.39	
\$174,991.75	
\$89,260.77	
\$264,252.52	
\$47,813.98	
\$13,042.03	
\$60,856.01	
\$3,828,975.02	
\$5,647.91	
(\$4,947.95)	
(\$57,197.37)	
\$0.00	
(\$98,454.00)	
(\$154,951.41)	
	\$3,674,023.61
\$0.00	
\$0.00	
	\$0.00
	\$4,560,797.80

First Universalist Church – Finance Committee

Workplan – 2015-6

Accomplished

- 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

Outstanding

- Consider modifications to the current monitoring schedule
- Consider divestment of fossil fuels in our investment portfolio in conjunction with Ross Levin
- Review new fiscal policy & procedures manual for staff including budget variance policy
- Develop a three to five year financial forecast
- Develop a racial justice lens for financial affairs
- Determine how the church's database can be valuable in managing financial affairs
- Determine utility of a church-wide "dashboard"

11/16/15

**Capital Budget - Progress Report
November 2105**

Total Funding Available	\$175,000
<u>Completed Projects</u>	
Building Audit/Reserve Study	\$5000
Balcony Railing	\$2495
Carpeting for stage stairs (social hall)	\$325
New Lighting sanctuary	\$1790
Total Completed	\$9,610
<u>Projects in progress</u>	
Computers & AV needs <i>(13000 so far, includes computers, google for nonprofits and installation, wireless site surveys, firewall, switch, cabling)</i>	<u>Estimated Cost</u> \$28,300
Parking lot <i>(3750 so far for plans)</i>	\$100,000
New Lighting (Sanctuary) - remaining- led lighting in chandeliers	\$2000
Total in progress	\$130,300
<u>Remaining Projects</u>	
Vinyl Asbestos Tile (Arches) seal and carpet	\$100
AC Split System (serves sanctuary) 1976	\$25,000-30,000
Freezer - reach-in - waiting for the current one to die	\$2000
Front Landing Replacement	\$5000
Repair Main Entrance Stairwell	\$8000
Total Remaining	\$40,100-45,100
Total Estimated Cost of Proposed Projects	\$180,010-185,010
<u>Projects not happening</u>	
Carpet (library, balcony, chancel stairs)	\$4000
<u>Projects paid through operating budget</u>	
Pipe repairs	\$3000

In order to stay within our total loan amount, it is likely that not all projects will be completed. The Buildings and Grounds Committee, working with Tracy Van Epps, our facilities manager, and Rev. Jen Crow, will determine which projects will go forward.