

First Universalist Church Board of Trustees  
June 8, 2017  
Board Packet

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**First Universalist Church of Minneapolis**

Board of Trustees Meeting

June 7, 2017

6:30 p.m. Cummins Room

Agenda

**I. Call to Order (6:30).**

- 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)

**II. Consent Agenda (6:50)**

- Approval of minutes from May meeting.
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes

**III. Administrative**

- A. April financials available for review.
- B. Update on Senior Minister sabbatical.

**IV. Senior Minister Review (Executive Session)**

**V. Review of Board Operations in 2016-17 (Executive Session).**

**VI. Adjournment (8:15)**

**First Universalist Church of Minneapolis**  
Board of Trustees Meeting Minutes  
May 18, 2017

**I. Attendance**

Trustees Present: Eric Cooperstein, Cindy Marsh, Dick Niemic, Richard Spratt, Karin Wille, Lillie Pang, Caitlin Rogers, Christa Anders

Trustee Absent: Dave Bach

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

The meeting convened at 6:30 with the call to order and chalice lighting. The Trustees discussed, as reading and spiritual reflection, “Shoulders” by Naomi Shihab Nye.

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

- Approval of Minutes from April Board meeting
- Approval of Executive Sessions Minutes
- Information: Minutes from Congregational Budget meetings
- Monitoring: Acceptance of attendance and membership numbers
- Monitoring: Acceptance of staff and significant volunteer changes
- Monitoring: Staff survey results
- REMINDERS:       Annual Board Social Event = June 4, 2017  
                          June Board meeting = June 7, 2017

**III. Finance Report and Approval of 2017 – 2018 Budget**

A. Update on Church Finances through 3<sup>rd</sup> Quarter 2017

Reverend Crow gave an update on church finances. Things are going well in the third quarter and she does not anticipate a surplus or a deficit. She is asking to increase the 4% draw from the Legacy Fund to a 7% draw from the and then to set aside \$10,000 and establish a Temporarily Restricted fund to be used in the case that we do begin housing individuals at risk of deportation.

They have received three proposals for accounting consulting services and have decided to go with Kurt Hochfeld, who previously worked with the church while he was an employee at MAP for Nonprofits. MAP has done

some restructuring and Kurt has left MAP. The staff looked at the choice with a racial justice lens.

MOTION to approve Kurt Hochfeld as accountant consultant.

So Moved and Seconded. APPROVED.

- B. Budget discussion and approval of 2017-2018 budget to be provided to Congregation with Annual meeting materials.

Dick Niemic, as treasurer, acknowledged Reverend Crow's hard and good work on the budget. He agrees that the \$1,174 pledge number, the same as last year, is the right one to use and that if we don't make it, we do have a contingency plan. He is fully in support of the budget that she is putting forward.

Reverend Crow believes that this budget reflects our values – continuing no RE fees, fair wages, racial justice work, increase dues to UUA etc.

- i. Status of annual pledges and need for contingency budget

Approximately \$800,000 in with about 280 pledges accounted for. There are quite a few outstanding pledges remaining. The people who have not pledged this year, if they were to pledge at the same amount as last year would generate \$400,000. They are seeing a 3% increase in pledges overall. Staff and Board feel confident that we are likely to meet our pledge goals.

- ii. Presentation of budget to congregation

MOTION: To approve the May 17 budget as proposed by Reverent Crow.

APPROVED.

#### **IV. Consideration and Approval of Revised Visionary Goals**

The Board has shared the Visionary Goals with the congregation on multiple occasions and the Board Chair has received a very small amount of feedback from congregants. The program team had a lot of energy, excitement and joy but also wanted to tighten them up.

MOTION: To adopt the updates from the Visionary Goals Refresh with the suggested updates from the Program Team, dated January 2017.

APPROVED.

**V. Fiscal Agent for Mni Ki Wakan Summit**

MOTION: To serve as the fiscal agent for the Mni Ki Wakan conference as long as they provide us with an executed hold harmless and indemnification agreement from a person or entity with the financial resources to cover the potential costs incurred by the group so that the church will not end up responsible for expenses.

APPROVED.

**VI. Change Team update**

The RJLT has worked to simplify the Change Team proposal in the following way:

1. Create a Board appointed Racial Justice Change Team as a committee of the Board. The RJLT Change Team would be comprised of two members of the current RJLT, 2 Board members and 2 at large members. Reverend Crow would be the staff person to serve on this committee.
2. Create Racial Justice Education and Training Team (R-JET) as a staff level team along the lines previously described. Rev. Elaine and Rev. Justin would be the primary liaisons with this team.
3. Ensure transparency about the changes through a Liberal article.

MOTION: To modify the charge and the structure of the Change Team to reflect the input of the RJLT team.

APPROVED.

**VII. Annual Meeting**

Anticipating a good annual meeting. Agreed to keep with the motions to limit the time that folks can talk.

Karin will talk about the outgoing Board member. We all will be there. Jen will present the budget and work with Dick. Dan Berg and Sofia Ali should be invited to talk about the Capital Campaign.

#### **VIII. Update on Architectural Firms for Capital Campaign**

Interviewed three architectural firms and all made a good faith effort to respond to our vendor policy. Uniformly unanimous about the first-choice firm. They will notify the firms next week and then the name will be made public.

#### **IX. Senior Minister Review**

The Trustees moved into executive session to discuss issues related to the Senior Minister's Review.

#### **X. Adjournment**

The meeting was adjourned at 9:30.



**First Universalist Church  
May 2017 Statistical Report  
June 15, 2017**

**MEMORIAL SERVICES: 0**

**MARRIAGES/SERVICES OF COMMITMENT: 1**

**May 27, Kathleen O'Donnell and Kyle Burrows – Rev. Jen Crow**

**MEMBERS FOR APPROVAL: 1**

**BRIDGET CERNY, MINNEAPOLIS**

**MEMBERS REINSTATED: 0**

**MEMBERS FOR REMOVAL: 4**

**Kate Grussing and Mike Paton  
Jean Buckley and Kelsey Kuehn**

**CHILDREN DEDICATED: 16**

**Allison Clare & Kathryn Sophia Carberry  
Odessa Marie Davies  
Georgia Jean & Marina Ann Guin  
Rosana Marie McKinley Mamdani  
Kai & Laken Masterson  
Isla Florence Raven Meysenburg**

**Henry James & Jude Monet Schuttenbach  
Ani HanRui Peichel  
Beatrice Esmay & Sylvia Jane Torres  
Zoe Kathleen Wagner  
Laura Joy Einerwold**

	<b>To Date</b>	<b>End of Year Totals</b>			
<b>MEMBERS</b>	<b>2016-2017</b>	<b>2015-2016</b>	<b>2014-2015</b>	<b>2013-2014</b>	<b>2012-2013</b>
<b>(Fiscal Year)</b>	<b>109</b>	<b>54</b>	<b>58</b>	<b>46</b>	<b>110</b>
<b>TOTAL MEMBERS:</b>	<b>1,011</b>	<b>934</b>	<b>920</b>	<b>921</b>	<b>1030</b>

**TOTAL MEMBERS AS OF THE LAST MEETING: 1,014**

**To be added: 1  
To be removed : 4**

**TOTAL MEMBERS: 1,011**



## **Sr. Minister Report for June 7, 2018 Board Meeting**

### **I. Opening Reflection**

Reading: First Lesson by Phillip Booth

Lie back, daughter, let your head  
be tipped back in the cup of my hand.  
Gently, and I will hold you.  
Spread your arms wide, lie out on the stream  
and look high at the gulls.  
A dead-man's-float is face down.  
You will dive and swim soon enough where this tidewater ebbs to the sea.

Daughter, believe me, when you tire on the long thrash  
to your island, lie up, and survive.  
As you float now, where I held you  
and let go, remember when fear  
cramps your heart what I told you:  
lie gently and wide to the light-year  
stars, lie back, and the sea will hold you.

**Reflection:** What speaks to you in this poem? When have you been the ocean for someone(s) at church, when have you needed the ocean from someone(s) at church?

### **II. Monitoring Items from Monitoring Schedule:**

#### **A. Staff and Volunteer Changes**

There are no significant staff or volunteer changes to report.

#### **B. Attendance Trends**

Attendance continues to track higher than previous years.

### **III. Information Items**

#### **A. Capital Campaign Update**

**Architecture Update:** We have selected Miller Dunwiddie as our architectural firm. The Pre-Design subgroup will meet with them on June 20th, to walk through the building, and begin to plan out the timeline for the fall.

### **Campaign Update and Plan for Wrap Up:**

We're raised over \$5 million! Andrea Love is transitioning into her new role Capital Campaign Coordinator and is doing excellent work. Dan Berg, Soli Ali, Andrea, and I are meeting regularly to ensure a strong finish to our annual as well as capital campaign.

## **Revenues & Expenses**

**Pledges:** Pledges are lacking in regards to the year to date budget but that tends to be the trend for this time of the year. We are ahead of last year pace at this time and fully expect pledges to increase as we near the end of the fiscal year.

**Contributions Unrestricted:** Currently all subcategories are exceeding the corresponding budgets which include donations, offering plate for the church as well as legacy fund contribution.

**Fundraisers:** YCE and COA Boston Trips have both exceeded their budgeted amounts however they do have equal offsetting expense accounts which results in no net impact.

**Rental Income:** The large tenant was not worked into the current budget resulting in revenues exceeding the budget listed.

**Salaries & Wages:** Salaries are exceeding the budgeted amount due to facility hours needing to be increased with the acquisition of a large tenant.

**Program Expenses:** COA Boston Trips expenses (referenced above) are included in this category resulting in expenses slightly exceeding the budgeted amount.

**Miscellaneous Expenses:** YCE expenses (referenced above) are included in this category resulting in expenses exceeding the budgeted amount.

**Administrative Expenses:** Consultant expenses are over budget due to the realtor fees associated with the acquisition of the large tenant.

**Net Total:** We are currently showing a surplus of \$21,307. Following the reporting of our Q3 numbers and year end projections, there is no evidence that what was reported has varied. We expect a few larger expenses to post in the following months (ie. the remainder of our MidAmerica and UUA dues) but for the most part expenses should reduce as a result of RE coming the the end of its year and with services dropping down to one service per Sunday. Revenues are expected to continue as is, if not increase, as we near the end of the year. Operations staff will be active in getting all pledges paid prior to the end of the fiscal year.

## **Balance Sheet/Capital Campaign**

**Temp Restricted Net Assets:** The loan taken from the Temp. Res. Legacy Fund has been paid off with the donations received for the current capital campaign drive.

**2015-2016 Capital Budget:** The final payment of the our grant from Mississippi Watershed District arrived. It was unfortunately less than the amount expected but still leaves \$13,000 remaining for a few of the projects originally budgeted.

**First Universalist Church of Minneapolis**  
**Balance Sheet**  
**April 2017**

Headings and Account

Current Balance (This Year)

<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash &amp; Cash Equivalents</b>		
Sunrise Bank - Checking	\$ 133,129.32	
<b>Total Cash &amp; Cash Equivalents</b>	<b>\$ 133,129.32</b>	
<b>Investments</b>		
Schwab- Church Operating	\$ 67,388.53	
Schwab - Church Reserve	\$ 309,650.68	
Schwab - Don Carter & Mary Carter	\$ 72,217.76	
Schwab- Legacy Fund	\$ 766,221.39	
Schwab - Temporarily Restricted	\$ 113,893.94	
Sunrise - Church Reserve	\$ 1,545.53	
<b>Total Investments</b>	<b>\$ 1,330,917.83</b>	
<b>Cash &amp; Cash Equiv - Foundation</b>		
University Bank - Foundation	\$ 11,138.34	
<b>Total Cash &amp; Cash Equiv - Foundation</b>	<b>\$ 11,138.34</b>	
<b>Investments - Foundation</b>		
Schwab - Foundation	\$ 1,678,209.54	
<b>Total Investments - Foundation</b>	<b>\$ 1,678,209.54</b>	
<b>Total Current Assets</b>		<b>\$ 3,153,395.03</b>
<b>Other Current Assets</b>		
<b>Other Current Assets</b>		
Mortgage Escrow Deposits	\$ 3,575.73	
Prepaid Expenses	\$ 16,320.96	
Prepaid Loan Expenses	\$ 6,718.42	
Prepaid Medical Insurance	\$ 6,072.93	
<b>Total Other Current Assets</b>	<b>\$ 32,688.04</b>	
<b>Total Other Current Assets</b>		<b>\$ 32,688.04</b>
<b>Fixed Assets</b>		
<b>Fixed Assets</b>		
Fixed Assets	\$ 1,772,055.95	
<b>Total Fixed Assets</b>	<b>\$ 1,772,055.95</b>	
<b>Total Fixed Assets</b>		<b>\$ 1,772,055.95</b>
<b>Total Assets</b>		<b>\$ 4,958,139.02</b>

**Liabilities & Equity**

<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	\$	21,185.97
<b>Total Accounts Payable</b>	<b>\$</b>	<b>21,185.97</b>
<b>Total Current Liabilities</b>		<b>\$ 21,185.97</b>
<b>Other Current/Long-Term Liabilities</b>		
Benefits Payable	\$	1,700.27
Accrued Expenses	\$	13,993.17
Deferred Revenue	\$	20,584.29
Misc Other Liabilities	\$	13,000.00
Mortgage Payable - Long Term	\$	579,993.47
Mortgage LOC Advance Payble	\$	135,590.60
<b>Total Other Current/Long-Term Liabilities</b>	<b>\$</b>	<b>764,861.80</b>
<b>Total Other Current/Long-Term Liabilities</b>		<b>\$ 764,861.80</b>
<b>Total Liabilities &amp; Equity</b>		<b>\$ 786,047.77</b>
<b>Fund Principal and Excess Cash Received</b>		
<b>Fund Principal</b>		
<b>Undesignated Net Assets/Equity</b>		
Church Equity	\$	1,545,618.72
<b>Total Undesignated Net Assets/Equity</b>	<b>\$</b>	<b>1,545,618.72</b>
<b>Designated Net Assets</b>		
Board Designated Net Assets	\$	978,972.61
<b>Total Designated Net Assets</b>	<b>\$</b>	<b>978,972.61</b>
<b>Unrestricted Net Assets</b>		
Unrestricted Net Assets	\$	625,370.79
<b>Total Unrestricted Net Assets</b>	<b>\$</b>	<b>625,370.79</b>
<b>Temp Restricted Net Assets</b>		
Temp Restricted Net Assets	\$	265,269.05
<b>Total Temp Restricted Net Assets</b>	<b>\$</b>	<b>265,269.05</b>
<b>Other Temp Restr Net Assets</b>		
Temp Restr - Legacy Fund	\$	89,879.99
Temp Restr Cummins Ministerial Fund	\$	202,667.04
<b>Total Other Temp Restr Net Assets</b>	<b>\$</b>	<b>292,547.03</b>
<b>Permanently Restricted</b>		
Don Carter Endowment	\$	55,807.43
M E Carter Endowment	\$	14,810.97
<b>Total Permanently Restricted</b>	<b>\$</b>	<b>70,618.40</b>
<b>Total Fund Principal</b>	<b>\$</b>	<b>3,778,396.60</b>
<b>Excess Cash Received</b>		
Excess Cash Received	\$	393,694.65
<b>Total Excess Cash Received</b>	<b>\$</b>	<b>393,694.65</b>
<b>Total Fund Principal and Excess Cash Received</b>		<b>\$ 4,172,091.25</b>
<b>Total Liabilities &amp; Equity, Fund Principal, &amp; Restricted Funds</b>		<b>\$ 4,958,139.02</b>

**Capital Budget**

Total Funding Available	\$ 175,000.00
Parking Lot Grant	\$ 50,000.00

**Completed Projects**

Building Audit/Reserve Study	\$ 5,000.00
Balcony Railing	\$ 2,495.00
Carpeting for Stage Stairs (Social Hall)	\$ 325.00
New Lighting Sanctuary	\$ 1,790.70
Reach-In Freezer	\$ 3,200.00
New Lighting Chandeliers	\$ 1,497.75

**Projects in Progress**

		<b>Actual Costs</b>	<b>Remaining Balance</b>	<b>Including Grant</b>
Computers/AV Needs	\$ 28,300.00	\$ 25,457.03	\$ 2,842.97	NA
Parking Lot	\$ 100,000.00	\$ 161,719.24	\$ (61,719.24)	\$ (22,143.03)
Parking Lot Grant To be Received	\$ 50,000.00	\$ 39,576.21	\$ 10,423.79	NA

**Remaining Projects**

AC Split System	\$ 30,000.00
Front Landing Replacement	\$ 5,000.00
Repair Main Entrance Stairwell	\$ 8,000.00

**Estimated Cost (Includes Remaining Projects)** \$ (10,608.45)

**Remiaining Funds in Sunrise Savings** \$ 13,091.49

<b>Date</b>	<b>Payee</b>	<b>Explanation</b>	<b>Amount</b>
12/30/2015	US Bank Credit Card	18W LED Soft White Light	\$ 1,497.75
			<b>\$ 1,497.75</b>

<b>Date</b>	<b>Payee</b>	<b>Explanation</b>	<b>Amount</b>
4/24/2015	EnergyScapes, Inc.	Parking Lot Plans	\$ 1,125.00
7/30/2015	EnergyScapes, Inc.	Parking Lot Plans	\$ 1,500.00
10/1/2015	EnergyScapes, Inc.	Parking Lot Plans	\$ 1,125.00
1/26/2016	EnergyScapes, Inc.	Parking Lot Grant	\$ 300.00
8/18/2016	Field Outdoor Spaces	50% of Estimate Down Payment	\$ 21,886.47
10/18/2016	Field Outdoor Spaces	Remaining Payment for Landscaping	\$ 22,011.12
10/19/2016	Olson Co. Inc.	Parking Lot Excavation and Curbing	\$ 63,463.00
11/1/2016	Field Outdoor Spaces	6 Rock Areas at the Inlet & Outlet of Drains	\$ 1,246.30
11/1/2016	Plehal Blacktopping, LLC	Parking Lot Blacktopping	\$ 34,870.00
11/11/2016	EGAN	Install Conduit Under Parking for Future Lighting	\$ 3,000.00
11/15/2016	Field Outdoor Spaces	Four Cedar Bridges	\$ 1,978.40
11/28/2016	Weld & Sons Plumbing	Commercial Exterior Lawn Faucet	\$ 812.59
11/30/2016	EnergyScapes, Inc.	Parking Lot Environmental Consulting	\$ 4,500.00
12/9/2016	Rice Signs, LLC	Parking Lot Sign	\$ 165.37
12/31/2016	EnergyScapes, Inc.	Final Sign Design	\$ 562.50
1/10/2017	Envirosigns	Single Pedestal Mount Plate	\$ 103.29
2/15/2107	Smart Signs	Informative Parking Lot Sign	\$ 3,070.20
			<b>\$ 161,719.24</b>



<b>Date</b>	<b>Payee</b>	<b>Explanation</b>	<b>Amount</b>
9/20/2014	Best Buy Advantage Account	Accounting Computer	\$ 1,404.93
5/20/2015	Mind IT Services	AV and Wifi Assessment	\$ 210.00
6/22/2015	Mind IT Services	Wireless Site Survey	\$ 210.00
6/29/2015	Mind IT Services	New Computers (8)	\$ 7,127.75
8/6/2015	Geek Appeal	Google for Nonprofits/Apps	\$ 1,137.50
9/8/2015	Geek Appeal	Google Drive Installation	\$ 480.00
9/10/2015	US Bank Credit Card	AntiVirus for New Computers	\$ 1,293.36
9/16/2015	Phones 'N Things	Wall Mount, 24 Port Patch	\$ 850.00
10/1/2015	Galactic	1st to 2nd Floor Cabling	\$ 496.00
10/5/2015	Geek Appeal	Micro Center: Switch	\$ 311.09
10/23/2015	US Bank Credit Card	Firewall Upgrade	\$ 879.20
11/1/2015	US Internet	Voice Over Internet Installation	\$ 483.99
11/1/2015	Galactic	New Phone System Cabling	\$ 1,069.00
11/12/2015	Geek Appeal	Google for Nonprofits/Apps	\$ 1,137.50
12/1/2015	US Internet	Power Supply	\$ 356.32
2/16/2016	Phones 'N Things	Cat 5e Communication Cabling	\$ 374.20
3/25/2016	Best Buy Advantage Account	Classroom Monitors and Wall Mount	\$ 2,364.14
4/5/2016	Geek Appeal	Tech Requests	\$ 120.00
4/9/2016	Best Buy Advantage Account	Classroom Computers and Projector	\$ 3,290.59
4/14/2016	Phones 'N Things	Install Wire Mold and Cable to TV's	\$ 300.00
4/22/2016	Best Buy Advantage Account	IT Improvements, Cables and Locking	\$ 201.85
8/18/2016	Wausau Electric, Inc.	Electrical Receptacles for Classroom	\$ 880.00
9/16/2016	US Bank Credit Card	Power Supply	\$ 48.99
9/16/2016	US Bank Credit Card	Wall Mounted Shelf	\$ 41.97
9/16/2016	US Bank Credit Card	Gigabit Switch	\$ 64.65
10/5/2016	Geek Appeal	Tech Requests	\$ 324.00
			<b>\$ 25,457.03</b>

**Capital Budget**

Total Funding Available	\$ 175,000.00
Parking Lot Grant	\$ 50,000.00

**Completed Projects**

Building Audit/Reserve Study	\$ 5,000.00
Balcony Railing	\$ 2,495.00
Carpeting for Stage Stairs (Social Hall)	\$ 325.00
New Lighting Sanctuary	\$ 1,790.70
Reach-In Freezer	\$ 3,200.00
New Lighting Chandeliers	\$ 1,497.75

**Projects in Progress**

		<b>Actual Costs</b>	<b>Remaining Balance</b>	<b>Including Grant</b>
Computers/AV Needs	\$ 28,300.00	\$ 25,457.03	\$ 2,842.97	NA
Parking Lot	\$ 100,000.00	\$ 146,149.04	\$ (46,149.04)	\$ (33,649.04)
Parking Lot Grant To be Received	\$ 50,000.00	\$ 12,500.00	\$ 37,500.00	NA

**Remaining Projects**

AC Split System	\$ 30,000.00
Front Landing Replacement	\$ 5,000.00
Repair Main Entrance Stairwell	\$ 8,000.00

**Estimated Cost (Includes Remaining Projects)** \$ (10,608.45)

**Remiaining Funds in Sunrise Savings** \$ 1,585.48

**Capital Budget**

Total Funding Available \$ 175,000.00

**Completed Projects**

Building Audit/Reserve Study \$ 5,000.00  
 Balcony Railing \$ 2,495.00  
 Carpeting for Stage Stairs (Social Hall) \$ 325.00  
 New Lighting Sanctuary \$ 1,790.70  
 Reach-In Freezer \$ 3,200.00

**Projects in Progress**

Actual Costs Remaining Balance

Computers/AV Needs	\$ 28,300.00	\$ 24,097.42	\$ 4,202.58
Parking Lot	\$ 100,000.00	\$ 4,050.00	\$ 95,950.00
New Lighting Chandeliers	\$ 2,000.00	\$ 1,497.75	\$ 502.25

**Remaining Projects**

AC Split System \$ 30,000.00  
 Front Landing Replacement \$ 5,000.00  
 Repair Main Entrance Stairwell \$ 8,000.00

**Estimated Cost** \$ (11,110.70)

**Remiaining Funds** \$ 132,544.13

## Capital Campaign 2016-2017 Statement of Activities

Date	Event	Budget Allocation	Revenue	Total Revenue
7/31/2016	Legacy Fund Loan	Legacy Fund	\$ 5,000.00	\$ 5,000.00
9/27/2016	Stock Donation	Donations	\$ 25,000.00	\$ 25,000.00
10/31/2016	Legacy Fund Loan	Legacy Fund	\$ 4,212.83	\$ 4,212.83
11/30/2016	Legacy Fund Loan	Legacy Fund	\$ 28,077.11	\$ 28,077.11
12/15/2016	Online Donation	Donations	\$ 50.00	\$ 50.00
12/20/2016	Check Deposit	Donations	\$ 20,000.00	\$ 20,000.00
12/20/2016	Check Deposit	Donations	\$ 17,667.76	\$ 17,667.76
12/29/2016	Check Deposit	Donations	\$ 18,804.24	\$ 18,804.24
12/31/2016	Check Deposit	Donations	\$ 5,000.00	\$ 5,000.00
1/3/2017	Stock Donation	Donations	\$ 5,331.25	\$ 5,331.25
1/17/2017	Check Deposit	Donations	\$ 5,000.00	\$ 5,000.00
1/23/2017	Check Deposit	Donations	\$ 1,000.00	\$ 1,000.00
2/1/2017	Check Deposit	Donations	\$ 19,200.00	\$ 19,200.00
2/1/2017	Access MS Deposit	Donations	\$ 2,225.00	\$ 2,225.00
2/15/2017	Check Deposit	Donations	\$ 30,000.00	\$ 30,000.00
2/28/2017	Check Deposit	Donations	\$ 8,000.00	\$ 8,000.00
3/1/2017	Access ACH Deposit	Donations	\$ 2,334.00	\$ 2,334.00
3/1/2017	Access ACH Deposit	Donations	\$ 209.00	\$ 209.00
3/12/2017	Access MS Deposit	Donations	\$ 500.00	\$ 500.00
3/15/2017	Access MS Deposit	Donations	\$ 100.00	\$ 100.00
3/17/2017	Stock Donation	Donations	\$ 3,174.00	\$ 3,174.00
3/21/2017	Check Deposit	Donations	\$ 600.00	\$ 600.00
3/21/2017	Check Deposit	Donations	\$ 2,500.00	\$ 2,500.00
3/24/2017	ACH Donation	Donations	\$ 25,000.00	\$ 25,000.00
3/27/2017	Check Deposit	Donations	\$ 10,000.00	\$ 10,000.00
4/1/2017	Access ACH Deposit	Donations	\$ 334.00	\$ 334.00
4/1/2017	Access ACH Deposit	Donations	\$ 5.00	\$ 5.00
4/1/2017	Access MS Deposit	Donations	\$ 84.00	\$ 84.00
4/4/2017	Weekly Check Deposit	Donations	\$ 100,422.26	\$ 100,422.26
4/4/2017	Access MS Deposit	Donations	\$ 200.00	\$ 200.00
4/11/2017	Weekly Check Deposit	Donations	\$ 33,000.00	\$ 33,000.00
4/13/2017	Stock Donation	Donations	\$ 9,863.00	\$ 9,863.00
4/15/2017	Access MS Deposit	Donations	\$ 100.00	\$ 100.00
4/17/2017	Access MS Deposit	Donations	\$ 10,100.00	\$ 10,100.00
4/19/2017	Weekly Check Deposit	Donations	\$ 5,333.00	\$ 5,333.00
4/23/2017	Access MS Deposit	Donations	\$ 1,015.00	\$ 1,015.00
4/30/2017	Access MS Deposit	Donations	\$ 15.00	\$ 15.00
5/1/2017	Weekly Check Deposit	Donations	\$ 7,700.00	\$ 7,700.00
5/1/2017	Access ACH Deposit	Donations	\$ 1,334.00	\$ 1,334.00
5/1/2017	Access MS Deposit	Donations	\$ 499.00	\$ 499.00
5/2/2017	Access ACH Deposit	Donations	\$ 10.00	\$ 10.00
5/3/2017	Access MS Deposit	Donations	\$ 25.00	\$ 25.00
5/4/2017	Access ACH Deposit	Donations	\$ 316.67	\$ 316.67
5/8/2017	Access MS Deposit	Donations	\$ 4,246.67	\$ 4,246.67
5/10/2017	Weekly Check Deposit	Donations	\$ 7,550.00	\$ 7,550.00
5/10/2017	Access MS Deposit	Donations	\$ 50.00	\$ 50.00

5/13/2017	Access MS Deposit	Donations	\$ 15.00	\$ 15.00
5/15/2017	Weekly Check Deposit	Donations	\$ 36,040.54	\$ 36,040.54
5/15/2017	Access ACH Deposit	Donations	\$ 10.00	\$ 10.00
5/15/2017	Access MS Deposit	Donations	\$ 140.00	\$ 140.00
5/16/2017	Access MS Deposit	Donations	\$ 100.00	\$ 100.00
5/22/2017	Access MS Deposit	Donations	\$ 40.00	\$ 40.00
5/23/2017	Weekly Check Deposit	Donations	\$ 7,560.00	\$ 7,560.00
5/29/2017	Access ACH Deposit	Donations	\$ 10.00	\$ 10.00
5/29/2017	Access MS Deposit	Donations	\$ 55.00	\$ 55.00
5/30/2017	Weekly Check Deposit	Donations	\$ 50.00	\$ 50.00
				<b>\$ 465,208.33</b>

<b>Date</b>	<b>Event</b>		<b>Expense</b>	<b>Total Expense</b>
3/18/2016	JDK & Associates: Retainer Fee	Consultants	\$ 5,000.00	\$ 5,000.00
10/5/2016	Twist Office Products	Office Supplies	\$ 212.83	\$ 212.83
10/6/2016	Watson-Forsberg Co	Preliminary Estimating	\$ 2,000.00	\$ 2,000.00
10/31/2016	JDK & Associates	Consultants	\$ 27,000.00	\$ 27,000.00
11/16/2016	Twist Office Products	Office Supplies	\$ 77.11	\$ 77.11
11/30/2016	JDK & Associates	Consultants	\$ 28,000.00	\$ 28,000.00
12/8/2016	Skip Schlafer	Office Supplies	\$ 57.01	\$ 57.01
12/8/2016	Twist Office Products	Office Supplies	\$ 227.14	\$ 227.14
12/9/2016	Brueggers Bagels	Focus Group Meal	\$ 252.38	\$ 252.38
12/30/2016	JDK & Associates	Consultants	\$ 14,000.00	\$ 14,000.00
1/10/2017	Brueggers Bagels	Focus Group Meal	\$ 142.20	\$ 142.20
1/20/2017	Twist Office Products	Office Supplies	\$ 108.36	\$ 108.36
1/22/2017	Carlson Printing Company	Pledge Cards	\$ 217.00	\$ 217.00
1/31/2017	JDK & Associates	Consultants	\$ 28,000.00	\$ 28,000.00
2/7/2017	Jenn Stromberg	Office Supplies	\$ 148.00	\$ 148.00
2/7/2017	Neil Olstad	Office Supplies	\$ 250.00	\$ 250.00
2/14/2017	Twist Office Products	Office Supplies	\$ 110.00	\$ 110.00
2/15/2017	Minneapolis Event Centers	Launch Event	\$ 4,000.00	\$ 4,000.00
2/15/2017	Vista Print	Launch Event	\$ 165.94	\$ 165.94
2/16/2017	Dan Berg	Office Supplies	\$ 61.04	\$ 61.04
2/16/2017	Carlson Printing Company	Launch Event	\$ 1,023.72	\$ 1,023.72
2/20/2017	Metro Connections	Launch Event	\$ 700.00	\$ 700.00
2/24/2017	Carlson Printing Company	Launch Event	\$ 1,400.50	\$ 1,400.50
2/28/2017	JDK & Associates	Consultants	\$ 28,000.00	\$ 28,000.00
3/2/2017	Twist Office Products	Office Supplies	\$ 66.53	\$ 66.53
3/5/2017	Breaking Bread Café & Catering	Launch Event	\$ 2,036.26	\$ 2,036.26
3/6/2017	Twist Office Products	Office Supplies	\$ 215.10	\$ 215.10
3/7/2017	Minneapolis Event Centers	Launch Event	\$ 36,156.22	\$ 36,156.22
3/14/2017	Metro Connections	Launch Event	\$ 475.00	\$ 475.00
3/15/2017	Bonus	Launch Event	\$ 500.00	\$ 500.00
3/22/2017	Jenelle Masterson	Launch Event	\$ 9.18	\$ 9.18
3/22/2017	Musicians	Launch Event	\$ 1,350.00	\$ 1,350.00
3/24/2017	Lisa Haugen	Launch Event	\$ 1,545.34	\$ 1,545.34
3/31/2017	Minneapolis Event Centers	Launch Event	\$ 1,015.76	\$ 1,015.76
3/31/2017	Childcare	Launch Event	\$ 551.75	\$ 551.75
3/31/2017	JDK & Associates	Consultants	\$ 28,000.00	\$ 28,000.00

3/31/2017 Carlson Printing Company	Office Supplies	\$ 2,115.00	\$ 2,115.00
4/7/2017 The Home Depot	Office Supplies	\$ 10.16	\$ 10.16
4/7/2017 Fast Signs	Office Supplies	\$ 189.00	\$ 189.00
4/30/2017 JDK & Associates	Consultants	\$ 28,000.00	\$ 28,000.00
4/30/2017 Legacy Fund	Legacy Fund	\$ 37,289.94	\$ 37,289.94
5/4/2017 Twist Office Products	Office Supplies	\$ 49.61	\$ 49.61
5/15/2017 05/15 Payroll, Love	Consultants	\$ 130.00	\$ 130.00
5/24/2017 Dan Berg	Office Supplies	\$ 435.77	\$ 435.77
5/26/2017 Twist Office Products	Office Supplies	\$ 37.99	\$ 37.99
5/31/2017 JDK & Associates	Consultants	\$ 35,000.00	\$ 35,000.00
5/31/2017 05/31 Payroll	Consultants	\$ 555.00	\$ 555.00
			<b>\$ 316,886.84</b>

**Net Income: \$ 148,321.49**

**Capital Campaign 2016-2017 Budget Breakdown (As of 05/31/2017)**

<b>Division</b>	<b>Budget</b>	<b>\$</b>	<b>Remaining Budget</b>
<b>Revenue</b>			
Donations/Legacy Fund Transfer	\$ 6,400,000.00	\$ 427,918.39	\$ (5,972,081.61)
<b>Expense</b>			
Consultants	\$ 230,000.00	\$ 221,685.00	\$ 8,315.00
Printing/Supplies	\$ 8,000.00	\$ 4,587.65	\$ 3,412.35
Launch Event	\$ 30,000.00	\$ 51,324.25	\$ (21,324.25)
Architectural Pre-Work	\$ 27,000.00	\$ 2,000.00	\$ 25,000.00
<b>Total Budget</b>	<b>\$ 295,000.00</b>	<b>\$ 279,596.90</b>	
<b>Remaining Budget</b>	<b>\$ 15,403.10</b>		
<b>Total Loan from Legacy Fund</b>	<b>\$ -</b>		
<b>Net Income</b>	<b>\$ 148,321.49</b>		

**First Universalist Church of Minneapolis  
Analysis of Revenues & Expenses - Summary  
July 2016 to April 2017**

Accounts	Current Balance (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Last Year YTD Actual
<b>Revenues</b>				
Pledges	\$885,124.81	\$929,812.50	\$1,115,775.00	\$877,699.18
Contributions Unrestricted	\$129,258.13	\$100,000.00	\$120,000.00	\$105,272.86
Contributions Temp Restricted	\$0.00	\$0.00	\$0.00	\$0.00
Contrib Released from Restr	\$0.00	\$0.00	\$0.00	\$0.00
Fundraisers	\$55,396.82	\$22,083.40	\$26,500.00	\$89,739.48
Program Fees	\$2,281.25	\$5,500.00	\$6,600.00	\$10,797.06
Dividends & Interest	\$9,907.53	\$12,500.00	\$15,000.00	\$12,196.13
Rental Income	\$84,604.93	\$47,833.30	\$57,400.00	\$88,382.42
Realized Gains & Losses	\$567.26	\$0.00	\$0.00	(\$291.65)
Unrealized Gains & Losses	\$851.95	\$0.00	\$0.00	\$816.20
Other Income	\$9,424.81	\$2,777.80	\$3,333.33	\$5,801.72
<b>Total Revenues</b>	<u>\$1,177,417.49</u>	<u>\$1,120,507.00</u>	<u>\$1,344,608.33</u>	<u>\$1,190,413.40</u>
<b>Expenses</b>				
Salaries & Wages	\$622,862.48	\$604,351.60	\$725,222.00	\$609,581.82
Payroll Taxes	\$46,914.07	\$46,120.90	\$55,345.00	\$40,418.86
Employee Benefits				
Medical Insurance	\$52,433.82	\$53,142.40	\$63,771.00	\$59,669.34
LTD	(\$0.04)	\$875.00	\$1,050.00	\$306.25
Life	\$1,559.04	\$1,981.60	\$2,378.00	\$1,595.60
401K	\$52,398.05	\$51,972.40	\$62,367.00	\$47,678.92
<b>Total Employee Benefits</b>	<u>\$106,390.87</u>	<u>\$107,971.40</u>	<u>\$129,566.00</u>	<u>\$109,250.11</u>
Professional Expenses	\$18,637.90	\$20,200.00	\$24,240.00	\$18,616.01
Temporary Labor	\$28,882.55	\$29,416.60	\$35,300.00	\$24,708.87
Program Expenses	\$47,849.50	\$43,666.50	\$52,400.00	\$71,659.67
Miscellaneous Program Expenses	\$38,307.67	\$10,208.40	\$12,250.00	\$44,409.24
Membership Program Expenses	\$9,707.39	\$7,666.70	\$9,200.00	\$8,815.10
Fundraising Expenses	\$466.39	\$4,583.30	\$5,500.00	\$4,269.95
Administrative Expenses	\$71,082.39	\$65,291.60	\$78,350.00	\$63,662.90
Miscellaneous Expenses	\$6,500.71	\$6,000.00	\$7,200.00	\$5,224.33
Insurance	\$19,488.15	\$19,791.70	\$23,750.00	\$17,555.88
Dues & Memberships	\$22,259.00	\$36,541.70	\$43,850.00	\$21,050.00
Utilities	\$41,639.01	\$40,833.40	\$49,000.00	\$37,371.52
Repairs & Maintenance	\$18,147.96	\$26,666.60	\$32,000.00	\$25,056.49
Other Building Related Expense	\$55,506.82	\$54,145.80	\$64,975.00	\$56,685.65
Offering Plate for Community	\$1,467.00	\$6,250.00	\$7,500.00	\$2,550.00
<b>Total Expenses</b>	<u>\$1,156,109.86</u>	<u>\$1,129,706.20</u>	<u>\$1,355,648.00</u>	<u>\$1,160,886.40</u>
<b>Net Total</b>	\$21,307.63	(\$9,199.20)	(\$11,039.67)	\$29,527.00