

Parish Committee Agenda
First Parish Unitarian Universalist of Arlington
May 6, 2020
Budget meeting

Attending: Marie Meteer, Sara Galantowicz, Anne Quaadgras, Celia Wcislo, David Klingsberg, Paul Hollings, Tom Estabrook, Maggie Carey, Steve McMullen, Marta Flanagan, Chloe Briede Tina Schultz, David Dreyfus

Presentation by David Dreyfus of three versions of FY 20/21 budget

- David presented several versions of the budget, the most recent being the most conservative.
- Parcom asked questions about the underlying assumptions

Parcom voted on a budget that balanced anticipated income against projected expenses, using actual FY21 pledges to date. To achieve this balance, small reductions were made to several discretionary expenditure items and the decision was made to leverage a portion of the FY20 carryover made possible by the PPP loan. The resulting budget retains the planned draw-down schedule from the Second Minister start-up fund, as well as the Giving First percentage, in-line with our commitments and values. ParCom anticipates small changes to individual line items as more data are available.

A motion was made by Steve McMullen and seconded by Tom Estabrook to adopt the budget as amended by the Parcom, to be sent to the congregation for its approval. Motion passed unanimously.

First Parish Unitarian Universalist of Arlington M
Budget vs. Actuals: Monthly - P&L Budget FY 2020 - FY20 P&L
July 2019 - April 2020

April FY20 YTD results slowing down, \$76k net income for 10 months. Pledges (acct 4110) still ahead of budget due to numerous pledges being paid early, consistent with experience in previous years. Net result for April alone, \$29k loss. \$48k in pledges received April. Holding up reasonably well despite crisis.

\$44,985 of **FY21** pledges received, moved to "pledges for future year" on balance sheet

Salaries and other personnel expenses are under budget due to lower than expected hours and expense relating to communications associate, youth coordinator, sexton, ministerial intern, others. FICA appears not fully budgeted on all salary budget hours, leading to low FICA budget variance.

\$5k A/C loan installment paid to Trustees (acct 5481).

Parcomm expenses (acct 5810) - \$32 for baking, \$500 for holiday gifts

Second minister fund pledges received are up to \$190,202 out of a goal of \$216,000.

Spending from the second minister reserve fund totals \$4,139, for Beyond Categorical Thinking, child care, survey expenses. Also candidate hosting & travel (\$3,239).

Trust funds for April (\$2.6 million), up \$200k from March, **below** June 2019 levels (\$2.7 million). Alliance fund \$407k (March), was \$431k as of June 2019.

	Total				Annual budget
	Actual	Budget	over Budget	% of Budget	
Income					
4100 Pledges					
4110 Current Year Pledges	596,495	536,790	59,705	111.12%	644,148
	\$	\$	\$		
Total 4100 Pledges	596,495	536,790	59,705	111.12%	644,148
4200 Plate Offerings	36,276	31,670	4,606	114.54%	38,004
4300 Fundraisers					
4310 Fair	17,745	14,004	3,741	126.72%	14,004
4330 Other Fundraisers	884	1,500	(616)	58.96%	1,500
	\$	\$	\$		
Total 4300 Fundraisers	18,630	15,504	3,126	120.16%	15,504
4400 User Donations (Building Fees)					
4410 Mariposa rent	42,475	46,770	(4,295)	90.82%	56,124
4420 Other building use	19,608	20,400	(793)	96.12%	25,500
	\$	\$	\$		
Total 4400 User Donations (Building Fees)	62,083	67,170	(5,088)	92.43%	81,624
4500 Other Contributions					
4510 Parking revenue	5,000	5,000	0	100.00%	6,000
4520 One-Time Gifts	390	1,667	(1,277)	23.40%	2,000
4525 Social Justice	2,031	2,500	(469)	81.24%	3,000
	\$	\$	\$		
Total 4500 Other Contributions	7,421	9,167	(1,746)	80.96%	11,000
4600 Interest	665	18	647	3797.71%	21
4700 Trust Fund Contributions					
4730 Trust Fund-Wellington	10,000	8,333	1,667	120.00%	10,000
	\$	\$	\$		
Total 4700 Trust Fund Contributions	10,000	8,333	1,667	120.00%	10,000
4900 Other Income	13,000	10,833	2,167	120.00%	13,000
	\$	\$	\$		
Total Income	744,569	679,485	65,084	109.58%	813,301
Expenses					
5100 Personnel					
5110 Salary	353,919	386,109	(32,191)	91.66%	463,535

5120 FICA	26,430	24,792	1,638	106.61%	29,750
5130 Workers Comp	3,206	2,392	814	134.05%	2,870
5140 Pension (UUA)	26,938	23,920	3,018	112.62%	28,704
5150 Health Insurance	17,013	11,900	5,113	142.96%	14,280
5160 Life Insurance	840	940	(100)	89.31%	1,128
5170 Disability Insurance	2,432	2,350	82	103.49%	2,820
5190 Prof Expenses	9,216	11,750	(2,534)	78.43%	14,100
5193 Recruitment expenses	140		140		
5960 Sabbatical Reserve	6,785	6,785	0	100.00%	8,142
Total 5100 Personnel	446,918	470,938	(24,019)	94.90%	565,329
5200 Contractors & Consultants					
5240 Consultants (HR,Finance,Prof)	6,159	8,333	(2,175)	73.90%	10,000
5245 Action Sunday	0		0		
Total 5200 Contractors & Consultants	6,159	8,333	(2,175)	73.90%	10,000
5300 Office Expenses					
5320 Postage	118	500	(382)	23.60%	600
5340 Telephone & Internet	3,009	3,083	(74)	97.59%	3,700
5350 Office Supplies & Repairs	5,035	5,917	(882)	85.10%	7,100
5360 Office Equip Lease & Maintenance	6,464	5,750	714	112.42%	6,900
5397 Computer software/hardware	9,125	6,667	2,458	136.87%	8,000
Total 5300 Office Expenses	23,751	21,917	1,834	108.37%	26,300
5400 General Church Expenses					
5410 Housekeeping Supplies & Repairs	3,289	3,167	123	103.87%	3,800
5412 Christmas Eve Sexton and Support	750	850	(100)	88.24%	850
5415 Treasurer's Expenses	5,628	5,000	628	112.57%	6,000
5420 Coffee/Friendship Hour Supplies	1,864	2,083	(220)	89.45%	2,500
5430 Worship Supplies, etc.	156	917	(761)	16.97%	1,100
5435 Sound, Tapestry, Linens Fund	1,000	833	167	120.00%	1,000
5440 Stipends/Honoraria Guest Ministers	900	2,750	(1,850)	32.73%	3,300
5445 Sign Language Interpreter	500	400	100	125.00%	400
5470 Staff Development	0	167	(167)	0.00%	200
5481 Loan Repayment	5,000	4,168	832	119.97%	5,000
Total 5400 General Church Expenses	19,087	20,334	(1,248)	93.86%	24,150
5500 Property Expenses - Main Building					
5510 Utilities					
5511 Heating Fuel Oil & Gas	10,955	13,700	(2,745)	79.96%	14,300
5512 Water & Sewer	1,116	5,000	(3,884)	22.32%	6,000
5513 Electricity	610	2,413	(1,803)	25.28%	2,896

5514b Power Options Membership	250	146	104	171.47%	175
5514c Solar Power Purchase Agreement	6,173	6,333	(160)	97.48%	7,600
	\$	\$	\$		
Total 5510 Utilities	19,104	27,592	(8,488)	69.24%	30,971
5515 Prop. Exp. Maintenance Contingency Fund	2,000	1,667	333	120.00%	2,000
5520 Heating Maintenance & Repair	1,020	1,667	(647)	61.20%	2,000
5521 Elevator Inspection and Maintenance	4,300	3,667	633	117.26%	4,400
5530 Main Building Maintenance & Repair	20,618	17,500	3,118	117.81%	21,000
5535 Main Building Capital Exp.	26,000	21,667	4,333	120.00%	26,000
5550 Groundskeeping	2,781	833	1,948	333.76%	1,000
5560 Snow Removal	4,597	6,000	(1,403)	76.61%	6,000
5580 Insurance	13,328	10,548	2,780	126.35%	12,658
	\$	\$	\$		
Total 5500 Property Expenses - Main Building	93,748	91,141	2,607	102.86%	75,058
5600 Religious Education					
5610 Children/Youth	6,098	6,667	(568)	91.48%	8,000
5620 Owl training	0		0		
5630 Youth Group Service Trip Coordinator	1,250	1,250	0	100.00%	1,500
	\$	\$	\$		
Total 5600 Religious Education	7,348	7,917	(568)	92.82%	9,500
5700 Music					
5750 Music Committee	5,760	8,333	(2,573)	69.12%	10,000
5760 Piano Repair	1,500	1,250	250	120.00%	1,500
5790 Organ Fund Set-aside	2,000	1,667	333	120.00%	2,000
	\$	\$	\$		
Total 5700 Music	9,260	11,250	(1,990)	82.31%	13,500
5800 Other Committees					
5801b STAR/Adult RE	503	417	86	120.61%	500
5802 Committee on Ministry	0	167	(167)	0.00%	200
5807 Lay Ministry	0	125	(125)	0.00%	150
5808b Leadership Development	0	167	(167)	0.00%	200
5809 Membership Committee	46	833	(787)	5.54%	1,000
5810 Parish Committee	532	5,417	(4,885)	9.81%	6,500
5811 Parish Comm. Contingency Fund	0		0		0
5812 Racial Justice Committee	957	2,500	(1,543)	38.28%	3,000
5812b Social Justice Committee	2,784	2,500	284	111.37%	3,000
5815 Stewardship Committee	3,671	1,667	2,004	220.27%	2,000
5818 Turning Outward	800	2,500	(1,700)	32.00%	3,000
	\$	\$	\$		
Total 5800 Other Committees	9,293	16,292	(6,999)	57.04%	19,550

5900 Outreach					
5910 UUA	35,871	29,728	6,143	120.66%	35,673
5920 MBD	0	250	(250)	0.00%	300
5930 Partnership Church Council	200	292	(92)	68.56%	350
5940 Giving First	16,790	15,835	955	106.03%	19,000
5962 UU Urban Ministry	0	208	(208)	0.00%	250
5965 Mass. Interfaith Power & Light	0	208	(208)	0.00%	250
	\$	\$	\$		\$
Total 5900 Outreach	52,861	46,521	6,340	113.63%	55,823
5970 General expense reserve	0	(14,067)	14,067	0.00%	(16,880)
	\$	\$	\$		\$
Total Expenses	668,425	680,576	(12,151)	98.21%	813,301
	\$	\$	\$		\$
Net Operating Income	76,144	(1,091)	77,235	-6979.28%	\$ -

Thursday, May 14, 2020 10:10:48 AM GMT-7 - Cash Basis