

UUFSD BOARD MEETING MINUTES
December 19, 2018

Meeting called to order at 2:00 PM

Present: J Ballard, G Bowden, Rev.M Cefalu, D Gottdank, R MacDonald, L Pratt, R Sales, A Schuller

Absent: E Dunn

Guest: L Scott

November Board Meeting minutes approved.

Committee, Staff, and Treasurer Reports: received and attached. Discussion:

1. Walkway asphalt from upper parking lot to railway stairs needs repair; tree roots need evaluation. Dale is meeting with arborist tomorrow. Capital Campaign will fund. Chris Kolb can do work next week if no tree issues. Question raised- would concrete be better choice to avoid future cracking?
MSC: We will delay approval of walkway repair until we have written arborist report.
2. Rich reports 2nd meeting took place with CRC regarding proposed mentoring program (see draft attached). SJC is supportive. Kay Bolden interested in writing grant and coordinating UUFSD participation. UUA Fund for Social Responsibility grant money may be available for salary.
Action: Rich will contact UUA regarding grant requirements, and ask CRC if have boilerplate grant proposal.
3. Christie Turner and Lisa Shaffer resigning from Nomination Committee.
Action: Alana will ask NomCom to suggest replacements by first week January. Will need to announce 2 week before congregational meeting- date set- Jan. 27
4. Treasurer reports Art Fair brought in \$1900; Dining4\$ \$4000 so far. Endowment Fund Matching funds are just short of \$100,000. Once this goal met, interest can go into annual budget income.

Old Business

1. **Concert Series:** Libby Scott presented outline of series goals. Reports challenges with publicity via social media, and limitations of hall capacity and inability to mail flyers due to cost. Charity recipients are helping with publicity, but January recipient has a scheduling conflict, and thus concert may not have as good attendance. Libby has donated \$2500 to Concert Fund to ensure solvency. She is confident the remaining 3 Spring concerts will be well attended. She also has ideas for using UUFSD as venue in collaboration with musical organizations. She will write a proposal for board consideration.
2. **Church Mutual Insurance Walk-through:** Alana and Chris Butler were present. Areas of vulnerability and risk reduction were discussed. Recommendations-
 - a. focus on slip and fall reduction with improved lighting, asphalt repair and better signage where potential hazards exist.
 - b. Photo and written inventory entire site
 - c. Rekey all buildings, consider lock boxes
 - d. Insurance offers free fire retardant spraying of property in event of nearby fire

e. Consider applying for grant money available through state fire safety improvements
Actions: Steve Bartram & Chris Butler are attending active shooter training and they will offer to UUFSD members. Custodian is preparing cost estimate to sweep walkways weekly on Saturdays. Dale will ask Ken to evaluate bridge for wood damage and options for provide better traction.

3. **Kitchen issues:** Reverse Osmosis system not working. Will be sold on Craig's List, and replaced with in line filter. Cost \$250. J Luft has donated \$100. Oven repair cost \$500.
MSC: cost of oven repair and water filter to come from Appliance & Furnishing Reserve Fund.
4. **Unused funds: Joy- leave in place. SAC Scholarship/Art-** SJC discussing, will probably want to keep. **Adult Programs-** use for upcoming Nonviolent Communication class . **Coffee-negative balance-** consider covering in annual budget next year. **DeBennivile Pines-** use to offer scholarships at annual fellowship weekend. **RE Special Fund:** remind Alison of availability for use. Original intention was that board would approve spending from this fund.
5. **Stewardship:** Rev M described fundraising alternative to auction- another congregation sold opportunity drawing tickets for dinner and travel anywhere in the world. Each member asked to sell \$20 tickets for \$20 each, making \$40K.
Action: Rev M will arrange video conf with congregation who did this. Rich will participate. Board will discuss at Jan meeting.
6. **Founders Hall update:** New east entrance sliding doors will be completed before Christmas Eve service. Heaters are being rented.

New Business

1. **Tidy Zone proposal:** letter received from I Himelbrau (attached). Safety issues raised are already being addressed. Board considered but does not accept proposal.
2. **Bidding Policy for contractors:** Jon Luft will write guidelines for how to choose a contractor. Further discussion postponed.
3. **Amphitheatre umbrellas:** many need replacement. **MSC** to authorize purchase via B&G Reserves
4. **Financial Audit:** Chris Butler has requested, and Church Mutual recommends. Rich will followup with Finance regarding funding suggestions. Committee may need to request in next annual budget.
5. **Christmas Eve Collection:** Historically given to Casas de Luz. Kathy Faller has asked that the 2018 collection be given to her to distribute to homeless immigrants. **MSC:** to approve. Kathy will be asked to provide an accounting of distributions.

Adjourned 4:00 PM

NEXT MEETING: Jan 16. RETURN TO 1:30 start time

Submitted by J Ballard, Board Secretary
Approved Jan. 16, 2019

BOARD LIAISON & STAFF REPORTS
December 2018

ADMINISTRATION

MEMBERSHIP STATISTICS

Total number of members: 239
Members emeritus: 6
Pledging friends: 14
Friends: 53

12/11/18 - Total of members, members emeritus, pledging friends and friends: 312

SUNDAY ATTENDANCE

Date	9:00am	11:00am
November 11	40	133
November 18	63	128
November 25	Single Service	96
December 2	32	172

SITE USE AND RENTALS

Have a wedding coming up on August 24th.

KITCHEN REMODEL

It seems a couple of members were able to fix the dishwashers and I did see pegs in the drawers of the kitchen so I assume Louise will put those in place to her liking. There still seems to be some debate about the tall sprayer faucet.

AMPHITHEATER ISSUE

One of our staff, Christina Bortnick, mentioned that many of the umbrellas in the amphitheater area are broken, leaving a lack of umbrellas, particularly during the hot months. She is getting complaints about this from the members and was hoping a remedy could be found before the weather starts to get hot again.

Tracey Weiss, Congregational Administrator

BUILDING & GROUNDS

Here is a brief report from our B&G Work Party on Saturday December 1. A good time was had by all....

Ed Mlakar, Noah Setterholm and Hannah Carey swept pine needles, shoveled sand and hosed out mud in the Amphitheater.

Hannah Carey trimmed plants along the front stairs and removed several dead Pride of Madera plants.

Chris Faller and I cleaned out leaves in the Core Area, from the awning, and from the rain gutter between Founders' Hall and the Kitchen.

Rich Franzwa and Chris Faller dug out roots, leveled bricks and replaced wooden boards in the Core Area Patio to reduce the tripping hazard.

Michael Scott and Kathryn Sturch put casters on the YRUU book shelves so they can be moved for adult meetings.

Judith Barney and Mary Lou Schultz made lunch for hungry workers.

We got a lot done and had fun.

Ken Schultz

MUSIC

1. So far no donations have come in for the keyboard and Simplified Founders AV system. Hopefully that will still happen so that we can stay within the Music budget this year, and ramp up a new easier system for Founders Hall.

2. Joe has asked that we decide on a certain temperature for which services in the ampitheatre are too cold. We were outside this past Sun. and it was in the 50's during the first service. This is particularly difficult for musicians, who must play with cold fingers.

3. Lots of people are contributing to music. Band, choir, soloists, instrumentalists, guest musicians, folks taking pictures and videos, 4 new choir members joining, OOS artwork, professional musicians joining us for Coastal Concerts. It's a vibrant program. I am grateful to all.

4. The status my husband/guest musician, Richard Tilles's fall in Founders Hall in November is as follows. He fell from a rolling chair and tore his rotator cuff. It cannot be operated upon in the usual way due to arthritis in his shoulder. He will be entering physical therapy to attempt to address the pain and mobility issues in this way. If that doesn't work, he will need a complete shoulder replacement. He hopes to avoid this. So far, he has spent \$172 in co-pays to his Kaiser insurance for this injury. There will be a period of PT (with pursuant charges) before he will know whether surgery is needed. I will keep you posted.

Chris Lehman

NOMINATING COMMITTEE

Christie Turner is stepping down from the committee. We will need to find a replacement for vote at January congregational meeting.

Jill Ballard

RE

As of the service on 12/09/18, attendance was as follows:

Childcare: Average for the first service was approximately 4 children (3.8), and second service was a little over 5 (5.25.)

PreK/K: Average for the first service was 1 child, and second service was a little over 2 (2.25.) 1-3: Average for the first service was approximately 1 child (1.4), and second service was a little over 3 (3.25.)

4-6: Average for the first service was 1 child, and second service was 3. JRUU/YRUU: Average was approximately 3 (3.25.)

Highlights of this time period included continued high attendance at childcare (and Colin Watts stepping up to help out as needed), crafting with the kids and adults at the Holiday Party, and getting ready for the new year. This December, there will be one more week of regular classes on the 16th, followed by an all-children one room schoolhouse on the 23rd and 30th.

Katherine Buffington, Acting DRE

SOCIAL JUSTICE

The SJA met on Dec. 2nd. Very interesting updates on all task forces and discussion of possible UUFSD/CRC Mentoring Program Grant. The group agreed to allow the new task force to go ahead with exploration and development of a grant application (meeting with CRC scheduled for 12/4) if it is feasible. There are so many social justice activities going on.

UUFSD/CRC Mentoring Program

DRAFT PROPOSAL 11/30/2018

The Unitarian Universalist Fellowship of San Dieguito (UUFSD) and the Community Resource Center in Encinitas (CRC) will partner to create a new mentoring program to serve individuals and families in the area who are homeless, jobless, or struggling to make ends meet and live self-sufficiently.

UU volunteers will mentor CRC clients who, in consultation with their CRC Case Manager, elect to participate in the program. CRC will identify clients who could benefit from mentoring and offer program participation to them. UU volunteers Community Mentoring group will speak to client groups to assist improving their readiness for permanent housing through successful personal growth steps and employment coaching – helping individuals into the workplace through coaching or training; encourage, provide job support or fees for apprenticeships, etc.

UUFSD will canvass their members for expertise in the above-mentioned areas, as well as any other areas that come out of the process. A joint sub-committee of UUFSD and CRC will match clients to mentors based on the need and the expertise, and will follow the progress of the mentoring through a volunteer software program.

UUFSD and CRC will prepare and sign an MOU to implement the program.

Robin Sales

STEWARDSHIP

The question was raised whether people would like to pay their offering with digital means. Dave Masser-Fry, our digital guru, responded that there are several ways to go — a text number, a QR code, a service like Venmo, etc. However he was skeptical that it was a good idea. His reservations were (1) putting the money to the right allocation (pledge or offering), (2) having people fumbling with technology and being distracted during the service, and (3) the 3% surcharge. He suggested we do a questionnaire in the OOS and ask who would use it, and what method they would prefer to use before we implemented anything.

Rich MacDonald

From: Irving Himelblau <ihimelblau@gmail.com>
Date: November 14, 2018 at 1:31:29 PM PST
To: Alana Schuller <alanaschuller@gmail.com>, "Rev. Meghan Cefalu" <revmeghan@uufsd.org>
Cc: Ken Schultz <ken-schultz@cox.net>
Subject: UUFSD "Tidy Zones"
Reply-To: Irving Himelblau <ihimelblau@gmail.com>

To the UUFSD Board of Directors
Proposal by Livia Walsh & Irv Himelblau: **UUFSD Tidy Zones**

Livia and I struggle with the physical appearance of the fellowship. As a place of worship, we believe that we must have a standard for cleanliness and order on our campus. We are appalled at the amount of rubbish, from plastic bottles, papers, stones on the walkways, bricks out of place, electrical wires dangling and taped on the walkways, and more.

Many of these issues are outside the purview of our Building and Grounds monthly maintenance actions. Building and Grounds is first and foremost attempting to make sure that our campus is safe. It is apparent that we need a new approach to improve the cleanliness, order and aesthetics of the campus.

Some of the disorder and mess results from fellowship event organizers leaving materials used for their events or trash lying about in the hall and the amphitheater, etc. We propose that for **every event** on campus, we institute a \$30 refundable deposit that will be returned to the event organizer if the premises are left clean, or used to pay staff to clean the area after use.

While traveling to Ireland, Liv and I encountered the "Tidy Town" competition. Throughout Ireland small towns compete for the "Tidiest Town in Ireland." Each town reaches out to their residents and asks them to be responsible for a limited piece of public property in the town. So it not unusual to see people sweeping or picking up debris in a public area, like a parking lot, or an area of a park. There is pride in this type of participation. The participating towns actually compete against each other for the honor to be claimed "Tidy Town of the Year."

Livia and I propose that we follow the "Tidy Town" example and create "UUFSD Tidy Zones" no larger than 25-50 square feet. We would ask individuals/couples/families, to volunteer to maintain their 25-50 square foot zone and check for cleanliness weekly, bi weekly, monthly or as needed. If they are not able to be present, they would have to find a substitute. Given the pattern of volunteerism at the fellowship, we might have to designate zones to individuals/couples/families.

For example, Livia and I commit to a zone around the Peace Pole, from the landing to the steps going up to the office and from Sandy Hill's office to the bathrooms.

Ken Schultz of Building and Grounds has agreed to help us set up zones throughout the campus and assist us in making a list of what has to be done in order to maintain each zone. We would ask that a Board member provide oversight or monitoring. We, Livia and Irv, will publicize and create a sign-up sheet for this ongoing project. We would also ask the Board to periodically acknowledge members who maintain the best "Tidy Zones."

Liv and I hope the Board approves this proposal, and we begin implementation as soon as feasible.

Irv Himelblau and Livia Walsh

December 2018 - Report to the Board
Rev. Meghan Conrad Cefalu

Overall: Attendance/energy is high on Sundays. The disparity in attendance between the 9am and 11am service is more pronounced than last year when the COA program was happening during the 9a service. Might need to incentivize attendance at 9am to bring more balance?

Staff: all is well and running smoothly. I'm grateful to Katherine who has been doing a wonderful job as Interim DRE. And I'm looking ahead to the transitioning from Katherine back to Alison serving in that capacity next month. I love this staff. ☺ <3

Pastoral Care: I'm seeing a typical rise in need as we approach the holiday season.

Beloved Conversations: We're gearing up for the next session of BC beginning in January. So far, sign-ups indicate we'll have a healthy group of 20-22 folks registered.

Membership: We are holding another path to membership session in January with **16 people** indicating interest in joining. (Kay is awesome!)

Personal note: I will be up in the Bay Area visiting family - driving up on the 25th and back on the 1st. Feel free to get in touch if it is urgent.

DECEMBER 13, 2018

ALANA SCHULLER
BOARD PRESIDENT
UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO
PO BOX 201
SOLANA BEACH CA 92075-0201

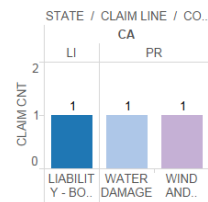
RE: Account No. 0091910
Reference No. 1016425

Thank you for the opportunity to conduct a safety assessment on December 10, 2018, at your church. As part of the Unitarian Group service plan, the goal of my visit was to review your operations and loss history to help you identify ways to reduce the potential for accidents, injuries, and property damage.

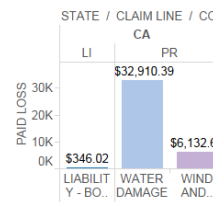
Loss History

COL DETAIL
■ LIABILITY - BO. ■ WATER DAMA. ■ WIND AND HA.

Cause of Loss / Claim Count



Cause of Loss / Total Paid



Workers Compensation

To date, you have not had a WC claim. That is terrific news! To keep you on this path, implement our Medcor Nurse Hotline for non-emergency, employee injuries. More information can be found here: [Nurse Hotline - Church Mutual.](#)

Liability

100% of the church's liability claims are slip, trip and fall. As best practice, a program should be implemented to prevent future STF accidents from happening. Due to the rustic nature of the church grounds, increased lighting on pathways, daily visual inspections and appropriate signing are steps you should take to improve overall safety. For more information, click here: [Slips, Trips, and Falls](#) | [Safety Resources](#) | [Risk Control](#) | [Church Mutual](#)

IF	LOSS YR	COL DETAIL	LOSS DETAIL	OCCUPATION DESC	CLAIM LINE	CLAIM CNT	PAID LOSS	WC RESERVE	WC TOTAL LOSS
	2017	LIABILITY - BODILY INJURY	SLIP OR FALL: ALL OTHER		LI	1	\$346.02	\$0.00	\$0.00
	2016	WIND AND HAIL	WIND		PR	1	\$6,132.60	\$0.00	\$0.00
	2017	WATER DAMAGE	PLUMBING SOURCE		PR	1	\$32,910.39	\$0.00	\$0.00

Recommendations are purely advisory and intended to assist with risk control and safety procedures. Observations and recommendations are based on practices and conditions observed and information made available at the time of the inspection and do not imply or guarantee full compliance with local, state, or federal regulations which may be applicable to such practices and conditions. These reports do not signify or imply that hazards do not exist.

Property

Consistent property maintenance is the most important activity you can do to prevent losses in nearly all lines of coverage. Moving forward, I would suggest utilizing our [Self-Inspection Safety Checklists - Church Mutual](#) at least twice a year to ensure potential hazards have been corrected. Due to the rustic nature of the church grounds, I have also included: [Camp Self Inspection Checklist](#).

Walk-thru

The church campus is located in a beautiful, rustic, hillside with elevation changes. Because of the location, there can be some challenges. The church has signed-up for our Wildfire program which is excellent news! In addition, church fire prevention activities include annually inspecting fire-extinguishers and lighted emergency exits signs. You may want to consider partnering with your local fire department to ensure they have appropriate access to your facility in case of an emergency.

In addition, we discussed in great length the importance of proper lighting and slip, trip fall prevention as many of the pathways/walkways, stairs, and ground surfacing could pose challenges to visitors and employees. Developing a comprehensive slip, trip, and fall program is a must for your campus. [Slips, Trips, and Falls | Safety Resources | Risk Control | Church Mutual](#)

Security

Recently, the church had the local police department conduct a security assessment to identify opportunities for improvement. In addition, the church is currently researching security cameras to add to the campus. These are terrific activities to keep the church's property, employee and visitors safe. To further augment your security program, I recommend the following resources:

They include:

- ✓ [Assist Visits | Homeland Security](#) – Schedule a vulnerability assessment with Homeland Security. Or contact directly by emailing: NICC@hq.dhs.gov.
- ✓ [Nonprofit Security Grant Program | FEMA.gov](#) - Apply for a security grant
- ✓ [Grants Management Infrastructure Protection Grants](#) - Apply for an infrastructure grant
- ✓ [Armed Intruder](#) – our 3-part webinar series and related resources discussing what to do before, during, and after an armed intruder event
- ✓ [FAQ Security Teams](#) - Start here when advising your Security Team
- ✓ [Safety During Services](#) – a 4-minute video discussing high level safety measures

As you discuss more in-depth aspects of your security efforts, I suggest reviewing the following:

- ✓ [FEMA Faith Resources](#) – view these resources to protect your house of worship *including an [emergency operations planning guide](#) and [webinar](#)*
- ✓ [Recommendations for Local Church Emergency Plans](#) – this resource, developed by several contributing entities, is widely referenced as a useful template to develop plans and procedures
- ✓ [Armed Intruder Security](#) – view our recent Risk Reporter publication discussing in-depth active shooter prevention and response topics

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Account No. 0091910
Reference No. 1016425
Visit Date: Dec 10,2018

Moderate

2018-12-01

SY13.Video Inventory

Maintain a current inventory of all significant interior contents within your facility. The inventory should be recorded in writing and can also be photographed or video recorded. Once the inventory is complete, a copy should be stored off premises for safekeeping. An inventory will provide a record of the significant items in the event of loss due to fire, theft, etc. For your convenience, an Inventory Form is available on our website at www.churchmutual.com.

Target Completion Date: Feb 11,2019

Status:

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Moderate

2018-12-02

To ensure the safety of people using the buildings and to protect church resources, implement an all encompassing key control policy.

Steps to take include:

- Implement a patented keying system
- Design a master key system
- Re-key your facility
- Sign out new keys
- Document and communicate policy to members, employees and volunteers

Target Completion Date: Feb 11,2019

Status:

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Moderate

2018-12-03

BU7.Exterior Lighting

To provide greater safety and security, additional exterior lighting must be installed at all walk ways throughout the campus.

Target Completion Date: Feb 11,2019

Status:



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Moderate

2018-12-04

MA37.Walkways - Slippery

Conduct daily visual inspections on all walkways to ensure slippery conditions and trip fall hazards are removed.

Target Completion Date: Feb 11,2019

Status:



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Moderate

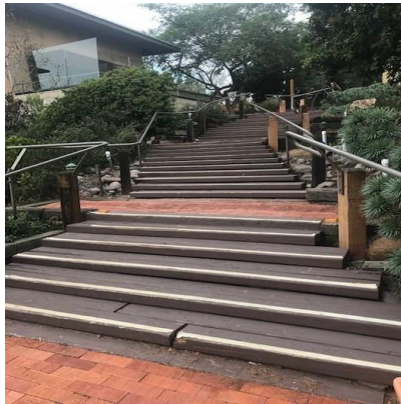
2018-12-05

PL12.Tripping Hazards

Paint/repaint stairs with bright contrasting colors to help identify potential tripping hazards throughout church campus.

Target Completion Date: Feb 11,2019

Status:



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Moderate

2018-12-06

SL17.Slip/Trip/Fall Prevention

Assemble a comprehensive prevention program to protect employees, visitors and volunteers against slip/trip/fall hazards.

Best practices include:

- a. Remove contaminants (e.g. water, grease, oil, fluid, food) on the floor.
- b. Align pipes with drains and make sure drains are not clogged.
- c. Correct indoor and outdoor walking surface irregularities to provide even surfaces.
- d. Clear debris from parking lots, garages, and sidewalks promptly.
- e. Provide adequate lighting so workers can see their surroundings and notice unsafe conditions in time to avoid them.
- f. Ensure proper construction and maintenance of stairs and handrails.
- g. Eliminate clutter and other tripping hazards from the floor such as loose cords, hoses, wires, and medical tubing.
- h. Utilize floor mats and runners properly to furnish slip-resistant walking surfaces by absorbing liquids and removing dirt, debris, and liquid from shoes.
- i. Establish a slip-resistant shoe policy.
- j. Consider posting signage alerting people to changes in elevation and in transition areas.

For more information, click here: [Slips, Trips, and Falls | Safety Resources | Risk Control | Church Mutual](#)

Target Completion Date: Feb 11,2019

Status:

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Moderate

2018-12-07

According to the Association of Certified Fraud, the average organization loses 5% of revenues to fraud and abuse. Ensure that your organization is conducting regular external, financial audits.

Resources:

[Preventing Fraud And Embezzlement - Church Mutual](#)

[Spring Risk Reporter](#)

[Legal Responsibilities of Your Board](#)

Target Completion Date: Feb 11,2019

Status:

Worksheet Completed By: _____

Title: _____ **Date:** _____

Please complete, sign, and date this form. Return it in the envelope provided and send it to:

**RISK CONTROL
CHURCH MUTUAL INSURANCE COMPANY
3000 SCHUSTER LN
PO BOX 357
MERRILL WI 54452-0357**

Recommendations are purely advisory and intended to assist with risk control and safety procedures. Observations and recommendations are based on practices and conditions observed and information made available at the time of the inspection and do not imply or guarantee full compliance with local, state, or federal regulations which may be applicable to such practices and conditions. These reports do not signify or imply that hazards do not exist.

ALANA SCHULLER
BOARD PRESIDENT
UNITARIAN UNIVERSALIST FELLOWSHIP OF SAN DIEGUITO
PO BOX 201
SOLANA BEACH CA 92075-0201

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	190,229.75
Vanguard Money Market	703,104.95
UUFSD Endowment Account	24,804.75
WF \$ Market Savings x1459	1.00
WF \$ Market Savings x1974	1.00
WF Bus Chkg x3757	600.73
Total Checking/Savings	918,742.18
Accounts Receivable	
A/R - Auction	757.00
Accounts Receivable	244,654.20
Capital Campaign Pledges	322,619.34
Total Accounts Receivable	568,030.54
Other Current Assets	
Undeposited Funds	760.00
Total Other Current Assets	760.00
Total Current Assets	1,487,532.72
TOTAL ASSETS	1,487,532.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,672.12
Total Accounts Payable	1,672.12
Other Current Liabilities	
Bonus' Payable	3,106.75
Payroll Liabilities	
LIA.PER.01 Payroll Taxes	2,212.41
Medical Liability	-1,577.03
UUA Pension Liability	1,895.63
Payroll Liabilities - Other	-1,596.60
Total Payroll Liabilities	934.41
Reimbursed Expenses	157.71
Total Other Current Liabilities	4,198.87
Total Current Liabilities	5,870.99
Total Liabilities	5,870.99
Equity	
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.02 - Initial Grant	100,000.00
FND.SPG.07 Membership Wages	-6,285.00
FND.SPG. 08 Membership P/R Tax	-319.39
FND.SPG.04 - D.o C.ER PayTaxes	-214.96
FND.SPG.06 - D. of C. Expenses	-71,555.97
Total FND.SPG.01 - Spirit Grant Fund	21,624.68
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGE.01 - Endowment Fund	29,159.35
Total Permanent Restricted	29,159.35
Temp. Restricted	

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of November 30, 2018

	Nov 30, 18
Building Funds	
YRUU	108.10
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Campaign Income	1,962,378.55
FND.CAP.03-Cap Campaign Expense	-800,243.55
	1,162,135.00
Total FND.CAP.01 - Capital Campaign	1,162,135.00
Total Building Funds	1,162,243.10
Committee Funds	
COM.ADL.04 - Adult Prms C/O	442.20
COM.CNX.04 Joy Comm. C/O	504.69
COM.LIB.04 Library Comm. Carryo	2,864.36
COM.SAC.04 SAC C/O	
Backpack Fund	40.83
Families in Need	1,619.71
Homelessness	1,857.23
Human Rights	458.79
	3,976.56
Total COM.SAC.04 SAC C/O	3,976.56
COM.SUN.04 - Worship Comm C/O	947.01
	947.01
Total Committee Funds	8,734.82
Other Funds	
FND.ART.01	1,870.00
FND.COF.02 -Coffee Fund	-711.51
FND.CON.02 - Concert Fund	4,033.40
FND.DBN.02 - DeBenneville Pines	2,035.31
FND.DRE.02 - DRE Discre. Fund	1,573.96
FND.HFH.02 - Casas de Luz	15,828.22
FND.JRU.02 -JRUU Fund	1,100.11
FND.LIB.02 - Lib Improv't Fund	250.00
FND.MIN.02 - Min. Discr. Fnd.	-1,844.49
FND.MWL.02 - Memorial Wall Fnd.	16,866.24
FND.REL.02 - RE Special Fnd.	2,600.00
FND.SAC.02 - SAC Schlrship/Art	626.43
FND.SPC.02 - Spcl. Coll. Fnd.	3,408.77
FND.YOU.02 - Youth Scholarship	1,275.75
FND.YRU.02 - YRUU Fund	79.11
	48,991.30
Total Other Funds	48,991.30
Reserves (pe J.Penny)	
RES.BAG.01 - B&G Reserve	12,727.56
RES.AFR.01 - Appliance & Furn.	1,025.11
RES.SAB.01 - Sabbatical Reserve	455.96
RES.SAB.02-Dir of RE Sabbatical	2,974.42
RES.SND.01 - Sound Reserve	399.72
	17,582.77
Total Reserves (pe J.Penny)	17,582.77
Total Temp. Restricted	1,237,551.99
Unrestricted Net Assets	30,560.20
Net Income	164,579.33
	1,481,661.73
Total Equity	1,481,661.73
TOTAL LIABILITIES & EQUITY	1,487,532.72

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	<u>Jul - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jul - Nov 18</u>	<u>Annual Budget</u>
Revenues						
Fundraising						
REV.AUC.01 - Auction Income	4,661	0	4,661	100.0%	4,661	18,000
REV.MIS.01 - Fundraising Income	2,064	8,000	-5,936	25.8%	6,207	8,000
REV.MIS.05 - Luncheon Income	0	625	-625	0.0%	0	1,500
Total Fundraising	6,725	8,625	-1,900	78.0%	10,868	27,500
Interest Income	1				1	
Pledges						
REV.PLG.01 -Pledge Current Yr	128,907	137,252	-8,345	93.9%	139,463	329,402
Total Pledges	128,907	137,252	-8,345	93.9%	139,463	329,402
RE Program Income						
REV.REL.01 RE Donations	730	417	313	175.1%	730	1,000
REV.REL.02 COA/OWL Fees	60	83	-23	72.3%	60	200
Total RE Program Income	790	500	290	158.0%	790	1,200
REV.MIS.04 Misc. Contributions	4,339	5,417	-1,078	80.1%	12,104	13,000
REV.SUN.01 - Sunday Collection	5,657	5,833	-176	97.0%	6,013	14,000
Scripp Sales	48	104	-56	46.2%	48	250
Site Rental						
REV.SIT.01 Sandy Hill	17,625	17,500	125	100.7%	21,150	42,000
REV.SIT.02 - Spc. Evnt. Rent	558	1,667	-1,109	33.5%	558	4,000
REV.SIT.03 - Site Use Contrib.	1,338	2,083	-745	64.2%	1,350	5,000
Total Site Rental	19,521	21,250	-1,729	91.9%	23,058	51,000
Revenues - Other	0	0	0	0.0%	0	0
Total Revenues	165,988	178,981	-12,993	92.7%	192,344	436,352
Total Income	165,988	178,981	-12,993	92.7%	192,344	436,352
Gross Profit	165,988	178,981	-12,993	92.7%	192,344	436,352
Expense						
Administration Expenses						
OPS.ADM.01 Postage	207	292	-85	70.9%	214	700
OPS.ADM.02 Office Supplies	824	1,042	-218	79.1%	955	2,500
OPS.ADM.03 Copier	2,650	2,917	-267	90.8%	2,650	7,000
OPS.ADM.05 Telephone & Internet	1,094	1,250	-156	87.5%	1,098	3,000
OPS.ADM.06 Adm. Mileage Exp	67	63	4	106.3%	67	150
OPS.ADM.07 Misc. Supplies	70	0	70	100.0%	70	0
OPS.ADM.09 - Miscellaneous	151	167	-16	90.4%	151	400
Total Administration Expenses	5,063	5,731	-668	88.3%	5,205	13,750
Bank Service Charges	79				79	
Boards & Committees						
COM.BRD.03 Board Expenses	78	25	53	312.0%	88	125
COM.COM.03 Communcations Comm.	974	791	183	123.1%	1,085	1,250
COM.FND.03 Fundraising Comm. Ex	452	208	244	217.3%	452	500
COM.FNF.03 Fun & Fellowship	0	0	0	0.0%	0	0
COM.MEM.03 Membership Comm Exp.	713	417	296	171.0%	789	1,000
COM.MUS.03 Choir & Music Exp.	1,881	833	1,048	225.8%	2,026	2,000
COM.PCC.03 Pastoral Care Comm.	0	63	-63	0.0%	0	150
COM.SAC.03 Social Action Comm.	3,960	3,685	275	107.5%	4,036	6,325
COM.SUN.03 Worship Comm.	1,281	1,125	156	113.8%	1,281	2,700
Total Boards & Committees	9,339	7,147	2,192	130.7%	9,757	14,050
Denomination Expenses						

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OPS.DEN.01 - UUA dues	13,860	13,860	0	100.0%	18,340	13,860
OPS.DEN.02 - PSWD Dues	4,480	4,480	0	100.0%	0	4,480
OPS.DEN.04 - Cluster Dues	0		0	0.0%	0	500
Total Denomination Expenses	18,340	18,340	0	100.0%	18,340	18,840
Finance Expenses						
OPS.FIN.01 Payroll Fees	102				102	
OPS.FIN.02 Bookkeeping Supplies	269	271	-2	99.3%	300	650
OPS.FIN.03 Accounting Fees	3,788	3,750	38	101.0%	3,788	9,000
OPS.FIN.04 Pledge Campaign Exp.	0	0	0	0.0%	0	0
OPS.FIN.05 Other Finance Exp.	168	1,031	-863	16.3%	168	2,475
OPS.FIN.06 Credit Card Fees	442	500	-58	88.4%	577	1,200
Total Finance Expenses	4,769	5,552	-783	85.9%	4,935	13,325
Payroll Expenses						
COM.PER.03 - Misc. Personel Exp	203				307	
Congregational Administrator						
PER.OFF.01 Cong. Adm. Wages	15,400	15,175	225	101.5%	16,800	36,427
PER.OFF.02 Cong. Adm. UUA Pens.	1,540	1,518	22	101.4%	1,680	3,642
PER.OFF.03 - ER Payroll Taxes	964	1,161	-197	83.0%	964	2,787
PER.OFF.04 Cong. Adm. Medical	4,348	4,901	-553	88.7%	4,743	11,762
PER.OFF.06 Cong. Adm. Life Ins.	0	103	-103	0.0%	0	248
PER.OFF.07 Cong. Adm LTD Ins	0	153	-153	0.0%	0	367
PER.OFF.08 - Admin. Prof. Exp.	0	83	-83	0.0%	0	200
Total Congregational Administrator	22,252	23,094	-842	96.4%	24,187	55,433
Director of RE						
RE Director Sabbatical	0				300	
PER.DRE.01 DRE Wages	22,917	22,610	307	101.4%	25,004	54,264
PER.DRE.02 DRE - UUA Pension	2,251	2,305	-54	97.7%	2,455	5,533
PER.DRE.03 - ER DRE Payoll Tax	1,612	1,730	-118	93.2%	1,612	4,151
PER.DRE.04 DRE Medical	3,221	3,505	-284	91.9%	3,514	8,413
PER.DRE.05 DRE Dental	284		284	100.0%	310	
PER.DRE.06 DRE Life Ins.	0	147	-147	0.0%	0	352
PER.DRE.07 DRE LTD Ins.	219	230	-11	95.2%	239	553
PER.DRE.09 DRE Professional Exp	1,390	1,042	348	133.4%	1,390	2,500
Total Director of RE	31,894	31,569	325	101.0%	34,825	75,766
Minister Expense						
Minister Benefits						
PER.MIN.00 in Lieu of FICA	2,978	2,933	45	101.5%	3,248	7,038
PER.MIN.02 Minister Housing	12,692	12,500	192	101.5%	13,846	30,000
PER.MIN.03 Minister UUA Pension	3,892	3,833	59	101.5%	4,246	9,200
PER.MIN.04 Minister Medical	6,123	5,375	748	113.9%	6,680	12,901
PER.MIN.06 Minister Life Ins.	0	265	-265	0.0%	0	636
PER.MIN.07 Minister LTD Ins.	0	390	-390	0.0%	0	936
PER.MIN.08 Minister Profess. Ex	3,630	4,000	-370	90.8%	4,864	9,600
Total Minister Benefits	29,315	29,296	19	100.1%	32,884	70,311
Minister Wages						
PER.MIN.01 Minister Salary	26,231	25,833	398	101.5%	28,615	62,000
Minister Wages - Other	0				0	
Total Minister Wages	26,231	25,833	398	101.5%	28,615	62,000
Total Minister Expense	55,546	55,129	417	100.8%	61,500	132,311
Music Expenses						
Choir Director						

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PER.MUS.01 Choir Director Wage	12,584	12,437	147	101.2%	13,732	29,848
PER.MUS.02 Choir Dir. Prof. Exp	-1,195	904	-2,099	-132.2%	-1,195	2,170
PER.MUS.03 - Benefits	0	88	-88	0.0%	0	211
Total Choir Director	11,389	13,429	-2,040	84.8%	12,537	32,229
Music ER Payroll Tax	963	951	12	101.2%	963	2,283
PER.MUS.11 Accompanist Wages	3,750	3,750	0	100.0%	0	9,000
PER.MUS.12 Music Substitute			0	0.0%	3,750	
Total Music Expenses	16,101	18,130	-2,029	88.8%	17,249	43,512
PER.MIS.01 Misc. Personnel	0	42	-42	0.0%	0	100
PER.SIT.07 Worker's Comp Ins.	-491	1,850	-2,341	-26.6%	-491	1,850
Site Support Staff						
PER.SIT.01 -Childcare Wage	1,326	2,292	-966	57.9%	1,444	5,500
PER.SIT.02 - Custodian	2,545	2,438	107	104.4%	2,770	5,850
PER.SIT.03 - Site Caretaker	2,081	2,646	-565	78.6%	2,291	6,350
PER.SIT.09 - Sound Technician	3,278	3,750	-472	87.4%	3,499	9,000
PER.SIT.11 - Lead Teach & Asst.	1,493	2,854	-1,361	52.3%	1,673	6,850
PER.SIT.12 - ER Payroll Taxes	873	1,070	-197	81.6%	1,343	2,567
Total Site Support Staff	11,596	15,050	-3,454	77.1%	13,019	36,117
Payroll Expenses - Other	1,221				1,690	
Total Payroll Expenses	138,322	144,864	-6,542	95.5%	152,287	345,089
Religious Exploration						
COM.OWL.03 COA/OWL Exp.	0	83	-83	0.0%	0	200
COM.REL.03 RE Program Exp.	907	1,583	-676	57.3%	1,079	3,800
Total Religious Exploration	907	1,666	-759	54.4%	1,079	4,000
Site Operations						
OPS.SIT.01 Property Insurance	1,990	0	1,990	100.0%	1,990	3,800
OPS.SIT.02 Real Estate Taxes	1,985	3,785	-1,800	52.4%	1,985	3,785
OPS.SIT.03 Gas & Electric	516	63	453	819.4%	516	150
OPS.SIT.04 - Solar Loans	0		0	0.0%	0	4,405
OPS.SIT.05 Water	1,766	1,333	433	132.5%	1,766	3,200
OPS.SIT.07 B&G Maintenance	3,407	3,071	336	110.9%	3,538	7,370
OPS.SIT.10 Audio/Visual Exp.	93	223	-130	41.7%	93	536
Total Site Operations	9,758	8,475	1,283	115.1%	9,889	23,246
Total Expense	186,576	191,775	-5,199	97.3%	201,571	432,300
	-20,588	-12,794	-7,794	160.9%	-9,227	4,052
Net income	-20,588	-12,794	-7,794	160.9%	-9,227	4,052