

Minutes of UUFSD Board Retreat

August 18, 2022 9:30pm - 3:30pm

Library

Present:

Angie Knappenberger, *President*
Mary Anne Trause, *Vice-President*
Livia Walsh, *Secretary*
Liora Kian-Gutierrez
Cathy Leach-Phillips
Louise Lin Garrett
Andi McLeod

Also Present:

Sarah Miller, *Treasurer and Advisory non-voting member*

Guests: Mark Tuller and Caroline DeMar representing Planned Giving
Jan Berlin, representing Music Director Search Committee

RETREAT ACTIVITIES:

The Board Members engaged in several “getting to know you” activities as well as other interactive activities to support our working together as a new Board. While specific Board Goals and Objectives were not developed, a brain-storming activity was conducted to guide us in the final goal setting process in a future meeting.

PLANNED GIVING PROPOSAL :

Mark Tuller and Caroline DeMar presented a proposal to create a Music Sub-Fund to support music activities or needs requiring funding beyond what is budgeted (ref. To Addendum). The sub-fund will be funded by donations including a potential primary donation of \$100,000 offered by a donor-member of UUFSD and released as a 2:1 matching grant to support any music related activity or identified need.

DECISION: All agreed to approve the creation of a Music sub-fund of the Endowment.

MUSIC DIRECTOR SEARCH COMMITTEE UPDATE:

Jan Berlin provided the following update: The Search Committee has identified two candidates for the Music Director position. They are still negotiating details of the position including number of hours per week and number of weeks per year the position will require according to the salary approved.

A decision is expected on August 30th. The Board has established a zoom meeting with the committee on September 1st at 10:00 a.m. to approve the offer to the identified candidate.

BUSINESS AGENDA OF RETREAT:

TOPIC: Personal Expectations for Board Members (ref addendum)

DISCUSSION: Addressed whether or not for Sunday Board meetings whether to brown bag our lunches or have members sign up to bring snacks; taking turns lighting the chalice and offering an inspirational reading; having combined in-person and zoom meetings; how to include the Board Covenant and Covenant of Right Relations in the Board meetings.

DECISIONS: All agreed to the following: Brown bag lunches for Sunday Board meetings; Board members will take turns with chalice readings and sign-up on form in Board drive; Board meetings to be held in person only, i.e. no hybrid meetings; the Board Covenant is to be read silently after the chalice reading and the Covenant of Right Relationships will not be included as it is included in the Board Covenant.

TOPIC : Approval of Committee, Staff and Treasurer Reports

DISCUSSION: Reminder to Board Liaison to submit reports at least 3 days prior to scheduled Board Meetings.

DECISION: All reports submitted were accepted and approved.

TOPIC: Verification of Vaccinations

DISCUSSION: Though Covid vaccination will remain a requirement for anyone over the age of 5 years of age on the UUFSD campus. Board members felt that requiring proof of vaccination was unnecessary at this time. The requirement notification for vaccination will continue to be publicized on the UUFSD website, OOS, and newsletter as well as several strategically placed signs on campus

DECISION: All agreed to discontinue Covid vaccination checks.

ACTION: Health and Safety Policy related to vaccinations to be revised by the Board Secretary.
Angie will arrange to put notice in OOS

TOPIC: Office Administrator being on site for regular hours in view of our new minister starting.

DISCUSSION: During the Covid crisis the Office Administer primarily worked from home. She has been coming to the office on Tuesday and Friday mornings for a few hours.

DECISION: All agreed that as the Covid crisis has abated that the Administrator should be in the office regularly especially as the new Minister is soon to begin.

ACTION: Board President and Vice President to meet with the Office Administrator and advise her that she will need to be in the office at least Tuesday - Thursday for regular office hours effective September 6, 2022.

TOPIC: Designated Sunday Offering Proposal

DISCUSSION: Board members expressed financial, logistical and necessity concerns. For example, Social Justice may not be planning to request twelve Sundays but rather only six for this fiscal year. SJA will be meeting August 28th to make this decision. Up to 12 designated Sunday offerings for Fun and Fellowship seemed particularly excessive. Some expressed a desire to revisit potluck luncheons to foster community building and it became apparent that Fun & Fellowship is in need of a P&P to establish its purpose and provide clarity for how it will function. Overall, there was not sufficient financial justification included in the proposal of need from the Music, Religious Education and Fun & Fellowship Committees to warrant additional financial support. Additionally, the results of the What Now Conversations? Program revealed that there were some people who expressed concerns that there were too many “asks” for additional financial support beyond pledging. It was also expressed that the idea of passing the plate to fund programs be presented at a congregational forum for discussion and feedback before being implemented, even on a trial basis.

DECISION: The Board rejected the proposal and requested that the Finance committee re-evaluate the need of the proposal beyond the six Generosity Sundays requested. The latter has a 20 year history of a successful program.

ACTION: Angie, as liaison to Finance, will bring the proposal back to the Finance committee for re-evaluation and share the comments from the Board.

TOPIC: Organizational Chart (ref. Appended Items) and Congregational Administrator Position

DISCUSSION: It was suggested that the AV Specialist report directly to the new Congregational Administrator instead of the new Music Director and the AV Assistant report to the AV Specialist. It was also suggested that all other staff, with the exception of the Minister, report to the Congregational Administrator when that position begins in January. The Administrator will also supervise all direct report staff. The Minister will report to the Board. There is to be an increase in responsibilities and an increase of 5 hours to the new Congregational Administrator position. A new job description will need to be created.

As there is no direct supervisor for staff at this time it was determined that the Board will need support which will be the primary role of the Staff Board Liaison.

DECISION: All agreed to the revision of the Organizational chart. The Board Vice President will be the Staff Board Liaison.

ACTION: President, Vice President and Secretary to create the new job description for the position of Congregational Administrator using UUA guidelines and will submit to the Personnel committee for final review. The new job description to be presented at the September Board meeting.

TOPIC: Welcome Table

DISCUSSION: There has not been a Board member presence at the Welcome Table in the Core Area for a long time. Visitors, members and friends who may have questions about the Fellowship would benefit from having someone present on Sundays to provide information.

DECISION: A Board member will be available at the Welcome Table on Sundays except those when a Board meeting follows the service. A sign up sheet for that purpose is on the Board google docs. Andi agreed to update the material for that table. It was also suggested that Board members obtain through Tracey new name tags identifying them as Board members.

ACTION: Beginning September 4, a Board member will be available at the Welcome Table wearing name tag identifying her as a Board member. Board members to sign-up on sign-up sheet available in Board docs. Andi to update materials for the table. Angie will ask Tracey to prepare new name tags

***October Workshops with Sarah Millspaugh**

- **Friday, October 28, time tbd, Core Leadership Startup Workshop with Rev. Ellie Kilpatrick**
Workshop for the Board, Committee on Ministry, Rev. Ellie, and our UUA regional contact Rev. Sarah Gibb Millspaugh to establish the ways we will all work together to lead UUFSD. We'll explore what needs healing in our congregation from the past few years. We'll also discuss how we'll do things and begin to establish congregational priorities for the coming year.
- **Sunday, October 30th, 12:00 am-3:00 pm, Ministerial Startup Workshop with Rev. Ellie Kilpatrick and UUFSD Congregation**
All are welcome at this fun and interactive workshop where we'll explore UUFSD's culture and history, learn about Rev. Ellie and her approach to ministry, talk about what our congregational needs are in the aftermath of upheaval, and explore congregational goals for the coming year. Our UUA regional contact Rev. Sarah Gibb Millspaugh facilitates. Come be a part of looking back and looking forward, so that UUFSD may thrive! (Childcare is available for elementary schoolers and younger, while middle and high schoolers are welcome to participate in the workshop.)

BOARD RETREAT/MEETING ENDED 4:15 p.m.

Next Board Meeting: September 18th 11:30-1:00 Library

Minutes prepared by Livia Walsh, Corporate Secretary

APPENDED TO THIS OFFICIAL RECORD

- **COMMITTEE REPORTS**
- **ADMINISTRATOR'S REPORT**

- **FINANCIAL REPORTS**

Membership & Finance Report

Profit & Loss FY 2021-2022

Balance Sheet FY 2021-2022

Profit & Loss 2022-07

SOFP 2022-07

- **OTHER DOCUMENTS RELEVANT TO THIS RECORD**

Organizational Chart per September 2022 Adopted by the Board 8/17/2022

Proposed Organizational Chart for January 2023

Planned Giving Proposal for Music Endowment Subfund

Designated Sunday Offering Proposal from Finance Committee

UUFSD Committee, Staff & Treasury Reports - August 2022

Buildings and Grounds (Board Liaison - Louise Lin Garrett)

No report

Communications (Board Liaison - Liora Kian-Gutierrez)

The Com Com is reviewing the P&P for possible amendments. We are also considering having a fellowship meeting to go over the survey results and how to use our different media.

Design Review (Board Liaison - Cathy Leach-Phillips)

Minor work continues through visits to the site (Thanks Lisa and Angie!) and via email. Committee members can meet in person after mid-September.

Dream Builders (Board Liaison - Andi MacLeod)

The Admin Building Remodel: Design Drawings have been submitted to the Coastal Commission for approval which is expected by the end of August. Construction drawings are expected to be completed by then as well. The request for our City of Solana Beach building permit will be submitted in September and construction bids will be requested starting in September. The cost estimates should be available by November, with construction to begin in January.

The Core Building Remodel: is nearing completion. Landscape work is the primary remaining task. The water fountain is also under consideration to update at a cost of \$2,000. The total cost to date for the project is right at \$30,000.

Site improvements - The engineering work for the city for the required street and parking lot improvements is ongoing. We have about one year to complete the street improvement which is a new curb and gutter along our property.

Capital funds per Sarah Miller, \$890,000

Finance Committee (Board Liaison - Angie Knappenberger)

At the Board meeting of June 1, 2022, it was decided to see if having designated Sunday offerings go to a specific program at UUFSD would be an improved way of funding our programs than thru the general fund budgeting process. In anticipation of this new process, two changes were made in the draft 2022-2023 general fund that was proposed to the congregation at the Annual meeting: the funding for programs was reduced from \$7,000 to \$5,000 and the expected income from Sunday offerings was decreased from \$10,000 to \$9,000. The Finance Committee has now drafted this proposal and is submitting it to the Board for review and discussion.

This next meeting of the Finance Committee is scheduled for August 30th at 7pm via Zoom, but starting in October, the committee will meet regularly on the 2nd Tuesdays of the month at 7pm via Zoom. Committee members are Kathryn Sturch - Chair, Caroline DeMar, Barbara Walker, and Sarah Miller.

Fun & Fellowship (Board Liaison - Louise Lin Garrett)

No Report

Kitchen (Board Liaison - Louise Lin Garrett)

No Report

Leadership Development (Board Liaison - Andi MacLeod)

The Leadership committee last met in the Spring of 2021. Two Paths to Leadership events were held during the pandemic. They were successful, but more vacancies have appeared since. Chair Christie Turner's is currently undergoing stress -- she doesn't plan to call the Leadership committee to meet soon.

She said that brunches and barbecues don't seem to work currently to bring potential leaders together to learn about options, and people don't seem to be answering texts and phone calls. The term "leadership" may also be scaring off potential volunteers. Rev Ellie and congregants with marketing experience may be a help to help with updating strategies to reach people. With isolation and stress from the pandemic, pathways to feeling cared about and caring for each other may be more important now, and could be improved. Establishing small groups, perhaps by zip codes, and improving ways to ask for help could help people feel a part of the Fellowship and more likely to step up. (Q: can Breeze be used to bring people together by zip codes?)

Library (Board Liaison - Cathy Leach-Phillips)

Slowly getting back to business; could use additional helpers to sell used books after services.

Membership (Board Liaison -Liora Kian-Gutierrez)

We have added five new members since the first of the year and have several more folks going through the process.

Music (Board Liaison - Cathy Leach-Phillips)

A Committee to select a new Music Director will interview a candidate on 8/30. Another candidate will have an informal Zoom interview 8/17. A third candidate has dropped out. We may be ready to pass a hiring recommendation onto the Board the 1st of September.

We ask the Board to come up with a schedule to approve the hiring recommendation (probably via Zoom), create the required documents, and make an offer.

In addition, because of the low salary we offer, we want to allow for a Music Director who will be working only part of the year and pursuing other opportunities as much as 1/3 of the year.

We would like the Board to approve this use of \$ and hours for a new Music Director.

Individuals from the music community of UUFSD have been leading music during services over the summer and are doing a wonderful job. We expect this type of leadership to continue when needed after the Music Director is hired.

Nominating Committee (Board Liaison - Angie Knappenberger)

Cheryl Close will be acting as chair for this year. The Committee is aware of five positions that will need to be filled July 2023 and voted on at our Annual meeting: 2 Board positions and all three positions in

the Nominations Committee. The committee (Cheryl, Susan Ham, and Wenda Alvatrez) is beginning to identify potential candidates. Our Bylaws refer to this committee as the Nominations Committee, but Wenda feels this committee is to be referred to as the Nominating Committee. I have reviewed the minutes from our Congregational minutes since 2019 and there is nothing in our minutes about a name change. I will seek to resolve the uncertainty of the name of this committee.

Pastoral Care (Board Liaison - Livia Walsh)

Until our new Minister begins in September Pastoral Care has met regularly with this Liaison to share concerns and hopes for the coming year under the guidance of a new minister. As Board Liaison I have fielded some requests received from some people who are not involved in the Fellowship who were seeking financial support as well as Pastoral counseling for a family member. Otherwise, there have been no specific requests of the Pastoral Care committee from members or friends of UUFSD.

Personnel (Board Liaison - Angie Knappenberger)

A P&P draft for the Personnel Committee is being submitted to the Board for review. Currently Dale Gottdank is the chair and only member of this committee.

Planned Giving/Endowment (Board Liaison - Livia Walsh)

Planned Giving/Endowment has submitted a proposal addressing the development of sub-funds for providing additional financial resources for Music. Other sub-funds include Buildings and Grounds and Outreach/Service Funds. The proposal will be presented by Mark Tuller at the August 18th Board Retreat.

Policies and Procedures (Board Liaison - Livia Walsh)

There are several revisions of P & P's submitted for review and approval including: Kitchen Use, Stewardship, Facilities Use, Staff Expense Authorization. New Policies to be reviewed for approval are: Fun & Fellowship, Personnel, Music Committee, and Designated Sunday Offering. These are all to be discussed at the August 18th Board Retreat.

Religious Education (Board Liaison - Liora Kian-Gutierrez)

Two candidates applied for RE Coordinator position but neither responded to repeated outreach. Three people applied to Childcare position, none willing to move forward for only 2 hours per Sunday. "Not worth the gas money" Susan Hahm will follow up with a potentially interested member/friend. Susan believes that it is time to post the position with local childcare/preschools.

Right Relations (Board Liaison - Mary Anne Trause)

- Christie Turner is chair. Other members: Kathryn Sturch, Robin Mitchell, Glenn Bortnick.
- No meetings scheduled. Christie will notify when one is.
- No P&P.

Social Justice Action (Board Liaison - Andi MacLeod)

Julia Darling resigned as the coordinator of the Racial Justice Task Force. We are looking for a replacement. Julia will continue to work on the 8th Principle. Ted Foster is conducting a very

impressive UU the Vote campaign, having just conducted a very successful Environmental Justice campaign on energy saving. **Would the Board consider recognizing Ted for his commitment to Social Justice?** Gun Violence Prevention is supporting the Newtown Action Alliance's campaign to pass HR1808, a bill to ban assault weapons. SJA is currently supplying monthly toiletries to the residents of the Encinitas Safe Parking and at the CRC Homeless food line. The next Quarterly SJA meeting is on Sunday, August 28 and is open to everyone.

Staff (Board Liaison - Mary Anne Trause)

- Met with Tracey to learn who is on staff, their responsibilities, who schedules them and oversees their time sheets
- Texted staff members to let them know I'll be permanent liaison
- Scheduled a staff meeting with Tracey and Joe for Tuesday 9/13 at 1. Invited others to come.

Stewardship (Board Liaison - Louise Lin Garrett)

No Report

Worship (Board Liaison - Cathy Leach-Phillips)

The Worship Cmte has filled the pulpit and put together services admirably this spring and summer, and will continue to do so as needed when Rev. Ellie will not be in the pulpit. We also are very excited about working with her to provide quality services on Sunday mornings.

STAFF REPORTS

Minister Report N/A

Coordinator of RE Report N/A

Administrator's Report

ADMINISTRATOR'S REPORT TO THE BOARD – AUGUST 2022

MEMBERSHIP STATISTICS

Total number of members: 177
 Members emeritus: 3
 Pledging friends: 12
 Friends: 35

8/ /2022 - Total of members, members emeritus, pledging friends and friends: 227

SUNDAY ATTENDANCE

Date	In Person	On Zoom	On YouTube	Total
7/10/2022	58	14	9	81
7/17/2022	50	15	26	91

7/24/2022	55	18	48	121
8/1/2022	65	20	18	103
8/7/2022	72	19	17	108

MEMBERSHIP CHANGES

We will be hosting a memorial for member Bob Quick on Saturday, September 10th.

EMPLOYEE NEWS

We are still accepting resumes for the Music Director and Religious Coordinator.

Welcome to new members Atony and Daisy Carter, and Susan Coombs.

REMOTE BOOKKEEPER

Working remotely with our bookkeeper, Gabrielle Moreau, from her new home in Georgia is working out well. Sarah Miller and I “facetime” with her on Tuesday mornings and are able to work together as a team just as we did when Gabrielle was in the office.

WORSHIP ITEMS

Rev. Ellie stopped by the campus on August 8th for a quick tour. She seems lovely! We will be holding a Welcome Celebration for her after services on September 11th.

Respectfully submitted, Tracey Weiss, Congregational Administrator

UUFSD Membership and Finances Report

For UUFSD Board of Directors – 8/18/22

MEMBERSHIP AND PLEDGING

Per UUFSD [bylaws](#), to be a voting member, you have to have signed the membership book and financially support the Fellowship by paying an annual pledge. Currently the minimum annual pledge is \$120 per member. If pledging even the minimum is beyond one's means, a member may get a waiver from the Minister or Board President (we do have some members with waivers). Members who are married or domestic partners may, and usually do, pledge together. We also have a few pledging friends, people who pledge but choose not to sign the book and become members. This is why the number of voting members and number of pledges is not the same.

Currently we have 165 members and 115 pledges:

- 61% of pledges are from individuals
- 39% of pledges are from couples
- 96% of pledges are from voting members
- 4% of pledges are from pledging friends

This pledging pattern is pretty consistent year to year. Basically 60% of our pledges are from individuals and 40% from couples; 95% are from members and 5% from Pledging Friends.

QUARTILE ANALYSIS OF PLEDGES

When you divide the total pledged income by four, and order all the pledges from largest to smallest, you can see how many pledges it takes to contribute 25% of pledged income.

For the **current** fiscal year (FY2022-2023):

Quartile	# of Pledges	% of Pledges	\$ Pledged / year
1st	5	4%	\$12,500 or more
2nd	11	10%	\$5,400 - \$12,000
3rd	24	21%	\$2,500 - \$5,000
4th	75	65%	\$250 - \$2,400

For **last** fiscal year (FY2021-2022):

Quartile	# of Pledges	% of Pledges	\$ Pledged / year
1st	6	4%	\$11,000 or more
2nd	15	10%	\$4,000 - \$11,000
3rd	33	20%	\$2,000 - \$4,000
4th	97	66%	\$100 - \$2,000

For both years, half of pledged income comes from just 14% of our pledges (and half of those members are among UUFSD's oldest members). Current cost to run UUFSD works out to \$2,333 / member.

MEMBERSHIP AND PLEDGE CHANGES SINCE LAST FISCAL YEAR

One of the results of a pledge drive is a membership audit: we find who is still pledging and therefore still a voting member. Please [read our bylaws](#) to familiarize yourself with our policies regarding membership status.

The list below shows all the changes to our membership rolls since the 2021 Pledge Drive. People marked as INACTIVE are people who pledged for FY21-22, but not for the current year. People marked as RESIGNED either declared their resignation at some point during the year, or were INACTIVE members last year and are now, per our bylaws, assumed to be RESIGNED.

At the end of the pledge drive last year, we had 201 voting members and 147 pledges. At the end of this year's pledge drive, we have 165 members and 115 pledges. (The pledge income lost from these people who are no longer pledging is about \$46k)

Membership Status Changes Since 2021 Pledge Drive:

DECEASED	Blomgren, Barbara	RESIGNED	Appleton, Rick & Ann
DECEASED	Dennis, Poppy	RESIGNED	Ballard, Jill
DECEASED	Goodman, Louise (was emeritus)	RESIGNED	Boardman, Andrea & Hermann Michaeli
DECEASED	Phillips, Ashley	RESIGNED	Brandley, Kristen & Joe
DECEASED	Quick, Bob	RESIGNED	Braun, Al
		RESIGNED	Charles, Linda
INACTIVE	Ackermann, Lisa & Todd Elvins	RESIGNED	Coopersmith, Cemile
INACTIVE	Baltins, Nick	RESIGNED	DeRouen, Gloria
INACTIVE	Fowler, Kimberly & Kiddy, Duane	RESIGNED	Dun, Ernest
INACTIVE	Greig, Renae	RESIGNED	Dunagan, Ilene
INACTIVE	Kimel, Sasha	RESIGNED	Eberhardt, Marty
INACTIVE	Knappenberger, Bethany & Andrew	RESIGNED	Elshaikh, Eman
INACTIVE	Milmoe, Karla	RESIGNED	Fox, Tiffany
INACTIVE	Mularski, Britta & Jed	RESIGNED	Franzwa, Rich & Pam
INACTIVE	Reemtsma, Dirk & Cynthia Gladstone	RESIGNED	Giolitto, Jim & Louisa Triandis
INACTIVE	Rockwell, Dean	RESIGNED	Haugland, Ron & Lori
		RESIGNED	Hosken, Leana Dawn
FRIEND	Dankberg, Cindy (was pledging friend)	RESIGNED	Killian-Benigno, Joe & Christina
FRIEND	Dewhurst, Kathleen (was pledging friend)	RESIGNED	Knapp, Sara & Jason
FRIEND	Dorn, Lois (was pledging friend)	RESIGNED	Laurent, Abbey
		RESIGNED	Lewinnek, Elaine
		RESIGNED	Lindmark, Chris & Terry Hargrove
		RESIGNED	Meier, Eva
		RESIGNED	Reimus, Karen
		RESIGNED	Rintala, Maggie & Michael
		RESIGNED	Sage, Candace
		RESIGNED	Schmitz, Loren
		RESIGNED	Setterholm, Noah & Hannah Carey
		RESIGNED	Smith, Heather & Becki DeBont
		RESIGNED	Strauss, Jon & Tanya
		RESIGNED	Worthen, Michael

OVERVIEW OF UUFSD'S BUDGETING PROCESS

These are the steps we engage in to create the budget we vote on in June at the annual congregational meeting. The **bolded** steps are the recent additions to the budgeting process to increase awareness, engagement, and transparency, and make member input routine:

1. ***In January the Congregation gets an update from the Treasurer and discusses UUFSD finances***
2. In March committees, programs, and staff provide budget requests
3. In April we conduct the pledge drive
4. In May, once the pledge drive is over...
 - a. the Treasurer assembles all the collected information into an initial comprehensive budget
 - b. the Finance Committee takes that initial comprehensive budget and work it into a *first draft* of a sustainable, balanced budget, which is reviewed by the Board.
 - c. ***Members participates in a review of that first draft and give their input.***
5. In June, taking into consideration all input, the Board creates the final draft of the proposed budget, publishes it and, two weeks later, the congregation votes on it.

OVERVIEW OF FISCALLY RESPONSIBLE RESERVES

Facilities Repair and Replacement Reserve: Per Finance Committee recommendation, we should aim to set aside \$25k every year to ensure we can maintain our aging campus, its buildings, and other infrastructure in safe and operable condition. When UUFSD needs funds for repairs or replacements, members generously contribute to special collections, but adequate reserves would mean we wouldn't have to make as many special asks.

Operating Cost Reserve: We should put funds aside each year for a reserve to cover our fixed costs. There's always something that comes up that is not in the budget. And we absolutely need a cushion to cover our fixed costs in case we lose a significant source of income (eg Sandy Hill). The Finance Committee has not established a target for this reserve, but a common rule of thumb is 3-6 months' operating expenses. Three months operating expenses for UUFSD is currently \$85,000.

Minister Reserve: There are costs, over and above salary and benefits, associated with having a minister. These include the costs of a search, of moving, of installation, and of honoraria during a sabbatical. Historically, we have put aside \$3,000/year for these additional costs, based on the estimated cost of honoraria for guest speakers during the minister's sabbatical.

Board Designated Reserves as of 6-30-2022:

- Operations: \$ 6,812
- Facilities: \$27,790
- Minister Reserve: \$12,766

These reserves are currently pretty well funded due to the Board-approved consolidation of a number of reserve funds enacted in the 4th quarter of FY21-22. The FY22-23 budget allocates an additional \$15k for Facilities and \$10k for Operations, for a **total current Board-Designated Reserve of \$72,368**. The use of these funds is restricted by the Board, not by donors, and so can be used at the discretion of the Board.

FY22-23 BUDGET APPROVED BY THE CONGREGATION in JUNE 2022

	FY22-23 Board Approved Budget	Notes on Board Approved Budget for FY2022-2023
INCOME		
Pledges	\$304,000	\$304,000 is \$320,000 pledged * 95%
Sandy Hill	\$49,200	\$4,100/m
Other Site Revenue	\$3,000	Based on FY21-22 revenues
Fundraising	\$15,000	Based on FY21-22 revenues
Sunday Collections	\$9,000	Based on FY21-22 revenues
Other Contributions	\$5,300	Based on FY21-22 revenues
Total Income:	\$385,500	
EXPENSES		
OPERATIONS		
Office	\$15,200	Based on FY21-22 + inflation
Finance	\$13,300	Based on FY21-22 + inflation
Facilities	\$23,700	Based on FY21-22 + inflation
Total Operations:	\$52,200	
COMMITTEES	\$6,000	Board, Communications, Membership, Pastoral Care, Planned Giving, Right Relations, Stewardship, Worship
PROGRAMS	\$5,000	Programs accept donations and have carry-over funds. \$2k Music, \$1k each for Fun&Fellowship, RE, & SAC
PERSONNEL		
Minister & Admin salaries are midpoint of what UUA recommends for our area. Tracey will be retiring in January 2023. The Admin budget includes one month overlap between Tracey and a new hire.		
Minister	\$128,565	Full time minister, or part time + consultant, or ?
Admin	\$77,662	Congregational Administrator starting January 2023. 40h/wk. Can supervise staff.
Religious Education	\$17,762	15hrs*44wks*\$25/hr + PRTax
Music Program	\$17,762	15hrs*44wks*\$25/hr + PR Tax
Accompanist	\$11,658	No COLA serves as adjustment for going from 2 services to 1
AV technicians	\$19,781	(7.5hrs*42wks*\$50/hr)+(7.5hrs*10wks*\$25/hr) +extra +PRTax
Setup Crew	\$4,521	1 person*5hrs*52wks*\$15/hr + extra + PRTax
Childcare	\$2,175	One paid person @\$15/hr & one volunteer for 2hrs/wk + extra
Custodian	\$8,710	Contractor \$335/payperiod*26 payperiods
Other Expenses	\$2,750	Liability insurance, background checks, job postings
Total Personnel:	\$291,347	
OTHER		
Liabilities	\$4,405	Solar loan payments
UUA Dues	\$1,000	Token Amount to Maintain UUA Membership (full amount due is \$23,900).
Reserves	\$25,000	Used \$32k in reserves this year. Therefore putting back some of what we took out.
Total:	\$30,405	
Total Expenses:	\$384,952	
NET INCOME:	\$548	

BASIC ACCOUNTING TERMS

There are two kind of accounting: Business Accounting and Nonprofit Fund Accounting:

Business Accounting tracks the value of your business and how much tax you need to pay.

The basic financial reports in a business are called the *Profit and Loss Statement* and the *Balance Sheet*.

Nonprofit Fund Accounting tracks donations to ensure they are spent on what they were intended to be spent on. The basic financial reports in a nonprofit are called the *Statement of Activities* or *Statement of Financial Income and Expense* (equivalent to the Profit & Loss Statement) and the *Statement of Financial Position* (equivalent to the Balance Sheet). In Fund accounting it's also important to know that there are two kinds of Funds: Restricted and Unrestricted. **Restricted Funds** can only be spent on what the donor specified. **Unrestricted Funds** are spent at the discretion of the organization.

In addition to two kinds of accounting, there are two ways of tracking income and expenses:

Accrual Method: Accrual accounting allows a company to record revenue before receiving payment for goods or services sold or expenses are recorded as incurred before the company has paid for them. In other words, the revenue earned is recognized on the company's accounting books regardless of when cash transactions have occurred.

Cash Method: Cash accounting only records the revenue when the cash transaction has occurred for the goods and services. This is sometimes called "check book" accounting.

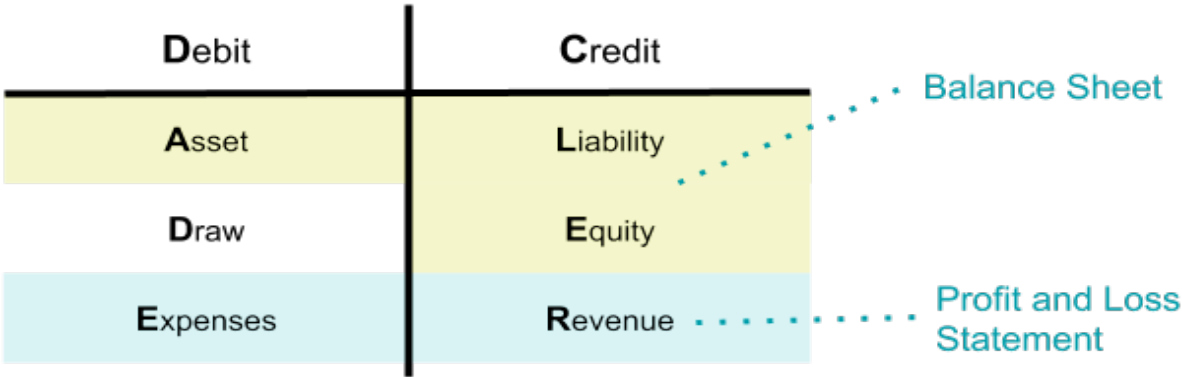
Per Finance Committee and Board decision, **UUFSD uses the cash accounting method.**

Finally, there at two financial reports that you will see every month:

Statement of Financial Activities / Profit & Loss Statement reports expenses and income (revenue), and only expenses and income, for a given year. Everything starts at \$0 at the beginning of the next fiscal year.

Statement of Financial Position / Balance Sheet reports on assets, liabilities, and reserves (equity) from the beginning of time.

Here's an illustration of how this works in basic accounting:



OVERVIEW OF UUFSD CHART OF ACCOUNTS and FUNDS

In our chart of accounts, UUFSD tracks about a dozen funds. These include the General Fund, the Endowment Fund, the Capital Campaign Fund, the Memorial Wall fund, various program funds, etc. The General Fund is what we write the budget for. This is where we record all revenues (pledge income, site rental fees, fund raising income, offerings, and other contributions), and where we record all expenses (personnel, operations, programs & committees, UUA dues, and Board-designated reserves).

Prior to FY21-22, UUFSD followed Generally Accepted Accounting Practices (GAAP) for our General Fund, but all other funds were “off the books”. We did not record income and expense for those funds on a P&L. Instead we put money directly into the equity/reserve accounts and, when we paid for something, took it out again. Everything was accounted for, but not according to GAAP. In FY20-21, we underwent a planned-for audit. The outcome was a commitment to switch to GAAP fund accounting for *all* of our funds, which we have now done.

Now that we do full on GAAP fund accounting, it is the intension of the Treasurer to provide all future financial reports in fund accounting report formats (*Statement of Financial Activities* and *Statement of Financial Position*) rather than the business accounting equivalents that we have been using (*Profit and Loss* and *Balance Sheets*).

OVERVIEW OF HOW TO READ UUFSD FINANCIAL REPORTS

To understand how we account for our Board-designated reserves and other Funds, it’s important to understand how the *Statement of Financial Activities* (~ Profit & Loss) and the *Statement of Financial Position* (~ Balance Sheet) “talk to each other.” Revenues and expenses are recorded exclusively on the *Statement of Financial Activities*. Assets, liabilities, and equity (reserves) are recorded exclusively on the *Statement of Financial Position*. The one exception is the *Net Income* number, which is found on both.

At the bottom of every ***Statement of Financial Activities*** (~ Profit & Loss) you will see:
NET ORDINARY INCOME, which = *Total Ordinary Income* – *Total Ordinary Expense* for the year, and
NET INCOME, which = *Net Ordinary Income* + *Net Other Income* for the year.

At the bottom of every ***Statement of Financial Position*** (~ Balance Sheet), you will see
NET INCOME, which is from the *Statement of Financial Activities* as described above, and
UNRESTRICTED NET ASSETS, which is the accumulation of *Net Income* over the years.
Note that It is prudent to always leave *some* money in *Unrestricted Net Assets* as a cushion, or “float”.

To put money *into* a Board-Designated reserve, you simply move it on the *Statement of Financial Position* (~ Balance Sheet) from *Unrestricted Net Assets* to the reserve you’re putting it in. Nothing happens on the *Statement of Financial Activities* (~ Profit & Loss).

To take money *out* of a reserve and spend it is more complicated. On the *Statement of Financial Position* (~ Balance Sheet) you simply move the money from the reserve account back to *Unrestricted Net Assets*. On the *Statement of Financial Activities* (~ Profit & Loss), in *Income*, you record it as *Assets Released from Restriction*, and in *Other Income*, you record the negative of that number. That way, you can record the use of the reserve in your expense accounts without messing with your *Net Ordinary Income* and *Net Income* numbers. See the simplified *Statement of Financial Activities* on the next page.

UUFSD SIMPLIFIED INCOME & EXPENSES

EXPLANATIONS

Ordinary Income/Expense

Green headers indicate new account categories to support Fund Accounting

Income	
Assets Released From Restriction	How much of which reserve we used this year
Revenues	
Pledges	
Site Rental	
Fundraising	
Contributions	Contributions to General Fund Only
Contributions to Programs	<i>Programs</i> are budgeted for <i>and</i> receive donations <i>and</i> have carry-over funds. These include Fun&Fellowship, Music, Religious Education, and Social Action Programs
Contributions to Other Funds	<i>Other Funds</i> are donation-only and are TOTALLY SEPARATE from our GENERAL FUND: Endowment, Capital Campaign, Casas de Luz, DeBenneville, Library, Memorial Wall, etc.
Total Revenues	
Total Income	Total Income includes Total Revenues plus Assets Released from Restriction.
Expense	
Operations Expenses	Office, Finance, and Facilities
Denomination Expenses	UUA Dues
Committee Expenses	Committees: Board, Communications, Membership, Pastoral Care, Planned Giving, Right Relations, Stewardship, Worship Programs: Fun&Fellowship, Music, Religious Education, and Social Action
Program Expenses	
Other Fund Expenses	Other Funds: Endowment, Capital Campaign, Casas de Luz, DeBenneville, Library, Memorial Wall, and Minister & Youth Discretionary Funds
Payroll Expenses	
Other Approved Expenses	Expenses not originally budgeted for, e.g. Frank Willey, AV upgrades, etc.
Total Expense	
Net Ordinary Income	Equivalent to Total Income minus Total Expense.
Other Income/Expense	
Other Income	
Activity - released from restriction	This " <i>Other Income</i> " will always be the negative of Income: <i>Assets Released from Restriction</i>
Total Other Income	
Net Other Income	
Net Income	Equal to Net Ordinary Income + Net Other Income

In fiscal year 2021-2022, we used the following reserves:

AMOUNT	FROM	FOR
\$5,000.00	Capital Campaign Fund	AV Upgrades
\$4,300.00	Facilities Reserve	AV Upgrades - Donations collected in FY20-21 and spent in FY21-22
\$3,610.53	Facilities Reserve	AV-Upgrades - Board approved to cover remainder of needs
\$1,000.00	Facilities Reserve	AV Upgrades - Endowment Grant distributed directly to Facilities Reserve
\$4,350.00	Endowment Fund	Endowment Fund Grants awarded in 2022
\$582.60	Various C/O Funds	To zero out those committee's expenses for the year
\$2,767.38	DRE Discretionary Fund	DRE Discretionary expenses (this fund has been retired)
\$1,863.30	Minister Signing Bonus	Rev Jo's Installation Costs (this fund has been retired)
\$100.00	Music Fund	Hymnals - Endowment Grant distributed directly to Music Fund
\$700.00	Music Fund	To cover unbudgeted portion of Music Program expenses
\$5,510.05	Operations Reserve	Frank Willey Consulting Services
\$6,200.00	Operations Reserve	To cover unbudgeted portion of Copier Lease
\$1,000.00	Operations Reserve	CPA Consulting Services
\$36,983.86	TOTAL Reserves Used	

ALSO OF NOTE...

UUFSD IS A TAX-EXEMPT ORGANIZATION

What does that mean?

UUFSD is a religious organization and as such is not required to file Form 990 with the IRS, nor the equivalent Form 190 with CA, and so does not.

We do pay ~ \$4000/year in property taxes to San Diego County for utilities and services. We are not charged taxes on the value of the land or the improvements.

Per Finance Committee recommendation and Board of Directors approval, UUFSD does not do depreciation accounting. The rationale is we don't file taxes and we can't sell the property, so we don't need to track the value of our assets. So we don't.

As a religious organization, we are also exempted from paying California's unemployment insurance and short-term disability insurance taxes. So we don't.

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul 2021 - Jun 2022	Annual Budget	\$ Over Budget	100% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Assets Released From Restriction					
From Capital Campaign	5,000.00				
From Facilities Reserve	8,910.53				
From Operations Reserve	12,710.05				
From Other Reserves	10,363.28				
Total Assets Released From Restriction	36,983.86				
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	331,814.40	334,400.00	-2,585.60	99.23%	
Total Pledges	331,814.40	334,400.00	-2,585.60	99.23%	
Site Rental					
REV.SIT.01 - Sandy Hill	46,650.00	46,650.00	0.00	100.0%	
REV.SIT.02 - Special Event	4,799.27	1,000.00	3,799.27	479.93%	
REV.SIT.03 - Other	840.00	0.00	840.00	100.0%	
Total Site Rental	52,289.27	47,650.00	4,639.27	109.74%	
Fundraising					
REV.AUC.01 - Auction	14,030.58	18,000.00	-3,969.42	77.95%	
REV.FDR.02 - Other	1,750.25	3,000.00	-1,249.75	58.34%	
Total Fundraising	15,780.83	21,000.00	-5,219.17	75.15%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	9,221.53	10,000.00	-778.47	92.22%	
REV.MIS.01 - Scripp Sales	425.92	300.00	125.92	141.97%	
REV.MIS.02 - Other	13,301.23	15,000.00	-1,698.77	88.68%	
Total Contributions to General Fund	22,948.68	25,300.00	-2,351.32	90.71%	
Contributions to Programs					
REV.FNF.01 - Fun & Fellowship	725.82	0.00	725.82	100.0%	
REV.REL.01 - RE Program	1,000.00	0.00	1,000.00	100.0%	
REV.SAC.01 - Social Action	3,861.60	0.00	3,861.60	100.0%	
Total Contributions to Programs	5,587.42	0.00	5,587.42	100.0%	
Investment Income					
Vanguard Realized Gains & Losses	-0.05				1
Total Investment Income	-0.05				
Total Revenues	428,420.55	428,350.00	70.55	100.02%	
Total Income	465,404.41	428,350.00	37,054.41	108.65%	
Gross Profit	465,404.41	428,350.00	37,054.41	108.65%	
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	528.53	800.00	-271.47	66.07%	
OPS.OFF.02 - Office Supplies	1,330.39	2,000.00	-669.61	66.52%	
OPS.OFF.03 - Copier	7,508.34	7,200.00	308.34	104.28%	
OPS.OFF.04 - eSubscriptions	2,014.05	1,500.00	514.05	134.27%	2
OPS.OFF.05 - Phone & Internet	3,046.07	2,900.00	146.07	105.04%	
OPS.OFF.06 - Adm Mileage Exp	98.27	200.00	-101.73	49.14%	
OPS.OFF.07 - Other Expenses	188.04	450.00	-261.96	41.79%	
Total Office	14,713.69	15,050.00	-336.31	97.77%	
Finance					

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul 2021 - Jun 2022	Annual Budget	\$ Over Budget	100% of Year % of Budget	Notes
OPS.FIN.01 - Accounting Fees	9,394.48	9,000.00	394.48	104.38%	
OPS.FIN.02 - Credit Card Fees	1,414.98	2,000.00	-585.02	70.75%	
OPS.FIN.03 - Bank Fees	131.49	1,000.00	-868.51	13.15%	
OPS.FIN.04 - Other Expenses	2,210.44	1,000.00	1,210.44	221.04%	3
Total Finance	13,151.39	13,000.00	151.39	101.17%	
Site					
OPS.SIT.01 - Property Insurance	5,757.95	4,621.00	1,136.95	124.6%	4
OPS.SIT.02 - Real Estate Taxes	4,065.54	4,066.00	-0.46	99.99%	
OPS.SIT.03 - Gas & Electric	463.83	120.00	343.83	386.53%	5
OPS.SIT.04 - Water	2,964.59	3,500.00	-535.41	84.7%	6
OPS.SIT.07 - B&G Maintenance	8,693.69	8,000.00	693.69	108.67%	7
Total Site	21,945.60	20,307.00	1,638.60	108.07%	
Total Operations Expenses	49,810.68	48,357.00	1,453.68	103.01%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	13,336.00	13,336.00	0.00	100.0%	
Total Denomination Expenses	13,336.00	13,336.00	0.00	100.0%	
Committee Expenses					
COM.BRD.03 - Board Exp	494.77	200.00	294.77	247.39%	8
COM.COM.03 - Communcations Exp	393.75	200.00	193.75	196.88%	9
COM.FND.03 - Fundraising Exp	541.53	200.00	341.53	270.77%	10
COM.MEM.03 - Membership Exp	104.50	200.00	-95.50	52.25%	
COM.PCC.03 - Pastoral Care Exp	0.00	200.00	-200.00	0.0%	
COM.PGC.03 - Planned Giving Exp	4,420.00	200.00	4,220.00	2,210.0%	11
COM.RRC.03 - RightRelations Exp	0.00	1,000.00	-1,000.00	0.0%	
COM.SUN.03 - Worship Exp	3,048.08	3,000.00	48.08	101.6%	
Total Committee Expenses	9,002.63	5,200.00	3,802.63	173.13%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	869.87	1,000.00	-130.13	86.99%	
EXP.MUS.03 - Music Program Exp	2,022.08	1,700.00	322.08	118.95%	12
EXP.OWL.03 - COA/OWL Exp	0.00	200.00	-200.00	0.0%	
EXP.REL.03 - RE Program Exp	84.61	1,000.00	-915.39	8.46%	
EXP.SAC.03 - Social Action Exp	4,554.23	1,000.00	3,554.23	455.42%	13
Total Program Expenses	7,530.79	4,900.00	2,630.79	153.69%	
Other Fund Expenses					
EXP.DRE.03 - DRE Disc. Exp	200.00				
Total Other Fund Expenses	200.00				
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	34,043.52	40,000.00	-5,956.48	85.11%	
PER.MIN.01 - MIN Wages	73,393.68	55,000.00	18,393.68	133.44%	
PER.MIN.02 - MIN UUA Pension	7,698.22	9,500.00	-1,801.78	81.03%	
PER.MIN.03 - in Lieu of FICA	7,344.83	7,268.00	76.83	101.06%	
PER.MIN.04 - MIN Medical	3,782.56	4,500.00	-717.44	84.06%	
PER.MIN.05 - MIN Dental	480.00	0.00	480.00	100.0%	
PER.MIN.07 - MIN LTDLife Ins	1,142.56	2,025.00	-882.44	56.42%	
PER.MIN.08 - MIN Prof Exp	5,270.51	8,500.00	-3,229.49	62.01%	
Total Minister Expenses	133,155.88	126,793.00	6,362.88	105.02%	
DRE Expenses					
PER.DRE.01 - DRE Wages	64,835.09	57,525.00	7,310.09	112.71%	

The Unitarian Universalist Fellowship of San Diegoito
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul 2021 - Jun 2022	Annual Budget	\$ Over Budget	100% of Year % of Budget	Notes
PER.DRE.02 - DRE UUA Pension	3,785.91	5,753.00	-1,967.09	65.81%	
PER.DRE.03 - ER Payroll Taxes	5,289.73	4,401.00	888.73	120.19%	
PER.DRE.04 - DRE Medical	4,040.12	10,149.00	-6,108.88	39.81%	
PER.DRE.07 - DRE LTDLife Ins	689.57	692.00	-2.43	99.65%	
PER.DRE.08 - DRE Prof Exp	263.53	2,500.00	-2,236.47	10.54%	
Total DRE Expenses	78,903.95	81,020.00	-2,116.05	97.39%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	40,539.80	39,051.00	1,488.80	103.81%	
PER.ADM.02 - ADM UUA Pension	4,003.02	3,905.00	98.02	102.51%	
PER.ADM.03 - ER Payroll Taxes	3,314.69	2,987.00	327.69	110.97%	
PER.ADM.04 - ADM Medical	11,426.70	12,675.00	-1,248.30	90.15%	
PER.OFF.05 - Admin Dental	720.00				
PER.ADM.07 - ADM LTDLife Ins	802.32	488.00	314.32	164.41%	
PER.ADM.08 - ADM Prof Exp	0.00	200.00	-200.00	0.0%	
Total Administrator Expenses	60,806.53	59,306.00	1,500.53	102.53%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	22,114.96	22,540.00	-425.04	98.11%	
PER.MUS.03 - ER Payroll Tax	1,847.38	1,724.00	123.38	107.16%	
PER.MUS.08 - Choir Dir Prof Exp	0.00	1,000.00	-1,000.00	0.0%	
Total Choir Director	23,962.34	25,264.00	-1,301.66	94.85%	
Accompanist					
PER.MUS.11 - Accompanist Wages	11,371.23	10,830.00	541.23	105.0%	
PER.MUS.12 - Accompanist PR Tax	838.55	828.00	10.55	101.27%	
Total Accompanist	12,209.78	11,658.00	551.78	104.73%	
Total Music Program Expenses	36,172.12	36,922.00	-749.88	97.97%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	0.00	6,000.00	-6,000.00	0.0%	
PER.SIT.02 - Custodian	6,610.00	7,000.00	-390.00	94.43%	
PER.SIT.03 - Site Caretaker	5,823.75	4,680.00	1,143.75	124.44%	
PER.SIT.09 - AV Specialist	18,510.00	19,000.00	-490.00	97.42%	
PER.SIT.11 - RE Staff	3,300.00	5,670.00	-2,370.00	58.2%	
PER.SIT.12 - ER Payroll Taxes	1,484.28	2,704.00	-1,219.72	54.89%	
Total Site Support Staff Expenses	35,728.03	45,054.00	-9,325.97	79.3%	
PER.MIS.01 - Worker's Comp Ins	1,528.00	2,250.00	-722.00	67.91%	4
PER.MIS.02 -Other Personnel Exp	541.92	630.00	-88.08	86.02%	
Payroll Expenses - Other	-40.25				
Total Payroll Expenses	346,796.18	351,975.00	-5,178.82	98.53%	
Other Approved Expenses					
AV Upgrades	14,115.07				
Other Approved Expenses	7,573.35				14
Total Other Approved Expenses	21,688.42				
Total Expense	448,364.70	423,768.00	24,596.70	105.8%	
Net Ordinary Income	17,039.71	4,582.00	12,457.71	371.88%	
Other Income/Expense					
Other Income					
Donor Restricted Activity					
Released from Other Fund	-1,382.60				
Released from Capital Fund	-5,000.00				

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul 2021 - Jun 2022	Annual Budget	\$ Over Budget	100% of Year % of Budget	Notes
Released from Endowment Fund	-4,350.00				
Total Donor Restricted Activity	-10,732.60				
Board Designated Activity					
Designated Income Released	-26,251.26				15
Total Board Designated Activity	-26,251.26				
Total Other Income	-36,983.86				
Net Other Income	-36,983.86				
Net Income	<u>-19,944.15</u>	<u>4,582.00</u>	<u>-24,526.15</u>	<u>-435.27%</u>	

NOTES

- 1) *Vanguard Realized Gains&Losses* is a gain in value on stock sold to pay a pledge.
- 2) \$514 overrun in *OPS.OFF.04 - eSubscriptions* is due to under budgeting.
- 3) \$1210 overrun in *OPS.FIN.04 - Other Expenses* includes unanticipated one time additional fee for new contract with with Bookkeeper.
- 4) We under budgeted for liability insurance and over budgeted for worker's comp insurance. Combining these, we under budgeted for insurance by \$415.
- 5) \$343 overrun in *OPS.SIT.03 - Gas & Electric* (SDG&E bill) is due to their new fee structure.
- 6) \$535 under run in *OPS.SIT.04 - Water* is probably due to campus being closed for half the year.
- 7) \$694 overrun in *OPS.SIT.07 - B&G Maintenance* is due to under budgeting.
- 8) \$295 overrun in *COM.BRD.03 - Board Expense* is due to multiple day long meetings.
- 9) \$194 overrun in *COM.COM.03 - Communications Expenses* is due to underbudgeting.
- 10) \$342 overrun in *COM.FND.03 - Fundraising Expense* is due to under budgeting (Auctria subscription is booked here).
- 11) \$4220 overrun in *COM.PGC.03 - Planned Giving* is due to booking both Planned Giving Committee expenses and Endowment grants to this account - the grants were paid for from the Endowment Fund.
- 12) \$322 overrun in *EXP.MUS.03 - Music Program Expenses* is due to under budgeting.
- 13) \$3554 overrun in *EXP.SAC.03 - Social Action Expenses* were covered by fundraising and C/O accounts.
- 14) Other approved expenses included Rev Jo's installation and Frank Willey's consulting services.
- 15) In FY21-22 we spent \$26,250 of Board Designated Reserves. The FY22-23 budget puts \$25,000 back into reserves.

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Chkg	308,840.29
Total Checking/Savings	308,840.29
Accounts Receivable	
Accounts Receivable	-31,160.09
Total Accounts Receivable	-31,160.09
Other Current Assets	
Undeposited Funds	3,493.07
Total Other Current Assets	3,493.07
Total Current Assets	281,173.27
Other Assets	
Investments	
UUCEF - Endowment Fund	117,205.40
Vanguard x2001-Capital Campaign	809,679.20
Total Investments	926,884.60
Total Other Assets	926,884.60
TOTAL ASSETS	<u>1,208,057.87</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Union Bank CC	193.22
Total Credit Cards	193.22
Other Current Liabilities	
Bonus' Payable	473.42
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	572.04
LIA.PER.02 - UUA Pension	333.93
LIA.PER.03 - Medical Insurance	-4,782.09
Payroll Liabilities - Other	480.00
Total Payroll Liabilities	-3,396.12
Total Other Current Liabilities	-2,922.70
Total Current Liabilities	-2,729.48
Long Term Liabilities	
Long Term Liabilities	
LIA.OPS.01 - Solar Loans	18,386.88
Total Long Term Liabilities	18,386.88
Total Long Term Liabilities	18,386.88
Total Liabilities	15,657.40
Equity	
Unrealized Gains&Losses	

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
Unrealized Gains&Losses Vangrd	-4,244.26
Unrealized Gains&Losses UUCEF	-23,359.31
Total Unrealized Gains&Losses	-27,603.57
Permanent Restricted	
FND.END.01 - Endowment Fund	117,205.40
Total Permanent Restricted	117,205.40
Temp. Restricted	
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.02-Cap Cam Donations	1,865,969.34
FND.CAP.03-Cap Cam Expense	-1,017,768.31
FND.CAP.01 - Capital Campaign - Other	43,445.58
Total FND.CAP.01 - Capital Campaign	891,646.61
Total Building Funds	891,646.61
Program Funds	
FND.FNF.04 - Fun&Fellowship Fnd	1,202.95
FND.MUS.04 - Music Fund	107.85
FND.REL.04 - RE Fund	1,318.20
FND.SAC.04 - SAC Fund	
Garden Fund	55.76
Helping our Neighbors	2,674.94
UU the Vote	1,274.75
Total FND.SAC.04 - SAC Fund	4,005.45
Total Program Funds	6,634.45
Other Funds	
FND.CDL.04 - Casas de Luz Fund	64,848.13
FND.CON.04 - Concert Fund	3,072.47
FND.DBN.04 - DeBenneville Fund	3,675.60
FND.LIB.04 - Library Fund	903.72
FND.MWL.04 - Memorial Wall Fund	15,911.26
FND.MIN.04 - Minister Disc Fund	275.96
FND.YOU.04 - Youth Disc Fund	3,786.36
Total Other Funds	92,473.50
Board Designated Reserves	
RES.MIN.01 - Minister Reserve	12,765.93
RES.SIT.01 - Facilities Reserve	27,789.75
RES.OPS.01 - Operations Reserve	6,812.33
Total Board Designated Reserves	47,368.01
Total Temp. Restricted	1,038,122.57
Unrestricted Net Assets	37,602.33
Net Income	27,073.74
Total Equity	1,192,400.47
TOTAL LIABILITIES & EQUITY	1,208,057.87

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2022

	Jul 2022	Annual Budget	\$ Over/Under Budget	8.3% of Year % of Budget
Ordinary Income/Expense				
Income				
Revenues				
Pledges				
REV.PLG.01 - Pledge Income	62,102.06	304,000.00	-241,897.94	20.43%
Total Pledges	62,102.06	304,000.00	-241,897.94	20.43%
Site Rental				
REV.SIT.01 - Sandy Hill	0.00	49,200.00	-49,200.00	0.0%
REV.SIT.02 - Special Event	0.00	3,000.00	-3,000.00	0.0%
Total Site Rental	0.00	52,200.00	-52,200.00	0.0%
Fundraising				
REV.AUC.01 - Auction	0.00	13,000.00	-13,000.00	0.0%
REV.FDR.02 - Other	0.00	2,000.00	-2,000.00	0.0%
Total Fundraising	0.00	15,000.00	-15,000.00	0.0%
Contributions to General Fund				
REV.SUN.01 - Sunday Collection	513.55	9,000.00	-8,486.45	5.71%
REV.MIS.01 - Scripp Sales	0.00	300.00	-300.00	0.0%
REV.MIS.02 - Other	200.51	5,000.00	-4,799.49	4.01%
Total Contributions to General Fund	714.06	14,300.00	-13,585.94	4.99%
Total Revenues	62,816.12	385,500.00	-322,683.88	16.3%
Total Income	62,816.12	385,500.00	-322,683.88	16.3%
Gross Profit	62,816.12	385,500.00	-322,683.88	16.3%
Expense				
Operations Expenses				
Office				
OPS.OFF.01 - Postage	136.66	400.00	-263.34	34.17%
OPS.OFF.02 - Office Supplies	213.85	1,500.00	-1,286.15	14.26%
OPS.OFF.03 - Copier	635.89	7,400.00	-6,764.11	8.59%
OPS.OFF.04 - eSubscriptions	67.00	2,500.00	-2,433.00	2.68%
OPS.OFF.05 - Phone & Internet	258.91	3,000.00	-2,741.09	8.63%
OPS.OFF.06 - Adm Mileage Exp	2.50	100.00	-97.50	2.5%
OPS.OFF.07 - Other Expenses	55.00	300.00	-245.00	18.33%
Total Office	1,369.81	15,200.00	-13,830.19	9.01%
Finance				
OPS.FIN.01 - Accounting Fees	780.00	10,560.00	-9,780.00	7.39%
OPS.FIN.02 - Credit Card Fees	78.11	1,500.00	-1,421.89	5.21%
OPS.FIN.03 - Bank Fees	0.00	240.00	-240.00	0.0%
OPS.FIN.04 - Other Expenses	0.00	1,000.00	-1,000.00	0.0%
Total Finance	858.11	13,300.00	-12,441.89	6.45%
Site				
OPS.SIT.01 - Property Insurance	0.00	6,000.00	-6,000.00	0.0%
OPS.SIT.02 - Real Estate Taxes	0.00	4,100.00	-4,100.00	0.0%
OPS.SIT.03 - Gas & Electric	0.00	100.00	-100.00	0.0%
OPS.SIT.04 - Water	555.50	3,500.00	-2,944.50	15.87%
OPS.SIT.07 - B&G Maintenance	376.56	10,000.00	-9,623.44	3.77%
Total Site	932.06	23,700.00	-22,767.94	3.93%
Total Operations Expenses	3,159.98	52,200.00	-49,040.02	6.05%
Denomination Expenses				
OPS.DEN.01 - UUA Dues	0.00	1,000.00	-1,000.00	0.0%
Total Denomination Expenses	0.00	1,000.00	-1,000.00	0.0%
Committee Expenses				
COM.BRD.03 - Board Exp	0.00	200.00	-200.00	0.0%

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2022

	Jul 2022	Annual Budget	\$ Over/Under Budget	8.3% of Year % of Budget
COM.COM.03 - Communications Exp	25.00	500.00	-475.00	5.0%
COM.FND.03 - Fundraising Exp	0.00	500.00	-500.00	0.0%
COM.MEM.03 - Membership Exp	0.00	200.00	-200.00	0.0%
COM.PCC.03 - Pastoral Care Exp	0.00	200.00	-200.00	0.0%
COM.PGC.03 - Planned Giving Exp	0.00	200.00	-200.00	0.0%
COM.RRC.03 - Right Relations Exp	0.00	1,000.00	-1,000.00	0.0%
COM.SUN.03 - Worship Exp	475.00	3,200.00	-2,725.00	14.84%
Total Committee Expenses	500.00	6,000.00	-5,500.00	8.33%
Program Expenses				
EXP.FNF.03 - Fun & Fellowship Exp	0.00	1,000.00	-1,000.00	0.0%
EXP.MUS.03 - Music Program Exp	0.00	2,000.00	-2,000.00	0.0%
EXP.REL.03 - RE Program Exp	0.00	1,000.00	-1,000.00	0.0%
EXP.SAC.03 - Social Action Exp	0.00	1,000.00	-1,000.00	0.0%
Total Program Expenses	0.00	5,000.00	-5,000.00	0.0%
Payroll Expenses				
Minister Expenses				
PER.MIN.01 - MIN Wages	0.00	93,400.00	-93,400.00	0.0%
PER.MIN.02 - MIN UUA Pension	0.00	9,340.00	-9,340.00	0.0%
PER.MIN.03 - in Lieu of FICA	0.00	7,145.00	-7,145.00	0.0%
PER.MIN.04 - MIN Medical	0.00	18,680.00	-18,680.00	0.0%
Total Minister Expenses	0.00	128,565.00	-128,565.00	0.0%
DRE Expenses				
PER.DRE.01 - DRE Wages	0.00	16,500.00	-16,500.00	0.0%
PER.DRE.03 - ER Payroll Taxes	0.00	1,262.00	-1,262.00	0.0%
Total DRE Expenses	0.00	17,762.00	-17,762.00	0.0%
Administrator Expenses				
PER.ADM.01 - ADM Wages	3,512.88	56,420.00	-52,907.12	6.23%
PER.ADM.02 - ADM UUA Pension	296.52	5,642.00	-5,345.48	5.26%
PER.ADM.03 - ER Payroll Taxes	0.00	4,316.00	-4,316.00	0.0%
PER.ADM.04 - ADM Medical	960.20	11,284.00	-10,323.80	8.51%
PER.OFF.05 - Admin Dental	60.00			
PER.ADM.07 - ADM LTD Life Ins	66.86	0.00	66.86	100.0%
Total Administrator Expenses	4,896.46	77,662.00	-72,765.54	6.31%
Music Program Expenses				
Choir Director				
PER.MUS.01 - Choir Dir Wages	0.00	16,500.00	-16,500.00	0.0%
PER.MUS.03 - ER Payroll Tax	0.00	1,262.00	-1,262.00	0.0%
Total Choir Director	0.00	17,762.00	-17,762.00	0.0%
Accompanist				
PER.MUS.11 - Accompanist Wages	833.08	10,830.00	-9,996.92	7.69%
PER.MUS.12 - Accompanist PR Tax	0.00	828.00	-828.00	0.0%
Total Accompanist	833.08	11,658.00	-10,824.92	7.15%
Total Music Program Expenses	833.08	29,420.00	-28,586.92	2.83%
Site Support Staff Expenses				
PER.SIT.01 - Childcare	0.00	2,020.00	-2,020.00	0.0%
PER.SIT.02 - Custodian	670.00	8,710.00	-8,040.00	7.69%
PER.SIT.03 - Site Caretaker	547.50	4,200.00	-3,652.50	13.04%
PER.SIT.09 - AV Specialist	1,050.00	16,250.00	-15,200.00	6.46%
PER.SIT.10 - AV Assistant	0.00	2,125.00	-2,125.00	0.0%
PER.SIT.12 - ER Payroll Taxes	459.79	1,882.00	-1,422.21	24.43%
Total Site Support Staff Expenses	2,727.29	35,187.00	-32,459.71	7.75%
PER.MIS.01 - Worker's Comp Ins	0.00	2,250.00	-2,250.00	0.0%

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
 July 2022

	<u>Jul 2022</u>	<u>Annual Budget</u>	<u>\$ Over/Under Budget</u>	<u>8.3% of Year % of Budget</u>
PER.MIS.02 - Other Personnel Exp	90.00	500.00	-410.00	18.0%
Total Payroll Expenses	8,546.83	291,346.00	-282,799.17	2.93%
Total Expense	12,206.81	355,546.00	-343,339.19	3.43%
Net Ordinary Income	50,609.31	29,954.00	20,655.31	168.96%
Net Income	<u>50,609.31</u>	<u>29,954.00</u>	<u>20,655.31</u>	<u>168.96%</u>

OTHER BUDGETED LINE ITEMS

Other Expense

LIABILITIES

LIA.OPS.01 - Solar Loans 0.00 4,405.00 -4,405.00 0.0%

BOARD DESIGNATED RESERVES

RES.SIT.01 - Facilities Reserve 0.00 15,000.00 -15,000.00 0.0%

RES.OPS.01 - Operations Reserve 0.00 10,000.00 -10,000.00 0.0%

Total Other Expenses 0.00 29,405.00 -29,405.00 0.0%

Recalculated Net Income 50,609.31 549.00 50,060.31

The Unitarian Universalist Fellowship of San Dieguito
Statement of Financial Position
As of July 31, 2022

	<u>Jul 31, 22</u>	<u>Jul 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Union Bank Chkg	315,023.27	284,329.69	30,693.58	10.8%
Total Checking/Savings	<u>315,023.27</u>	<u>284,329.69</u>	<u>30,693.58</u>	<u>10.8%</u>
Accounts Receivable				
Accounts Receivable	-2,134.45	-1,125.00	-1,009.45	-89.73%
Total Accounts Receivable	<u>-2,134.45</u>	<u>-1,125.00</u>	<u>-1,009.45</u>	<u>-89.73%</u>
Other Current Assets				
Vanguard x6230 - Receiving Acct	0.00	19,180.51	-19,180.51	-100.0%
Undeposited Funds	6,278.33	7,487.45	-1,209.12	-16.15%
Total Other Current Assets	<u>6,278.33</u>	<u>26,667.96</u>	<u>-20,389.63</u>	<u>-76.46%</u>
Total Current Assets	<u>319,167.15</u>	<u>309,872.65</u>	<u>9,294.50</u>	<u>3.0%</u>
Other Assets				
Investments				
UUCEF - Endowment Fund	117,205.40	123,132.92	-5,927.52	-4.81%
Vanguard x2001-Capital Campaign	809,679.20	817,637.42	-7,958.22	-0.97%
Total Investments	<u>926,884.60</u>	<u>940,770.34</u>	<u>-13,885.74</u>	<u>-1.48%</u>
Total Other Assets	<u>926,884.60</u>	<u>940,770.34</u>	<u>-13,885.74</u>	<u>-1.48%</u>
TOTAL ASSETS	<u>1,246,051.75</u>	<u>1,250,642.99</u>	<u>-4,591.24</u>	<u>-0.37%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	0.00	131.25	-131.25	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>131.25</u>	<u>-131.25</u>	<u>-100.0%</u>
Other Current Liabilities				
Bonus' Payable	473.42	206.28	267.14	129.5%
Payroll Liabilities				
LIA.PER.01 - Payroll Taxes	572.04	572.04	0.00	0.0%
LIA.PER.02 - UUA Pension	185.67	2,798.61	-2,612.94	-93.37%
LIA.PER.03 - Medical Insurance	-4,765.61	-2,808.29	-1,957.32	-69.7%
Payroll Liabilities - Other	480.00	120.00	360.00	300.0%
Total Payroll Liabilities	<u>-3,527.90</u>	<u>682.36</u>	<u>-4,210.26</u>	<u>-617.01%</u>
Reimbursed Expenses	0.00	-109.99	109.99	100.0%
Total Other Current Liabilities	<u>-3,054.48</u>	<u>778.65</u>	<u>-3,833.13</u>	<u>-492.28%</u>
Total Current Liabilities	<u>-3,054.48</u>	<u>909.90</u>	<u>-3,964.38</u>	<u>-435.69%</u>
Long Term Liabilities				
Long Term Liabilities				
LIA.OPS.01 - Solar Loans	18,386.88	22,790.16	-4,403.28	-19.32%
Total Long Term Liabilities	<u>18,386.88</u>	<u>22,790.16</u>	<u>-4,403.28</u>	<u>-19.32%</u>
Total Long Term Liabilities	<u>18,386.88</u>	<u>22,790.16</u>	<u>-4,403.28</u>	<u>-19.32%</u>
Total Liabilities	<u>15,332.40</u>	<u>23,700.06</u>	<u>-8,367.66</u>	<u>-35.31%</u>
Equity				
Unrealized Gains&Losses				
Unrealized Gains&Losses Vangrd	-4,244.26	0.00	-4,244.26	-100.0%
Unrealized Gains&Losses UUCEF	-23,359.31	174.56	-23,533.87	-13,481.82%
Total Unrealized Gains&Losses	<u>-27,603.57</u>	<u>174.56</u>	<u>-27,778.13</u>	<u>-15,913.23%</u>
Permanent Restricted				

The Unitarian Universalist Fellowship of San Diegoito
Statement of Financial Position
As of July 31, 2022

	<u>Jul 31, 22</u>	<u>Jul 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
FND.END.01 - Endowment Fund	117,205.40	122,990.08	-5,784.68	-4.7%
Total Permanent Restricted	117,205.40	122,990.08	-5,784.68	-4.7%
Temp. Restricted				
Building Funds				
FND.CAP.01 - Capital Campaign				
FND.CAP.02-Cap Cam Donations	1,865,969.34	1,865,969.34	0.00	0.0%
FND.CAP.03-Cap Cam Expense	-1,017,768.31	-1,017,768.31	0.00	0.0%
FND.CAP.01 - Capital Campaign - Other	43,445.58	10,282.01	33,163.57	322.54%
Total FND.CAP.01 - Capital Campaign	891,646.61	858,483.04	33,163.57	3.86%
Total Building Funds	891,646.61	858,483.04	33,163.57	3.86%
Program Funds				
COM.ADL.04 - Adult Programs Fund	0.00	168.20	-168.20	-100.0%
FND.FNF.04 - Fun&Fellowship Fnd	1,202.95	995.43	207.52	20.85%
FND.MUS.04 - Music Fund	107.85	432.93	-325.08	-75.09%
FND.REL.04 - RE Fund	1,318.20	150.00	1,168.20	778.8%
FND.SAC.04 - SAC Fund				
Garden Fund	55.76	0.00	55.76	100.0%
Backpack Fund	0.00	164.59	-164.59	-100.0%
Helping our Neighbors	2,674.94	3,225.06	-550.12	-17.06%
Racial Justice	0.00	295.49	-295.49	-100.0%
UU the Vote	1,274.75	278.75	996.00	357.31%
Total FND.SAC.04 - SAC Fund	4,005.45	3,963.89	41.56	1.05%
Total Program Funds	6,634.45	5,710.45	924.00	16.18%
Other Funds				
FND.CDL.04 - Casas de Luz Fund	64,848.13	80,273.43	-15,425.30	-19.22%
FND.CON.04 - Concert Fund	3,072.47	3,072.47	0.00	0.0%
FND.DBN.04 - DeBenneville Fund	3,675.60	3,774.51	-98.91	-2.62%
FND.LIB.04 - Library Fund	903.72	782.72	121.00	15.46%
FND.MWL.04 - Memorial Wall Fund	15,911.26	14,839.63	1,071.63	7.22%
FND.MIN.04 - Minister Disc Fund	275.96	599.01	-323.05	-53.93%
FND.YOU.04 - Youth Disc Fund	3,786.36	3,786.36	0.00	0.0%
Total Other Funds	92,473.50	107,128.13	-14,654.63	-13.68%
Board Designated Reserves				
RES.MIN.01 - Minister Reserve	12,765.93	0.00	12,765.93	100.0%
FND.DRE.04 - DRE Disc. Fund	0.00	10,168.91	-10,168.91	-100.0%
RES.SIT.01 - Facilities Reserve	27,789.75	21,164.28	6,625.47	31.31%
RES.OPS.01 - Operations Reserve	6,812.33	12,120.85	-5,308.52	-43.8%
RES.MSB.01 - Signing Bonus	0.00	6,196.46	-6,196.46	-100.0%
RES.SAB.01 - Ministr Sabbatical	0.00	3,455.96	-3,455.96	-100.0%
RES.SAB.02 - DRE Sabbatical	0.00	1,976.81	-1,976.81	-100.0%
Total Board Designated Reserves	47,368.01	55,083.27	-7,715.26	-14.01%
Total Temp. Restricted	1,038,122.57	1,026,404.89	11,717.68	1.14%
Unrestricted Net Assets	64,676.07	42,932.21	21,743.86	50.65%
Net Income	38,318.88	34,441.19	3,877.69	11.26%
Total Equity	1,230,719.35	1,226,942.93	3,776.42	0.31%
TOTAL LIABILITIES & EQUITY	1,246,051.75	1,250,642.99	-4,591.24	-0.37%

**UUFSD
September
2022**

7 MEMBER BOARD
Volunteer, Elected by Congregation
President & Vice-President
5 others which may or may not include **Corporate Secretary & Treasurer**

**Corporate Secretary
& Treasurer**
Appointed by Board
Non-voting unless one of
elected Board members

MINISTER

- **COM**
- Pastoral Care
- **Planned Giving (Advisory)**
- **Worship**

- COMMITTEES with BOARD LIAISONS**
- **Finance**
 - **Membership (Greeters)**
 - **Nominations**
 - **Religious Education**
 - **Worship (Ushers)**
 - **Buildings & Grounds**
 - **Capital Campaign**
 - **Communications**
 - **Design Review**
 - **Dream Builders**
 - **Fun & Fellowship**
 - **Kitchen**
 - **Leadership**
 - **Library**
 - **Music**
 - **Pastoral Care**
 - **Policy & Procedure**
 - **Social Justice**
 - **Stewardship**
 - **Personnel**
 - **Planned Giving**
 - **Right Relations**

**Board Liaison
President or VP**

Treasurer

**Bookkeeper
(contractor)**

Office Administrator

**Custodian
(contractor)**

**A/V Specialist
(contractor)**

A/V Assistant

Music Director

Accompanist

RE Director

Childcare Staff

Set Up Staff

Corporate Secretary
Keeps all Policies & Procedures

Treasurer
Finance Committee
Planned Giving (Advisory)

COMMITTEES:
Standing
Ad Hoc
Appointed

PERSONNEL:
Officers
Paid Staff

Approved by Board of Directors August 17, 2022

**UUFSD
January
2023**

7 MEMBER BOARD
Volunteer, Elected by Congregation
President & Vice-President
5 others which may or may not include **Corporate Secretary & Treasurer**

**Corporate Secretary
& Treasurer**
Appointed by Board
Non-voting unless one of
elected Board members

MINISTER

- **COM**
- **Pastoral Care**
- **Planned Giving (Advisory)**
- **Worship**

Corporate Secretary
Keeps all Policies
& Procedures

Treasurer
Finance Committee
Planned Giving
(Advisory)

- COMMITTEES with BOARD LIAISONS**
- **Finance**
 - **Membership (Greeters)**
 - **Nominations**
 - **Religious Education**
 - **Worship (Ushers)**
 - **Buildings & Grounds**
 - **Capital Campaign**
 - **Communications**
 - **Design Review**
 - **Dream Builders**
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 - **Music**
 - **Pastoral Care**
 - **Policy & Procedure**
 - **Social Justice**
 - **Stewardship**
 - **Personnel**
 - **Planned Giving**
 - **Right Relations**

**Board Liaison
To Staff**
President or VP

Congregational Administrator
Bookkeeper?

Treasurer

Bookkeeper

Set Up Staff

A/V Specialist

A/V Assistant

Custodian (contractor)

Music Director

Accompanist

RE Director

Childcare Staff

COMMITTEES:
Standing
Ad Hoc
Appointed

PERSONNEL:
Officers
Paid Staff

August 9, 2022

To: The Board
From: The Planned Giving Committee

Re: Adoption of a new Endowment sub-fund:
The Music Program Fund

The Planned Giving Committee seeks Board approval of the attached plan to create a new sub-fund of the Endowment, called the Music Program Fund.

-The by-laws require Board approval to establish a new restricted subdivision of the Endowment. Two existing subdivisions are the Outreach/Service Fund and the Buildings/Grounds Fund, in addition to the unrestricted fund which is most of the Endowment.

-A potential major donor has worked with the committee to set up a gift vehicle that offers permanent support for music at UUFSD, enhancing but not substituting for regular music program budgets from current revenue.

- "It is the desire of the Fellowship to encourage, receive and administer such gifts in a manner consistent with the wishes of the donors and grantors. . . ." (by-laws)

-As the Endowment is perpetual, the Music Program Fund offers sustainable, supplemental resources for music, while at the same time not intruding on the Board's discretion in budgeting, staffing, and compensation.

- The Music Program Fund may contain a significant amount of money and will extend into the future, so the attached proposal will be referred to by future Boards, future Planned Giving Committees, and future donors, and must be clear.

The Planned Giving Committee
Mark Tuller
Alisa Guralnick
Chris Butler

Music Program Fund,
for extra support of music and music personnel at UUFSD

This is a restricted Endowment subdivision for making grants to the music program to enrich and supplement funding budgeted from current funds. The donors intend for the Music Program Fund to provide *enhanced* financial support for the music program, and not to reduce or replace funding levels provided in the budget.

To meet this intention, the following minimum threshold formula must be met for grants:

- In any year, if the Board adopts a budget from current revenues that contains basic funding for the music program (as defined below) and any amount of additional funding above basic funding, then the Music Program Fund shall make enrichment grants at a 2-to-1 ratio matching the additional amount (up to what is permitted by Endowment balances and spending limits).
- “Music program” means any UUFSD activity or expense related to music, including the Music Director, choir, Accompanist, Music Committee, band, concerts, equipment, sheet music, etc.
- “Basic funding” means an inflation-adjusted amount equal to the music program funding in the 2022-23 UUFSD budget (\$31,421), using the Consumer Price Index-All Urban Consumers (CPI-U). Thus, in any future year “basic funding” is the cumulative CPI-U adjustment of \$31,421 since 2022.
- *Example:* In a hypothetical future year, the “basic funding” amount is calculated to be \$33,500 (inflation-adjusted \$31,421). The Board chooses to adopt a budget allocating \$36,000 to the music program from current revenues, meaning \$2,500 is additional to basic funding. The Music Program Fund matches the additional funding at a 2:1 ratio for a \$5,000 grant (limits permitting), resulting in \$41,000 spendable funds.

The minimum formula is specifically intended to incent the Board to adopt basic funding each year, as well as additional funding to attract a grant. If the Board adopts an amount equal to or less than basic funding, no grant shall be made. The intention of the donors is to be respected. If necessary in the entirety of the circumstances, the Planned Giving Committee may use different but not lower minimums. (In exceptional cases where the minimum threshold must be lowered, a super-majority 75% Congregational approval is required.) The Congregation may simultaneously adopt the Board’s budget and the enrichment grants. The music program may accept current donations apart from this Music Program Fund.

-End-

Designated Sunday Offering Proposal

Purpose:

Implement a trial policy for FY 2022-23 to designate the UUFSD RE, Music, Social Justice, and Fun and Fellowship programs as beneficiaries of the Sunday offering as a means to offset reductions in their budgets.

Process:

Sunday offerings would be designated as follows:

- RE (2 collections):
 - September: Intergenerational Ingathering service
 - June: Bridging or YRUU Sunday
- Music (2 collections):
 - Music Sundays (usually December and May)
- Fun and Fellowship (up to 8 collections): Sundays that coincide with “Greet and Eat” luncheons AND are not in the months that have a collection for RE or Music (i.e., *not* in May, Jun, Sep, or Dec, but possibly in any other month: Jan, Feb, Mar, Apr, Jul, Aug, Oct, Nov). This is in lieu of putting out a basket at coffee hour and luncheons.
- Social Justice - Generosity Sunday (up to 12, one per month): These may be scheduled not more than once per month, as is convenient for all involved and fits with the service and is not on a “Greet and Eat” luncheon collection Sunday. The existing Generosity Sunday Policy states, “UUFSD may undertake a congregation-sponsored social action project, for which GS funds may be designated.” Social Justice is encouraged to include congregation-sponsored social action projects that may have previously received support from the SJA budget (such as the Backpack project and Holiday Baskets) as Generosity Sunday recipients. Social Justice would be solely and responsible for these collections, and they would be managed under the existing P&P.

Responsibilities:

- RE and Music committees are responsible for providing the Worship Associate a brief description of how the designated offering will support their missions, i.e. paid soloist and/or musicians, etc., to be read at the time of the Sunday collect on their designated Sundays.
- Fun and Fellowship Committee is responsible for providing the Worship Associate with a brief description about how the designated offering will support their mission, to be read at the time of the Sunday collect on their designated Sundays.
- Social Justice is responsible for completing an [Expense Authorization Form](#) one week in advance of Generosity Sunday to provide information on where and to whom the collection should be sent.

Logistics:

- Suggest that the Worship Google spreadsheet column heading “Generosity Sunday” be changed to “Designated Offering”. The column would contain the dates of the RE, Music, F&F, and SJA designated Sundays and would aid SJA in planning Generosity Sunday dates.
- Suggest the Board designate a Board Liaison (Worship Comm? or Fin Comm?) to remind RE and Music of their designated Sundays.

Evaluation:

- Finance Committee is asked to create a report comparing the FY 2022-23 Sunday collections to the FY 2018-19 and FY 2021-22 Sunday collections, for consideration during the FY 2023-24 budget process.