

	A	B	C	D	E	F
1	FY 20-21		FY 19/20	New Reality	FY 20/21 2% salary inc	
2	Pass through items					
3	FY 20-21					
4			FY 19/20	New Reality	FY 20/21 2% salary inc	Comments
5		QB Acct		FY 19/20		SALARY COMMENT. Estimated 2% for 20/21 base salary increase for FY 20/21
6	Certified Membership		340	346	346	Voting members total for 2020 is 346 (certified members). We are on the border between mid-range II and III on UUA charts for determining salary ranges and we were over 350 for part of FY19-20
7	Pledge Income	4110	476,000	498,000	489,650	Operating pledge drive results for FY 19/20 are \$512,000 between pledges and DAFS commitments. As of 11/14/19 and we have \$498,900 pledges on file for regular pledges (not DAFS) - use flat pledge income for future years. For FY 20/21 we have pledges on file of \$465,777 with \$67K in outstanding pledges. We continue to receive late pledges.
8	Less Shrinkage factor		28560	29880	29379	standard 6% shrinkage assumed each year, adjusted for new reality to current trend
9	Net Pledge Income	4110	447440	433000	460271	As of 02/29/2020 net pledge income is at 96% of budget for FY 19/20. (note that column D is not a formula, but the # we projected based on 2/29/20 financial reports
10	Pledge Income-Previous Yr.	4120	12000	1300	12000	Income stream is unpredictable. 5 year average is around \$15,000. FY 18/19 year total of prev year pd for FY 17/18 was \$9,820. As of 2/29/20 we have \$1341 in payments for FY 18/19 and \$1200 in DAFS payments toward FY 18/19. (not all people advise us ahead of time how they will pay) 3 year average is \$16,000 but trend is downward. Keep at \$12K for future years.
11	Donor Advised Fund Donation Pledge income current year	4199-XX	15000	28900	23500	received late payments for 18/19 as well as payments for current year. Still hard to know who is pledging to give vs who is telling us they are using DAFS to make their annual operating payment, although for FY 20/21 we asked for this info on the commitment card. As of 02/29/2020, we have \$28,900 in DAFS for 19/20 and \$1300 pd for 18/19. For FY 20/21 we have \$23,500 logged for "pledges" to be paid with DAFS

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4			FY 19/20	New Reality	FY 20/21 2% salary inc	Comments
5		QB Acct		FY 19/20		SALARY COMMENT. Estimated 2% for 20/21 base salary increase for FY 20/21
12	Donor Advised Fund Donations previous years	4199-XX	14000	1200	1200	also unpredictable use \$1200 for FY 20/21
13	Total Pledge and DAFs pledge Donations	4199	488440	464400	496971	overall at 97.4% of budget as of 2/29/20
14	Investment/Interest/Div. Income	4210	1500	4000	2000	as of 02/29/20 is at 324% of budget FY 19/20, CD interest at Janney as well as government money market funds interest. Unknown interest rates and dividend payments for future assume \$2K per year for now. COVID19 means we have very uncertain investment situation.
15	Transfer from Reserves	4216	0	0	0	used only in event we have a shortfall by end of fiscal year.
16	Heritage Fund Income	4215	30945	30945	32914	Per Board Heritage Fund Investment Policy: Each year in the fiscal 4th quarter (April – June), the Fund will make available up to 4% of the 36 month running average of the portfolio value for general operations of the Church. This amount is considered earnings under the total return approach to investing. Each January, the Executive Team and Investment Committee will agree on the withdrawal percentage for the next fiscal year budget based on the last 3 years of annual returns of the Fund and the funding needs for general operations. The withdrawal percentage will be incorporated into the Budget proposals created by the Executive Team. Value of Heritage fund on Dec. 31, 2019 = \$878,680 Dec. 31, 2018 = \$763,780, Dec 31, 2017 = \$826,132. Use 4% for FY 19/20 and for all future years. 3 year average value is \$822,864. (FYI - Value as of 02/29/2020 was \$834,412.) Ideally would like to reduce dependence on this line item but necessary now to help fund operating budget.
17	Maintenance Endowment Annual Distribution	TBD	20000	20000	20000	new in FY 2019-2020 4% net value of Maintenance Endowment (initially funded at \$500K) as of Jan 1 2020 to start funding. PASSTHROUGH
18	Total Investment Income	4200	52445	54945	54914	

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5		QB Acct		FY 19/20		SALARY COMMENT. Estimated 2% for 20/21 base salary increase for FY 20/21
19	Use of Building	4300-01	20000	15000	15000	as of 02/29/20 at 67% of budget for misc. rentals and small organization rentals. Several cancellations due to pandemic for spring and early summer for some larger events, some have been postponed to fall 2020 or spring 2021.
20	EEC Income	4300-02	114016	114016	120576	CURRENT EEC lease runs through August 2020. Lease renewed through August 2023 rate increase of 3.8% for 20/21, followed by 2% each year after that. 3.8% due to increased water use by EEC using our dishwasher. Also planning to add 1000 sq. feet to lease with library and room 26 starting Sept 2020. Please note lease runs Sept to Aug, so rate change occurs in Sept each year.
21	Custodial Fees	4300-05	1800	1800	1800	pass-through custodial fee line under Salaries, may be lower than exp due to training new custodial staff. Church committee work on Saturdays requires \$125 fee for custodial support, funded from committee budgets, unless committee takes responsibility for security and clean up. For special, large events, custodian support may be required.
22	Total Rental Income	4300	135816	130816	137376	
23	Plate Offering Undesignated	4420	12000	13500	14000	02-29-20 at 112% of budget, 3YR average is about \$12K
24	Non-pledged income	4480-01	10000	10000	10000	68% of budget as of 02-29-2020, 3 yr average = \$9K
25	Memorial donations undesignated	4480-04	2000	2000	2000	\$25 as of 02-29-20, but with several recent deaths we may see donations later.
26	Bequests undesignated	4480-05	0	0	0	unpredictable
27	Amazon Smile	4480-06	200	200	200	at 98% of budget as of 2/29/20

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28	Special Events-Fundraising (fall fundraising event, etc.)	4430	9700	0	9700	FY 19/20 we had a plan and a committee to do an April Auction, but postponed to October 2020 due to COVID19. We do these every two years and split between two fiscal years. Use a 3 event average auction (\$19,904) split between years (\$9700 or total auction \$19,400) Please note that it would be great if we could stop relying on the auction as funding for the operating budget, since a successful auction is dependent on a strong volunteer team - in some years we can't find a team or an Auction organizer. However, ET recognizes that we still depend on this fund source and will likely continue to do so in future years. Sustainability is a concern long term.
29	Special event (auction) carry over for non -auction year	2156	0	0	0	See line 30 above
30	Coffee hour income (coffee, donation for snack)	4550	4500	5000	5000	This is not a pass-through account. The 3 yr. average is \$3200 for this income line which covers sales of UUSC coffee products. Coffee hour expenses and inventory purchases are listed below. 02/29/20 = 109% of budget
31	Other Income		38400	30700	40900	
32	Open Heart Sangha Donations	4450-04	1000	1000	1000	Pass-through
33	Generic Program Fees	4450-08	0	0	0	Adult RE disbanded in 2018 due to other groups doing activities similar to what Adult RE might plan. This is a placeholder for any fees or tickets for special events or programming that may not be covered elsewhere. FY 20/21 we plan to reactivate Adult RE or Enrichment efforts and there may be fees associated with some of those. For now keep at -0- as a placeholder
34	Program fees income	4450	1000	1000	1000	
35	Total CYRE related income	4451	500	500	500	pass-through for owl and coming of age reserve and donations targeted for CYRE. Includes fees and donations received to support these programs. Usually passed through to reserve accounts for these programs. See CYRE Pass-through, below.
36	Budget Special Offerings:	4421				<i>monthly special offerings done every year for the recipients listed</i>

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37	Grant for Growth	4421-03	4000	4000	2000	pass-through - G for G has switched to one special collection per year, so reduced to \$2000 for FY 20/21
38	Emmanuel Dining Room	4421-02	1400	1900	2000	pass-through, FY 19/20 raised more than \$1900.
39	Lutheran Community Services	4421-04	500	500	500	Lutheran Community Services. pass-through, in FY 19/20 raised \$463 but usually raise between \$500 and \$800
40	ILYA Sp. Collection	4421-01	1000	1000	1200	pass-through to support ILYA support grants, raising more than \$1000 consistently
41	UUSC Special Coll	4421-05	700	700	700	pass-through to support UUSC
42	Total Budget Special Offerings		7600	8100	6400	
43	Designated Donations:					Funds collected annually for designated purposes listed below
44	Counterpoint Donations	4490-01	10000	15000	12000	3 year average \$12,318, pass-through, recd unusual \$5K donation in July 2019 future budget use 3 yr average not including the \$5K
45	ILYA Fundraising Projects - donations other than special collection	4490-02 and -04	2000	2000	2000	Combines ILYA Holiday, Backpack, and general donations not part of the special collections. Pass-through to ILYA reserve account see below. Note this also includes loan repayments from Ilya support clients
46	Flower Donations	4490-05	1000	1000	1000	includes poinsettias and Easter Flowers as well as individual flower donations. (Not a pass-through)
47	Emmanuel Dining Room - donations other than special collections	4490-06	200	200	200	pass-through
48	House Pins	4490-07	500	1500	1500	Selling monthly, average last 3 years is \$1700.
49	Total Designated Donations	4490	13700	19700	16700	
50	Special offerings nominated by congregation	4491	5500	5500	5500	pass-through monthly special offerings collected for causes nominated by the congregation, usually 5-6 different groups, represents average annual total for all special offerings not including items listed above. Expense line, acct # 9300, passes collected funds to recipient directly - 3 yr. average all recipients = \$5200

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5		QB Acct		FY 19/20		SALARY COMMENT. Estimated 2% for 20/21 base salary increase for FY 20/21
51	Total Income		743401	715661	760261	
52						
53	Expenses					Mid size III range is 350-499 certified members, Mid size II range is 250-349 certified members
80	Total Salaries	7101	345585.00	337407.00	356870.00	
104	Benefits and Taxes		91061.12	77662.26	88503.35	
113	Professional Expenses		12600.00	12449.00	15416.00	
114	Severance Expense					To be calculated for eliminated positions if applicable (layoffs)
115	Total Staff related expenses		449246.12	427518.26	460789.35	
116	70% limitation		60.43%	59.74%	60.61%	
117	Ongoing Operations					
129	Total Office Expenses		21725.87	24787.00	24807.78	
136	Total Financial Mgmt Expenses		10300.00	7601.00	9600.00	
159	Total Facilities Operational Expenses		158606.73	158884.00	156533.85	
160	Ongoing Operations		190632.60	191272.00	190941.63	
161	Total CYRE Program operations Expenses	8200	8000.00	8000.00	8400.00	Official enrollment #'s per annual UUA certification report have declined slightly over time, 2012 = 108, 2016 = 72, 2018 & 2019 = 68. (2020 enrollment will be available after Feb 1) 3 yr average budget use is \$8745, spent \$8601 in FY 18/19. For future OWL training add \$400 FOR FY 19/20 (NEED \$400 TO TRAIN ONE FACILIATOR)
162	Total CYRE Pass-through exp	8300	200.00	200.00	200.00	CYRE pass-through to CYRE reserve funds, coming of age, age of Reason and other CYRE fees or donations

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163	Total Music Program Operations Expenses	8400	4500.00	4500.00	4500.00	3 year average is \$4270. Music is also supported under staffing with Music Director position (see notes above on new staffing plan for FY 20/21), contract positions for accompanist and substitutes (acct 7120-11 and 7120-12 in FY 19/20). Also has the annual Counterpoint campaign which generates additional funds for Music programming (most years total \$10-\$11K in donations) for FY 19/20 plan to use full amount for funding guest musicians not otherwise covered by counterpoint or contract line item, above.
166	Adult Enrichment	8501	0.00	0.00	1750.00	reactivated acct
171	Total Program	8500	1850.00	1850.00	2600.00	
179	Total All Church Services		9400.00	10900.00	11500.00	
184	Church Marketing and Publicity related Expenses	8900	4200.00	2300.00	2300.00	pls note change to web tech support contract is driver of lower expenses
194	Total Miscellaneous		5200.00	5200.00	7700.00	
195	Church Programs		33350.00	32950.00	38950.00	
196	Total Denominational Membership (Annual Program fund plus CERG)		38758.50	38758.00	40922.00	Annual Program Fund under formula based on operating budget. Represents approximately 6.75% of our expense budget adjusted per UUA instructions and direct pass-through accounts. UUA limits change to new formula to no more than 10% increase each year . We submit our actual budget in January each year to UUA adjusted per formula, and they usually advise us each year what our new dues will be for the next year. 2-19-20 recd UUA calc = 40922 for FY 20/21
197	Annual Budget Special Offerings:					
203	Total Budget Special Offerings		7600.00	4200.00	6400.00	pass-through
210	Designated Donations		13700.00	19700.00	16700.00	
212	Total Designated Expenses	9300	19200.00	25200.00	22200.00	

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5		QB Acct		FY 19/20		SALARY COMMENT. Estimated 2% for 20/21 base salary increase for FY 20/21
213	Total Income		743401	715661	760261	
214	Total Expenses		738787	719898	760203	Steve believes that the every other year Auction is going to be needed going forward given the pledge income long-term issues which is in agreement with the ET position
215	Difference		4614	-4237	58	pls note increase projected in EEC pledge income due to increased sq. footage (1,000 sq. feet).
216						FY 19/20 pls note shortfall projection in new reality budget (due to move of auction to fall 2020) as of 3/31 we actually have improved income and reduced some expenses so that we are confident that we will be able to meet our budget with no shortfall for FY 19/20. Of course, the impact of the pandemic is hard to predict.
217						KEY CHANGES VS CURRENT YR: Increase in EEC Rent due to having them rent our Library & Room 26 (Library moves to shared Music Room); No Audit Reserve Funding; 2% salary increase in FY20/21; add 1 CYRE paid teacher; possible reconfiguration of music staff proposed, New Reserve: Health Care Coverage Contingency; add Art Gallery funding; possible increases for Adult Religious Education
218						Due to pandemic situation, pledge drive for FY 20/21 is on hold as of 3/23, we will continue to accept pledges but will not actively follow up with folks who have not yet pledged.

Capital Expenditure Budget

	A	B	C	D	E	F
1	maintenance reserve is \$91K					
2	Year	Source	Estimate	Funding source	Status	Comments
3						
4	FY 2019-2020					
5	Cabinets and sinks in second floor classroom	EC and DL	3,454	Capital Maintenance reserve	Done	new project added after budget approved, may be able to fund from operating. May carry over to FY 19/20 depending on progress and timing for FY 18/19. Don lemasters and Ernie project. carry over 2018-2019
6	Garden door security	EC and MV	5,000		Done	
7	Water heater domestic electric 30 gal basement	property report 2014	1,585	Capital Maintenance Reserve	Done	started leaking in Feb 2020
8	ESTIMATED TOTAL		10,039			
9						
10	FY 2020-2021					
11	HVAC over new RE wing (EEC office, LAV, rooms 2,4 and 6)	EC and B & G Team	15,000	Capital Maintenance reserve	waiting	quoted from Service Unlimited per Phil request summer 2016, will not replace unless needed, will monitor, carry over to 20/21, all operational as of 3/24/2020 - If no repairs needed in 20/21 will move to 21/20
12	Roof over old RE wing	EC and B & G Team	32,000	repairs from ops budget, replace from Capital Maintenance Reserve	waiting	Timing is uncertain. Near end of useful life but no current leaks. If no repairs needed in 20/21 will move to 21/20
13	Roof over new RE wing	EC and B & G Team	12,000	repairs from ops budget, replace from Capital Maintenance Reserve	waiting	Roof is reaching end of useful life as of 3/1/2019 we have sealcoat bid of \$12K which would add 5 years to life of roof, and a replacement bid of \$78K - roof patched in 2019 no new leaks. If no repairs needed in 20/21 will move to 21/20
14	Chancel Ante Room roof	B & G Team	15,000	Cap maintenance reserve	waiting	Timing is uncertain no current leaks, last replaced in 2007, if no repairs needed in 20/21 will move to 21/22
15	Maybe upgrade walkie talkie system if we figure it out	AV Team and ET	TBD	probably Maint reserve	waiting	depends on final AV system adjustments
16	New carpet in all downstairs office areas and office hallway	MV & EC	TBD	Maint reserve	bidding summer 2020	Office reconfigured during installation of ramp, torn areas in hallway by Ernie's office and in main office floor area are now exposed and getting worse.
17	New floor in Office bathroom	EC	TBD	Maint reserve, possible donor?	bidding summer 2020	floor is in bad shape

Capital Expenditure Budget

	A	B	C	D	E	F
2	Year	Source	Estimate	Funding source	Status	Comments
18	Move library from 1st floor to music room	MV and EC with volunteers	2,500	capital Maintenance reserve	in process	need materials for moving, shelves, possible furniture upgrades
19	Shed project (16/17 carryover)	Ernie and Richard	2,500	capital Maintenance reserve	B & G Team?	was initially placed on hold, we may want to consider moving forward in FY 20/21 or may remove from list if we later determine not needed
20			\$79,000			unlikely to do all in one year but if issues with roof and HVAC become urgent this is maximum we would need to spend.