

**MINUTES**  
**MEETING OF THE BOARD OF TRUSTEES OF**  
**WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION**  
**AUGUST 17, 2016**

ATTENDING: Judi Finney, Michael Franzen (*arrived 8:10pm*), Sue Holly, Jill Jackson, Allan Lang, and Jean Mendel. GUESTS: Shannon Day, Rev. Alex Holt, Michael Matz, Paula vanHaagen. NOT IN ATTENDANCE: Tracy Burrows.

Meeting began at 7:05 p.m. with Alex lighting our chalice, and check-in of attendees.

APPROVAL OF MINUTES: Allan moved to accept the minutes from the July 20<sup>th</sup> board meeting, and Judi seconded. Unanimously approved. Sue will send final minutes and reports to Shannon for posting on the website and bulletin board.

INTERIM MINISTER'S REPORT: *See report attached.*

- ◆ Alex is putting together a group of interested people re: Black Lives Matter to focus on one direction for now and will bring to the Board to discuss the details. Alex will facilitate until the group gains structure.
- ◆ Alex met with Theresa McCormack re: Common Quest. He will be teaching 2 classes for fall/winter, and will be starting a Buddhist meditation group.

DRE REPORT: *See report attached.* Cynthia's report was submitted prior to her vacation since she knew she would be out of town at the time of this meeting. At the Board's request, Alex will speak to Cynthia about coming to future Board meetings, as it is helpful to have someone here in person for feedback/discussion re: written reports, policy, etc.

MINISTER SEARCH TEAM:

- ◆ Paula explained that the Board needs to move to accept the members of the Negotiating Committee that was described at the last Board meeting. The members of this committee will be Lisa Reitzes, Ruth Herman, and Sue Holly. Jean moved to appoint these persons to the Negotiating Committee. Judi seconded the motion. Approved unanimously. The first meeting of the committee will be on August 23<sup>rd</sup>, and they will keep the Board updated on progress.
- ◆ The Beyond Categorical Thinking workshop has been scheduled for November 5<sup>th</sup>, with a follow-up sermon on November 6<sup>th</sup>. They will be working on explaining the BCT workshop and why it's important for members to attend.
- ◆ A congregational survey is being put together and will be open for responses starting at Ingathering (September 18<sup>th</sup>). Cottage meetings (similar to the mission/vision workshops) will be arranged with several meetings over 2 weeks to get additional

congregational input. Cecelia Hayes is the person putting together the survey and cottage meetings.

- ◆ The Ministerial Search Committee is busy setting up neutral pulpits for potential candidates for the spring.
- ◆ Alice Britt has helped put together the bulletin board to keep the congregation updated. The Ministerial Search Committee also be using eNews and the webpage, and met with the Worship Council, who will allow use of the pulpit for announcements when needed.

ADMINISTRATOR'S REPORT: See report attached.

- ◆ Jill asked if the requested Personnel Committee would be a permanent or ad hoc temporary group. Alex said that churches of this size rarely have a personnel committee. Shannon explained that she needs someone with HR/Tax/ACA experience to answer questions as they come up. Alex asked if we could ask the District if they have a representative or resources. Shannon will put a notice in eNews asking for a volunteer with appropriate experience.
- ◆ We received an unexpected gift of \$1,200 from a pledging friend, which has been placed under the Special Gifts line in the budget.
- ◆ Shannon will stop the Seattle City Light auto-payment due to the issues outlined in the written report.
- ◆ Shannon met with Nikki Roberg re: the website upgrade. It's taking a little longer than expected. Shannon asked Nikki to get volunteers to help, as Shannon's time to assist is limited right now.

TREASURER'S REPORT: See report attached.

- ◆ At the last Board meeting we made a decision on how to allocate the donation from the Hafen estate, and Allan is asking that we withdraw that recommendation after discussion with the Finance Committee. It was recommended that we put the entire amount into the Building Fund, as we need to add to that fund when we can to make sure building maintenance is able to be funded when needed without having to find emergency funding. Alex asked if funding the building fund is feasible long-term, and could funds be used better elsewhere? This comes up a lot in other congregations. Michael Matz (Finance Committee) reminded that the fund is helpful in an emergency situation, as it's hard to come up with emergency funding if something happens. The Finance Committee recommended that none of the donation be put into Endowment, only because it cannot be taken from there once deposited (we can only spend interest on Endowment). Allan moved to rescind the previous direction of the Board on the allocation of the Hafen funds and to place the donation in the Building Fund. Jean seconded. Motion passed unanimously.

- ◆ Allan thanked Shannon and Michael Matz for help in adapting the books to conform to a 13 month year – this caused a lot of software issues when deviating from a 12 month year – but everything is fixed and balancing now as expected.

CARE TEAM: Judi met with Viv Monahan regarding getting the Care Team re-started, and they now have the assistance of Michele Fawcett-Long. They will start small initially and grow as we get a volunteer list. Judi spoke with Mark Newton to see if we had any immediate care needs (none currently). We will direct to outside resources as necessary, and assemble a resource list. Jill suggested that someone from the Care Team should attend the Leadership Assembly.

BOARD RETREAT PLANNING: Alex will send an agenda. We will discuss norms for board meetings, goals (both personally and for the Board as a whole), and discuss the role of the Board with regard to the congregation. Jill said we need to discuss whether we want to be a “policy board” or “program board” or “everything board” – are we a family-size, pastoral or program-sized board. Alex said we will need to educate the congregation on what our relationship is and how the way we work may not be the same as it was when we were family sized.

INGATHERING BBQ PLANNING: Judi has provided sign-up sheets for volunteers for us to assemble volunteers while she is on vacation. Jill decided that the jello competition will now be a tray-bake competition, and she will be one of the judges, along with Peggy Abby and Mark MacKay. We will check in with Cynthia to see if she has any special needs/ideas re: children’s activities. Sue clarified to Shannon that we do not expect Cynthia to run the childrens’ activities (unless that is her desire), but we do not want to bypass her input if she has any thoughts about it. Shannon will arrange for the alcohol permit. We agreed we will not be buying meat or buns and that attendees should bring their own, because last year we had a tremendous amount of waste.

START-UP SATURDAY WORKSHOP: Judy Zimmerman from the Pacific Northwest District will be running the workshop on September 24<sup>th</sup>. There will be a session for the congregation from 9am to noon, and then for leadership from 1-3pm. This will help plan our year re: goals/timeline with our interim minister, Rev. Alex. Alex will send info about this.

BOARD TABLE AT COFFEE HOUR: Jean previously emailed the Board a link to sign up for staffing the table. Please look for the link and sign up.

MOTION RE: CHILD AND YOUTH SAFETY POLICY:

- ◆ There has been significant discussion about this motion in email between the last Board meeting and today’s meeting. Both Sue and Allan have been concerned with the length of the policy and the content in regards to the legal ramifications to the church, and both felt as if this should not be rushed through now and needs more discussion. (Cynthia had wanted approval to use this policy for the RE teacher training in early September.) Sue pointed out that this policy has been in draft form for 3 years and somehow got passed on through 2 boards and then landed on us with only about 4 weeks’ time, which she thought was unfair to us as volunteers, and unfair to the congregation if we truly want to keep everyone safe. Allan believes the document needs a lot of work, especially since if we follow some of the guidelines and not all, we can open ourselves up to legal concerns. Mike agreed that legal ramifications should be

considered, and asked if we can contact neighboring congregations similar in size to us to ask what they are using as a policy. Alex believes this form is more appropriate for a church with 300-600 members. Jill acknowledged the concern about the policy and its implementation, and that the congregation will need an education process about what the adult roles are with respect to safety – for both RE volunteers and the general adult congregation members. It was also acknowledged that it was difficult to discuss this policy when no one was present at the meeting who helped draft it or knew the history of the document, and the DRE had been on vacation.

- ◆ After discussion, Jill moved to vote to accept the Child and Youth Safety Policy as submitted by DRE Cynthia Westby for a trial implementation from September 1, 2016 to June 30, 2017, during which time the Interim Minister, DRE and RE Committee will collaborate to review, evaluate and revise the policy to best meet WSUU's needs. A revised policy will be submitted to the Board of Trustees prior to the May 2017 Board meeting. Michael seconded. The Board voted and unanimously rejected the policy in its current form and is not accepting it for approval at this time.
- ◆ Recommendations for going forward: Jean suggested a subcommittee of the Board to meet with Cynthia and RE Council to draft a revised policy appropriate for congregations of this size. Allan has agreed to work with them. We will default to the existing policy until this one is revised and a new policy adopted. Jill will relay this information to Tracy so that she can notify Cynthia about the Board's decision.

MOTION RE: CONGREGATIONAL CONCERNS COMMITTEE CHAIR: Jill asked for a motion to appoint Alan Mendel as chair of the Congregational Concerns Committee. Sue moved and Judi seconded. Vote to approve was unanimous. Jean will let him know.

LEADERSHIP VACANCY RE: SMALL GROUP MINISTRY: Sue, who was a covenant group leader this past year, was concerned about who is now leading Small Group Ministry now that Steve Becker unexpectedly moved away. Patti McCall has expressed an interest in leading. Once it is confirmed that Patti will be taking on the role, Sue has agreed to meet with her to discuss this past year and ideas for going forward.

BOARD REPRESENTATION AT LEADERSHIP ASSEMBLY: Jill will represent the Board at the upcoming Leadership Assembly, as is part of the duties of Vice President.

THANK YOU NOTES: None needed.

There being no further business, we adjourned at 9:20 p.m.

Next regular meeting of the Board will be on September 21, 2016 at 7:00 p.m. at WSUU in the Admin Office.

Sue Holly, Secretary

## INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

August 16, 2016

Dear all,

My apologies for the late submission of my report; I am still living out of boxes and trying to figure out where things are located.

1. Board retreat: I will facilitate the retreat this year. We considered two of my interim colleagues but neither was available. I will send you information shortly later this morning as to preparation.
2. I have met with many of the groups and individuals who are leaders at Westside. I will continue to do so for the next month as I learn as much as I can about how the church system is working. This will be helpful as we prepare for the start-up weekend.
3. With the exception of Cynthia who is out of town I have met with all paid staff as well as Chaplain Mark and the new Pastoral Associates team. The first staff meeting will be on August 24 at noon. We will consider among other things the schedule of staff meetings as well as how we will work together best. We will review policies in regard to church credit card use, use of professional funds, and other details. I have been reviewing the personnel manual that Shannon is updating and that will be shared with staff as well. I expect we will continue the tradition of twice monthly staff meetings. Staff evaluations didn't happen last year but we will do those in January.
4. BLM planning: Some of you know that I have put together an ad hoc working group to begin plans for active work in this project. Alan Mandel, Nikki, myself and Regina will meet with Dominique on August 24 at 1 pm. This meeting will be to plan next steps of Dominique's suggested project. The next step after that will be to set up a BLM working group and ask it be approved by the board in September. That group will plan out the next 3 months or so of work on Dominique's project as well as to consider other allied projects. One question I want to ask Regina is whether this group should institutionally come under Social Justice Council. I will facilitate this group until we have a facilitator or co-facilitators.
5. Shannon and I are working through the details of my payroll vis-à-vis the medical insurance coverage and other benefits details. Hopefully those will

be resolved soon. I await several invoices to finish up my total moving costs. I will submit a total costs report to Shannon and likely I will owe the church some reimbursement from the \$6,300-line item for moving. She and I will work out details of the quick time-frame for reimbursement.

6. The Transition Team is up and running and we will meet this week. Fred Matthews is chair and we have planned the first two months of our work. I have also had several conversations with Laura White about Membership and some changes we plan to make as to how we welcome people and invite them to the orientations. The latter will likely be quarterly with new member ceremonies at least twice this year.
7. As a reminder to the board I will be away over Labor Day weekend with Debra in Gold Beach, Oregon. That will be a normal Sunday off. I will have a business trip (UUA and Interim Ministry Guild) to Providence and Boston October 6-12. I will be going to Vajrapani Institute (a Tibetan Buddhist retreat center) outside San Jose, California October 18-23 for an annual retreat on addiction and recovery from a Buddhist perspective. Insofar as I know those are the only times I'll be away through the end of the calendar year other than quick trips to Eugene to see Debra.

Please let me know of any questions or concerns you may have about my report. I'll see you on Wednesday.

Respectfully submitted,

Alex Holt, AIM

August 2016

To: The Board

From: Cynthia Westby, DRE

Here is my Board Report for August 2016.

I continue to be excited about my job and the plans and program for the coming year. I continue to learn the many parts of my job while concentrating on ensuring that priorities are met. It is all going really wonderfully well!

**Curriculum:** I am creating an entirely new curriculum for the RE program based on other religious traditions. This is the theme for the RE Program for 2016-17. The Fall focus will be on Buddhism. The Winter session will likely focus on Islam. The RE Council was excited about this theme and the focus on Buddhism and then Islam. The third religious focus has yet to be determined. The fact of my writing new curriculum has been greeted with tremendous enthusiasm. The RE Council was thrilled and this new curriculum has been a great selling point in recruiting teachers. I have completed the Middle School curriculum (on Buddhism) for the 11 weeks of Fall. I will have completed creating the 4th-5th grade class curriculum before I leave on vacation. I will turn to writing and completing the 2nd to 3rd grade class curriculum upon my return. The 2nd-3rd grade class will be a Spirit Play structured class. The 4<sup>th</sup>-5<sup>th</sup> grade class will be story and art based but will no longer be Spirit Play based - my conversations with teachers, parents and other DREs indicated that this age group is too old for Spirit Play. With each lesson we will be offering brief mindfulness meditations to introduce children, teachers, and families to learning mindfulness practices.

**Summer RE Program:** This summer has been going extremely well. Irene has been a tremendous help and we are having an enthusiastic group of children coming to class. 1-8 babies and toddlers have been attending the Nursery/Story time class. 8-10 children of all ages have been attending the RE Summer Program class. I have been working with Irene Pemberton to develop the lesson plans and curriculum on the dates she teaches. Otherwise, Irene has been working with me to set up and assist in classes. She will be doing so while I am away. We have the following special guests coming to teach while I am away (there will also be an RE Council member there each week).

- July 31st: Mia Shaunessy will be teaching with her mother Vanessa.
- August 7th: Shelley Webb will teach "Fun With Fractals"
- August 14th: Nola Balch and Irene will teach on "Friendship"
- August 21st: Alice & John Britt will teach "Making Baby Plants Without Seeds"

**RE Council:** The RE Council met near the end of July. They are excited about the RE Program focus for the year. We began planning the various activities coming up in the Fall. It was a wonderfully productive and useful meeting and a great opportunity to get

to know the RE Council members better.

**Teacher Recruitment:** I continue to work on teacher recruitment. We are steadily getting the teachers we need for the program. I met with the Middle School teachers to go over the curriculum. They were delighted with the curriculum and excited about the upcoming year. As the word spreads about the new curriculum, and the opportunity to learn mindfulness meditation practices, I am confident we will gather the teachers we need for the RE Program.

**Teacher Training:** I have begun to develop the Teacher Training curriculum for the Fall. This will be held on Saturday, September 10<sup>th</sup>, from 9:30-noon.

**Stories for All Ages:** I have recruited storytellers for every Sunday through the end of August. They are all excellent tellers and very excited to participate. I recruited a new storyteller, Sandra Niman, who began attending WSUU in the Winter of this year and is a professional storyteller. She is an exciting new addition to our team of storytellers!



# Administrator Report to Board August 2016

July was soooooo quiet around this place... it's fabulous to have Alex here adding life to the building and keeping me smiling with his "New England humor". Bert is back and Cynthia will rejoin us next week. I'm grateful to Soph for handling the replacement of the broken window and to John Monahan for doing some repairs on unsafe railings. Marie Kaz is consistently doing extra cleaning with our new funds and the building is looking cleaner.

1. **Request for Personnel Committee** – Handling the very complex land of employee pay and benefits continues to be the most challenging part of this position. I would absolutely love to have some support in this area. A personnel committee should probably be our goal. Issues are mostly around staying in compliance with the Affordable Care Act with our ever changing staff, handling payroll set up and tax issue when we add new benefits i.e., Long Term Disability and Group Term Life Insurance.
2. **Employee Handbook** – I have been working on some edits and additions to the employee handbook. I've added some further clarification around professional expenses and church property. I've also included the credit card policy that also exists in the general policies and procedures document. Alex will review, employees will review, finance committee will review, board will be asked to approve. Probably next month.
3. **Upcoming Vacation** – I will be taking a two week vacation to Germany and the Netherlands October 1 – 14. My plan is to ask Patti McCall to help with essential tasks. The office will not be open as much as usual but I will see to it that the OOS gets printed and eNews gets out. Bookkeeping will have to wait. I should train someone to access and produce checks in case that is needed. Alex will be away for much of the time I'm gone as well so he is not a good candidate. Who would the board like to do that?
4. **Donations** – We still have not received the Hafen Bequest. Allan will report on revised Finance Committee recommendations for those funds.
5. **Rentals** – No new rentals to report. I'm concerned that the childbirth class rental may not actually happen as the woman is having trouble getting enough couples signed up to run a class. It was pushed from an August 1 start date to Sept now.
6. **Membership** – We have two new members this month. Mike and Myrta Ladich. They are rejoining after a decade or so in Spokane. They are members from the earliest days of our church. Lovely to have them back. Laura Ehret officially resigned her membership – they are moving to Vashon. Current membership is 213.
7. **Seattle City Light** Due to the meter reader losing a key months ago, we had a spell of months of no meter readings happening. We paid an estimated bill. Cliff took some photos of the meter and sent them in. Few days later a meter reader came to the door. I was able to set him up with an alley key to access the meters without entering the main building entrance. The multiple readings resulted in SCL overbilling and withdrawing \$5,500 over our bill amount from our checking acct. This is after them assuring Cliff that they would not do so. I have requested a check for that credit amount and we should see it within a month.
8. **Website** – Work on the website is very slow going. There is not as much extra time as I imagined this summer for me to work on it. Nikki and I have tried to meet weekly to keep progress going but vacations are resulting in less frequent meetings and slow progress. Not sure when to estimate we will be ready for launch.
9. **Sweetpea Preschool** – Looks like the preschool will run at the same capacity as last year. 3 preschool classrooms and Kindergarten on the stage unless they come up with another location for the Kindergarten this month.

In Community,

Shannon

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 1 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
<b>GENERAL FUND INCOME</b>					
<b>Pledging</b>					
4.100.100	Pledges - Current Year Income	72,487.51	72,487.51	274,191.00	26
4.100.105	Pledges - Additional One Time Gifts	0.00	0.00	0.00	0
4.100.110	Pledges - Prior Year Income	4,900.00	4,900.00	3,600.00	136
	<b>Total Pledges</b>	<b>\$77,387.51</b>	<b>\$77,387.51</b>	<b>\$277,791.00</b>	<b>28</b>
<b>Other Donations</b>					
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	5,875.00	5,875.00	6,300.00	93
4.100.140	Contributions - Sunday WSUU	949.36	949.36	16,000.00	6
4.100.150	Contributions Sunday Charities	51.88	51.88	8,000.00	1
4.100.155	Endowment Fund Transfers IN	0.00	0.00		
4.100.160	Special Gifts & Appeals	0.00	0.00	2,300.00	0
	<b>Total Other Donations</b>	<b>\$6,876.24</b>	<b>\$6,876.24</b>	<b>\$32,600.00</b>	<b>21</b>
	<b>Total Pledge and Other Donations</b>	<b>\$84,263.75</b>	<b>\$84,263.75</b>	<b>\$310,391.00</b>	<b>27</b>
<b>Fund Raising</b>					
4.100.245	Auction Income	0.00	0.00	42,000.00	0
4.100.247	Raise the Paddle Income	0.00	0.00	12,000.00	0
4.100.249	Art & Garden Show Income	0.00	0.00	6,500.00	0
4.100.250	Rummage & Book Sale Income	2,660.00	2,660.00	1,000.00	266
4.100.257	Misc. Fundraising Income	0.00	0.00	500.00	0
	<b>Total Fund Raising Income</b>	<b>\$2,660.00</b>	<b>\$2,660.00</b>	<b>\$62,000.00</b>	<b>4</b>
<b>Merchants Income</b>					
4.100.200	PCC Scrip GF Income	0.00	0.00	1,200.00	0
4.100.210	E Scrip GF Income	2.67	2.67	200.00	1
4.100.211	Amazon Rebate Income	180.21	180.21	2,090.00	9
	<b>Total Merchants Income</b>	<b>\$182.88</b>	<b>\$182.88</b>	<b>\$3,490.00</b>	<b>5</b>
<b>Program and Misc Income</b>					
4.100.220	Coffee Income	41.06	41.06	1,275.00	3
4.100.221	Music Fund Transfers IN	732.47	732.47	0.00	0
4.100.222	Music Fundraising and Donations	0.00	0.00	4,500.00	0
4.100.240	Interest Income	0.18	0.18	9.00	2
4.100.241	Board Designated Fund Transfers to GF	2,495.06	2,495.06	2,495.00	100
4.100.242	Building Fund Transfer IN	0.00	0.00	0.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 2 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
4.100.251	Social & Envir. Justice Fundraising	0.00	0.00	500.00	0
4.100.255	Common Quest Income	135.00	135.00	500.00	27
4.100.258	RE Fund Transfers IN	1,294.50	1,294.50	1,295.00	100
4.100.259	RE Fundraising & Donations	996.00	996.00	1,500.00	66
4.100.260	OWL Registration Fees	0.00	0.00	0.00	0
4.100.261	RE Youth Group Fund Transfers IN	2,518.11	2,518.11	0.00	0
4.100.262	RE Youth Group Fundraising & Gifts	459.46	459.46	2,150.00	21
4.100.263	OWL Fund Transfers IN	4,250.00	4,250.00	4,250.00	100
4.100.264	RE Coming of Age Program Fees	0.00	0.00	750.00	0
4.100.265	Ministerial Intern Inc	0.00	0.00		
4.100.266	Help for Members Fund Transfers IN	0.00	0.00	0.00	0
4.100.267	Minister Search Fund Transfers IN	497.55	497.55	833.00	60
4.100.268	Web Development Fund Transfers IN	550.00	550.00	600.00	92
4.100.270	Building Maintenance/Janitorial transfer IN	0.00	0.00	0.00	0
	<b>Total Program and Other Income</b>	<b>\$13,969.39</b>	<b>\$13,969.39</b>	<b>\$20,657.00</b>	<b>68</b>
<b>Rentals</b>					
4.100.300	Cell Tower Rental & Elec Reimb True-up	1,137.78	1,137.78	13,656.00	8
4.100.302	Cell Tower Electricity Reimb True-up	0.00	0.00	344.00	0
4.100.305	Rental Income - Single Events	0.00	0.00	5,250.00	0
4.100.310	Leases Income- Pre School	2,606.00	2,606.00	31,272.00	8
4.100.311	Donations- Service Groups Meeting at WSUU	140.00	140.00	2,000.00	7
	<b>Total Rental Income</b>	<b>\$3,883.78</b>	<b>\$3,883.78</b>	<b>\$52,522.00</b>	<b>7</b>
	<b>Total General Fund Income</b>	<b>\$104,959.80</b>	<b>\$104,959.80</b>	<b>\$449,060.00</b>	<b>23</b>
<b>GENERAL FUND EXPENSES</b>					
<b>Minister Position</b>					
5.100.100	Minister Housing Allow Exp	2,500.00	2,500.00	30,000.00	8
5.100.101	Minister Salary Exp	4,334.00	4,334.00	53,877.00	8
5.100.105	Minister Medical Ins Exp	0.00	0.00	3,710.00	0
5.100.106	Minister Group Term Life Ins	0.00	0.00	350.00	0
5.100.107	Minister Long Term Disability Ins	0.00	0.00	707.00	0
5.100.110	Minister Retirement Exp	683.00	683.00	8,383.00	8
5.100.115	Minister-FICA Offset	522.76	522.76	6,755.00	8
	<b>Total Minister Compensation</b>	<b>\$8,039.76</b>	<b>\$8,039.76</b>	<b>\$103,782.00</b>	<b>8</b>

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 3 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.102	Interim Minister Moving Expenses	1,300.00	1,300.00	1,300.00	100
5.100.120	Minister's Sabbatical Exp	0.00	0.00	0.00	0
5.100.125	Minister's Professional Exp	875.00	875.00	5,850.00	15
5.100.128	Minister Search Expenses	410.00	410.00	9,500.00	4
5.100.130	Ministerial Intern Expense	0.00	0.00		
5.100.303	Minister Search Fund Transfers OUT	0.00	0.00		
	<b>Total Additional Minister Exp</b>	<b>\$2,585.00</b>	<b>\$2,585.00</b>	<b>\$16,650.00</b>	<b>16</b>
	<b>Total Cost of Minister Exp</b>	<b>\$10,624.76</b>	<b>\$10,624.76</b>	<b>\$120,432.00</b>	<b>9</b>
<i>Children and Youth RE Ministry</i>					
5.100.150	RE Director Salary Exp Bud	4,950.00	4,950.00	59,400.00	8
5.100.155	RE Director Medical Ins Ex Bud	0.00	0.00		
5.100.158	RE Dir FICA SS Exp Bud	378.68	378.68	4,552.00	8
5.100.160	RE Director Retirement Exp	458.33	458.33	0.00	0
	<b>Total RE Director Compensation</b>	<b>\$5,787.01</b>	<b>\$5,787.01</b>	<b>\$63,952.00</b>	<b>9</b>
5.100.165	RE Director Professional Exp	288.59	288.59	2,947.00	10
	<b>Total RE Director Other Expenses</b>	<b>\$288.59</b>	<b>\$288.59</b>	<b>\$2,947.00</b>	<b>10</b>
5.100.161	RE Lead Youth Advisor	0.00	0.00	0.00	0
5.100.162	RE Story Time Toddler Teacher	0.00	0.00	0.00	0
5.100.163	RE Nursery Lead Teacher	160.00	160.00	2,060.00	8
5.100.164	RE Nursery Assisstant	25.00	25.00	1,390.00	2
5.100.168	RE Teacher Support Coordinator	180.00	180.00	3,570.00	5
5.100.169	RE Summer Coordinator	0.00	0.00	0.00	0
5.100.170	Childcare Exp	30.00	30.00	755.00	4
	<b>Total RE Staff Exp</b>	<b>\$395.00</b>	<b>\$395.00</b>	<b>\$7,775.00</b>	<b>5</b>
5.100.151	RE Youth Leadership Development Exp	0.00	0.00	0.00	0
5.100.152	RE OWL Leadership Development Exp	0.00	0.00	1,750.00	0
5.100.166	RE Leader Training Exp	0.00	0.00	0.00	0
5.100.167	RE Teacher Appreciation Exp	0.00	0.00	0.00	0
	<b>Total RE Training Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>0</b>
5.100.131	RE OWL Programs	0.00	0.00	0.00	0
5.100.132	RE High School Youth Programs	0.00	0.00	620.00	0
5.100.133	RE Middle School Youth Programs	0.00	0.00	0.00	0
5.100.134	RE Operational Exp	0.00	0.00	3,350.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 4 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.135	RE Scholarships	0.00	0.00	0.00	0
5.100.171	RE Program Support Exp	0.00	0.00	0.00	0
5.100.172	RE Curricula Expense	0.00	0.00	0.00	0
5.100.225	RE Fund Transfers OUT	0.00	0.00	0.00	0
5.100.227	RE Youth Group Fund Transfers OUT	0.00	0.00	0.00	0
5.100.229	OWL Fund Transfers OUT	0.00	0.00	0.00	0
	<b>Total RE Operational</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,970.00</b>	<b>0</b>
	<b>Total RE Ministry Exp</b>	<b>\$6,470.60</b>	<b>\$6,470.60</b>	<b>\$80,394.00</b>	<b>8</b>
<i>Music Ministry</i>					
<i>Total Cost of Music Director</i>					
5.100.185	Music Dir Sal Exp Bud	3,071.70	3,071.70	36,860.00	8
5.100.186	Music Dir Medical Exp	0.00	0.00		
5.100.187	Music Dir Retirement Exp	282.42	282.42	3,389.00	8
5.100.188	Music Dir FICA Exp	234.99	234.99	2,820.00	8
	<b>Total Music Director Compensation</b>	<b>\$3,589.11</b>	<b>\$3,589.11</b>	<b>\$43,069.00</b>	<b>8</b>
5.100.190	Music Dir Professional Exp	143.60	143.60	1,011.00	14
	<b>Total Music Director Other Expenses</b>	<b>\$143.60</b>	<b>\$143.60</b>	<b>\$1,011.00</b>	<b>14</b>
	<b>Total Cost of Music Director</b>	<b>\$3,732.71</b>	<b>\$3,732.71</b>	<b>\$44,080.00</b>	<b>8</b>
5.100.193	Chorale/Sunday Serv Pianist Exp	375.00	375.00	6,490.00	6
5.100.195	Music Percussionist Exp	270.00	270.00	2,940.00	9
	<b>Total Other Music Staff</b>	<b>\$645.00</b>	<b>\$645.00</b>	<b>\$9,430.00</b>	<b>7</b>
5.100.191	Music Purchase Exp	30.00	30.00	600.00	5
5.100.192	Music Equipment Maint Exp	0.00	0.00	400.00	0
	<b>Total Other Music Expenses</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$1,000.00</b>	<b>3</b>
	<b>Total Music Ministry Exp</b>	<b>\$4,407.71</b>	<b>\$4,407.71</b>	<b>\$54,510.00</b>	<b>8</b>
<i>Administrative Staff Support</i>					
5.100.174	Congr Administrator Sal Exp	3,052.92	3,052.92	37,349.00	8
5.100.175	Congr Administrator Medical Ins Exp	0.00	0.00		
5.100.176	Congr Administrator Retirement Exp	305.30	305.30	3,969.00	8
5.100.177	Congr Administrator FICA Exp	233.55	233.55	2,830.00	8
5.100.180	Bookkeeper Sal Exp Bud	0.00	0.00		
5.100.183	Bookkeeper FICA Exp	0.00	0.00		
	<b>Total Administration Staff Exp</b>	<b>\$3,591.77</b>	<b>\$3,591.77</b>	<b>\$44,148.00</b>	<b>8</b>

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 5 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.216	Janitorial/Custodian Wages Exp	277.50	277.50	4,770.00	6
	<b>Total Other Support Staff</b>	<b>\$277.50</b>	<b>\$277.50</b>	<b>\$4,770.00</b>	<b>6</b>
<i>Additional Employee Benefits</i>					
5.100.178	Labor & Industries Ins Exp	499.74	499.74	2,200.00	23
5.100.182	Employee Assistance Prog Exp	0.00	0.00		
5.100.184	Part time Empl FICA SS Exp	60.63	60.63	984.00	6
5.100.200	Group Term Life Insurance	0.00	0.00	0.00	0
5.100.205	Long-Term Disability Insurance	0.00	0.00	0.00	0
	<b>Total Additional Employee Benefits Exp</b>	<b>\$560.37</b>	<b>\$560.37</b>	<b>\$3,184.00</b>	<b>18</b>
<i>UU Organizations Dues Expense</i>					
5.100.300	Partner Church Dues Exp Bud	0.00	0.00	150.00	0
5.100.310	UUSC Dues Exp Bud	0.00	0.00	250.00	0
5.100.320	UUA Dues Exp Bud	0.00	0.00	9,586.00	0
5.100.330	PNWD Dues Exp Bud	0.00	0.00	4,154.00	0
	<b>Total UU Organizations Dues Exp</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,140.00</b>	<b>0</b>
<i>Operational Expenses</i>					
5.100.450	Telephone/Cable/Internet	209.65	209.65	2,257.00	9
5.100.460	Web Hosting Exp	0.00	0.00	210.00	0
5.100.470	Web Maintenance Exp Bud	61.00	61.00	200.00	31
5.100.475	Technology Management	0.00	0.00	898.00	0
5.100.480	Office Expenses	0.00	0.00	1,331.00	0
5.100.481	Postage Exp Bud	0.00	0.00	500.00	0
5.100.482	Printing / Copying	401.10	401.10	5,681.00	7
5.100.483	Constant Contact Email Service	0.00	0.00	0.00	0
5.100.484	Marketing and Advertising	0.00	0.00	0.00	0
5.100.485	Endowment Fund Transfers OUT	0.00	0.00		
5.100.520	Banking & Credit Card Fees e.g.Vanco	618.04	618.04	5,231.00	12
5.100.550	Liability Insurance Exp Bud	3,806.50	3,806.50	8,200.00	46
5.100.742	Memorial Expenses	0.00	0.00	0.00	0
5.100.900	Transfers to Operations Cash Reserve Fund	0.00	0.00	0.00	0
	<b>Total Operational Exp</b>	<b>\$5,096.29</b>	<b>\$5,096.29</b>	<b>\$24,508.00</b>	<b>21</b>
<i>Committees Expenses</i>					
5.100.222	Coffee and Other Kitchen Exp	139.85	139.85	1,225.00	11

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 6 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.336	Help for Members Fund Transfers OUT	0.00	0.00	0.00	0
5.100.710	Membership Exp Bud	0.00	0.00	0.00	0
5.100.725	Worship Council Expense Budget	1,527.68	1,527.68	3,222.00	47
5.100.726	AV Tech Expense	480.00	480.00	5,760.00	8
5.100.727	AV Equipment & Maintenance	0.00	0.00	358.00	0
5.100.755	Orion Expense	0.00	0.00		
5.100.756	Social Action Expense	0.00	0.00	0.00	0
5.100.757	Sunday Morning Contributions Given to Charity	266.28	266.28	8,012.00	3
5.100.800	All Congr Social Events	0.00	0.00	0.00	0
5.100.829	Common Quest Exp	0.00	0.00	0.00	0
	<b>Total Committees Exp</b>	<b>\$2,413.81</b>	<b>\$2,413.81</b>	<b>\$18,577.00</b>	<b>13</b>
<i><b>Fundraising Expenses</b></i>					
5.100.196	Music Council Fundraising Exps	0.00	0.00	0.00	0
5.100.819	Raise the Paddle Purchase Exp-GF	0.00	0.00	0.00	0
5.100.820	Auction Expense	0.00	0.00	8,000.00	0
5.100.821	Rummage Sale Expense	0.00	0.00	0.00	0
5.100.822	Canvass Expense	0.00	0.00	0.00	0
5.100.823	Misc. Fundraising Exp Bud	0.00	0.00	250.00	0
5.100.825	Art and Garden Show Expense	0.00	0.00	1,000.00	0
	<b>Total Fundraising Exp</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,250.00</b>	<b>0</b>
<i><b>Rentals Expenses</b></i>					
5.100.305	Facilities Rental Exp - single events	0.00	0.00	625.00	0
	<b>Total Rentals Exp</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$625.00</b>	<b>0</b>
<i><b>Facility Expenses</b></i>					
5.100.452	Security Alarm System	0.00	0.00	400.00	0
5.100.453	Electricity - SCL	2,785.20	2,785.20	8,470.00	33
5.100.454	Water/Sewer - SPU	0.00	0.00	2,512.00	0
5.100.455	Waste/Recycling/Green	204.48	204.48	2,458.00	8
5.100.456	Gas - PSE	125.66	125.66	5,164.00	2
	<b>Total Utility Expenses</b>	<b>\$3,115.34</b>	<b>\$3,115.34</b>	<b>\$19,004.00</b>	<b>16</b>
5.100.650	Loan Debt Service - UUA	3,387.44	3,387.44	40,650.00	8
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	659.96	659.96	7,920.00	8
	<b>Total Loan Expenses</b>	<b>\$4,047.40</b>	<b>\$4,047.40</b>	<b>\$48,570.00</b>	<b>8</b>

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of July 2016 for General Fund**

Wednesday, August 17, 2016

Page 7 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.457	Annual City/County/State Fees	0.00	0.00	2,050.00	0
	<b>Total City/County Fees</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,050.00</b>	<b>0</b>
5.100.451	Janitorial Supplies	288.78	288.78	2,415.00	12
5.100.458	Landscaping Exp	0.00	0.00	0.00	0
5.100.459	Building Maintenance Supplies & Small Labor Vendor	280.85	280.85	2,483.00	11
5.100.461	Building Capital Reserve Exp-GF	0.00	0.00	0.00	0
	<b>Total Repair and Maintenance</b>	<b>\$569.63</b>	<b>\$569.63</b>	<b>\$4,898.00</b>	<b>12</b>
	<b>Total Facility Exp</b>	<b>\$7,732.37</b>	<b>\$7,732.37</b>	<b>\$74,522.00</b>	<b>10</b>
5.100.462	Building Maintenance/Janitorial Transfers OUT	0.00	0.00	0.00	0
	<b>Total General Fund Expenses</b>	<b>\$41,175.18</b>	<b>\$41,175.18</b>	<b>\$449,060.00</b>	<b>9</b>
	<b>Difference</b>	<b><u>\$63,784.62</u></b>	<b><u>\$63,784.62</u></b>	<b><u>\$0.00</u></b>	



**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

Wednesday, August 17, 2016

Page 1 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
<b>GENERAL FUND INCOME</b>					
<b>Pledging</b>					
4.100.100	Pledges - Current Year Income	28,009.18	28,009.18	30,809.00	91
4.100.105	Pledges - Additional One Time Gifts	0.00	0.00	0.00	0
4.100.110	Pledges - Prior Year Income	0.00	0.00	0.00	0
	<b>Total Pledges</b>	<b>\$28,009.18</b>	<b>\$28,009.18</b>	<b>\$30,809.00</b>	<b>91</b>
<b>Other Donations</b>					
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	0.00	0.00	0.00	0
4.100.140	Contributions - Sunday WSUU	1,416.65	1,416.65	1,333.00	106
4.100.150	Contributions Sunday Charities	765.67	765.67	667.00	115
4.100.155	Endowment Fund Transfers IN	0.00	0.00	0.00	0
4.100.160	Special Gifts & Appeals	76.00	76.00	0.00	0
	<b>Total Other Donations</b>	<b>\$2,258.32</b>	<b>\$2,258.32</b>	<b>\$2,000.00</b>	<b>113</b>
	<b>Total Pledge and Other Donations</b>	<b>\$30,267.50</b>	<b>\$30,267.50</b>	<b>\$32,809.00</b>	<b>92</b>
<b>Fund Raising</b>					
4.100.245	Auction Income	0.00	0.00	0.00	0
4.100.247	Raise the Paddle Income	0.00	0.00	0.00	0
4.100.249	Art & Garden Show Income	0.00	0.00	0.00	0
4.100.250	Rummage & Book Sale Income	0.00	0.00	0.00	0
4.100.257	Misc. Fundraising Income	786.50	786.50	0.00	0
	<b>Total Fund Raising Income</b>	<b>\$786.50</b>	<b>\$786.50</b>	<b>\$0.00</b>	<b>0</b>
<b>Merchants Income</b>					
4.100.200	PCC Scrip GF Income	797.01	797.01	800.00	100
4.100.210	E Scrip GF Income	4.75	4.75	0.00	0
4.100.211	Amazon Rebate Income	113.87	113.87	110.00	104
	<b>Total Merchants Income</b>	<b>\$915.63</b>	<b>\$915.63</b>	<b>\$910.00</b>	<b>101</b>
<b>Program and Misc Income</b>					
4.100.220	Coffee Income	61.00	61.00	0.00	0
4.100.221	Music Fund Transfers IN	0.00	0.00	0.00	0
4.100.222	Music Fundraising and Donations	0.00	0.00	0.00	0
4.100.240	Interest Income	9.18	9.18	1.00	918
4.100.241	Board Designated Fund Transfers to GF	0.00	0.00	0.00	0
4.100.242	Building Fund Transfer	0.00	0.00	0.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

Wednesday, August 17, 2016

Page 2 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
4.100.251	Social & Envir. Justice Fundraising	0.00	0.00	0.00	0
4.100.255	Common Quest Income	0.00	0.00	0.00	0
4.100.258	RE Fund Transfers IN	0.00	0.00	15.00	0
4.100.259	RE Fundraising & Donations	0.00	0.00	0.00	0
4.100.260	OWL Registration Fees	0.00	0.00	0.00	0
4.100.261	RE Youth Group Fund Transfers IN	0.00	0.00	0.00	0
4.100.262	RE Youth Group Fundraising & Gifts	0.00	0.00	300.00	0
4.100.263	OWL Fund Transfers IN	0.00	0.00	0.00	0
4.100.264	RE Coming of Age Program Fees	0.00	0.00	0.00	0
4.100.265	Ministerial Intern Inc	0.00	0.00		
4.100.266	Help for Members Fund Transfers IN	0.00	0.00	0.00	0
4.100.267	Minister Search Fund Transfers IN	335.00	335.00	0.00	0
4.100.268	Web Development Fund Transfers IN	50.00	50.00	0.00	0
4.100.270	Building Maintenance/Janitorial transfer IN	0.00	0.00	0.00	0
	<b>Total Program and Other Income</b>	<b>\$455.18</b>	<b>\$455.18</b>	<b>\$316.00</b>	<b>144</b>
<b>Rentals</b>					
4.100.300	Cell Tower Rental & Elec Reimb True-up	1,137.78	1,137.78	1,138.00	100
4.100.302	Cell Tower Electricity Reimb True-up	0.00	0.00	0.00	0
4.100.305	Rental Income - Single Events	0.00	0.00	250.00	0
4.100.310	Leases Income- Pre School	2,606.00	2,606.00	2,606.00	100
4.100.311	Donations- Service Groups Meeting at WSUU	60.00	60.00	150.00	40
	<b>Total Rental Income</b>	<b>\$3,803.78</b>	<b>\$3,803.78</b>	<b>\$4,144.00</b>	<b>92</b>
	<b>Total General Fund Income</b>	<b>\$36,228.59</b>	<b>\$36,228.59</b>	<b>\$38,179.00</b>	<b>95</b>
<b>GENERAL FUND EXPENSES</b>					
<b>Minister Position</b>					
5.100.100	Minister Housing Allow Exp	2,500.00	2,500.00	2,500.00	100
5.100.101	Minister Salary Exp	4,334.00	4,334.00	4,333.00	100
5.100.105	Minister Medical Ins Exp	0.00	0.00	0.00	0
5.100.110	Minister Retirement Exp	0.00	0.00	683.00	0
5.100.115	Minister-FICA Offset	522.76	522.76	551.00	95
	<b>Total Minister Compensation</b>	<b>\$7,356.76</b>	<b>\$7,356.76</b>	<b>\$8,067.00</b>	<b>91</b>
5.100.102	Interim Minister Moving Expenses	5,000.00	5,000.00	5,000.00	100
5.100.120	Minister's Sabbatical Exp	0.00	0.00	0.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

Wednesday, August 17, 2016

Page 3 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.125	Minister's Professional Exp	0.00	0.00	0.00	0
5.100.128	Minister Search Expenses	335.00	335.00	1,000.00	34
5.100.130	Ministerial Intern Expense	0.00	0.00	0.00	0
	<b>Total Addition Minister Exp</b>	<b>\$5,335.00</b>	<b>\$5,335.00</b>	<b>\$6,000.00</b>	<b>89</b>
	<b>Total Cost of Minister Exp</b>	<b>\$12,691.76</b>	<b>\$12,691.76</b>	<b>\$14,067.00</b>	<b>90</b>
<i>Children and Youth RE Ministry</i>					
5.100.150	RE Director Salary Exp Bud	4,700.00	4,700.00	4,700.00	100
5.100.155	RE Director Medical Ins Ex Bud	0.00	0.00		
5.100.158	RE Dir FICA SS Exp Bud	359.55	359.55	360.00	100
5.100.160	RE Director Retirement Exp	0.00	0.00	433.00	0
	<b>Total Cost of RE Director</b>	<b>\$5,059.55</b>	<b>\$5,059.55</b>	<b>\$5,493.00</b>	<b>92</b>
5.100.165	RE Director Professional Exp	553.11	553.11	553.00	100
	<b>Total Other RE Director Expenses</b>	<b>\$553.11</b>	<b>\$553.11</b>	<b>\$553.00</b>	<b>100</b>
5.100.151	RE Youth Leadership Development Exp	0.00	0.00	0.00	0
5.100.152	RE OWL Leadership Development Exp	0.00	0.00	0.00	0
5.100.166	RE Leader Training Exp	0.00	0.00	0.00	0
5.100.167	RE Teacher Appreciation Exp	0.00	0.00	0.00	0
	<b>Total RE Training Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
5.100.161	RE Lead Youth Advisor	0.00	0.00	0.00	0
5.100.162	RE Story Time Toddler Teacher	0.00	0.00	0.00	0
5.100.163	RE Nursery Lead Teacher	0.00	0.00	180.00	0
5.100.164	RE Nursery Assisstant	0.00	0.00	60.00	0
5.100.168	RE Teacher Support Coordinator	360.00	360.00	360.00	100
5.100.169	RE Summer Coordinator	0.00	0.00	0.00	0
5.100.170	Childcare Exp	325.00	325.00	85.00	382
	<b>Total RE Staff Expense</b>	<b>\$685.00</b>	<b>\$685.00</b>	<b>\$685.00</b>	<b>100</b>
5.100.131	RE OWL Programs	0.00	0.00	0.00	0
5.100.132	RE High School Youth Programs	129.53	129.53	130.00	100
5.100.133	RE Middle School Youth Programs	0.00	0.00	0.00	0
5.100.134	RE Operational Exp	0.00	0.00	0.00	0
5.100.135	RE Scholarships	0.00	0.00	0.00	0
5.100.171	RE Program Support Exp	0.00	0.00	0.00	0
5.100.172	RE Curricula Expense	0.00	0.00	0.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

Wednesday, August 17, 2016

Page 4 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
	<b>Total RE Operational</b>	<b>\$129.53</b>	<b>\$129.53</b>	<b>\$130.00</b>	<b>100</b>
	<b>Total RE Ministry Exp</b>	<b>\$6,427.19</b>	<b>\$6,427.19</b>	<b>\$6,861.00</b>	<b>94</b>
<b>Music Ministry</b>					
5.100.188	Music Dir Professional Exp	2,288.60	2,288.60	2,289.00	100
	<b>Total Music Director Other Expenses</b>	<b>\$2,288.60</b>	<b>\$2,288.60</b>	<b>\$2,289.00</b>	<b>100</b>
5.100.181	Music Dir Retirement Exp	0.00	0.00	282.00	0
5.100.185	Music Dir Sal Exp Bud	3,031.83	3,031.83	3,072.00	99
5.100.186	Music Dir Medical Exp	0.00	0.00		
5.100.187	Music Dir FICA Exp	231.93	231.93	235.00	99
	<b>Total Music Director Compensation</b>	<b>\$5,552.36</b>	<b>\$5,552.36</b>	<b>\$5,878.00</b>	<b>94</b>
5.100.193	Chorale/Sunday Serv Pianist Exp	375.00	375.00	375.00	100
5.100.195	Music Percussionist Exp	270.00	270.00	90.00	300
	<b>Total Other Music Staff</b>	<b>\$645.00</b>	<b>\$645.00</b>	<b>\$465.00</b>	<b>139</b>
5.100.189	Music Equipment Maint Exp	0.00	0.00	0.00	0
5.100.191	Music Purchase Exp	42.47	42.47	0.00	0
	<b>Total Other Music Expenses</b>	<b>\$42.47</b>	<b>\$42.47</b>	<b>\$0.00</b>	<b>0</b>
	<b>Total Music Ministry Exp</b>	<b>\$6,239.83</b>	<b>\$6,239.83</b>	<b>\$6,343.00</b>	<b>98</b>
<b>Administrative Staff Support</b>					
5.100.175	Congr Administrator Medical Ins Exp	0.00	0.00		
5.100.176	Congr Administrator Sal Exp	2,340.00	2,340.00	2,340.00	100
5.100.177	Congr Administrator FICA Exp	179.01	179.01	234.00	77
5.100.179	Congr Administrator Retirement Exp	0.00	0.00	0.00	0
5.100.180	Bookkeeper Sal Exp Bud	507.00	507.00	0.00	0
5.100.183	Bookkeeper FICA Exp	38.78	38.78	0.00	0
	<b>Total Administration Staff Exp</b>	<b>\$3,064.79</b>	<b>\$3,064.79</b>	<b>\$2,574.00</b>	<b>119</b>
5.100.216	Janitorial/Custodian Wages Exp	247.50	247.50	360.00	69
	<b>Total Other Support Staff</b>	<b>\$247.50</b>	<b>\$247.50</b>	<b>\$360.00</b>	<b>69</b>
<b>Additional Employee Benefits</b>					
5.100.178	Labor & Industries Ins Exp	0.00	0.00	0.00	0
5.100.182	Employee Assistance Prog Exp	0.00	0.00	0.00	0
5.100.184	Part time Empl FICA SS Exp	103.47	103.47	56.00	185
5.100.200	Group Term Life Insurance	0.00	0.00	0.00	0
5.100.205	Long-Term Disability Insurance	0.00	0.00	0.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

Wednesday, August 17, 2016

Page 5 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget	
		<b>Total Additional Employee Benefits Exp</b>	<b>\$103.47</b>	<b>\$103.47</b>	<b>\$56.00</b>	<b>185</b>
<i>UU Organizations Dues Expense</i>						
5.100.300	Partner Church Dues Exp Bud	0.00	0.00	0.00	0	
5.100.310	UUSC Dues Exp Bud	0.00	0.00	0.00	0	
5.100.320	UUA Dues Exp Bud	0.00	0.00	0.00	0	
5.100.330	PNWD Dues Exp Bud	0.00	0.00	0.00	0	
		<b>Total UU Organizations Dues Exp</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<i>Operational Expenses</i>						
5.100.450	Telephone/Cable/Internet	209.65	209.65	212.00	99	
5.100.460	Web Hosting Exp	4.51	4.51	0.00	0	
5.100.462	Building Maintenance/Janitorial Transfers OUT	0.00	0.00	0.00	0	
5.100.470	Web Maintenance Exp Bud	50.00	50.00	0.00	0	
5.100.475	Technology Management	51.49	51.49	51.00	101	
5.100.480	Office Expenses	268.86	268.86	269.00	100	
5.100.481	Postage Exp Bud	0.00	0.00	0.00	0	
5.100.482	Printing / Copying	0.00	0.00	0.00	0	
5.100.483	Constant Contact Email Service	368.28	368.28	369.00	100	
5.100.484	Marketing and Advertising	0.00	0.00	0.00	0	
5.100.485	Endowment Fund Transfers OUT	0.00	0.00	0.00	0	
5.100.520	Banking & Credit Card Fees e.g.Vanco	269.28	269.28	269.00	100	
5.100.550	Liability Insurance Exp Bud	0.00	0.00	0.00	0	
5.100.742	Memorial Expenses	0.00	0.00	0.00	0	
5.100.900	Transfers to Operations Cash Reserve Fund	0.00	0.00	0.00	0	
		<b>Total Operational Exp</b>	<b>\$1,222.07</b>	<b>\$1,222.07</b>	<b>\$1,170.00</b>	<b>104</b>
<i>Committees Expenses</i>						
5.100.222	Coffee and Other Kitchen Exp	175.46	175.46	175.00	100	
5.100.225	RE Fund Transfers OUT	0.00	0.00	0.00	0	
5.100.227	RE Youth Group Fund Transfers OUT	0.00	0.00	0.00	0	
5.100.229	OWL Fund Transfers OUT	0.00	0.00	0.00	0	
5.100.303	Minister Search Fund Transfers OUT	0.00	0.00	0.00	0	
5.100.336	Help for Members Fund Transfers OUT	0.00	0.00	0.00	0	
5.100.710	Membership Exp Bud	0.00	0.00	0.00	0	
5.100.725	Worship Council Expense Budget	250.00	250.00	250.00	100	
5.100.726	AV Tech Expense	480.00	480.00	480.00	100	

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

Wednesday, August 17, 2016

Page 6 of 7

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.727	AV Equipment & Maintenance	41.63	41.63	42.00	99
5.100.755	Orion Expense	0.00	0.00		
5.100.756	Social Action Expense	0.00	0.00	0.00	0
5.100.757	Sunday Morning Contributions Given to Charity	1,206.91	1,206.91	668.00	181
5.100.800	All Congr Social Events	0.00	0.00	0.00	0
5.100.829	Common Quest Exp	0.00	0.00	0.00	0
	<b>Total Committees Exp</b>	<b>\$2,154.00</b>	<b>\$2,154.00</b>	<b>\$1,615.00</b>	<b>133</b>
<i><b>Fundraising Expenses</b></i>					
5.100.196	Music Council Fundraising Exps	0.00	0.00	0.00	0
5.100.819	Raise the Paddle Purchase Exp-GF	0.00	0.00	0.00	0
5.100.820	Auction Expense	0.00	0.00	0.00	0
5.100.821	Rummage Sale Expense	0.00	0.00	0.00	0
5.100.822	Canvass Expense	0.00	0.00	0.00	0
5.100.823	Misc. Fundraising Exp Bud	0.00	0.00	0.00	0
5.100.825	Art and Garden Show Expense	0.00	0.00	0.00	0
	<b>Total Fundraising Exp</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<i><b>Rentals Expenses</b></i>					
5.100.305	Facilities Rental Exp - single events	180.00	180.00	180.00	100
	<b>Total Rentals Exp</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>100</b>
<i><b>Facility Expenses</b></i>					
5.100.452	Security Alarm System	0.00	0.00	0.00	0
5.100.453	Electricity - SCL	0.00	0.00	0.00	0
5.100.454	Water/Sewer - SPU	437.90	437.90	438.00	100
5.100.455	Waste/Recycling/Green	141.92	141.92	142.00	100
5.100.456	Gas - PSE	136.11	136.11	136.00	100
	<b>Total Utility Expenses</b>	<b>\$715.93</b>	<b>\$715.93</b>	<b>\$716.00</b>	<b>100</b>
5.100.650	Loan Debt Service - UUA	3,387.44	3,387.44	3,388.00	100
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	659.96	659.96	660.00	100
	<b>Total Loan Expenses</b>	<b>\$4,047.40</b>	<b>\$4,047.40</b>	<b>\$4,048.00</b>	<b>100</b>
5.100.457	Annual City/County/State Fees	0.00	0.00	0.00	0
	<b>Total City/County Fees</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
5.100.451	Janitorial Supplies	172.17	172.17	172.00	100
5.100.458	Landscaping Exp	0.00	0.00	0.00	0

**Westside Unitarian Universalist Congregation - Seattle WA**  
**Treasurer's Report as of June 2016 for General Fund**

**Wednesday, August 17, 2016**

**Page 7 of 7**

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	% of Annual Budget
5.100.459	Building Maintenance Supplies & Small Labor Vendor	16.90	16.90	17.00	99
5.100.461	Building Capital Reserve Exp-GF	0.00	0.00	0.00	0
	<b>Total Repair and Maintenance</b>	<b>\$189.07</b>	<b>\$189.07</b>	<b>\$189.00</b>	<b>100</b>
	<b>Total Facility Exp</b>	<b>\$4,952.40</b>	<b>\$4,952.40</b>	<b>\$4,953.00</b>	<b>100</b>
	<b>Total General Fund Expenses</b>	<b>\$37,283.01</b>	<b>\$37,283.01</b>	<b>\$38,179.00</b>	<b>98</b>
	<b>Difference</b>	<b><u>(\$1,054.42)</u></b>	<b><u>(\$1,054.42)</u></b>	<b><u>\$0.00</u></b>	