

# WSUU Board of Trustees

## February 17, 2016

Present: Viveca Monahan, Michael Matz, April Kristjansson, Joe Rettenmaier, Jean Mendel, Tracy Buurows

Excused: Nikki Roberg

Staff: Betsy Lowry, Shannon Day

Excused: Beatrice Hitchcock

Guest: Paula VanHaagen

The meeting was called to order at 6:35 p.m. Betsy lit the chalice followed by a brief check-in by each member.

Beatrice is hoping to be back Feb. 29 depending on Jim's progress. Michael, Viv and Nikki met with Laura Pierce to work on the Interim Minister appraisal.

1. Shannon's report. (attached)  
The text give is underway and has resulted in some encouraging results. Membership is a concern. No one has signed the book since last May.
2. The January minutes were approved with a motion by Tracy, second by Michael and unanimous approval.
3. Betsy's report. (attached)  
Our youth are very active at every level including the national level. Betsy suggested someone to keep in mind as a possible assistant to the summer program.
4. Michael's report. (attached)
  - a. We are at 67% of the current budget year and we are just about where the budget was expected to be at this time.  
There was some explanation of the minister's discretionary fund as it differs from the financial help for members fund. It was suggested we need a policy regarding the help for members fund to make sure it is sustained. The minister's discretionary fund should be reviewed with any new minister. The finance committee will work on a policy about the minister's discretionary fund.
  - b. We brought in a net \$46,000 from the auction.
  - c. The income strategy task force was initiated for a one year term. That is up for review at the end of the year. All agree that there needs to be some form of fund raising coordination.
5. Paula reported for the finance committee.

- a. She presented a draft gift acceptance policy. It will be presented to the congregation in the enews with an invitation for congregational feedback. Michael is willing to meet to discuss the policy with anyone with concerns. The board will vote to accept it at the March 16 meeting.
  - b. Paula also presented draft letters to various committee chairs and program directors seeking budget requests for next year.
  - c. Paula reinforced the need to have a fund raising committee in place to schedule and coordinate the various fundraising events through the year including the music and RE fundraisers.
  - d. The DRE search is budgeted for \$1500 in this year's budget. Will be more next year to include potential moving expenses, etc.
  - e. Ministerial search expenses may total about \$15,000.
  - f. The finance committee is asking committee chairs to develop a bare bones budget for a 13 month year. Asking them to include the true costs of their programs as well as reasonable income expectations. Paula will provide a realistic ballpark number for next year's budget to the board at their March 16 meeting.
6. Tracy reported on the vision/mission statement development. It is a work in progress but she did provide a draft.
  7. Betsy gave an update on the DRE search. The information is out there. Issues include the fact that there are more openings around the country than people to fill them. Also Woodinville is looking for a DRE as well. The search team will be at social hours to talk to congregation members and answer any questions.
  8. Michael presented a proposal from Rose for reglazing and resealing the stained glass windows facing California Ave. in hopes that this will solve the narthex leak. This is the result of some experts taking a look at the situation. April moved approval of \$1,000 for the window repairs. Joe seconded and the board approved unanimously.
  9. Joe moved and Tracy seconded a motion for the board to sign a letter to the Seattle mayor to not allow any further development of fossil fuel infrastructure in Seattle. Passed unanimously.
  10. A reminder that the stewardship drive starts Feb. 27 with a training for all stewards. Hoping for 30-40 stewards.
  11. Michael will distribute the by laws update by email and we will approve either by email or at the March 2 meeting.
  12. Thank you notes were written.

The meeting was adjourned at 10:00 p.m.

## WSUU RE Report to the Board January and February 2016

### Highlights

- Teacher Training – On Saturday, January 9<sup>th</sup> we held a mid-year teacher retreat, where we discussed our progress with our justice-based curriculum, implementation of our new curriculum for the spring semester, and how to best provide a multicultural religious education for our children and youth.
- OWL – We currently have three levels of OWL offerings in progress, and will be starting a fourth level soon. 7<sup>th</sup>-8<sup>th</sup> grade OWL classes meet almost every Sunday morning from 10:30-12:00. Our K-1 and 4-5 classes meet on Sunday afternoons. Our senior high OWL class will be offered in March. We held a successful overnight experience for the 7<sup>th</sup>-8<sup>th</sup> OWL group in mid-January, where we were able to teach three lessons.
- Youth Group – Our high school youth are beginning work on their annual youth-led service, with support from Crystal Zerfoss who is focusing on this for her internship with Westside. Currently, our youth are co-facilitating their Sunday evening sessions with our adult advisors. The sessions alternate in focus on theological topics, with social activities. The youth will be focusing on the topic of change for their youth-led service on May 1<sup>st</sup>.
- Youth Ministry Webinar – On January 19<sup>th</sup>, Albert Lorenzana, Eli Breidford and I offered a national webinar on Multicultural Youth Ministry, which we co-planned and co-created. This link allows you to view the webinar: <https://youtu.be/Q5GjecN2K2I>
- Youth Highlights –
  - Amelia Disotell attended youth chaplain training in the beginning of February, and can now function as a youth chaplain at Cons and other district events.
  - Albert Lorenzana and Eli Breidford were asked to apply to be staff members at this summer's Goldmine Leadership School.
  - Eli Breidford has been asked to be a staff member for this year's Youth Caucus at GA – a competitive, national position.
  - Irene Pemberton is teaching on our Spirit Play team, and made valuable contributions during our January teacher training.
  - Gracie Bucklew is teaching on our Story Time team, and now provides child care support to several of our families.
- Justice-Focused Curriculum – In mid-January, our 2<sup>nd</sup>-5<sup>th</sup> grade teachers started implementing a new curriculum focused on racial and environmental justice, that we've adapted from the Teaching Tolerance web site. Our kids are discussing how environmental issues affect different groups of people in our region; the difference between wants and needs; what's fair in our society; and hunger issues, among other things. Teachers are giving positive reports about the lessons and student engagement so far.

- Chalice Chapels (worship for children and youth) – We have held three Chalice Chapels so far this year, focused on the Duwamish community, local environmental issues and restoration of the Duwamish land, water, and legal recognition. Each Chalice Chapel is followed by a social action opportunity for families, connected to the Duwamish River and community.
- District Multicultural Youth Ministry Team – Eli Breidford and I serve on a new team that I helped to create, to address racial justice issues and changes needed in our district youth ministry events and practices. With support from the DREs in the Puget Sound Cluster, we have recommended significant changes that will be implemented for the upcoming high school Spring Con.

### Looking Ahead

- High School Youth Retreats – In March and April, many of our youth will participate in one or more overnight events, including Spring Con, University Church’s Social and Political Action Con, and our Coming of Age program retreat.
- Curriculum Renaissance Module – I am scheduled to attend a curriculum training offered at Northlake Church in Kirkland in the beginning of March. The RE Council explored the possibility of having an RE Council member or RE teacher attend this training. Since no one is able to make the commitment, I will attend and will bring back the materials and learning to share with RE volunteers here.
- Multigenerational Service – Our next multigen service is coming up on the second Sunday of March. Crystal and I are working together to plan this service, which will be developed and delivered by congregation members of multiple ages.

### Issues for Board Awareness

- DRE Search – It has been brought to the awareness of the DRE Search Committee that Woodinville is also hiring a full-time DRE, and will be offering over 60K in salary for a position responsible for a smaller number of children and youth.

# Administrator Report to Board February 2016

1. **End of Construction!** – I am delighted to have the construction/repair of the building all wrapped up. The place looks fantastic and we have two stairwells again. Thank you to Rose again for all her hard work in making this happen. It appears we have about \$5313 in repair expenses that weren't yet covered by our insurance payout. I believe we will have a chance to re-submit this to Church Mutual for additional funds.
2. **Give by Text-** We launched this new way of contributing to the Sunday morning basket the last week in January. We have now had 3 Sundays where it has been available. We will continue to monitor how much it is used to validate that it is worth the \$25/mo to offer the service. Here is some data:
  - a. **Jan 28** – \$150 (this includes some folks giving ahead of time while setting up accts)
  - b. **Feb 7** - \$48
  - c. **Feb 14** - \$105
3. **Fundraising –**
  - a. **Auction** -Huge Kudos to the auction committee on a job well done. What a fun and successful event it was. The current numbers are looking like they exceeded overall goals by at least \$7,000.
  - b. **Concerts** - Income strategy task force is working with Lisa Maynard to get a concert with John Hansen and Cecelia Hayes on the calendar. We are pleased to report that Janet Cermak is coordinating a Summer Solstice concert in the sanctuary – classical – small chamber ensembles and solos on June 17 and will donate all donations for entrance to the church. There may also be a bake sale to generate a little more income.
  - c. **Garden Sale** – April 30-31 Alice Britt and Sandra Rudd are hard at work preparing for this event. Many plants have been potted and cared for. Alice is reaching out to area artists and gardeners to be at the event either selling wares or giving info. She is also planning an intense advertising effort to try to get community people here on that day. Alice has already been building a web site page : )
  - d. **Merchant Fundraiser Coordinator** – Barbara Horton, who has been coordinating the PCC script cards and other merchant fundraising is stepping down. We could use some new volunteer energy in this area. Someone who is a presence at social hour to sell PCC cards and provide education about other merchant fundraising opportunities.
4. **Policies and Procedures Document** – much gratitude to John Britt for taking a look at our very inclusive policies and procedures document. He wisely suggests review of each section at least once every three years. I am going to start reviewing and updating procedures that are out of date and no longer accurate. At some point the board may want to develop a system of reviewing the policies.

5. **Adult Religious Education** – as we grow and the task of coordinating this important ministry becomes more complex we will need to explore how to best organize Common Quest. It seems like too large of a task for a single individual. I would humbly suggest that it become a committee.
6. **Membership Numbers** - Matt Aspin is working hard to move folks along the path to membership. We still have some work to do in refining the process so that we have more folks taking all the steps and actually becoming members. No new members to report this month. Still no pledges from the two people that signed the book last month.
7. **Rentals**- We have had a few more inquiries about rentals this month. Almost had a memorial rental for this week but they opted to have their service out of doors. I'm meeting with someone later in the week who is interested in renting the sanctuary and social hall for her wedding in March 2017!
8. **Preschool Rental** – Nothing new to report here. We still don't know if our rental arrangement with Sweetpea will change next year. We are planning a meeting with their head of school, Carmel Baird in the near future.
9. **Cell Tower Electricity Reimbursement** –\$568 was received this week from T-Mobile for extra electricity usage. This will help this budget line as we are trending high this year.

In Community,  
Shannon

**Treasurer's Report**  
**Westside Unitarian Universalist Congregation**  
**Overview**

<b>CASH BALANCES</b>	<b>February 2016</b>	<b>Prior Month</b>	<b>Change</b>	<b>Notes</b>
Operations Checking	\$ 61,095.85	\$ 24,512.70	\$ 36,583.15	- \$47K from Auction, \$15K from Pledges
Dedicated Fund Balances	21,208.52	22,672.77	\$ (1,464.25)	- See Fund Balances tab
Cash Available for Operations	<b>\$39,887.33</b>	\$ 1,839.93	\$38,047.40	
Operations Savings	\$ 7,104.17	\$7,104.00	\$0.17	
Building Fund Checking	\$12,222.56	\$ 38,487.86	\$ (26,265.30)	- Paid final bill to McBride Construction for stairwell repairs
Building Fund Savings	\$71,960.94	\$ 71,959.23	\$ 1.71	
Elevator Fund Savings	\$23,776.28	\$ 23,775.15	\$ 1.13	
Total Building Funds	\$107,959.78	\$ 134,222.24	<b>(\$26,262.46)</b>	

  

	<b>February 2016</b>	<b>YTD</b>	<b>Annual Budget</b>	<b>%</b>
Pledge Income	\$ 15,454	\$ 197,389	\$252,840	78%
Other Income	\$ 57,596	\$ 141,169	\$173,141	82%
Total Income	\$ 73,050	\$ 338,557	\$425,981	79%
Religious Leadership Ministry	\$ 8,040	\$ 65,961	\$98,505	67%
Children & Youth Ministry	\$ 6,701	\$ 59,858	\$82,978	72%
Music Ministry	\$ 3,558	\$ 42,004	\$55,484	76%
Admin & Staff Benefits	\$ 3,445	\$ 28,874	\$40,519	71%
Operations	\$ 2,874	\$ 19,175	\$23,151	83%
Committees & Programs	\$ 1,660	\$ 14,938	\$17,920	83%
UU Organizations Dues	\$ -	\$ 13,914	\$20,438	68%
Fundraising	\$ 5,827	\$ 8,256	\$13,950	59%
Rentals & Building	\$ 6,150	\$ 55,841	\$73,036	76%
Total Expenses	\$ 38,256	\$ 308,821	\$425,981	72%
Result of Operations	\$ 34,794	\$ 29,736	% Thru Year: <b>75%</b>	

Subject to the resolution of the Board of Trustees and the congregation, the Treasurer is authorized to sign any check or other document on behalf of the congregation.

Treasurer's Report  
Westside Unitarian Universalist Congregation  
Fund Balances

**Amount**

**Account Description** **Amount**

Account Description	Amount

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**Treasurer's Report**  
**Westside Lutheran Universal S. Congregation**  
**Building Fund Activity**

Account Name	Account #	Purpose	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16
Unpop'd Bldg Fund Checking #2052	1.200.105	ECM Balance	57,789.10	57,487.10	57,487.10	57,487.10	57,487.10	57,388.57	30,616.00	\$26,487.86	32,222.56			
Unpop'd Bldg Fund Savings #207A	1.200.104	ECM Balance	55,139.26	55,540.67	55,542.00	55,545.45	55,544.86	71,955.56	71,957.39	\$71,959.25	71,961.94			
Unpop'd Elevator Fund Savings #5263	1.200.105	ECM Balance	4,240.18	4,240.62	4,240.66	4,240.00	4,241.14	23,772.73	23,773.94	23,775.15	23,776.28			
<b>Total Building Fund Balances</b>			<b>\$ 117,168.54</b>	<b>\$ 117,268.39</b>	<b>\$ 117,269.76</b>	<b>\$ 117,272.55</b>	<b>\$ 117,273.10</b>	<b>\$ 149,116.92</b>	<b>\$ 126,347.33</b>	<b>\$ 124,222.26</b>	<b>\$ 127,959.78</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Income</b>														
Unpop'd Bldg Fund Checking #2052	4.200.310	Insurance Reimbursement		1.36	1.41	1.41	1.37	1.41	7,640.77					
Unpop'd Bldg Fund Savings #207A	4.200.312	Interest	0.18	0.24	0.24	0.24	0.24	1.08	1.21	1.21	1.21	1.21	1.13	
Unpop'd Elevator Fund Savings #5263	4.200.312	Interest												
<b>Total Building Fund Income</b>			<b>\$ 1.54</b>	<b>\$ 1.65</b>	<b>\$ 1.65</b>	<b>\$ 1.61</b>	<b>\$ 1.65</b>	<b>\$ 16,642.29</b>	<b>\$ 1.04</b>	<b>\$ 1.05</b>	<b>\$ 2.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses</b>														
Unpop'd Bldg Fund Checking #2052	5.200.100	Parking Lot - Est. of Work		302.00										
Carl Group Northwest	5.200.100	Roof Leak - Ins. Deductible						2,500.00						
Midwide Construction Resources Inc.	5.200.100	Safety - Re-keying Expenses						362.39						
WV Monahan	5.200.100	Safety - Alarm Panel						1,250.00						
Pro-Alarm Systems	5.200.100	Roof Leak - Recovery							12,905.00					
Servpro	5.200.100	Roof Leak - Carpet Down Print							717.50					
Midwide Construction Resources Inc.	5.200.100	Safety - Door Repairs							69.16					
Rose Sheppard	5.200.100	Safety - Door & Other Repairs								569.05				
WV Monahan	5.200.100	Admin - Hanging Repairs								593.17				
Carbendable Services	5.200.100	Roof Leak - Repairs										26,265.00		
Midwide Construction Resources Inc.	5.200.100													
<b>Total Building Fund Expenses</b>			<b>\$ -</b>	<b>\$ 302.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,262.42</b>	<b>\$ 15,692.93</b>	<b>\$ 1,179.22</b>	<b>\$ 26,265.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Westside Unitaria**

Balance Sheet as of  
Monday, March 0

Account #	Account Name	YTD Balance	Bank Stmt	Diff/Outstanding
<b>Assets</b>				
1.200.105	Elevator Savings Account Umpqua #5261	\$ 23,776.28	\$ 23,776.28	\$ -
	Total Building Fund	\$23,776.28		
1.100.900	Church Building & Land	1,031,624.47		
1.100.990	UUA Loan Costs	8,525.00		
	Total Fixed Assets	\$1,040,149.47		
1.100.501	eTrade Investment/Stock	0		
1.900.100	Vanco/Payroll	15,902.17		
	Total Other Assets	\$15,902.17		
1.100.300	Umpqua General Fund Checking #2045	61,095.85	\$ 64,779.97	\$ 3,684.12
1.100.400	Umpqua General Fund Savings #2060	7,104.17	\$ 7,104.17	\$ -
1.100.800	Petty Cash	200		
1.200.103	Umpqua Bldg Fund Checking #2052	12,222.56	\$12,222.56	\$ -
1.200.104	Umpqua Bldg Fund Savings #2078	71,960.94	\$71,960.94	\$ -
	Total Assets	\$1,232,411.44		
<b>Liabilities</b>				
2.000.000	Accounts Payable/Vendors	0.00		
2.100.001	Unitarian Universalist Association	502,703.32		
2.100.002	PNW Unitarian Universalist Growth Foundation	83,475.08		
2.100.100	Pre-Paid Pledges	0		
2.100.110	IRS (941 Taxes payable)	4,117.62		
2.100.120	Contingency Budget Prepays	3000		
2.100.150	TIAA Cref- (Voluntary Retirement Payable)	0		
2.900.100	Preschool Damage Deposit	1,600.00		
2.900.110	Damage Deposit-Refundable	0		
	Total Liabilities	\$594,896.02		
<b>Fund Balance</b>				
3.100.100	General Fund FB	508,347.12		
3.200.100	Building Fund FB	84,188.37		
3.201.100	Elevator Fund Balance	23,771.41		
3.301.100	Minister's Sabbatical FB	830		
3.302.100	Minister's Discretion FB	904.41		
3.304.100	Gifts to be Designated by Board FB	0.00		
3.305.100	Memorial Donations FB	2,000.93		
3.310.100	Conference Scholarship FB	1245.41		
3.321.100	Miscellaneous Grants	397.34		
3.336.100	Financial Help for Members	957.04		
3.345.100	Hymnals FB	8.71		
3.348.100	Directories Fund Balance	-178.7		
3.350.100	Music FB	243.9		
3.355.100	WSUU Sponsored Events Balance	-332.53		
3.360.100	Youth Group FB	2,325.84		
3.370.100	OWL Fund Balance	4,875.66		
3.380.100	Religious Ed Misc FB	3033.61		
3.385.100	RE Raise the Paddle FB	114.34		
3.390.100	Art and Aesthetics Fund Balance	2929.5		
3.395.100	Orion Fund Balance	0		
3.400.100	Endowment FB	55		
3.405.100	Little Free Library Balance	40		
3.500.100	PCC Card FB	379.74		
3.800.100	Charitable Giving FB	0		
3.805.100	Food Bank FB	0		
3.815.100	Partner Church FB	100.00		
3.835.100	Community Meal Trust Fund Balance	\$1,278.32		
	Total Fund Balance	\$637,515.42		
	Total Liabilities and Fund Balance	\$ 1,232,411.44		

Treasurer's Report  
Westside Unitarian Universalist Congregation  
Account Detail

Westside Unitarian Universalist Congregation - Seattle WA		Period YTD%: 75%						
Treasurer's Report as of February 2016 for General Fund								
Monday, March 07, 2016								
Account #	Account Name	Period Activity	Monthly Budget	% of Ann. Bgt.	YTD Balance	Annual Budget	Bgt Remaining	Over Budget
<b>GENERAL FUND INCOME</b>								
<b>Pledging</b>								
4.100.100	Pledges - Current Year Income	\$ 15,454.29	\$ 20,736.67	78%	\$ 193,708.53	\$ 248,840.00	\$ 55,131.47	\$ -
4.100.105	Pledges - Additional One-Time Gifts	-	-	0%	-	-	-	-
4.100.110	Pledges - Prior Year Income	-	333.33	92%	3,680.00	4,000.00	320.00	-
	<b>Total Pledges</b>	\$ 15,454.29	\$ 21,070.00	78%	\$ 197,388.53	\$ 252,840.00	\$ 55,451.47	\$ -
<b>Other Donations</b>								
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	\$ -	\$ 434.17	118%	\$ 5,854.00	\$ 4,970.00	\$ -	\$ 884.00
4.100.140	Contributions - Sunday WSUU	1,285.07	833.33	95%	9,508.76	10,000.00	491.24	-
4.100.150	Contributions-Sunday Charities	1,195.09	833.33	94%	9,336.80	10,000.00	643.20	-
4.100.160	Special Gifts & Appeals	-	625.00	30%	2,244.40	7,500.00	5,255.60	-
	<b>Total Other Donations</b>	\$ 2,480.16	\$ 2,705.83	83%	\$ 26,969.96	\$ 32,470.00	\$ 6,990.04	\$ 884.00
	<b>Total Pledge and Other Donations</b>	\$ 17,934.45	\$ 23,775.83	79%	\$ 224,358.49	\$ 285,310.00	\$ 61,941.51	\$ 884.00
<b>Fund Raising</b>								
4.100.245	Auction Income	\$ 35,817.05	\$ 3,500.00	101%	\$ 42,452.05	\$ 42,000.00	\$ -	\$ 452.05
4.100.247	Raise-the-Paddle Income	12,896.00	416.67	258%	12,896.00	5,000.00	-	7,896.00
4.100.250	Rummage & Book Sale Income	-	333.33	10%	395.75	4,000.00	3,604.25	-
4.100.257	Misc. Fundraising Income	150.00	187.50	107%	2,411.45	2,250.00	-	161.45
	<b>Total Fund Raising Income</b>	\$ 48,863.05	\$ 4,437.50	109%	\$ 58,155.25	\$ 53,250.00	\$ 3,604.25	\$ 8,509.50
<b>Merchants Income</b>								
4.100.200	PCC Scrip GF Income	0	208.33	38%	948.82	2,500.00	1,551.18	-
4.100.210	E Scrip GF Income	-	33.33	30%	119.54	400.00	280.46	-
4.100.211	Amazon Rebate Income	241.38	216.67	54%	1,399.88	2,600.00	1,200.12	-
	<b>Total Merchants Income</b>	\$ 241.38	\$ 458.33	45%	\$ 2,468.24	\$ 5,500.00	\$ 3,031.76	\$ -
<b>Program and Misc. Income</b>								
4.100.220	Coffee Income	\$ 66.00	\$ 55.00	50%	\$ 371.80	\$ 660.00	\$ 288.20	\$ -
4.100.221	Music Fund GF Income	-	191.67	58%	1,327.34	2,300.00	972.66	-
4.100.240	Interest Income	0.17	0.67	20%	1.60	8.00	6.40	-
4.100.241	Board Designated Fund Transfer to GF	-	974.75	100%	11,697.00	11,697.00	-	-
4.100.242	Building Fund Transfer	-	1,440.25	0%	-	17,283.00	17,283.00	-
4.100.251	Other Fundraising Income	-	-	0%	-	-	-	-
4.100.255	Common Quest Income	-	41.67	52%	259.00	500.00	241.00	-
4.100.259	RE Contributions/Fundraising	522.70	166.67	67%	1,944.21	2,000.00	655.79	-
4.100.260	OWE Income	-	-	0%	-	-	-	-
4.100.265	Ministerial Intern Inc	-	-	0%	-	-	-	-
	<b>Total Program and Other Income</b>	\$ 588.87	\$ 2,870.67	44%	\$ 15,000.95	\$ 34,440.00	\$ 19,447.05	\$ -
<b>Rentals</b>								
4.100.300	Cell Tower Rental & Elec. Reimb Income	\$ 1,706.22	\$ 1,137.75	79%	\$ 10,808.46	\$ 13,653.00	\$ 2,844.54	\$ -
4.100.302	Cell Tower Electricity Reimb	-	-	0%	-	-	-	-
4.100.305	Rental Income - Single Events	700.00	750.00	47%	4,233.75	9,000.00	4,766.25	-
4.100.310	Leases Income - Pre-School	2,606.00	1,833.33	97%	21,397.35	22,000.00	602.65	-
4.100.311	Donations-Service Groups Meeting at WSUU	410.00	235.00	76%	2,141.00	2,820.00	679.00	-
	<b>Total Rental Income</b>	\$ 5,422.22	\$ 3,956.08	81%	\$ 38,580.56	\$ 47,473.00	\$ 8,892.44	\$ -
	<b>Total General Fund Income</b>	\$ 73,049.97	\$ 35,498.42	79%	\$ 338,557.49	\$ 425,983.00	\$ 96,817.81	\$ 9,393.50

**Treasurer's Report**  
**Westside Unitarian Universalist Congregation**  
**Account Detail**

Account #	Account Name	Period Activity	Monthly Budget	% of Ann. Bgt.	YTD Balance	Annual Budget	Bgt Remaining	Over Budget
<b>GENERAL FUND EXPENSES</b>								
<b>Minister Position</b>								
5.100.100	Minister Housing Allow Exp	\$ 2,500.00	\$ 3,284.75	53%	\$ 20,903.66	\$ 39,417.00	\$ 18,513.34	\$ -
5.100.101	Minister Salary Exp	4,334.00	2,902.75	96%	33,571.00	34,833.00	1,262.00	-
5.100.105	Minister Medical Ins Exp	-	384.00	8%	384.00	4,608.00	4,224.00	-
5.100.110	Minister Retirement Exp	683.00	618.75	69%	5,091.00	7,425.00	2,334.00	-
5.100.115	Minister FICA Offset	522.76	504.58	69%	4,167.94	6,055.00	1,887.06	-
	<b>Total Minister Compensation</b>	<b>\$ 8,039.76</b>	<b>\$ 7,694.83</b>	<b>69%</b>	<b>\$ 64,117.60</b>	<b>\$ 92,338.00</b>	<b>\$ 28,220.40</b>	<b>\$ -</b>
5.100.102	Interim Minister Moving Expenses	-	208.33	0%	-	2,500.00	2,500.00	-
5.100.120	Minister's Sabbatical Exp	-	-	0%	-	-	-	-
5.100.125	Minister's Professional Exp	-	305.58	50%	1,843.78	3,667.00	1,823.22	-
5.100.130	Ministerial Intern Expense	-	-	0%	-	-	-	-
	<b>Total Addition Minister Exp</b>	<b>\$ -</b>	<b>\$ 513.92</b>	<b>30%</b>	<b>\$ 1,843.78</b>	<b>\$ 6,167.00</b>	<b>\$ 4,323.22</b>	<b>\$ -</b>
	<b>Total Cost of Minister Exp</b>	<b>\$ 8,039.76</b>	<b>\$ 8,208.75</b>	<b>67%</b>	<b>\$ 65,961.38</b>	<b>\$ 98,505.00</b>	<b>\$ 32,543.62</b>	<b>\$ -</b>
<b>Music Ministry</b>								
5.100.188	Music Dir Professional Exp	\$ (782.20)	\$ 250.00	104%	\$ 3,105.44	\$ 3,000.00	\$ -	\$ 105.44
	<b>Total Music Director Other Expenses</b>	<b>\$ (782.20)</b>	<b>\$ 250.00</b>	<b>104%</b>	<b>\$ 3,105.44</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ 105.44</b>
5.100.181	Music Dir Retirement Exp	261.85	278.42	67%	2,227.46	3,341.00	1,113.54	-
5.100.185	Music Dir Sal Exp Bud	3,031.83	3,031.83	74%	26,872.31	36,382.00	9,509.69	-
5.100.186	Music Dir Medical Exp	-	-	0%	-	-	-	-
5.100.187	Music Dir FICA Exp	231.93	213.00	80%	2,055.70	2,556.00	500.30	-
	<b>Total Music Director Compensation</b>	<b>\$ 2,743.41</b>	<b>\$ 3,523.25</b>	<b>76%</b>	<b>\$ 34,260.91</b>	<b>\$ 45,279.00</b>	<b>\$ 11,018.09</b>	<b>\$ -</b>
5.100.193	Chorale/Sunday Sev Pianist Exp	545.00	522.08	78%	4,880.00	6,265.00	1,385.00	-
5.100.195	Music Performer/Staff Exp	270.00	278.33	75%	2,550.00	3,340.00	810.00	-
	<b>Total Other Music Staff</b>	<b>\$ 815.00</b>	<b>\$ 800.42</b>	<b>77%</b>	<b>\$ 7,430.00</b>	<b>\$ 9,605.00</b>	<b>\$ 2,175.00</b>	<b>\$ -</b>
5.100.189	Music Equipment Maint Exp	-	33.33	45%	180.00	400.00	220.00	-
5.100.191	Music Purchase Exp	-	16.67	76%	152.81	200.00	47.19	-
	<b>Total Other Music Expenses</b>	<b>\$ -</b>	<b>\$ 50.00</b>	<b>55%</b>	<b>\$ 332.81</b>	<b>\$ 600.00</b>	<b>\$ 267.19</b>	<b>\$ -</b>
	<b>Total Music Ministry Exp</b>	<b>\$ 3,558.41</b>	<b>\$ 4,623.67</b>	<b>76%</b>	<b>\$ 42,003.72</b>	<b>\$ 55,484.00</b>	<b>\$ 13,585.72</b>	<b>\$ 105.44</b>
<b>Children and Youth RE Ministry</b>								
5.100.150	RE Director Salary Exp Bud	\$ 4,700.00	\$ 4,700.00	74%	\$ 41,933.33	\$ 56,400.00	\$ 14,466.67	\$ -
5.100.155	RE Director Medical Ins Exp Bud	-	-	0%	-	-	-	-
5.100.158	RE Dir FICA SS Exp Bud	359.55	331.50	81%	3,207.90	3,978.00	770.10	-
5.100.160	RE Director Pension Exp Budget	866.68	433.33	75%	3,899.99	5,200.00	1,300.01	-
	<b>Total Cost of RE Director</b>	<b>\$ 5,926.23</b>	<b>\$ 5,464.83</b>	<b>75%</b>	<b>\$ 49,041.22</b>	<b>\$ 65,578.00</b>	<b>\$ 16,536.78</b>	<b>\$ -</b>
5.100.165	RE Director Professional Exp	-	416.67	35%	1,725.98	5,000.00	3,274.02	-
	<b>Total Other RE Director Expenses</b>	<b>\$ -</b>	<b>\$ 416.67</b>	<b>35%</b>	<b>\$ 1,725.98</b>	<b>\$ 5,000.00</b>	<b>\$ 3,274.02</b>	<b>\$ -</b>
5.100.166	RE Leader Train Exp Bud	-	-	0%	-	-	-	-
5.100.167	RE Teacher Appre Exp Bud	-	-	0%	-	-	-	-
	<b>Total RE Training Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
5.100.134	RE Operational Exp	-	250.00	73%	2,197.88	3,000.00	802.12	-
5.100.168	RE Teacher Support Coordinator	450.00	316.67	64%	2,430.00	3,800.00	1,370.00	-
5.100.169	RE Summer Coordinator	-	150.00	100%	1,800.00	1,800.00	-	-
5.100.170	Childcare Exp	325.00	300.00	74%	2,663.13	3,600.00	936.87	-
5.100.171	RE Program Support Exp	-	-	0%	-	-	-	-
5.100.172	RE Curricula Expense	-	16.67	0%	-	200.00	200.00	-
	<b>Total RE Operational</b>	<b>\$ 775.00</b>	<b>\$ 1,033.33</b>	<b>73%</b>	<b>\$ 9,091.01</b>	<b>\$ 12,400.00</b>	<b>\$ 3,308.99</b>	<b>\$ -</b>
	<b>Total RE Ministry Exp</b>	<b>\$ 6,701.23</b>	<b>\$ 6,914.83</b>	<b>72%</b>	<b>\$ 58,858.21</b>	<b>\$ 82,978.00</b>	<b>\$ 23,119.79</b>	<b>\$ -</b>

**Treasurer's Report**  
**Westside Unitarian Universalist Congregation**  
**Account Detail**

Account #	Account Name	Period Activity	Monthly Budget	% of Ann. Bgt.	YTD Balance	Annual Budget	Bgt Remaining	Over Budget
<b>Administrative Staff Support</b>								
5.100.176	Office Administrator Sal Exp Bud	\$ 2,340.00	\$ 2,210.00	71%	\$ 18,783.40	\$ 26,520.00	\$ 7,736.60	\$ -
5.100.177	Office Administrator FICA Exp	179.01	149.17	80%	1,436.94	1,790.00	353.06	-
5.100.179	Office Administrator Retirement	277.80	221.00	75%	1,988.82	2,652.00	663.18	-
5.100.180	Bookkeeper Sal Exp Bud	507.00	507.00	67%	4,093.20	6,094.00	1,990.80	-
5.100.183	Bookkeeper FICA Exp	38.78	38.75	50%	232.68	465.00	232.32	-
	<b>Total Administration Staff Exp</b>	<b>\$ 3,342.59</b>	<b>\$ 3,125.92</b>	<b>71%</b>	<b>\$ 26,535.04</b>	<b>\$ 37,511.00</b>	<b>\$ 10,975.96</b>	<b>\$ -</b>
<b>Additional Employee Benefits</b>								
5.100.178	Labor & Industries Ins Exp	\$ -	\$ 175.00	73%	\$ 1,539.40	\$ 2,100.00	\$ 560.60	\$ -
5.100.182	Employee Assistance Prog Exp	-	-	0%	-	-	-	-
5.100.184	Part-time Emp/FICA SS Exp Bud	102.33	75.67	88%	799.94	908.00	108.06	-
	<b>Total Additional Employee Benefits Exp</b>	<b>\$ 102.33</b>	<b>\$ 250.67</b>	<b>78%</b>	<b>\$ 2,339.34</b>	<b>\$ 3,008.00</b>	<b>\$ 668.66</b>	<b>\$ -</b>
<b>UU Organizations Dues Expense</b>								
5.100.300	Partner Church Dues Exp Bud	\$ -	\$ 12.50	100%	\$ 150.00	\$ 150.00	\$ -	\$ -
5.100.310	UUUC Dues Exp Bud	-	20.83	100%	250.00	250.00	-	-
5.100.320	UUJA Dues Exp Bud	-	1,165.00	75%	10,485.00	13,980.00	3,495.00	-
5.100.330	UUWD Dues Exp Bud	-	504.83	50%	3,029.00	6,058.00	3,029.00	-
	<b>Total UU Organizations Dues Exp</b>	<b>\$ -</b>	<b>\$ 1,703.17</b>	<b>68%</b>	<b>\$ 13,914.00</b>	<b>\$ 20,438.00</b>	<b>\$ 6,524.00</b>	<b>\$ -</b>
<b>Operational Expenses</b>								
5.100.450	Telephone/Cable/Internet	\$ 423.90	\$ 187.08	83%	\$ 1,833.11	\$ 2,245.00	\$ 411.89	\$ -
5.100.460	Web Hosting Exp	25.00	17.17	72%	147.39	206.00	58.61	-
5.100.470	Web Maintenance Exp Bud	-	50.00	0%	-	600.00	600.00	-
5.100.475	Technology Management	-	83.33	100%	1,093.94	1,000.00	-	93.94
5.100.480	Office Expenses	58.34	125.00	59%	891.58	1,500.00	608.42	-
5.100.481	Postage Exp Bud	159.00	41.67	81%	434.63	500.00	65.37	-
5.100.482	Printing / Copying	716.80	333.33	85%	3,381.06	4,000.00	618.94	-
5.100.483	Constant Contact Email Service	-	50.00	54%	322.20	600.00	277.80	-
5.100.484	Marketing and Advertising	-	41.67	0%	-	500.00	500.00	-
5.100.520	Banking & Credit Card Fees (e.g. Vanc)	1,491.81	333.33	107%	4,271.86	4,000.00	-	271.86
5.100.550	Liability Insurance Exp Bud	-	666.67	85%	6,799.00	8,000.00	1,201.00	-
5.100.742	Memorial Expenses	-	-	0%	-	-	-	-
5.100.900	Transfers to Operations Cash Reserve Fund	-	-	0%	-	-	-	-
	<b>Total Operational Exp</b>	<b>\$ 2,874.25</b>	<b>\$ 1,929.25</b>	<b>83%</b>	<b>\$ 19,174.77</b>	<b>\$ 23,151.00</b>	<b>\$ 4,342.03</b>	<b>\$ 365.80</b>
<b>Committees Expenses</b>								
5.100.222	Coffee and Other Kitchen Exp	\$ -	\$ 83.33	77%	\$ 765.02	\$ 1,000.00	\$ 234.98	\$ -
5.100.710	Membership Exp Bud	-	16.67	0%	-	200.00	200.00	-
5.100.725	Worship Council Expense Budget	600.00	216.67	88%	2,278.26	2,600.00	321.74	-
5.100.726	AV Tech Expense	-	293.33	100%	3,520.00	3,520.00	-	-
5.100.755	Choir Expenses	-	-	0%	-	-	-	-
5.100.756	Social Action Expenses	-	16.67	0%	-	200.00	200.00	-
5.100.757	Sunday Morning Contributions Given to Charity	1,059.54	833.33	94%	8,374.40	10,000.00	1,625.60	-
5.100.800	All Cong Social Events	-	25.00	0%	-	300.00	300.00	-
5.100.829	Common Quest Exp	-	8.33	0%	-	100.00	100.00	-
	<b>Total Committees Exp</b>	<b>\$ 1,659.54</b>	<b>\$ 1,493.33</b>	<b>83%</b>	<b>\$ 14,937.68</b>	<b>\$ 17,920.00</b>	<b>\$ 2,982.32</b>	<b>\$ -</b>
<b>Fundraising Expenses</b>								
5.100.196	Music Council Fundraising Exp	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
5.100.819	Raise the Puddle Purchase Exp GF	-	416.67	0%	-	5,000.00	5,000.00	-
5.100.820	Auction Expense	5,827.08	708.33	94%	8,027.08	8,500.00	472.92	-
5.100.821	Bumrage Sale Expense	-	8.33	0%	-	100.00	100.00	-
5.100.822	Canvass Expense	-	8.33	0%	-	100.00	100.00	-
5.100.823	Misc. Fundraising Exp Bud	-	20.33	-	229.01	250.00	20.99	-

**Treasurer's Report**  
**Westside Unitarian Universalist Congregation**  
**Account Detail**

Account #	Account Name	Period Activity	Monthly Budget	% of Ann. Bgt.	YTD Balance	Annual Budget	Bgt. Remaining	Over Budget
	<b>Total Fundraising Exp</b>	\$ 5,827.08	\$ 1,162.00	59%	\$ 8,256.09	\$ 13,950.00	\$ 5,693.91	\$ -
<b>Rentals Expenses</b>								
5.100.305	Facilities Rental Exp - single events	\$ -	\$ 58.33	68%	\$ 472.50	\$ 700.00	\$ 227.50	\$ -
	<b>Total Rentals Exp</b>	\$ -	\$ 58.33	68%	\$ 472.50	\$ 700.00	\$ 227.50	\$ -
<b>Facility Expenses</b>								
5.100.452		\$ -	\$ 35.00	110%	\$ 461.95	\$ 420.00	\$ -	\$ 41.95
5.100.453	Electricity - SQL	-	508.33	79%	4,840.53	6,100.00	1,259.47	-
5.100.454	Waters/Sewer - SPU	953.27	208.33	80%	2,011.58	2,500.00	488.42	-
5.100.455	Waste/Recycling/Green	198.19	120.67	97%	1,508.61	1,556.00	47.39	-
5.100.456	Gas - PSE	915.38	375.00	72%	3,227.02	4,500.00	1,272.98	-
	<b>Total Utility Expenses</b>	\$ 1,466.84	\$ 1,296.33	80%	\$ 12,049.69	\$ 15,076.00	\$ 3,026.31	\$ 41.95
5.100.650	Loan Debt Service - UUA	3,387.44	3,387.50	75%	30,486.96	40,650.00	10,163.04	-
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	659.96	659.17	75%	5,939.64	7,910.00	1,970.36	-
	<b>Total Loan Expenses</b>	\$ 4,047.40	\$ 4,046.67	75%	\$ 36,426.60	\$ 48,560.00	\$ 12,133.40	\$ -
5.100.457	Annual City/County/State Fees	-	166.67	53%	1,057.78	2,000.00	942.22	-
	<b>Total City/County Fees</b>	\$ -	\$ 166.67	53%	\$ 1,057.78	\$ 2,000.00	\$ 942.22	\$ -
5.100.216	Janitorial/Sun Coord/Wages Exp	262.50	233.33	70%	1,950.00	2,800.00	850.00	-
5.100.451	Janitorial Supplies	270.21	108.33	127%	1,589.42	1,300.00	-	289.42
5.100.458	Landscaping Exp	-	8.33	74%	74.22	100.00	25.78	-
5.100.459	Building Maintenance Supplies & Small Labor Vendor	103.50	208.33	89%	2,220.66	2,500.00	279.34	-
5.100.461	Building Capital Reserve Exp-GF	-	-	0%	-	-	-	-
	<b>Total Repair and Maintenance</b>	\$ 636.21	\$ 558.33	87%	\$ 3,834.30	\$ 6,700.00	\$ 1,155.12	\$ 289.42
	<b>Total Facility Exp</b>	\$ 6,150.45	\$ 6,028.00	77%	\$ 53,388.37	\$ 72,336.00	\$ 17,299.00	\$ 331.37
	<b>Total General Fund Expenses</b>	\$ 38,255.64	\$ 35,498.42	72%	\$ 308,821.10	\$ 425,581.00	\$ 117,962.51	\$ 802.61
Difference		\$ 34,794.33	\$ -		\$ 29,736.39	\$ -		\$ 8,590.89

**Westside Unitaria**

Balance Sheet as of  
Monday, March 0

Account #	Account Name	YTD Balance	Bank Stmt	Diff/Outstanding
<b>Assets</b>				
1.200.105	Elevator Savings Account Umpqua #5261	\$ 23,776.28	\$ 23,776.28	\$ -
	Total Building Fund	\$23,776.28		
1.100.900	Church Building & Land	1,031,624.47		
1.100.990	UUA Loan Costs	8,525.00		
	Total Fixed Assets	\$1,040,149.47		
1.100.501	eTrade Investment/Stock	0		
1.900.100	Vanco/Payroll	15,902.17		
	Total Other Assets	\$15,902.17		
1.100.300	Umpqua General Fund Checking #2045	61,095.85	\$ 64,779.97	\$ 3,684.12
1.100.400	Umpqua General Fund Savings #2060	7,104.17	\$ 7,104.17	\$ -
1.100.800	Petty Cash	200		
1.200.103	Umpqua Bldg Fund Checking #2052	12,222.56	\$12,222.56	\$ -
1.200.104	Umpqua Bldg Fund Savings #2078	71,960.94	\$71,960.94	\$ -
	Total Assets	\$1,232,411.44		
<b>Liabilities</b>				
2.000.000	Accounts Payable/Vendors	0.00		
2.100.001	Unitarian Universalist Association	502,703.32		
2.100.002	PNW Unitarian Universalist Growth Foundation	83,475.08		
2.100.100	Pre-Paid Pledges	0		
2.100.110	IRS (941 Taxes payable)	4,117.62		
2.100.120	Contingency Budget Prepays	3000		
2.100.150	TIAA Cref- (Voluntary Retirement Payable)	0		
2.900.100	Preschool Damage Deposit	1,600.00		
2.900.110	Damage Deposit-Refundable	0		
	Total Liabilities	\$594,896.02		
<b>Fund Balance</b>				
3.100.100	General Fund FB	508,347.12		
3.200.100	Building Fund FB	84,188.37		
3.201.100	Elevator Fund Balance	23,771.41		
3.301.100	Minister's Sabbatical FB	830		
3.302.100	Minister's Discretion FB	904.41		
3.304.100	Gifts to be Designated by Board FB	0.00		
3.305.100	Memorial Donations FB	2,000.93		
3.310.100	Conference Scholarship FB	1245.41		
3.321.100	Miscellaneous Grants	397.34		
3.336.100	Financial Help for Members	957.04		
3.345.100	Hymnals FB	8.71		
3.348.100	Directories Fund Balance	-178.7		
3.350.100	Music FB	243.9		
3.355.100	WSUU Sponsored Events Balance	-332.53		
3.360.100	Youth Group FB	2,325.84		
3.370.100	OWL Fund Balance	4,875.66		
3.380.100	Religious Ed Misc FB	3033.61		
3.385.100	RE Raise the Paddle FB	114.34		
3.390.100	Art and Aesthetics Fund Balance	2929.5		
3.395.100	Orion Fund Balance	0		
3.400.100	Endowment FB	55		
3.405.100	Little Free Library Balance	40		
3.500.100	PCC Card FB	379.74		
3.800.100	Charitable Giving FB	0		
3.805.100	Food Bank FB	0		
3.815.100	Partner Church FB	100.00		
3.835.100	Community Meal Trust Fund Balance	\$1,278.32		
	Total Fund Balance	\$637,515.42		
	Total Liabilities and Fund Balance	\$ 1,232,411.44		