



# WSUU October BOARD AGENDA — 2021/22

Oct. 21, 2021 6:30PM PT – 8:30PM PT via [Red Zoom Link](#)

[Google Drive Folder](#) for this meeting.

**WSUU Mission:** To support one another, expand our minds, and build a more just world.

*Who does this meeting, this agenda, this event serve? Who and what are we centering?*

6:30pm	<b>Chalice Lighting &amp; Welcome – Marco</b>	<ul style="list-style-type: none"><li>o Land Acknowledgement &amp; Covenant</li><li>o Chalice lighting</li><li>o Quick Check in/Access Needs</li></ul>
	<b>Covenant Review</b>	<ol style="list-style-type: none"><li>1. Share workload, responsibilities, joys, and sorrows</li><li>2. Slow down and seek consensus when possible</li><li>3. Listen to minority and marginalized voices</li><li>4. Seek additional perspectives, particularly those most impacted by decisions</li><li>5. Honor confidentiality</li><li>6. Focus our energy on established priorities</li><li>7. Right-size the board's work and maintain healthy boundaries</li><li>8. Share what we are doing. Be intentional about honest, timely communication.</li><li>9. Work to stay in right relationship with each other</li><li>10. Support our collective decisions. The board speaks with one voice</li><li>11. Name the elephant in the room</li><li>12. Hold this covenant as a living document</li></ol>
	<b>Minutes</b>	<ul style="list-style-type: none"><li>o Changes to Sept minutes or approve as written.</li><li>o Approval of Sept minutes.</li></ul>
	<b>September Reports</b>	<ul style="list-style-type: none"><li>o Minister (Rev Christopher)</li><li>o Administrator (Shannon)<ul style="list-style-type: none"><li>▪ Recognition of new or leaving members</li></ul></li><li>o DRE next steps</li><li>o Music (Scott)</li><li>o Finance Committee (Shelley), approve 2020/21 yr end final treasurer's report</li><li>o Treasurer (Jim)</li></ul>
	<b>Liaison Updates</b>	<ul style="list-style-type: none"><li>o Nom Com (Nov)</li><li>o As needed</li></ul>
7:00pm	<b>GA Delegates Report</b>	<ul style="list-style-type: none"><li>o Report</li><li>o Questions after viewing <a href="#">GA Service?</a></li></ul>



		<ul style="list-style-type: none"><li>○ Discussion</li><li>○ Plan for the future</li></ul>
7:30pm	<b>COVID Guidelines</b>	<ul style="list-style-type: none"><li>○ COVID-19 Taskforce invited</li><li>○ In-person gathering guidelines - how will the Board, COVID-19 Taskforce and WSUU staff work together to move forward?</li></ul>
	<b>WSUU Groups and unfilled Leadership Positions—Auction Team recruitment</b>	<ul style="list-style-type: none"><li>○ See Draft Comprehensive Committee list</li><li>○ Report out of current WSUU Groups</li><li>○ Auction Team Recruitment, Other Priority Committees identified for recruitment</li></ul>
	<b>Congregational Relationship Building</b>	<ul style="list-style-type: none"><li>○ Healthy Congregations UUA contract (RevC?)</li></ul>
	<b>Other Business</b>	<ul style="list-style-type: none"><li>○ High Priority Tasks upcoming</li><li>○ Nominating Committee invite to next meeting?</li><li>○ Who will write October Westside Week article?</li><li>○ Who's available to table Board Coffee Hour on October 24? <a href="#">Board Tabling Sign Up Sheet 2021-2022</a></li><li>○ Jim will read land acknowledgement, provide chalice reading and closing at Nov. board meeting</li><li>○ Thank you, Laura W, for getting the Cards for Cynthia/Cheryl done</li><li>○ Q4 vacations? Marco in Germany 12/16-1/2</li></ul>
8:00pm	<b>Administrative Session?</b>	<ul style="list-style-type: none"><li>○ Supervision of RevC</li><li>○ Committee on Ministry - written purpose statement request</li><li>○ UUA ministerial mentor</li><li>○ New Minister to Fellowship Process - submission of renewal applications to the Ministerial Fellowship Committee</li><li>○ DRE congregational communication - who, how, when, what</li></ul>
	<b>Upcoming Meetings Dates/Times</b>	<ul style="list-style-type: none"><li>○ Sun, Oct 24 Board Coffee hr</li><li>○ Thu, Nov. 18th is the next Board Meeting</li></ul>
8:20pm	<b>Close of the Meeting - Marco</b>	<ul style="list-style-type: none"><li>○ Personal Reflections/Gratitude</li><li>○ Extinguishing the Chalice</li><li>○ <b>8:30 End</b></li></ul>

# MEETING OF THE BOARD OF TRUSTEES OF WESTSIDE UNITARIAN UNIVERSALIST CONGREGATION

October 21, 2021

**BOARD ATTENDING:** Kristina Darnell, Marco Deppe, Jim Schlough, Laura Pierce, Laura H White

**STAFF:** Rev. Christopher Wulff, Shannon Day, administrator

**GUESTS:** Leilani Davenberry representing the 2021 GA Delegates, Amanda Meir representing the COVID Task Force Team

Marco began our meeting with a chalice lighting song, land acknowledgement, and a personal check-in including access needs.

*We are sharing the Board monthly meeting responsibilities of chalice lighting words, land acknowledgement, check-in and closing words starting in October as per our first Board covenant. November: Jim, December: Laura H White, January 2022: Laura Pierce.*

Our Board Covenant as developed in our August Board Retreat:

1. Share workload, responsibilities, joys, and sorrows
2. Slow down and seek consensus when possible
3. Listen to minority and marginalized voices
4. Seek additional perspectives, particularly those most impacted by decisions
5. Honor confidentiality
6. Focus our energy on established priorities
7. Right-size the board's work and maintain healthy boundaries
8. Share what we are doing. Be intentional about honest, timely communication.
9. Work to stay in right relationship with each other
10. Support our collective decisions. The board speaks with one voice
11. Name the elephant in the room
12. Hold this covenant as a living document

## **MINUTES**

*Draft minutes and related reports are located in the folder for this meeting.*

We reviewed and approved the September minutes, motion to approve made by Kristina, seconded by Marco, all in favor. Once minutes are approved, they will be marked as approved, sent to Shannon for posting and moved to the shared Board Minutes folder for Shannon to post.

## **SEPTEMBER REPORTS**

*These reports are generally read in advance and discussion limited to any questions or clarifications. Reports are in the shared folder of this meeting unless otherwise indicated. Additional notes are indicated below.*

- **Minister:** Christopher and Shannon are working on a Worship Technology Assistant (Sunday service “stage manager”) job description, approximately 5 hours per week, with details to come soon. A meeting with RE Council has not been scheduled since there have been no replies yet to Christopher’s email request to meet and plan next steps in supporting our RE Program during transition after the resignations of Rev. Cynthia and Cheryl Brown. On another topic, Christopher could use help moving forward a Caring Committee focused on practical supports (rides, food during illness, etc) for congregants since this area is not the function of the Pastoral Care team members though they get requests. Discussion of prioritizing volunteers followed with agreement that critical committees such as the annual Auction must be filled first. Jim offered help with the Caring Committee when regularly scheduled assistance was needed by a congregant.
- **Admin:** Shannon has taken on increasing responsibilities related to planning for in person Sunday service startup as well as supporting our virtual Sunday services (A/V coordination, videos, coffee hour hosting, etc) which have the potential to slow or compromise completion of other important administration tasks. An adjustment will be made by hiring a Worship Tech assistant to help with some of the tasks. Membership: Chris and Caroline Sausler moved to their Olympia farm and have dropped their membership. Followup “fond farewell” email exchanges made with Laura H. White as Membership Chair, good feedback from Chris/Caroline about their experiences at Westside.
- **DRE:** Laura Pierce and Marco, as supervisory Board members for Rev. Christopher, have spent a substantial amount of time working through the issues surrounding the resignations of DRE Rev. Cynthia and Cheryl Brown. Laura Pierce and Marco convened a meeting with the RE Council, Rev. Christopher and Board members to talk through issues of concern such as the lack of communication between Rev. Christopher and the RE Council members about the changing DRE job descriptions specifics, expectations of the RE Council and honoring the work of Cynthia and Cheryl. In addition, an update notice was sent to the congregation and posted in the Westside Week. Email inquiries have been answered. Discussions have taken place with Rev. Christopher and followup discussions will take place with the RE Council and YAC members. The last day for Cheryl Brown was Sunday, October 10. The last day for Rev. Cynthia was Tuesday, October 12th. Severance pay has been arranged for Rev. Cynthia. Congregational thank you ecards and Beacon Press gift certificates were delivered on 10/20/21 and arranged by Laura H White.
- **Music:** Scott is on vacation this month so no report. Last month he indicated in his report that risers are still needed to make the choir seating and chancel area more useable/accessible. Scott, Jim Schlough and Rev. Christopher form the core committee initially.
- **Finance:** The Finance Committee stressed the importance of getting an Auction team in place. The committee is also interested in making use of the Equity Tool when making financial decisions. Kristina provided the link to the current document. Shelley Webb prepared the 2020/21 End of Year Finance Statement. The statement was reviewed and accepted by the Board.
- **Treasurer:** Financials are on a normal trajectory. This year’s carry over funds were included in Mind the Gap budget adjustment discussions and decisions.

- **RJCT:** no report this month.
- **COVID Task Force:** *see notes below*
- **Ingathering** Reflections of this year's Ingathering have been prepared by Alice Britt. Shannon will create a shared Ingathering folder for future planning.
- **Supervision of Rev. Christopher** Laura Pierce and Marco attended a Committee on Ministry meeting and will coordinate on the Initial Minister Fellowship annual evaluation report. They have contacted our regional UUA representative, Sarah Schurr, requested a statement of purpose of the Committee on Ministry and clarification of the Ministerial mentor for Rev. Christopher. Laura Pierce and Marco will move forward on coordinating a performance review including input from the congregation.

#### **GENERAL ASSEMBLY DELEGATE REPORT TO THE BOARD**

- *Leilani Davenport represented the 2021 GA delegates (other GA delegates were Paula vanHaagen and Kerri Schurr). For more information, please re-watch the GA service "General Assembly Report Back" August 1<sup>st</sup> YouTube 2021, and read the GA delegate report and Leilani's notes document.*
- Leilani was excited about this year's GA Conference (over 4000 attended virtually) and the many opportunities for our congregation to learn about, benefit from and apply the knowledge, actions, ideas and resources presented during the conference.
- Leilani emphasized one of the goals of our delegates was to bring GA back to Westside as a living UU tradition.
- Leilani highlighted some of the election results including a statement of conscience to undo systemic white supremacy, actions of immediate witness for defending and advocating with transgender, nonbinary and intersex communities; stop voter suppression; and justice, healing and courage around the COVID pandemic.
- She was further excited about the Article II Commission work and the important role Youth played in voicing a request to financially divest from companies that go against our UU principles. The closed ceremony by the Young Adult Revival Network was very moving.
- Stacy Abrams and Desmond Meade provided the Ware Lecture.
- This is Leilani's 2nd, and last year, as a GA delegate but she offered to help new GA delegates get oriented to the next GA Conference in Portland.
- In planning for next year, Leilani shared that GA delegates should allow at least a month to prepare, get input from the congregation and ask for help with learning any technology required to access some of the programming. Next year's GA is in Portland, and provides an opportunity for more Westside folks to consider attending, in addition to our GA delegates.
- Funds are available to support Youth and Young Adult attendance.
- Leilani was thanked by Board members for her insights and service as a GA delegate.
- Simon Knaphus, Nomination Committee, will join the November Board meeting to discuss GA delegates and other leadership committees.

**COVID-19 UPDATE** *Amanda Meir represented the COVID Task Force, see COVID Survey congregational survey results.*

- Jill Jackson and the COVID Task Force have completed an all congregational survey to determine interest in returning to in person worship services, vaccination rates and safety procedures. The survey received 125 responses and indicated a 100% vaccination rate among respondents. There was a strong interest in returning to in person services yet allowing for virtual access to those with health vulnerabilities or not yet eligible for a vaccine.
- Shannon and Rev. Christopher are working on implementing the numerous steps to open up in person worship. This will involve using a pre-check in app (such as rsvp church), instructions for Joan Whitley, Greeter Chair, and at least 4 greeter volunteers about checkin/seating in the Sanctuary, the Order of Service will be delivered via phone, no food, drinks in the Sanctuary, and other details.
- An “airplane view” video and COVID guidelines answering common questions are planned for the Westside Weekly.
- Sanctuary capacity is 100 people—in pods of 3 would be 33+ groups.
- Allowances are needed for folx who just show up and open space reserved that is welcoming. Equity for folx who cannot register via phone is important.
- RE programming is in development since some children will be vaccinated and some not. Some planning for the RE Christmas services is already starting with possible Family Service outside with singing.
- Christopher will place an early announcement in October Westside Week.
- Hiring a Worship Tech assistant is now in process since opening without help means significant extra work for Shannon.
- Shannon stated that grace and patience will be required during the initial stages of opening—the opening weeks will not be perfect and likely take extra time and adjustments as we go.
- *The Board approved to accept the revised COVID policy and plan to start in person worship services Sunday, December 5th.*

#### **WSUU GROUPS, DIRECTORY AND UNFILLED LEADERSHIP POSITIONS.** *See DRAFT*

*Comprehensive Committee Directory.* Kristina and Laura H White have developed two documents to provide a comprehensive directory and listing of all leadership committees, staff, related advisory and ministry teams, ongoing committees, Ad Hoc and other groups to improve communication, volunteer recruiting and transparency within the congregation. The Comprehensive Directory can be posted in the Members Only section of the website when completed.

#### **OTHER BUSINESS**

- **Auction:**
  - After a discussion of the pros and cons of a live vs. virtual Auction, it was decided that a virtual auction this year would be more sustainable for volunteers, as well as more accessible and inclusive for our congregation at large. This means we can consider moving the Auction date to early February if decided.
  - Kristina, as Board President, will personally invite the Auction team from last year first before asking other volunteers.

- In addition to filling the Auction Chairs, the Board is responsible for selecting a Raise the Paddle fund with a slide show or other explanation during the Auction. Use of the Equity tool could be used when selecting the focus of Raise the Paddle funds raised. The Board also usually provides an additional auction item which will need to be decided.
- **November Board Meeting Guests:** Nominating Committee representative, Simon Knaphus, will be invited to get a head start on coordinating next year's GA candidates and discussing unfilled committee chairs/co-chairs.
- **October Board Westside Week article:** Laura Pierce will write a Westside Weekly article with highlights from our monthly Board meeting. This month we have already written articles on COVID update, Board supervision and performance review of Rev. Christopher, resignations of Cynthia Westby and Cheryl Brown.
- **October 24<sup>th</sup> Zoom Board Coffee Hour Host:** Rev. Christopher, Marco, and Laura H. White will host with focus on Dec 5th Sunday service opening and questions about RE.

#### **UPCOMING MEETINGS**

- Sunday, Oct 24th Board Coffee Hour
- Thursday, November 18th, 6:30-8:30pm monthly Board meeting

#### **CLOSE OF MEETING**

We extinguished the chalice and adjourned at 8:30pm.

Respectfully submitted,  
Laura H White, Board Secretary

As of: **Monday, November 1, 2021****BUDGET SUMMARY**% thru Year: **33%**

	Curr Mo Activity	YTD Actuals	%	Full Year Budget	Amount Remaining
<b>Income</b>					
Pledges	\$ 18,451	\$ 105,571	38%	\$ 277,533	\$ 171,962
Sunday Plate	1,446	5,250	18%	29,999	24,749
Other Donations	103	253	0%	-	(253)
Fund Raising	-	-	0%	63,000	63,000
Affinity Programs	-	-	0%	600	600
RE Ministry	-	-	0%	700	700
Youth Group Ministry	-	-	0%	-	-
Music Ministry	172	172	34%	500	328
Program and Misc	42	168	9%	1,833	1,665
Rentals	828	19,219	35%	55,365	36,146
Carry-over	-	73,077	170%	43,042	(30,035)
<b>Total Income</b>	<b>\$ 21,043</b>	<b>\$ 203,710</b>	<b>43%</b>	<b>\$ 472,572</b>	<b>\$ 268,862</b>
<b>Expenses</b>					
Minister Compensation	\$ 8,783	\$ 44,215	35%	\$ 125,348	\$ 81,133
Additional Minister	-	-	0%	\$ 2,500	2,500
RE Director Compensation	3,860	16,296	42%	\$ 38,773	22,477
RE Staff	216	1,539	20%	\$ 7,547	6,008
RE Training	-	-	0%	\$ -	-
RE Youth Group	-	-	0%	\$ 833	833
RE Operations	135	424	21%	\$ 2,000	1,576
Music Director Compensation	1,281	6,342	35%	\$ 18,026	11,684
Music Staff	450	1,800	30%	\$ 5,975	4,175
Other Music	460	725	36%	\$ 2,041	1,316
Administrator Compensation	4,581	17,126	31%	\$ 55,140	38,014
Additional Employee Benefits	464	1,265	44%	\$ 2,875	1,610
Community Impact-Internal	-	2,842	8%	\$ 33,836	30,994
Community Impact-External	839	1,835	20%	\$ 9,181	7,346
Worship	985	2,827	23%	\$ 12,055	9,228
Loans, Taxes, Fees	2,591	11,611	24%	\$ 47,959	36,348
Facility	1,357	16,934	30%	\$ 56,653	39,719
Fundraising & Rentals	-	-	0%	\$ 12,667	12,667
Reserves	-	73,077	187%	\$ 39,163	(33,914)
<b>Total Expenses</b>	<b>\$ 26,001</b>	<b>\$ 198,859</b>	<b>42%</b>	<b>\$ 472,572</b>	<b>\$ 273,713</b>
<b>Cash Flow (GF):</b>	<b>\$ (4,959)</b>	<b>\$ 4,851</b>			

\$ 35,061.83

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 71,480	107,401	\$ (35,921)
Sound Credit Union Money Market #6299	199,541	199,373	168
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 271,246</b>	<b>\$ 306,999</b>	<b>\$ (35,753)</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,901,200	\$ 2,918,600	\$ (17,400)
Cash - Operations	31,169	133,131	(101,962)
Cash - Building Fund	\$ 93,404	69,576	23,829
Cash - Accessibility	24,319	24,319	-
Other Dedicated Fund Balances	23,443	23,715	(272)
<u>Undesignated Donations</u>	<u>98,910</u>	<u>56,258</u>	<u>42,652</u>
<i>Total Fund Balances</i>	<i>\$ 240,077</i>	<i>173,868</i>	<i>66,209</i>
<b>Total Assets</b>	<b>\$ 3,172,447</b>	<b>\$ 3,225,600</b>	<b>\$ (53,153)</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 419,602	\$ -
Loan fm Cascadia Growth Fund	56,516	56,516	-
Other Current Liabilities	28,762	71,565	(42,803)
Other Dedicated Fund Balances	23,443	23,715	(272)
<b>Total Liabilities</b>	<b>\$ 528,323</b>	<b>\$ 571,398</b>	<b>\$ (43,076)</b>
<b>CONGREGATIONAL EQUITY</b>			
<b>Beginning of FY Equity</b>	<b>\$ 2,644,124</b>	<b>\$ 2,654,201</b>	<b>\$ (10,077)</b>
<i>YTD Change in Equity</i>	<i>(10,077)</i>		
<b>DEDICATED FUND BALANCES</b>	<b>\$ 240,077</b>	<b>\$ 173,868</b>	<b>\$ 66,209</b>
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 173,868</b>		
<i>YTD Change in Dedicated Fund Balances</i>	<i>66,209</i>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 71,060</b>		



As of: <span>Monday, November 1, 2021</span>				% Thru Year: <span>33%</span>				Notes
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget		
<b>GENERAL FUND INCOME</b>								
<b>Pledges</b>								
4.100.100	Pledges - Current Year Income	18,450.84	103,058.20	275,533.00	<div><div></div></div> 37%	-		
4.100.110	Pledges - Prior Year Income	-	2,512.78	2,000.00	<div><div></div></div> 126%	512.78		
	Total Pledges	\$ 18,451	\$ 105,571	\$ 277,533	38%	\$ -		
<b>Sunday Plate</b>								
4.100.140	Contributions - Sunday WSUU	937.38	3,520.82	20,000.00	<div><div></div></div> 18%	-		
4.100.141	Contributions - Sunday WSUU Congr Care Fund	-	-	833.00	<div><div></div></div> 0%	-		
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	833.00	<div><div></div></div> 0%	-		
4.100.144	Contributions - Sunday WSUU Real Rent Duwamish	-	-	833.00	<div><div></div></div> 0%	-		
4.100.145	Contributions - Sunday WSUU Partner Church	70.99	70.99	600.00	<div><div></div></div> 12%	-		
4.100.150	Contributions Sunday Charities	437.63	1,658.19	6,900.00	<div><div></div></div> 24%	-		
	Total Sunday Plate Income	\$ 1,446	\$ 5,250	\$ 29,999	18%	\$ -		
<b>Other Donations</b>								
4.100.160	Special Gifts & Campaigns	103.30	253.30	-	<div><div></div></div> 0%	253.30		
4.100.244	Accessibility Fund Donations	-	-	-	<div><div></div></div> 0%	-		
	Total Other Donations	\$ 103	\$ 253	\$ -	0%	\$ 253		
<b>Fund Raising</b>								
4.100.245	Auction Income	-	-	48,000.00	<div><div></div></div> 0%	-		
4.100.247	Raise the Paddle Income	-	-	15,000.00	<div><div></div></div> 0%	-		
	Total Fund Raising Income	\$ -	\$ -	\$ 63,000	0%	\$ -		
<b>Affinity Program Income</b>								
4.100.210	E Scrip GF Income	-	-	-	<div><div></div></div> 0%	-		
4.100.211	Amazon Rebate Income	-	-	-	<div><div></div></div> 0%	-		
4.100.212	Thriftway Rebate Program	-	-	600.00	<div><div></div></div> 0%	-		
	Total Affinity Program Income	\$ -	\$ -	\$ 600	0%	\$ -		
<b>RE Ministry Income</b>								
4.100.259	RE Fundraising & Donations	-	-	700.00	<div><div></div></div> 0%	-		
4.100.258	RE Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
4.100.260	OWL Registration Fees	-	-	-	<div><div></div></div> 0%	-		
4.100.263	OWL Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total RE Ministry Income	\$ -	\$ -	\$ 700	0%	\$ -		
<b>Youth Group Ministry Income</b>								
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	<div><div></div></div> 0%	-		
	Total Youth Group Ministry Income	\$ -	\$ -	\$ -	0%	\$ -		

As of: Monday, November 1, 2021				% Thru Year: 33%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes		
<b><u>Music Ministry Income</u></b>									
4.100.222	Music Fundraising and Donations	172.00	172.00	500.00	<div><div></div></div> 34%	-	payments for choir masks		
	Total Music Ministry Income	\$ 172	\$ 172	\$ 500	34%	\$ -			
<b><u>Program and Misc Income</u></b>									
4.100.220	Coffee Income	-	-	333.00	<div><div></div></div> 0%	-			
4.100.225	Membership Fundraising and Donations	-	-	500.00	<div><div></div></div> 0%	-			
4.100.240	Interest Income	42.36	168.01	1,000.00	<div><div></div></div> 17%	-			
4.100.255	Common Quest Income	-	-	-	<div><div></div></div> 0%	-			
	Total Program and Misc Income	\$ 42	\$ 168	\$ 1,833	9%	\$ -			
<b><u>Rentals</u></b>									
4.100.300	Cell Tower Rental & Elec Reimb	763.00	6,763.67	14,718.00	<div><div></div></div> 46%	-			
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,600.00	<div><div></div></div> 0%	-			
4.100.305	Rental Income - Single Events	-	-	1,667.00	<div><div></div></div> 0%	-			
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	-	12,260.00	36,600.00	<div><div></div></div> 33%	-			
4.100.311	Donations- Service Groups Meeting at WSUU	65.00	195.00	780.00	<div><div></div></div> 25%	-			
	Total Rental Income	\$ 828	\$ 19,219	\$ 55,365	35%	\$ -			
<b><u>Carry-over</u></b>									
4.100.241	Board Designated Fund Transfers to GF	-	73,077.47	43,042.00	<div><div></div></div> 170%	30,035.47			
	Total Carry-over Income	\$ -	\$ 73,077	\$ 43,042	170%	\$ 30,035			
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 21,043</b>	<b>\$ 203,710</b>	<b>\$ 472,572</b>	<b>43%</b>	<b>\$ -</b>			

As of: Monday, November 1, 2021				% Thru Year: 33%				
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes	
GENERAL FUND EXPENSE								
MINISTER POSITION								
Minister Compensation								
5.100.100	Minister Housing Allow Exp	3,000.00	12,000.00	36,000.00	<div><div></div></div> 33%	-		
5.100.101	Minister Salary Exp	4,474.77	17,904.08	52,950.00	<div><div></div></div> 34%	-		
5.100.105	Minister Medical Ins Exp	-	6,093.91	11,663.00	<div><div></div></div> 52%	-		
5.100.106	Minister Group Term Life Ins Exp	-	269.08	747.00	<div><div></div></div> 36%	-		
5.100.107	Minister Long Term Disability Ins Exp	-	385.44	1,156.00	<div><div></div></div> 33%	-		
5.100.108	Minister Dental Insurance	-	592.00	1,132.00	<div><div></div></div> 52%	-		
5.100.110	Minister Retirement Exp	741.25	2,965.00	8,895.00	<div><div></div></div> 33%	-		
5.100.115	Minister-FICA Exp	567.06	2,268.24	6,805.00	<div><div></div></div> 33%	-		
5.100.125	Minister's Professional Exp	-	1,737.39	6,000.00	<div><div></div></div> 29%	-		
	Total Minister Compensation	\$ 8,783	\$ 44,215	\$ 125,348	35%	\$ -		
Additional Minister Exp								
5.100.126	Minister Installation Exp	-	-	2,500.00	<div><div></div></div> 0%	-		
	Total Additional Minister Exp	\$ -	\$ -	\$ 2,500	0%	\$ -		
Total Minister Position Expense		\$ 8,783	\$ 44,215	\$ 127,848	35%	\$ -		

As of: <b>Monday, November 1, 2021</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>CHILDREN AND YOUTH MINISTRY</b>							-
<b>RE Director Compensation</b>							-
5.100.150	RE Director Salary Exp	2,441.08	12,086.32	29,293.00	41%	-	
5.100.155	RE Director Medical Insurance	437.30	1,437.30	2,310.00	62%	-	
5.100.158	RE Director FICA Exp	177.41	878.39	2,241.00	39%	-	
5.100.160	RE Director Retirement Exp	244.11	1,208.64	2,929.00	41%	-	
5.100.165	RE Director Professional Exp	560.00	685.00	2,000.00	34%	-	
	Total RE Director Compensation	\$ 3,860	\$ 16,296	\$ 38,773	42%	\$ -	
<b>RE Staff Expense</b>							-
5.100.168	RE Program Assistant Exp	216.00	1,323.00	4,680.00	28%	-	
5.100.163	RE Nursery Lead Teacher Exp	-	120.00	2,200.00	5%	-	
5.100.164	RE Nursery Assistant Exp	-	-	-	0%	-	
5.100.170	Childcare Exp	-	96.00	667.00	14%	-	
	Total RE Staff Exp	\$ 216	\$ 1,539	\$ 7,547	20%	\$ -	
<b>RE Training Expense</b>							-
5.100.152	RE OWL Leadership Development Exp	-	-	-	0%	-	
	Total RE Training Expense	\$ -	\$ -	\$ -	0%	\$ -	
<b>RE Youth Group Expense</b>							-
5.100.132	RE High School Youth Programs Exp	-	-	833.00	0%	-	
	Total RE Youth Group Expense	\$ -	\$ -	\$ 833	0%	\$ -	
<b>RE Operations Expense</b>							-
5.100.131	RE OWL Program Exp	-	-	-	0%	-	
5.100.134	RE Operational Exp	135.00	424.45	2,000.00	21%	-	
	Total RE Operations Expense	\$ 135	\$ 424	\$ 2,000	21%	\$ -	
<b>Total Children &amp; Youth Ministry Expense</b>							-
		\$ 4,211	\$ 18,259	\$ 49,153	37%	\$ -	

As of: <b>Monday, November 1, 2021</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>MUSIC MINISTRY</b>							-
<b>Music Director</b>							-
5.100.185	Music Dir Salary Exp	1,088.77	5,390.74	13,065.00	41%	-	
5.100.186	Music Dir Medical Insurance	-	-	1,155.00	0%	-	
5.100.187	Music Dir Retirement Exp	108.88	539.08	1,307.00	41%	-	
5.100.188	Music Dir FICA Exp	83.29	412.38	999.00	41%	-	
5.100.190	Music Dir Professional Exp	-	-	1,500.00	0%	-	
	Total Music Director Compensation	\$ 1,281	\$ 6,342	\$ 18,026	35%	\$ -	
<b>Music Staff</b>							\$ -
5.100.193	Music Sunday Service Pianist Exp	250.00	1,000.00	3,375.00	30%	-	
5.100.195	Music Percussionist Exp	200.00	800.00	2,600.00	31%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	-	0%	-	
5.100.198	Music Bassist Exp	-	-	-	0%	-	
5.100.199	Music Administrator Exp	-	-	-	0%	-	
	Total Other Music Staff Expense	\$ 450	\$ 1,800	\$ 5,975	30%	\$ -	
<b>Other Music Expense</b>							-
5.100.191	Music Purchase Exp	-	-	766.00	0%	-	
5.100.192	Music Equipment Maint Exp	-	-	400.00	0%	-	
5.100.194	Music Programs Exp	460.09	725.09	800.00	91%	-	choir masks
5.100.196	Music Council Fundraising Exp	-	-	75.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	0%	-	
	Total Other Music Expense	\$ 460	\$ 725	\$ 2,041	36%	\$ -	
<b>Total Music Ministry Exp</b>							-
		\$ 2,191	\$ 8,867	\$ 26,042	34%	\$ -	
<b>ADMIN STAFF &amp; SUPPORT</b>							-
<b>Congr Administrator &amp; Bookkeeper</b>							-
5.100.174	Congr Admin Salary Exp	3,893.44	14,275.94	45,423.00	31%	-	
5.100.175	Congr Admin Medical Insurance	-	-	1,200.00	0%	-	
5.100.176	Congr Administrator Retirement Exp	389.34	1,427.58	4,542.00	31%	-	
5.100.177	Congr Administrator FICA Exp	297.84	1,092.10	3,475.00	31%	-	
5.100.231	Congr Admin Professional Exp	-	330.75	500.00	66%	-	
	Total Congr Administrator & Bookkeeper Compensation	\$ 4,581	\$ 17,126	\$ 55,140	31%	\$ -	

As of: <b>Monday, November 1, 2021</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	330.91	872.75	1,875.00	47%	-	
5.100.181	Family and Medical Leave Ins Exp	116.74	265.31	500.00	53%	-	
5.100.184	Part time Empl FICA SS Exp	16.52	126.89	500.00	25%	-	
	Total Additional Employee Benefits Expense	\$ 464	\$ 1,265	\$ 2,875	44%	\$ -	
<b>Total Admin Staff &amp; Support Expense</b>							
		\$ 5,045	\$ 18,391	\$ 58,015	32%	\$ -	
<b>DUES &amp; FINANCIAL EXPENSE</b>							
<b>Community Impact-Internal Expense</b>							
5.100.320	UUA Dues Exp Bud	-	2,842.25	11,653.00	24%	-	
5.100.801	All Congr Retreats and Trainings	-	-	3,000.00	0%	-	
5.100.802	GA Delegate Exp	-	-	2,000.00	0%	-	
5.100.758	Congregational Care Fund Transfer OUT	-	-	833.00	0%	-	
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.759	Board Discretionary Fund	-	-	500.00	0%	-	
5.100.800	All Congr Social Events	-	-	300.00	0%	-	
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	15,000.00	0%	-	
5.100.829	Common Quest Exp	-	-	50.00	0%	-	
	Total Community Impact-Internal Expense	\$ -	\$ 2,842	\$ 33,836	8%	\$ -	
<b>Community Impact-External Expense</b>							
5.100.757	Sunday Morning Contributions Given to Charity	838.61	1,834.54	6,900.00	27%	-	
5.100.729	Real Rent Duwamish- Sunday Plate	-	-	833.00	0%	-	
5.100.728	Real Rent Duwamish	-	-	648.00	0%	-	Will pay July-Nov. in November
5.100.754	Partner Church Program Exp	-	-	600.00	0%	-	
5.100.300	Partner Church Dues Exp Bud	-	-	200.00	0%	-	
	Total Community Impact-External Expense	\$ 839	\$ 1,835	\$ 9,181	20%	\$ -	
<b>Worship Expense</b>							
5.100.726	AV Tech Expense	600.00	1,200.00	5,680.00	21%	-	
5.100.725	Worship Council Expense Budget	385.00	1,627.03	4,650.00	35%	-	
5.100.727	AV Equipment & Maintenance	-	-	1,725.00	0%	-	
	Total Worship Expense	\$ 985	\$ 2,827	\$ 12,055	23%	\$ -	
<b>Financial Expense</b>							
5.100.650	Loan Debt Service - UUA	1,699.39	6,797.56	31,509.00	22%	-	last mo of interest only payment
5.100.655	Loan Debt Service - Cascadia Growth Fund for UU	659.96	2,639.84	7,950.00	33%	-	
5.100.457	Annual City/County/State Fees	-	1,457.44	3,500.00	42%	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	231.58	716.10	5,000.00	14%	-	
	Total Financial Expense	\$ 2,591	\$ 11,611	\$ 47,959	24%	\$ -	
<b>Facility Expense</b>							
5.100.450	Telephone/Cable/Internet	320.92	1,282.98	3,865.00	33%	-	
5.100.460	Web Hosting Exp	-	-	-	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	-	0%	-	
5.100.475	Technology Management	-	509.36	3,400.00	15%	-	
5.100.480	Office Expenses	-	63.52	750.00	8%	-	
5.100.481	Postage Exp Bud	-	-	600.00	0%	-	

As of: <b>Monday, November 1, 2021</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
5.100.482	Printing / Copying	459.97	1,839.88	5,500.00	33%	-	
5.100.483	Constant Contact Email Service	-	-	425.00	0%	-	
5.100.550	Liability Insurance Exp Bud	-	4,149.50	7,450.00	56%	-	
5.100.452	Security Alarm System	-	445.69	500.00	89%	-	
5.100.453	Electricity - SCL	-	5,786.89	10,700.00	54%	-	New 5G power draws more electricity, but is reimbursed monthly.
5.100.454	Water/Sewer - SPU	268.25	778.75	1,667.00	47%	-	
5.100.455	Waste/Recycling/Green	107.06	428.24	3,300.00	13%	-	
5.100.456	Gas - PSE	75.93	373.39	4,500.00	8%	-	
5.100.451	Janitorial Supplies	-	295.44	1,250.00	24%	-	
5.100.458	Landscaping Exp	-	-	500.00	0%	-	
5.100.459	Building Maintenance Supplies & Small Labor Vendor	-	166.03	2,800.00	6%	-	
5.100.462	Lift Phone Monitoring	-	189.23	360.00	53%	-	
5.100.222	Coffee and Other Kitchen Exp	-	-	916.00	0%	-	
5.100.471	Janitorial Service	125.00	625.00	8,170.00	8%	-	
Total Facility Expense		\$ 1,357	\$ 16,934	\$ 56,653	30%	\$ -	

As of: <b>Monday, November 1, 2021</b>				% Thru Year: <b>33%</b>			
Account #	Account Name	Curr Mo Activity	YTD Balance	FY21-22 Budget	YTD %ofBgt	Over Budget	Notes
<b>Fundraising &amp; Rentals Expense</b>							
5.100.305	Facilities Rental Exp - single events	-	-	417.00	0%	-	-
5.100.820	Auction Expense	-	-	12,000.00	0%	-	-
5.100.822	Canvass Expense	-	-	250.00	0%	-	-
	Total Fundraising & Rentals Expense	\$ -	\$ -	\$ 12,667	0%	\$ -	-
<b>Reserves Expense</b>							
5.100.461	Building Capital Reserve Exp-GF	-	30,425.00	30,425.00	100%	-	-
5.100.760	Undesignated Donation FB Exp	-	42,652.47	8,738.00	488%	33,914.47	-
	Total Reserves	\$ -	\$ 73,077	\$ 39,163	187%	\$ 33,914	-
<b>Total Other Operational &amp; Community Impact Expense</b>		\$ 5,772	\$ 109,126	\$ 211,514	52%	\$ -	-
<b>TOTAL GENERAL FUND EXPENSE</b>							
		\$ 26,001	\$ 198,859	\$ 472,572	42%	\$ -	-
<b>Income less Expense</b>		\$ (4,959)	\$ 4,851	-			



As of: <b>Monday, November 1, 2021</b>							
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Mo. Change</b>	<b>Notes/Explanation</b>	<b>Prior Year Balance</b>	<b>Ann. Change</b>	
3.200.100	Building Fund FB	93,404.44	(3,776.07)	Furnace repair balance pd	69,575.71	23,828.73	
3.201.100	Accessibility FB	24,319.25	-		24,319.25	-	
3.202.100	Building Maintenance/Janitorial Fund Balance	329.42	-		329.42	-	
3.302.100	Minister's Discretion FB	500.00	-		2,876.73	(2,376.73)	
3.303.100	Minister Search Fund Balance	142.88	-		142.88	-	
3.304.100	Gifts to be Designated by Board FB	190.00	-		190.00	-	
3.305.100	Undesignated Donations FB	98,910.04	-		56,257.57	42,652.47	
3.307.100	PPP Loan/Grant FB Balance	-	-		-	-	
3.310.100	Conference Scholarship FB	171.21	-		171.21	-	
3.321.100	Miscellaneous Grants	2,072.79	(332.13)		160.33	1,912.46	
3.345.100	Hymnals FB	98.71	-		98.71	-	
3.350.100	Music FB	290.53	-		290.53	-	
3.355.100	WSUU Sponsored Events Balance	1,705.37	-		1,513.47	191.90	
3.360.100	Youth Group FB	6,249.01	-		6,249.01	-	
3.370.100	OWL Fund Balance	4,208.28	-		4,208.28	-	
3.380.100	Religious Ed Misc FB	2,041.84	-		2,041.84	-	
3.385.100	Raise the Paddle FB	-	-		-	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50	-	
3.391.100	Social Justice FB Balance	775.54	-		775.54	-	
3.400.100	Endowment FB	55.00	-		55.00	-	
3.405.100	Little Free Library Balance	40.00	-		40.00	-	
3.815.100	Partner Church FB	1,273.05	-		1,273.05	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87	-	
<b>Total Dedicated Funds</b>		<b>\$ 240,076.73</b>	<b>(4,108.20)</b>		<b>\$ 173,867.90</b>	<b>\$ 66,208.83</b>	

56,257.57

8738

64,995.57

**Fund Balance Steward**

Finance Committee  
 Board of Trustees + Building Planning Committee  
 Congregational Administrator  
 Minister  
  
 Board of Trustees  
 Finance Committee  
  
 Minister  
 Social Justice Chair + Minister  
  
 Music Director  
 Members Connect Co-chairs  
 DRE  
 DRE  
 DRE  
  
 Ginger Brewer  
 Social Justice Chair  
 Endowment Fund Chair  
 LFL Coordinator  
 Partner Church Chair  
 Social Justice Chair

**FY21-22**

Shelley Webb  
 Kristina Darnell (President)  
 Shannon Day  
 Rev Christopher Wulff  
  
 Kristina Darnell (President)  
 Shelley Webb  
  
 Rev Christopher Wulff  
 Tracy Burrows + Rev Christopher Wulff  
  
 Scott Farrell  
 Viv Monahan & Alice Britt  
 Rev Christopher Wulff  
 Rev Christopher Wulff  
 Rev Christopher Wulff  
  
 Ginger Brewer  
 Tracy Burrows  
 Marion Kee  
 Ursula Ham  
 Jennifer Slatkin  
 Tracy Burrows

## Minister's Report for October 21, 2021 Board Meeting

Hello friends! It's been a busy month at Westside, with some significant challenges and some bright, delightful moments.

The workshop with Paula Cole Jones on the 8th Principle went well, as did the worship service with Rhonda Brown the following day. I had a good conversation with a couple of members of the RJCT about changing the format of the next community conversation on the 8th Principle from a town hall to more of a fishbowl exercise. I'm also doing *Beloved Conversations - Within* along with a half-dozen members of the congregation. To be eligible to do the subsequent *Among* program, which focuses on building congregational capacity for anti-racism work, a cohort from the congregation and I had to do this program this year.

Moving in Meditation continues to go well. It has been a place where we've regularly welcomed folks who haven't had many other connections to Westside during this pandemic time. We're looking at how to change the structure or framing to make it more welcoming to families. Lectio Divina has proven to be mostly peculiar in terms of attendance, with no more than a few people showing up to the same offering. It has nonetheless been a good place to spend time with new folks - I've met three Westside newcomers for the first time this way. One of my recent noticings has been that many of our longer-term members aren't engaging in any of these offerings, which invites some questions. Other adult programs that are being offered are the music and movement activities in the tent (strum, sing, dance, etc.), and we owe a great thanks to Lisa Maynard who continues to be the anchor of those programs (please send Lisa a thank you if you have a moment).

I'm finishing up the job description for a Worship Tech Assistant and will be sharing that widely next week. We've had some technical issues emerging and being resolved since returning to the sanctuary for worship, and we're gathering a group of folks to try to troubleshoot the more challenging ones next weekend. Shannon and I will be meeting next week to get a little more clarity on where the hr budget stands in relation to this position and resources for RE as we explore various options with parents. I'm also working with the Personnel Committee on a number of issues, including seeking clarity around whether people like Nate, John and Larry have been appropriately classified as employees vs. contractors.

There continues to be some relationship conflict around the ending of Cynthia and Cheryl's time at Westside, with resignations from the Religious Exploration Council of two stalwart leaders. I continue to offer space to work on reconciliation in those relationships, and will continue working on how to repair them. We have received all of the files and materials from Cynthia and Cheryl. I spoke briefly with Annie Scott, our PWR contact for RE, and received some helpful input. I will be arranging a time for her to meet with anyone from Westside who is interested and willing, recognizing that the core of her message was 1) to proceed very slowly; 2) stop throwing spaghetti at the wall (tossing out new ideas left and right) and do our best to just love on the parents; 3) make the focus community building among children and parents; 4) start teaching volunteers and the congregation about how the trauma of this time for children will affect their behaviours (for example, children may not be as willing or able to leave their parents' side, so do more intergen and ritual based worship). I've been sending out invitations to meet and scheduling appointments with parents of school-age children to ask some questions and offer support; and am hoping to engage members of the RE Council in that consultation, communications and planning work.

We continue to experience a high demand for more urgent and significant pastoral care. *I could really use the board's support in strategizing around the development of a 'care committee' that works on meeting practical needs of congregants, so that the pastoral care team can lean into the work that they're trained (and training) to do.*

Some upcoming meetings and quick thoughts:

- I wasn't able to move forward the healthy congregations work with Amy and Kikanza. In conversation with them it seems clear that, beyond offering support and coaching for me, there needs to be a larger team prepared to lead work in the congregation beyond myself if their services are to be useful to us.
- Next week is the chapter retreat for PNW ministers, where our focus will be on working with our congregations (and ourselves) around collective trauma.
- I've been in communication with the folks at the Khalsa Gurmat Center, a Gurdwara in Federal Way that was vandalized with racist messages and significant property damage, expressing our condolences and offering our support. I will talk to the Sunday Shared Offering group about making them a recipient in an upcoming month.
- Participate in a workshop this week with Susan Beaumont (author of *How to Lead When You Don't Know Where You're Going: Leading in a Liminal Season*) on how to lead in liminal times. I'll share some of the relevant slides with the board in the next few weeks.
- Completed the transfer of the Community Care Fund to Umpqua Bank.

# Administrator Report to Board September 2021

Date	Speaker/Special Circumstances	Attendance Concurrent views while streaming/ views since published	Collection (charity portion)
8/8/21	Rev. Christopher	62/21	192.65
8/15/21	Native Land, Tracy Burrows, Henry Bennett, Leilani Davenport	40/10	79.65
8/22/21	UU Ministry for the Earth	44/19	69.66
8/29/21	Go Janes – 1 <sup>st</sup> Sunday recorded in Sanctuary	63/22	40.99
9/5/21	Rev. Christopher	38/21	107.66
9/12/21	Rev. Christopher – Ingathering	51/8	80.32

**Membership:** Current membership 177. Chris and Caroline Sausler resigned membership due to move to Olympia.

**Tasks:** With the pandemic came a shift of tasks that are on my plate by explicit request or the need to fill a vacuum. These new tasks have included AV team coordination and scheduling, weekly reminders of who is volunteering, setting up streams, uploading content, processing videos worship coordination and preparations including prelude and postlude video creation and processing, coffee hour hosting and more. With these added responsibilities I find it hard to find time to get to projects that are waiting, like inviting our congregants and other staff into our new church management software, Breeze. I am taking steps to try to pass some of these tasks, when appropriate, to volunteers.

## **Rental Issues:**

**Contract:** Our lease with Leaps and Bounds was finalized and signed in August. There were some small changes to time of building use. Leaps and Bounds now has weekday access until 6:30 pm vs. 6:00pm but will no longer use our spaces during any weekend hours. This is a great change for us as it will allow Saturday programming in the parking lot throughout the day. We also agreed to an annual deep cleaning of the kitchen spaces and twice annual professional maintenance of the parking lot (in addition to the wonderful work.

## **Facilities Issues and Updates:**

**Tent:** Huge gratitude to Charlie Wilson, John Monahan, Ed Smith, Marco Deppe, Rev. Christopher, and Rowan Wulff for putting up the big tent in our parking lot. Leaps and Bounds staff are so happy to have this space for meals and activities for the kids. We are also looking forward to some fall programming happening out there.

**Furnace:** The furnace was repaired this week. A motor was replaced along with a shaft some bearings and a pulley. It's nice to squeak this in before we turn on the thermostats.

**Repairing Drywall, Paint and Ceiling tiles damaged from water ingress:** I'm happy and

grateful to report that Jim Schough has replaced the missing and stained ceiling tiles in the social hall and is exploring repairs to the plaster and paint damaged by leaks over the past years.

**Items requiring extra time this month:**

Working toward reopening the building and then undoing all that was put in place as we delayed reopening due to the delta variant.

In loving community,  
Shannon

**WSUU Finance Committee Report  
October 2021**

**No Action Items for the Board this month.**

**No Major Open Action Items for Finance Committee this month.**

**Financial Highlights for October 2021 (33% of the year):**

Highlights	Actuals	Actuals – YTD	YTD % of Budget	Budget
<b>Total Income</b>	<b>\$ 21,043</b>	<b>\$ 203,710</b>	<b>43%</b>	<b>\$ 472,572</b>
Pledges	\$ 18,451	\$ 105,571	38%	\$277,533
<b>Total Expenses</b>	<b>\$ 26,001</b>	<b>\$ 198,859</b>	<b>42%</b>	<b>\$ 472,572</b>
<b>Net Income/Expenses</b>	<b>- \$4,959</b>	<b>\$ 4,851</b>		

**Financial Status:**

- Due to timing of Income & Expenses, expectation is that monthly Net Income/Expenses will be \$0 to negative until February (auction). That is normal.
- We are slightly better than expectations for Current Month Actuals and YTD.
- Pledges look good.
- Leaps & Bounds pre-paid this month's rent in September, so rental income is lower than usual.
- We also had two payments for the cell tower rental in September, so cell tower income is also low.

**Unanticipated Variance to Budget – None.**

**Additional Notes:**

- Finance Committee reviewed some changes made to our covenant. We also noted that there are parts of our covenant that apply to the Board, The Minister, and The Staff and should be shared accordingly. To be determined mechanics of that at a later date.
- Finance Committee discussed the Auction and the request from the board to have some options to consider. Most of the meeting was focused on this discussion.
- The Auction Alternative options have been written up and was sent to the board on 11/11/21.

**Prior Action Items for the Board:**

Jim to include Finance Chair (Shelley Webb) among the list of committee chairs to be approved by the board.

Submitted by Shelley Webb      11/15/2021

*Calendars based on projections based on past practice for planning purposes and have not yet been confirmed for 2022.*

#### WSUU Finance Committee Calendar

P = Prep time; X = Done by; M = Meeting date

General Calendar and Responsibilities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget Boot Camp for New Board			X									
Annual Financial Report - Prior Fiscal Year	P	P	P	X								
Raise the Paddle Project Selection			P	P	P	P	X					
Mid-Year report						P	X					
Auction (Finance Committee Offering)						P	P	X				
Budget							P	P	P	X		
Stewardship							P	P	X	X		
Annual Meeting									P	P	X	M

Annual Meeting Count-down	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
January Board Meeting – Determine a budget target.						P	X					
February week 1 (following the auction) – send out budget requests								X				
March 1 – deadline for budget requests									X			
March-first week – prepare for March Finance Committee									X			
March Finance Committee – review budget requests									X			
Between March Finance Committee and Board meeting - prepare for board meeting									X			
March Board Meeting – review budget requests									X			
March-third Sunday – Stewardship Sunday									X			
April -first Sunday – Pledge Sunday										X		
After Pledge Sunday – Prepare budget status update to the Board										X		
April Board Meeting – review budget status										X		
May Board meeting – Last Board meeting before packet goes out											X	
After May Board Meeting – Prepare packet for general distribution											X	
May-10 days before Annual Meeting – Packet goes out											X	
During 10 days before Annual Meeting – Budget informational meetings hosted											X	
June-first Sunday – Annual Meeting												X

As of: **Wednesday, September 8, 2021****BUDGET SUMMARY**% thru Year: **100%**

	Actuals	%	Full Year Budget	Difference	Notes
<b>Income</b>					
Pledges	\$ 287,747	101%	\$ 285,400	\$ 2,347	Excellent
Sunday Plate	26,624	103%	25,733	891	Strong contributions 100% to charity, less for general fund
Other Donations	23,891	290%	8,250	15,641	Final WNOV installment; \$15k anonymous donation
Fund Raising	55,875	151%	37,000	18,875	Great event!
Affinity Programs	372	14%	2,700	(2,328)	Less returns from affinity programs than anticipated.
RE Ministry	51	3%	1,850	(1,799)	Less income needed due to fewer program costs.
Youth Group Ministry	-	0%	1,033	(1,033)	Less income needed due to fewer program costs.
Music Ministry	-	0%	1,000	(1,000)	No pie sales
Program and Misc	54,287	99%	55,100	(813)	Carry-over from FY10-20
Rentals	54,302	102%	53,118	1,184	Strong rental income
<b>Total Income</b>	<b>\$ 503,149</b>	<b>107%</b>	<b>\$ 471,184</b>	<b>\$ 31,965</b>	
<b>Expenses</b>					
Minister Compensation	\$ 129,051	100%	\$ 129,102	\$ 51	
Additional Minister	667	29%	2,300	1,633	Ordination expenses less than anticipated.
RE Director Compensation	75,419	100%	75,146	(273)	
RE Staff	7,520	74%	10,220	2,701	RE Nursery assistant expenses less than planned.
RE Training	-	0%	1,650	1,650	No OWL
RE Youth Group	115	7%	1,633	1,518	Fewer expenses than anticipated
RE Operations	1,334	39%	3,450	2,116	Less needed than budgeted
Music Director Compensation	32,414	93%	34,692	2,278	Medical ins expenses less than maximum allowance
Music Staff	8,755	74%	11,884	3,129	Fewer music expenses than anticipated
Other Music	393	32%	1,241	848	Fewer music expenses than anticipated
Administrator Compensation	54,527	99%	55,140	613	Medical ins expenses less than anticipated
Additional Employee Benefits	2,905	74%	3,900	995	Less than anticipated
UUA Dues	11,369	98%	11,569	200	
Loans, Taxes, Fees	32,430	95%	34,169	1,739	Overestimated interest-only payments
Discretionary	15,617	110%	14,210	(1,407)	Offset by strong contributions 100% to charity
Facility	47,233	71%	66,728	19,495	Multiple facility line item expenses delayed until next fiscal year.
Fundraising & Rentals	2,453	109%	2,250	(203)	
Committees	7,870	66%	11,900	4,030	All congregational retreats and trainings delayed until the next year.
<b>Total Expenses</b>	<b>\$ 430,071</b>	<b>91%</b>	<b>\$ 471,184</b>	<b>\$ 41,113</b>	
<b>Cash Flow (GF):</b>	<b>\$ 73,077</b>				

	YTD Balance	Start of FY	YTD Change
<b>BANK ACCOUNT BALANCES</b>			
Umpqua General Fund Checking #7545	\$ 107,401	64,631	\$ 42,769
Sound Credit Union Money Market #6299	199,373	208,696	(9,323)
Sound Credit Union Business Savings #6290	25	25	-
Petty Cash	200	200	-
<b>Total Account Balances</b>	<b>\$ 306,999</b>	<b>\$ 273,552</b>	<b>\$ 33,447</b>
<b>ASSETS</b>			
Church Bldg & Land (book value)	\$ 2,918,600	\$ 2,889,800	\$ 28,800
Cash - Operations	133,131	117,085	16,046
Cash - Building Fund	\$ 69,576	76,959	(7,384)
Cash - Accessibility	24,319	3,808	20,511
Other Dedicated Fund Balances	23,715	43,813	(20,098)
Undesignated Donations	56,258	31,886	24,371
<b>Total Fund Balances</b>	<b>\$ 173,868</b>	<b>156,467</b>	<b>17,401</b>
<b>Total Assets</b>	<b>\$ 3,225,600</b>	<b>\$ 3,163,353</b>	<b>\$ 62,247</b>
<b>LIABILITIES</b>			
Loan fm UUA	\$ 419,602	\$ 435,136	\$ (15,535)
Loan fm Cascadia Growth Fund	56,516	61,474	(4,958)
Other Current Liabilities	71,565	94,982	(23,417)
Other Dedicated Fund Balances	23,715	43,813	(20,098)
<b>Total Liabilities</b>	<b>\$ 571,398</b>	<b>\$ 635,406</b>	<b>\$ (64,007)</b>
<b>CONGREGATIONAL EQUITY</b>	<b>\$ 2,654,201</b>	<b>\$ 2,527,947</b>	<b>\$ 126,254</b>
<b>Beginning of FY Equity</b>	<b>\$ 2,128,317</b>		
<b>YTD Change in Equity</b>	<b>525,884</b>		
<b>DEDICATED FUND BALANCES</b>	<b>\$ 173,868</b>	<b>\$ 156,467</b>	<b>\$ 17,401</b>
<b>Beginning of FY Dedicated Fund Balances</b>	<b>\$ 156,467</b>		
<b>YTD Change in Dedicated Fund Balances</b>	<b>17,401</b>		
<b>Overall YTD Cash Flow with Fund Balances:</b>	<b>\$ 90,478</b>		



As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt	Difference	Activity Notes
<b>GENERAL FUND INCOME</b>						
<b>Pledges</b>						
4.100.100	Pledges - Current Year Income	285,342.30	283,400.00	101%	1,942.30	Fantastic!
4.100.110	Pledges - Prior Year Income	2,405.00	2,000.00	120%	405.00	
	Total Pledges	\$ 287,747	\$ 285,400	101%	\$ 2,347	
<b>Sunday Plate</b>						
4.100.140	Contributions - Sunday WSUU	17,476.04	18,400.00	95%	(923.96)	Did not finish as strong as anticipated
4.100.141	Contributions - Sunday WSUU Minister Discretion	630.00	600.00	105%	30.00	Earmarked gift
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	600.00	0%	(600.00)	
4.100.150	Contributions Sunday Charities	8,518.22	6,133.00	139%	2,385.22	More contributions for 100% charity
	Total Sunday Plate Income	\$ 26,624	\$ 25,733	103%	\$ 891	
<b>Other Donations</b>						
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	0%	-	
4.100.155	Endowment Fund Transfers IN	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	23,797.50	8,250.00	288%	15,547.50	Final WNOV installment; donations for new tree, special gift from Chris McEwen's parents, Anonymous undesignated gift (\$15k)
4.100.244	Accessibility Fund Donations	93.00	-	0%	93.00	
	Total Other Donations	\$ 23,891	\$ 8,250	290%	\$ 15,641	
<b>Fund Raising</b>						
4.100.245	Auction Income	27,987.31	22,000.00	127%	5,987.31	Great event!
4.100.247	Raise the Paddle Income	27,787.21	15,000.00	185%	12,787.21	Fabulous!
4.100.250	Rummage & Book Sale Income	-	-	0%	-	
4.100.257	Misc. Fundraising Income	100.00	-	0%	100.00	Sale of desk
	Total Fund Raising Income	\$ 55,875	\$ 37,000	151%	\$ 18,875	
<b>Affinity Program Income</b>						
4.100.210	E Scrip GF Income	24.36	-	0%	24.36	
4.100.211	Amazon Rebate Income	347.58	1,500.00	23%	(1,152.42)	Stopped Amazon rebate; Amazon smile, only.
4.100.212	Thriftway Rebate Program	-	1,200.00	0%	(1,200.00)	Did not receive
	Total Affinity Program Income	\$ 372	\$ 2,700	14%	\$ (2,328)	
<b>RE Ministry Income</b>						
4.100.258	RE Fund Transfers IN	-	-	0%	-	
4.100.259	RE Fundraising & Donations	51.38	-	0%	51.38	Targeted gift
4.100.260	OWL Registration Fees	-	800.00	0%	(800.00)	No OWL, no income needed.
4.100.263	OWL Fund Transfers IN	-	1,050.00	0%	(1,050.00)	No OWL, no income needed.
4.100.264	RE Coming of Age Program Fees	-	-	0%	-	
	Total RE Ministry Income	\$ 51	\$ 1,850	3%	\$ (1,799)	

As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt	Difference	Activity Notes
<b>Youth Group Ministry Income</b>						
4.100.261	RE Youth Group Fund Transfers IN	-	1,033.00	0%	(1,033.00)	Not needed due to fewer expenses (offset by 5.100.132).
4.100.262	RE Youth Group Fundraising & Gifts	-	-	0%	-	
	Total Youth Group Ministry Income	\$ -	\$ 1,033	0%	\$ (1,033)	
<b>Music Ministry Income</b>						
4.100.221	Music Fund Transfers IN	-	-	0%	-	No pies sales.
4.100.222	Music Fundraising and Donations	-	1,000.00	0%	(1,000.00)	
4.100.223	Music Programs Income	-	-	0%	-	
	Total Music Ministry Income	\$ -	\$ 1,000	0%	\$ (1,000)	
<b>Program and Misc Income</b>						
4.100.220	Coffee Income	-	-	0%	-	No expenses (5.100.710) so none brought in from fund balance.
4.100.225	Membership Fundraising and Donations	-	500.00	0%	(500.00)	
4.100.240	Interest Income	677.21	1,000.00	68%	(322.79)	Less than prior years.
4.100.241	Board Designated Fund Transfers to GF	53,500.00	53,500.00	100%	-	Carry-over from FY19-20.
4.100.242	Building Fund Transfer IN	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	110.00	-	0%	110.00	
4.100.255	Common Quest Income	-	100.00	0%	(100.00)	
4.100.265	Ministerial Intern Inc	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	0%	-	
	Total Program and Misc Income	\$ 54,287	\$ 55,100	99%	\$ (813)	
<b>Rentals</b>						
4.100.300	Cell Tower Rental & Elec Reimb	14,718.60	14,718.00	100%	0.60	Higher than anticipated.
4.100.302	Cell Tower Electricity Reimb True-up	2,803.15	1,600.00	175%	1,203.15	
4.100.305	Rental Income - Single Events	-	-	0%	-	
4.100.310	Rental Income - Lease (Leaps and Bounds of WA)	36,000.00	36,000.00	100%	-	AA group
4.100.311	Donations- Service Groups Meeting at WSUU	780.00	800.00	98%	(20.00)	
	Total Rental Income	\$ 54,302	\$ 53,118	102%	\$ 1,184	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 503,149</b>	<b>\$ 471,184</b>	<b>107%</b>	<b>\$ 31,965</b>	

As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt	Difference	Activity Notes
<b>GENERAL FUND EXPENSE</b>						
<b>MINISTER POSITION</b>						
<b>Minister Compensation</b>						
5.100.100	Minister Housing Allow Exp	24,400.00	44,475.00	55%	(20,075.00)	
5.100.101	Minister Salary Exp	71,203.86	44,975.00	158%	26,228.86	
5.100.105	Minister Medical Ins Exp	11,556.02	11,385.00	102%	171.02	
5.100.106	Minister Group Term Life Ins Exp	627.16	730.00	86%	(102.84)	
5.100.107	Minister Long Term Disability Ins Exp	770.88	1,073.00	72%	(302.12)	
5.100.108	Minister Dental Insurance	1,184.00	1,776.00	67%	(592.00)	
5.100.110	Minister Retirement Exp	6,146.41	8,945.00	69%	(2,798.59)	
5.100.115	Minister-FICA Exp	4,609.13	6,843.00	67%	(2,233.87)	
5.100.125	Minister's Professional Exp	8,553.12	8,900.00	96%	(346.88)	
	Total Minister Compensation	\$ 129,051	\$ 129,102	100%	\$ (51)	Individual line items shifted, but in total as budgeted.
<b>Additional Minister Exp</b>						
5.100.102	Minister Moving Exp	-	-	0%	-	
5.100.120	Minister's Sabbatical Exp	-	-	0%	-	
5.100.126	Minister Installation Exp	666.90	2,300.00	29%	(1,633.10)	Ordination expenses less than budget.
5.100.128	Minister Search Exp	-	-	0%	-	
	Total Additional Minister Exp	\$ 667	\$ 2,300	29%	\$ (1,633)	
<b>Total Minister Position Expense</b>		\$ 129,717	\$ 131,402	99%	\$ (1,685)	

As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>			Difference	Activity Notes
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt		
<b>CHILDREN AND YOUTH MINISTRY</b>						
<b><u>RE Director Compensation</u></b>						
5.100.150	RE Director Salary Exp	58,990.31	57,157.00	<div><div>103%</div></div>	1,833.31	
5.100.153	RE Director Group Term Life Ins Exp	-	-	<div><div>0%</div></div>	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	<div><div>0%</div></div>	-	
5.100.155	RE Director Medical Insurance	2,933.33	4,400.00	<div><div>67%</div></div>	(1,466.67)	Needs below maximum allowance.
5.100.158	RE Director FICA Exp	4,287.12	4,373.00	<div><div>98%</div></div>	(85.88)	
5.100.160	RE Director Retirement Exp	5,899.17	5,716.00	<div><div>103%</div></div>	183.17	
5.100.165	RE Director Professional Exp	3,309.54	3,500.00	<div><div>95%</div></div>	(190.46)	
	Total RE Director Compensation	\$ 75,419	\$ 75,146	100%	\$ 273	Individual line items shifted, but in total as budgeted.
<b><u>RE Staff Expense</u></b>						
5.100.162	RE Story Time Toddler Teacher Exp	-	-	<div><div>0%</div></div>	-	
5.100.163	RE Nursery Lead Teacher Exp	2,040.00	2,200.00	<div><div>93%</div></div>	(160.00)	
5.100.164	RE Nursery Assistant Exp	187.50	1,920.00	<div><div>10%</div></div>	(1,732.50)	
5.100.168	RE Program Assistant Exp	5,292.00	5,300.00	<div><div>100%</div></div>	(8.00)	6 hours a week, \$18 per hour with occasional overtime.
5.100.169	RE Summer Coordinator Exp	-	-	<div><div>0%</div></div>	-	
5.100.170	Childcare Exp	-	800.00	<div><div>0%</div></div>	(800.00)	None needed.
	Total RE Staff Exp	\$ 7,520	\$ 10,220	74%	\$ (2,701)	
<b><u>RE Training Expense</u></b>						
5.100.151	RE Youth Leadership Development Exp	-	-	<div><div>0%</div></div>	-	
5.100.152	RE OWL Leadership Development Exp	-	1,650.00	<div><div>0%</div></div>	(1,650.00)	No OWL.
5.100.166	RE Leader Training Exp	-	-	<div><div>0%</div></div>	-	
5.100.167	RE Teacher Appreciation Exp	-	-	<div><div>0%</div></div>	-	
	Total RE Training Expense	\$ -	\$ 1,650	0%	\$ (1,650)	
<b><u>RE Youth Group Expense</u></b>						
5.100.161	RE Lead Youth Advisor Exp	-	-	<div><div>0%</div></div>	-	
5.100.132	RE High School Youth Programs Exp	115.39	1,633.00	<div><div>7%</div></div>	(1,517.61)	Fewer expenses than anticipated.
5.100.136	RE High School Youth Scholarships Exp	-	-	<div><div>0%</div></div>	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	<div><div>0%</div></div>	-	
	Total RE Youth Group Expense	\$ 115	\$ 1,633	7%	\$ (1,518)	
<b><u>RE Operations Expense</u></b>						
5.100.131	RE OWL Program Exp	-	200.00	<div><div>0%</div></div>	(200.00)	
5.100.133	RE Middle School Youth Programs Exp	-	-	<div><div>0%</div></div>	-	
5.100.134	RE Operational Exp	1,333.69	3,250.00	<div><div>41%</div></div>	(1,916.31)	Less needed than budgeted.
5.100.135	RE Middle School Scholarships Exp	-	-	<div><div>0%</div></div>	-	
5.100.171	RE Program Support Exp	-	-	<div><div>0%</div></div>	-	
5.100.172	RE Curricula Exp	-	-	<div><div>0%</div></div>	-	
5.100.225	RE Fund Transfers OUT	-	-	<div><div>0%</div></div>	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	<div><div>0%</div></div>	-	
	Total RE Operations Expense	\$ 1,334	\$ 3,450	39%	\$ (2,116)	
<b>Total Children &amp; Youth Ministry Expense</b>		\$ 84,388	\$ 92,099	92%	\$ (7,711)	

As of: <b>Wednesday, September 8, 2021</b>				% Thru Year: <b>100%</b>			
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt	Difference	Activity Notes	
<b>MUSIC MINISTRY</b>							
<b><u>Music Director</u></b>							
5.100.185	Music Dir Salary Exp	26,383.59	25,493.00	<div><div>103%</div></div>	890.59		
5.100.186	Music Dir Medical Insurance	1,283.33	2,200.00	<div><div>58%</div></div>	(916.67)	Needs below maximum allowance.	
5.100.187	Music Dir Retirement Exp	2,638.35	2,549.00	<div><div>104%</div></div>	89.35		
5.100.188	Music Dir FICA Exp	2,018.27	1,950.00	<div><div>104%</div></div>	68.27		
5.100.190	Music Dir Professional Exp	90.00	2,500.00	<div><div>4%</div></div>	(2,410.00)		
5.100.200	Music Dir Group Term Life Insurance	-	-	<div><div>0%</div></div>	-		
5.100.205	Music Dir Long Term Disability Ins Exp	-	-	<div><div>0%</div></div>	-		
Total Music Director Compensation		\$ 32,414	\$ 34,692	93%	\$ (2,278)		
<b><u>Music Staff</u></b>							
5.100.193	Music Sunday Service Pianist Exp	4,500.00	4,875.00	<div><div>92%</div></div>	(375.00)		
5.100.195	Music Percussionist Exp	3,600.00	3,800.00	<div><div>95%</div></div>	(200.00)		
5.100.197	Music Chorale Rehearsal Pianist Exp	405.00	1,680.00	<div><div>24%</div></div>	(1,275.00)		
5.100.198	Music Bassist Exp	250.00	800.00	<div><div>31%</div></div>	(550.00)		
5.100.199	Music Administrator Exp	-	729.00	<div><div>0%</div></div>	(729.00)		
Total Other Music Staff Expense		\$ 8,755	\$ 11,884	74%	\$ (3,129)		
<b><u>Other Music Expense</u></b>							
5.100.191	Music Purchase Exp	393.00	766.00	<div><div>51%</div></div>	(373.00)		
5.100.192	Music Equipment Maint Exp	-	400.00	<div><div>0%</div></div>	(400.00)		
5.100.194	Music Programs Exp	-	-	<div><div>0%</div></div>	-		
5.100.196	Music Council Fundraising Exp	-	75.00	<div><div>0%</div></div>	(75.00)		
5.100.201	Music Equipment Purchase Exp	-	-	<div><div>0%</div></div>	-		
5.100.202	Music Marketing Exp	-	-	<div><div>0%</div></div>	-		
Total Other Music Expense		\$ 393	\$ 1,241	32%	\$ (848)		
<b>Total Music Ministry Exp</b>		<b>\$ 41,562</b>	<b>\$ 47,817</b>	<b>87%</b>	<b>\$ (6,255)</b>		

As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt	Difference	Activity Notes
<b>ADMIN STAFF &amp; SUPPORT</b>						
<b><u>Congr Administrator &amp; Bookkeeper</u></b>						
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	0%	-	
5.100.174	Congr Admin Salary Exp	45,537.18	45,423.00	100%	114.18	
5.100.175	Congr Admin Medical Insurance	800.00	1,200.00	67%	(400.00)	
5.100.176	Congr Administrator Retirement Exp	4,571.86	4,542.00	101%	29.86	
5.100.177	Congr Administrator FICA Exp	3,483.56	3,475.00	100%	8.56	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	0%	-	
5.100.231	Congr Admin Professional Exp	134.67	500.00	27%	(365.33)	
Total Congr Administrator & Bookkeeper Compensation		\$ 54,527	\$ 55,140	99%	\$ (613)	
<b><u>Additional Employee Benefits</u></b>						
5.100.178	Labor & Industries Ins Exp	1,717.91	2,500.00	69%	(782.09)	
5.100.181	Family and Medical Leave Ins Exp	510.51	600.00	85%	(89.49)	
5.100.184	Part time Empl FICA SS Exp	676.20	800.00	85%	(123.80)	
Total Additional Employee Benefits Expense		\$ 2,905	\$ 3,900	74%	\$ (995)	
<b>Total Admin Staff &amp; Support Expense</b>		\$ 57,432	\$ 59,040	97%	\$ (1,608)	
<b>DUES &amp; FINANCIAL EXPENSE</b>						
<b><u>UUA Dues Expense</u></b>						
5.100.300	Partner Church Dues Exp Bud	-	200.00	0%	(200.00)	
5.100.320	UUA Dues Exp Bud	11,369.00	11,369.00	100%	-	
Total UU Organizations Dues Expense		\$ 11,369	\$ 11,569	98%	\$ (200)	
<b><u>Loans, Taxes &amp; Fees Expense</u></b>						
5.100.650	Loan Debt Service - UUA	20,392.68	22,043.00	93%	(1,650.32)	Interest only for 11 months
5.100.655	Loan Debt Service - PNW Growth Foundation Exp	3,523.48	3,526.00	100%	(2.52)	Interest only for 11 months
5.100.457	Annual City/County/State Fees	3,275.69	3,200.00	102%	75.69	
5.100.520	Banking & Credit Card Fees e.g.Vanco	5,238.16	5,400.00	97%	(161.84)	
Total Financial Expense		\$ 32,430	\$ 34,169	95%	\$ (1,739)	
<b>Total Dues &amp; Financial Expense</b>		\$ 43,799	\$ 45,738	96%	\$ (1,939)	
<b>DISCRETIONARY EXPENSE</b>						
<b><u>Discretionary Expense</u></b>						
5.100.757	Sunday Morning Contributions Given to Charity	7,510.30	6,133.00	122%	1,377.30	Offset by plate collections and direct contributions.
5.100.758	Minister Discretionary Fund Transfer OUT	630.00	600.00	105%	30.00	Offset by plate collections and direct contributions.
5.100.760	Undesignated Donation FB Exp	7,477.00	7,477.00	100%	-	Allocated to Reserves.
Total Discretionary Expense		\$ 15,617	\$ 14,210	110%	\$ 1,407	
<b>Total Discretionary Expense</b>		\$ 15,617	\$ 14,210	110%	\$ 1,407	

As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>			Difference	Activity Notes		
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt				
OTHER OPERATIONAL EXPENSE								
Facility Expense								
5.100.450	Telephone/Cable/Internet	3,706.25	3,200.00	<div><div>116%</div></div>	506.25			
5.100.460	Web Hosting Exp	224.36	300.00	<div><div>75%</div></div>	(75.64)			
5.100.470	Web Maintenance Exp Bud	-	100.00	<div><div>0%</div></div>	(100.00)			
5.100.475	Technology Management	2,977.67	4,600.00	<div><div>65%</div></div>	(1,622.33)	teleprompter, lighting, mevo camera, microphone, SD card, coda, breeze		
5.100.480	Office Expenses	454.88	1,000.00	<div><div>45%</div></div>	(545.12)	security cameras		
5.100.481	Postage Exp Bud	394.60	500.00	<div><div>79%</div></div>	(105.40)			
5.100.482	Printing / Copying	4,157.60	5,500.00	<div><div>76%</div></div>	(1,342.40)			
5.100.483	Constant Contact Email Service	382.13	425.00	<div><div>90%</div></div>	(42.87)			
5.100.550	Liability Insurance Exp Bud	7,180.00	7,450.00	<div><div>96%</div></div>	(270.00)			
5.100.452	Security Alarm System	436.70	500.00	<div><div>87%</div></div>	(63.30)			
5.100.453	Electricity - SCL	7,695.11	11,000.00	<div><div>70%</div></div>	(3,304.89)			
5.100.454	Water/Sewer - SPU	777.56	2,000.00	<div><div>39%</div></div>	(1,222.44)			
5.100.455	Waste/Recycling/Green	1,172.84	2,000.00	<div><div>59%</div></div>	(827.16)			
5.100.456	Gas - PSE	5,430.78	4,500.00	<div><div>121%</div></div>	930.78			
5.100.451	Janitorial Supplies	142.20	1,500.00	<div><div>9%</div></div>	(1,357.80)			
5.100.458	Landscaping Exp	736.27	500.00	<div><div>147%</div></div>	236.27			
5.100.459	Building Maintenance Supplies & Small Labor Vendor	1,021.56	2,700.00	<div><div>38%</div></div>	(1,678.44)	smoke detectors		
5.100.461	Building Capital Reserve Exp-GF	3,000.00	3,000.00	<div><div>100%</div></div>	-			
5.100.462	Lift Phone Monitoring	396.76	360.00	<div><div>110%</div></div>	36.76			
5.100.463	Elevator Fund Reserve Exp	-	-	<div><div>0%</div></div>	-			
5.100.471	Janitorial Service	4,898.00	8,000.00	<div><div>61%</div></div>	(3,102.00)	window cleaning all exterior and sanctuary interior plus monthly cleaning		
5.100.484	Marketing and Advertising	-	-	<div><div>0%</div></div>	-			
5.100.726	AV Tech Expense	1,400.00	6,720.00	<div><div>21%</div></div>	(5,320.00)			
5.100.727	AV Equipment & Maintenance	-	225.00	<div><div>0%</div></div>	(225.00)			
5.100.728	Real Rent Duwamish	648.00	648.00	<div><div>100%</div></div>	-			
5.100.900	Transfers to Operations Cash Reserve Fund or Bldg	-	-	<div><div>0%</div></div>	-			
Total Facility Expense		\$ 47,233	\$ 66,728	71%	\$ (19,495)			

As of: <b>Wednesday, September 8, 2021</b>		% Thru Year: <b>100%</b>				
Account #	Account Name	FY20-21 Actual	FY20-21 Budget	YTD %ofBgt	Difference	Activity Notes
<b>Fundraising &amp; Rentals Expense</b>						
5.100.819	Raise the Paddle Purchase Exp -GF	-	-	0%	-	
5.100.820	Auction Expense	2,250.00	2,000.00	113%	250.00	
5.100.821	Rummage Sale Expense	-	-	0%	-	
5.100.822	Canvass Expense	202.96	250.00	81%	(47.04)	
5.100.823	Misc. Fundraising Exp Bud	-	-	0%	-	
5.100.305	Facilities Rental Exp - single events	-	-	0%	-	
	Total Fundraising & Rentals Expense	\$ 2,453	\$ 2,250	109%	\$ 203	
<b>Committees Expense</b>						
5.100.222	Coffee and Other Kitchen Exp	-	1,100.00	0%	(1,100.00)	
5.100.710	Membership Exp Bud	-	500.00	0%	(500.00)	
5.100.725	Worship Council Expense Budget	5,949.39	6,575.00	90%	(625.61)	honarium and strawberries for picnic
5.100.754	Partner Church Program Exp	303.00	-	0%	303.00	
5.100.756	Social Action Expense	-	-	0%	-	
5.100.759	Board Discretionary Fund	270.00	300.00	90%	(30.00)	gifts
5.100.800	All Congr Social Events	360.00	175.00	206%	185.00	picnic fee
5.100.801	All Congr Retreats and Trainings	987.50	3,000.00	33%	(2,012.50)	chaplain fee for annual meeting, 3 GA Delegates, Gift to DRUUMM in honor of Denise Rimes, parliamentarian help
5.100.829	Common Quest Exp	-	250.00	0%	(250.00)	
	Total Committees Exp	\$ 7,870	\$ 11,900	66%	\$ (4,030)	
<b>Total Other Operational Support Expense</b>		\$ 57,556	\$ 80,878	71%	\$ (23,322)	
<b>TOTAL GENERAL FUND EXPENSE</b>		\$ 430,071	\$ 471,184	91%	\$ (41,113)	
<b>Income less Expense</b>		\$ 73,077	-			



As of: <b>Wednesday, September 8, 2021</b>					
<b>Fund Acct</b>	<b>Fund Balances</b>	<b>Curr Balance</b>	<b>Ann. Change</b>	<b>Notes/Explanation</b>	<b>Prior Year Balance</b>
3.200.100	Building Fund FB	69,575.71	(7,383.75)	+Building fund reserve per budget (\$3,000); - down payment for brick work on leaking windows (\$3,600); -balance due on the window masonry repairs (\$5,700); +\$100 member donation; -furnace assessment (\$1,200)	76,959.46
3.201.100	Accessibility FB	24,319.25	20,510.94	Transfer from Raise the paddle; payment to NMB for consulting; monthly \$10 donation	3,808.31
3.202.100	Building Maintenance/Janitorial Fund Balanc	329.42	-		329.42
3.302.100	Minister's Discretion FB	2,876.73	580.00	moved in plate collection funds for the year	2,296.73
3.303.100	Minister Search Fund Balance	142.88	-		142.88
3.304.100	Gifts to be Designated by Board FB	190.00	190.00	ordination gifts pass through	-
3.305.100	Undesignated Donations FB	56,257.57	24,371.39	+Carryover from 19-20 FY (\$71,139) - transfer to GF per budget (\$53,500) + transfer to Reserves per budget (\$7,477) - donation to PNGF (\$600)	31,886.18
3.307.100	PPP Loan/Grant FB Balance	-			
3.310.100	Conference Scholarship FB	171.21	-		171.21
3.321.100	Miscellaneous Grants	160.33	-		160.33
3.345.100	Hymnals FB	98.71	-		98.71
3.350.100	Music FB	290.53	-		290.53
3.355.100	WSUU Sponsored Events Balance	1,513.47	-		1,513.47
3.360.100	Youth Group FB	6,249.01	418.27		5,830.74
3.370.100	OWL Fund Balance	4,208.28	600.00		3,608.28
3.380.100	Religious Ed Misc FB	2,041.84	158.38		1,883.46
3.385.100	Raise the Paddle FB	-	(22,214.34)	Transferred to Accessibility FB	22,214.34
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-		2,929.50
3.391.100	Social Justice FB Balance	775.54	-		775.54
3.400.100	Endowment FB	55.00	-		55.00
3.405.100	Little Free Library Balance	40.00	-		40.00
3.815.100	Partner Church FB	1,273.05	169.69		1,103.36
3.835.100	Community Meal Trust Fund Balance	369.87	-		369.87
<b>Total Dedicated Funds</b>		<b>\$ 173,867.90</b>	<b>\$ 17,400.58</b>		<b>\$ 156,467.32</b>