

Westside Unitarian Universalist Congregation

August 2017 Board Meeting Minutes

The meeting started at 7:00pm August 16 2017 in the WSUU Office. Present were board members Patti McCall, Judi Finney, David Cycleback, Jill Jackson, Allan Lang, Scott Iverson and Jean Mendel, along with Rev. Alex Holt and Soph Davenberry.

PRESENTATION ON BUILDING ENERGY

Soph Davenberry gave an in depth report on energy conservation and related issues with our building.

There are many options for the building concerning remote and adjustable lighting, accessibility (which includes issues such as lighting and sound for the sensory impaired, which goes hand in hand with energy/electrical issues), automatic irrigation, lowering heat and energy leaks, and lowering the operating costs. Our highest cost is the gas, in particular from heating the building in the winter. Though our energy/heating costs are a relatively small portion of our operating budget, our building is below average in energy efficiency compared to other buildings.

The building committee will do an assessment of the building, consulting with city utility experts, to come up with a big picture plan. After that we can then prioritize what to do.

The board agreed Soph and the committee should go ahead with research on assessment.

The building committee could use some more members, including to help with assessments and models.

MINUTES

Judi approved the minutes as written and Jill seconded the motion. The board unanimously approved the July minutes as written and they will be posted on the website.

MINISTER REPORT

Alex met with Margo Rinehart, and she also met with a number of other people. She will be our intern minister with a 12 month commitment, with no cost to Westside.

Alex said it would be a great year to do by-laws.

Alex also said accessibility is a big issue to work on this year, and we should deal with the elevator system this year. He will put together an ad hoc working group to find our options. He has already talked to John Monahan about it.

Alex and the board discussed the possibility of getting a new building in the future, perhaps at a new location. This is a topic for continuing future discussions. Allan said he would check in with the finance committee about it.

FUNDRAISING

As Westside will not be doing the garden and art sale this year, the board discussed replacement fundraiser(s). This is up in the air right now, ideas are welcome. and there may be more than one fundraiser.

AUCTION REPORT

Judi reported on the auction committee. Betsy Lowry is new committee chair and Leah LaCivita is co-chair.

Patti suggested there be two auctions this year. There likely will be one on February 3d and the second one probably in November.

DRE REPORT

The board talked about non-members and payments visa vie RE. It costs money to have each child in RE and the church has an unusually large number of kids for a

congregation of our size. Though the incremental cost per child is relatively small. Cynthia will take this issue to the RE council and come back with opinion on what they think is fair, equitable, etc.

The membership committee is working to get new RE families as members, and this has worked out well.

Scott will attend RE councils to facilitate communication between the board and RE council.

TREASURER'S REPORT

Allan presented the treasurer's report. He noted that the budget is supposed to be for twelve months. He said we are doing well in collecting pledges. He reiterated that much of the church funds will be taken out of Umpqua Bank and transferred to Sound Credit Union.

OTHER TOPICS

There will be a communications meeting in the future to discuss branding, etc.

There will be a leadership development seminar in the near future. The point is to develop a new generation of leaders at Westside, in part by showing people the opportunities and structure of the Westside.

There is a new social justice council that will be led by Tracy Burroughs.

Jill brought up the issue of how committees and councils are formed, concerned how they can form out of the blue without notice to the board or board approved. We agreed that the board should be consulted before committees and councils are formed.

The Westside contract with Margo Rinehart was discussed. Jean motioned that we vote for Margo's contract as amended. Judi seconded and the board unanimously approved the contract.

Musicians may be needed for Ingathering on September 16. There may be a music system setup.

There was discussion of the homeless man who had lived in the alcove, and the need for a policy around this. A sign has been put up in the alcove. We will be getting more information on this issue.

A thank you card was made and signed.

The meeting ended at 9pm

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

August 9, 2017

Dear board members,

Summer is disappearing into the smoky skies and shorter days now. We will have a busy year ahead of us and so I wanted to give you some idea about some of my priorities.

Intern Status: Margo Waldroup who is a student at Seattle University has met with Laura, Patti, Shannon, Cynthia, Bert, and Lisa as well as myself. I am double-checking but she has gotten positive reviews from all the interviews. As with any aspiring minister she has some areas of important discernment: one of them will be how to separate her former work as a lay leader with her future work as a minister. She would be contracted to work 30 hours/week with staff, lay leaders and myself. She has an interest and focus on worship and religious education. I would be meeting with her weekly as well as with other staff and lay leaders. She will have a standard one year 12 month contract outlining her areas of work and ministry foundation. She would not require any honoraria or salary stipend for this internship. We would likely re-create Kevin's office space in the old minister office for her use. I will be working with the transitions team to see if they are willing to become a support group for Margo. **My request to you as a board is to approve her internship for a period of 12 months under the conditions noted above.**

Bylaws review: This is an in-between year with no search committee requirements so a revision of the bylaws could be an excellent use of that time. I expect this will come up at the board retreat but **I'd invite us to consider creating an ad hoc working group to focus on bylaw changes for either the mid-year or annual congregational meeting.**

Accessibility: Oftentimes the pace and enthusiasm of a congregation during an interim period can be helped with a tangible project that can be completed and measured as an important success. I have been thinking that this year would be a good year to finally tackle the elevator issue head on. There are several reasons I suggest this option. One is that we have at least one member of the congregation giving money regularly for the elevator project. Funds to initiate the project are therefore already in place. Another reason is that Westside needs to be accessible if we are to be fully welcoming AND inclusive for all. A third reason is that there are alternatives to the elevator option. The standard commercial elevator would likely be far too expensive to install given the type of building. That option is likely a non-starter. Another option is to do nothing and hope that the current building can be sold or otherwise radically revised. I think there's a sense that the old-fashioned lifts that are installed by stairways would be less than aesthetically pleasing. These three options would mean that Westside continues to be inaccessible for those with physical disabilities. After conversations with John Monahan and others it does seem as though there are some middle-ground less expensive options. **I would request that a small ad hoc working group be created to work with Shannon, myself and others to come up with realistic plans and a timeline to install a functioning elevator.**

Relational Covenant: I believe I've mentioned before that the period after an uncompleted ministerial search can represent a return to some type of normal for the congregation. What is your 'normal' now as Westside? Oftentimes emotional issues come out that would have otherwise been a part of the new settled minister's first year or two. Emotional states tend to build up during a transition period and I'd not be surprised if they come out this year. More awareness of the Westside relational covenant is important, I

think, and I'll be talking with Alan Mendel who is the current coordinator of the relational covenant procedures.

You may have today seen the email from Shannon about a long-time homeless person who is accused of stabbing another individual outside the building last night. Ryan has spent several years staying in the alcove entry way by the school entrance and the staff parking lot. I had connected with him over the last few months and had recently asked him to remove any indications of alcohol and/or cannabis from this alcove because of safety and school regulations. I have recommended that no trespassing signs be erected in any area of the building that might attract homeless people. I've also suggested that Westside work with law enforcement to create best practices to ensure that the property, the school, and Westside members and friends be safe. No idea if Ryan will be incarcerated for an extended period but this is a good time to create clear boundaries for use and presence on church property.

I want to work with April and the Leadership Assembly model to see if it can become a more effective part of the Westside organizational structure and especially involving communications and calendaring. More information on that later.

Everything else right now is in process and I hope to have more information to you by the September meeting as to long term goals I have here. I'd like to get those two ad hoc working groups together (the accessibility project, and the bylaws revision project) very soon.

Respectfully submitted,

Alex Holt, Accredited Interim Minister

August 14, 2017

To: WSUU Board Members

From: Cynthia Westby, DRE

All is going well – it is a very full, busy summer. Here is my Board Report for August 2017. I will be away on vacation beginning Wednesday, August 23rd. I will be taking the OWL training for Middle School over Labor Day weekend. I will be back Tuesday, September 5th.

Summer RE Program: The RE program in August has been well attended for summer. We are offering two classes during the summer months. One class is held in the nursery for children under 5 years of age. One RE class is held for children between the ages of 5 and 12. Attendance, as always in the summer, is lower than during the regular RE year as families go away on vacation or simply enjoy the fabulous Seattle weather. We have offered crocheting with an eye to yarn bombing the side of the railing by door near the Administration Office. We offered yoga with Tom Townsend and a learning about ecology and the environment with Scott Iverson. On August 20th Julie Forkasdi will be bringing Jane the goat. Amazingly, the summer is quickly coming to a close. Cheryl Brown, the RE Program Assistant, has been an incredibly valuable, critical component of this summer's programs.

Here is attendance for the summer thus far:

Summer 2017

Date	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13
Student Count	6	16	12	7	13	12	9	22	16

Fall RE Program Teacher Recruitment: I continue to focus a tremendous amount of attention on teacher recruitment for next year. I need 8 teachers right now. Many of our

teachers this year have decided to either take a break or put their energies elsewhere in the congregation. Many people I have asked about teaching are still considering what next year will look like for them and holding off making a decision at this time. If any of you know of congregants who might be interested in teaching next year, please let me know! Meanwhile, I am reaching out to congregants who have not taught in RE but might be interested in doing so.

Curriculum Development: Another major focus this summer continues to be developing the social justice curriculum for the 2nd -3rd, 4th -5th, and Middle School classes. We will have two Middle School classes –one OWL class and the other class will be for 6th -8th graders who can't take or aren't interested in taking OWL. This work will engage the children with our community in important ways through social justice work.

Chalice Chapels: We will have the theme of diversity for next year's Chalice Chapels and I am building a team to work with me on these Chalice Chapels. We will have 10 Chalice Chapels next year (Chalice Chapels are held in lieu of RE classes as a single RE class for children over 5 years of age – children under 5 are in the nursery). The congregants I have reached out to are excited about this idea and I have six congregants so far who have committed to teaching one of the Chalice Chapels. I have developed this curriculum and am very excited about this program!

YAC (Youth Action Committee): YAC, the Youth Group and Coming of Age teachers and youth will hold a kick-off event on Sunday, September 10th from 7-8:30 pm for the six youth who will be joining the youth group and their parents to learn more about the activities of Youth Group and Coming of Age. An invitation for this kick-off event has been sent out to all youth, youth group advisors, COA teachers, and incoming youth and their parents. We're all really excited about this opportunity!

RE Council: The RE Council will not meet this summer. The next RE Council meeting will be Sunday, September 10th from 3:30-5:30 in the Fireside Room. In September and/or October at our RE Council meeting(s) we will draft a proposed policy regarding non-members' children in RE and whether we should ask for donations or set a fee and give that to you by your November Board meeting for your consideration.

Teacher Training: I will be offering teacher training for Spirit Play through Middle School teachers on Sunday, September 10, from 1-3 pm in the Social Hall. I will be offering teacher training for the Nursery and Story Time Teachers with Dana Townsend's help on Sunday, September 16th from noon-2 pm in the Story Time room.

Stories for All Ages: I'm very pleased to continue to be working with a strong team of tellers with many styles and voices. They bring a wonderfully diverse range of stories to the congregation each Sunday. The team continues to grow. I have storytellers scheduled through the end of September.

If you have any questions, comments or concerns, please let me know.

Thank you!

FY2017-18 Treasurer's Report - Summary

As of: July 31, 2017

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Checking #7545	\$ 40,032.62	\$ 33,559.59	\$ 6,473.03
Operations Savings #2060	7,107.19	7,107.01	0.18
Funds for Operations	\$ 47,139.81	\$ 40,666.60	\$ 6,473.21
Building Fund Chkg #2052	\$ 8,172.68	\$ 8,172.68	\$ -
Building Fund Savings #2078	78,755.92	78,753.91	\$ 2.01
Elevator Fund Savings #5261	42,810.04	42,808.22	1.82
Building Funds	\$ 129,738.64	\$ 129,734.81	\$ 3.83

BALANCE SHEET REPORT	
Assets	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	47,340
Cash - Building Funds	129,739
Other Assets	25,028
Total Assets	\$ 1,233,731
Liabilities	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	5,296
Dedicated Fund Balances	19,515
Total Liabilities	\$ 567,182
Congregational Equity	
Beginning of FY Equity	642,021
YTD Change in Equity	24,528

	% thru Year:		Budget - YTD	B/(W) v Bgt
	Total - YTD	%		
BUDGET SUMMARY				
Income				
Pledges	\$ 54,670	18%	\$ 40,790	\$ 13,880
Plate Collections	1,567	6%	2,000	(433)
Other Donations	25	0%	1,075	(1,050)
Fund Raising	420	1%	1,000	(580)
Affiliations	159	7%	185	(26)
Program Income	1,030	8%	760	270
Rentals	3,791	7%	4,059	(268)
Total Income	\$ 61,663	13%	\$ 49,869	\$ 11,794
Expenses				
Ministry	\$ 8,371	8%	\$ 8,431	\$ (60)
RE Program	6,003	7%	8,384	(2,381)
Music Program	4,726	7%	4,719	7
Administration	3,735	8%	4,058	(323)
Staff Benefits	593	21%	612	(19)
UU Dues	-	0%	3,210	(3,210)
Operations	4,859	20%	2,057	2,802
Committees	2,200	17%	1,867	333
Fundraising Exp	-	0%	-	-
Utilities	1,709	8%	2,391	(682)
Loans	3,948	8%	3,948	(0)
Taxes & Fees	-	0%	-	-
Facility Exp	995	4%	2,203	(1,208)
Total Expenses	\$ 37,138	8%	\$ 41,880	\$ (4,742)
Overall YTD Results vs. Budget:			Ahead! --->	\$ 16,535

13-Month Detailed Treasurer's Report

As of: July 31, 2017

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year:	8%	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME									
Pledging									
4.100.100	Pledges - Current Year Income	48,160.35	48,160.35	284,925.00	17%	-	-	-	Great number!
4.100.105	Pledges - New Members & Additional	-	-	8,000.00	0%	-	-	-	
4.100.110	Pledges - Prior Year Income	6,510.00	6,510.00	2,800.00	233%	3,710.00	-	-	Another great number!
	Total Pledges	54,670.35	54,670.35	295,725.00	18%	3,710.00	-	-	
Other Donations									
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	24.81	24.81	-	0%	24.81	-	-	one gift from non-member
4.100.140	Contributions - Sunday WSUU	1,064.97	1,064.97	16,664.00	6%	-	-	-	low attendance
4.100.141	Contributions - Sunday WSUU Minister Discretion	-	-	667.00	0%	-	-	-	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	334.00	0%	-	-	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	667.00	0%	-	-	-	
4.100.150	Contributions Sunday Charities	501.98	501.98	6,670.00	8%	-	-	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	-	-	
4.100.160	Special Gifts & Campaigns	-	-	8,400.00	0%	-	-	-	
4.100.244	Elevator Fund Donations	-	-	12,000.00	0%	-	-	-	
	Total Other Donations	1,591.76	1,591.76	45,402.00	4%	24.81	-	-	
	Total Pledge and Other Donations	\$ 56,262.11	\$ 56,262.11	\$ 341,127.00	16%	\$ 3,734.81	-	-	
Fund Raising									
4.100.243	Other Major Fundraising Event	-	-	4,509.00	0%	-	-	-	
4.100.245	Auction Income	420.00	420.00	44,000.00	1%	-	-	-	Paula's high tea - didn't get in catalog but offered anyway this July
4.100.247	Raise the Paddle Income	-	-	15,000.00	0%	-	-	-	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	-	-	
4.100.250	Rummage & Book Sale Income	-	-	1,000.00	0%	-	-	-	
4.100.257	Misc. Fundraising Income	-	-	500.00	0%	-	-	-	
	Total Fund Raising Income	420.00	420.00	65,009.00	1%	-	-	-	
Merchants Income									
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	-	-	
4.100.210	E Scrip GF Income	2.71	2.71	60.00	5%	-	-	-	
4.100.211	Amazon Rebate Income	156.18	156.18	2,160.00	7%	-	-	-	
	Total Merchants Income	158.89	158.89	2,220.00	7%	-	-	-	
Program and Misc Income									
4.100.220	Coffee Income	30.05	30.05	995.00	3%	-	-	-	plate collection for 5th Sunday will post in august
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	-	-	
4.100.222	Music Fundraising and Donations	-	-	2,200.00	0%	-	-	-	
4.100.223	Music Programs Income	-	-	3,936.00	0%	-	-	-	
4.100.240	Interest Income	0.18	0.18	9.00	2%	-	-	-	
4.100.241	Board Designated Fund Transfers to GF	1,000.00	1,000.00	-	0%	1,000.00	-	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	-	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	-	0%	-	-	-	
4.100.255	Common Quest Income	-	-	300.00	0%	-	-	-	
4.100.256	RE Non-Member Fees	-	-	500.00	0%	-	-	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	-	-	
4.100.259	RE Fundraising & Donations	-	-	1,500.00	0%	-	-	-	
4.100.260	OWL Registration Fees	-	-	1,500.00	0%	-	-	-	
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	-	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	-	1,900.00	0%	-	-	-	
4.100.263	OWL Fund Transfers IN	-	-	715.00	0%	-	-	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	-	-	

13-Month Detailed Treasurer's Report

As of: July 31, 2017							
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year: 8%		Notes
					YTD %ofBgt	Over Budget	
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 Other Income	1,030.23	1,030.23	13,555.00	8%	1,000.00	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb	1,137.78	1,137.78	13,656.00	8%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	950.00	0%	-	
4.100.305	Rental Income - Single Events	(177.50)	(177.50)	2,500.00	-7%	-	Sound Bath Rental Cancelled refunded rental fee minus deposit
4.100.310	Leases Income- Pre School	2,606.00	2,606.00	32,832.00	8%	-	
4.100.311	Donations- Service Groups Meeting at WSUU	225.00	225.00	2,220.00	10%	-	
	Total Rental Income	3,791.28	3,791.28	52,158.00	7%	-	
	TOTAL GENERAL FUND INCOME	\$ 61,662.51	\$ 61,662.51	\$ 474,069.00	13%	\$ 4,734.81	
GENERAL FUND EXPENSES							
Minister Position							
5.100.100	Minister Housing Allow Exp	3,000.00	3,000.00	41,500.00	7%	-	June pay
5.100.101	Minister Salary Exp	4,004.17	4,004.17	42,970.00	9%	-	
5.100.105	Minister Medical Ins Exp	-	-	3,796.00	0%	-	
5.100.106	Minister Group Term Life Ins Exp	37.13	37.13	436.00	9%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	84.00	983.00	9%	-	
5.100.110	Minister Retirement Exp	700.00	700.00	8,466.00	8%	-	
5.100.115	Minister-FICA Exp	378.68	378.68	3,652.00	10%	-	
	Total Minister Compensation	8,203.98	8,203.98	101,803.00	8%	-	
5.100.102	Minister Moving Exp	-	-	-	-	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	
5.100.125	Minister's Professional Exp	166.93	166.93	5,962.00	3%	-	
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	-	-	-	-	-	
5.100.130	Ministerial Intern Exp	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
	Total Additional Minister Exp	166.93	166.93	5,962.00	3%	-	
	Total Cost of Minister Exp	\$ 8,370.91	\$ 8,370.91	\$ 107,765.00	8%	\$ -	
Children and Youth RE Ministry							
5.100.150	RE Director Salary Exp	4,950.00	4,950.00	59,400.00	8%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	-	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	-	-	
5.100.155	RE Director Medical Ins Exp	-	-	-	-	-	
5.100.158	RE Director FICA Exp	378.68	378.68	4,544.00	8%	-	
5.100.160	RE Director Retirement Exp	-	-	5,500.00	0%	-	June pay so retirement starts in July
	Total RE Director Compensation	5,328.68	5,328.68	69,444.00	8%	-	
5.100.165	RE Director Professional Exp	-	-	3,500.00	0%	-	
	Total RE Director Other Expenses	-	-	3,500.00	0%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	333.00	0%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	160.00	2,060.00	8%	-	
5.100.164	RE Nursery Assistant Exp	75.00	75.00	1,390.00	5%	-	
5.100.168	RE Program Assistant Exp	232.50	232.50	3,570.00	7%	-	
5.100.169	RE Summer Coordinator Exp	-	-	810.00	0%	-	

13-Month Detailed Treasurer's Report

As of: July 31, 2017						<table border="1"> <tr> <td>% Thru Year:</td> <td>8%</td> </tr> </table>		% Thru Year:	8%	
% Thru Year:	8%									
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes			
5.100.170	Childcare Exp	62.50	62.50	840.00	7%	-				
	Total RE Staff Exp	530.00	530.00	9,003.00	6%	-				
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-				
5.100.152	RE OWL Leadership Development Exp	-	-	1,500.00	0%	-				
5.100.166	RE Leader Training Exp	-	-	-	-	-				
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-				
	Total RE Training Expense	-	-	1,500.00	0%	-				
5.100.131	RE OWL Programs Exp	-	-	715.00	0%	-				
5.100.132	RE High School Youth Programs Exp	-	-	900.00	0%	-				
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-				
5.100.134	RE Operational Exp	144.56	144.56	2,350.00	6%	-	books, curriculum			
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-				
5.100.136	RE High School Youth Scholarships Exp	-	-	1,000.00	-	-				
5.100.171	RE Program Support Exp	-	-	-	-	-				
5.100.172	RE Curricula Exp	-	-	500.00	0%	-				
5.100.225	RE Fund Transfers OUT	-	-	-	-	-				
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-				
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-				
	Total RE Operational	144.56	144.56	5,465.00	3%	-				
	Total RE Ministry Exp	\$ 6,003.24	\$ 6,003.24	\$ 88,912.00	7%	\$ -				
Music Ministry										
5.100.185	Music Dir Salary Exp	3,071.70	3,071.70	37,533.00	8%	-				
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-				
5.100.187	Music Dir Retirement Exp	282.38	282.38	3,456.00	8%	-				
5.100.188	Music Dir FICA Exp	234.99	234.99	2,868.00	8%	-				
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	-	-				
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	-	-				
	Total Music Director Compensation	3,589.07	3,589.07	43,857.00	8%	-				
5.100.190	Music Dir Professional Exp	1,222.00	1,222.00	3,300.00	37%	-	McGlaskey inst. fee			
	Total Music Director Other Expenses	1,222.00	1,222.00	3,300.00	37%	-				
	Total Cost of Music Director	\$ 4,811.07	\$ 4,811.07	\$ 47,157.00	10%	\$ -				
5.100.193	Music Sunday Service Pianist Exp	(85.00)	(85.00)	4,875.00	-2%	-	Bert overpaid johh in June. John refunded overpayment with a check			
5.100.195	Music Percussionist Exp	-	-	3,120.00	0%	-	Bert forgot check requests for musicians and AV for July while he was traveling - August will be double usual			
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,530.00	0%	-				
5.100.198	Music Bassist Exp	-	-	900.00	0%	-				
5.100.199	Music Administrator Exp	-	-	-	-	-				
	Total Other Music Staff	(85.00)	(85.00)	10,425.00	-1%	-				
5.100.191	Music Purchase Exp	-	-	400.00	0%	-				
5.100.192	Music Equipment Maint Exp	-	-	600.00	0%	-				
5.100.194	Music Programs Exp	-	-	3,936.00	0%	-				
5.100.196	Music Council Fundraising Exp	-	-	100.00	0%	-				
5.100.201	Music Equipment Purchase Exp	-	-	-	-	-				
5.100.202	Music Marketing Exp	-	-	-	-	-				
	Total Other Music Expenses	-	-	5,036.00	0%	-				
	Total Music Ministry Exp	\$ 4,726.07	\$ 4,726.07	\$ 62,618.00	8%	\$ -				
Administrative Staff Support										
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-				

13-Month Detailed Treasurer's Report

As of: July 31, 2017

% Thru Year:	8%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.174	Congr Admin Salary Exp	3,110.64	3,110.64	41,310.00	8%	-	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.25	311.25	3,735.00	8%	-	
5.100.177	Congr Admin FICA Exp	237.96	237.96	3,160.00	8%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Administration Staff Exp	3,659.85	3,659.85	48,705.00	8%	-	
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
5.100.216	Janitorial/Custodian Wages Exp	75.00	75.00	-	-	75.00	June pay for Marie - last janitorial wages
	Total Other Support Staff	75.00	75.00	-	-	75.00	
	Additional Employee Benefits						
5.100.178	Labor & Industries Ins Exp	542.54	542.54	2,200.00	25%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	50.88	50.88	667.00	8%	-	
	Total Additional Employee Benefits Exp	593.42	593.42	2,867.00	21%	-	
	UU Organizations Dues Expense						
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-	
5.100.310	UUSC Dues Exp Bud	-	-	250.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	-	9,630.00	0%	-	
5.100.330	PNWD Dues Exp Bud	-	-	4,173.00	0%	-	
	Total UU Organizations Dues Exp	-	-	14,203.00	0%	-	
	Operational Expenses						
5.100.450	Telephone/Cable/Internet	214.13	214.13	2,520.00	8%	-	
5.100.460	Web Hosting Exp	-	-	216.00	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	110.09	110.09	1,200.00	9%	-	Microsoft 365 annual fee
5.100.480	Office Expenses	143.10	143.10	1,200.00	12%	-	paper, envelopes
5.100.481	Postage Exp Bud	-	-	456.00	0%	-	
5.100.482	Printing / Copying	409.81	409.81	4,896.00	8%	-	
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-	
5.100.484	Marketing and Advertising	-	-	100.00	0%	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	342.89	342.89	5,400.00	6%	-	
5.100.550	Liability Insurance Exp Bud	3,638.50	3,638.50	7,000.00	52%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txfs to Operations Reserve Fund	-	-	935.00	0%	-	
	Total Operational Exp	4,858.52	4,858.52	24,395.00	20%	-	
	Committees Expenses						
5.100.222	Coffee and Other Kitchen Exp	439.97	439.97	1,151.00	38%	-	paid one invoice twice - credit balance with Grounds for Change
5.100.710	Membership Exp Bud	-	-	500.00	0%	-	
5.100.725	Worship Council Expense Budget	600.00	600.00	3,225.00	19%	-	honorariums for summer speakers
5.100.726	AV Tech Expense	-	-	6,120.00	0%	-	
5.100.727	AV Equipment & Maintenance	-	-	300.00	0%	-	
5.100.754	Partner Church Program Exp	-	-	150.00	0%	-	
5.100.755	Orion Expense	-	-	-	-	-	
5.100.756	Social Action Expense	-	-	-	-	-	
5.100.757	Sunday Morning Contrib to Charity	1,100.45	1,100.45	6,670.00	16%	-	
5.100.758	Minister Discretionary Fund	-	-	667.00	0%	-	

13-Month Detailed Treasurer's Report

As of: July 31, 2017

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year: 8%		Notes
					YTD %ofBgt	Over Budget	
5.100.800	All Congr Social Events	60.00	60.00	350.00	17%	-	Special Occasion License application for Ingathering
5.100.829	Common Quest Exp	-	-	-	-	-	
	Total Committees Exp	2,200.42	2,200.42	19,133.00	12%	-	
	Fundraising Expenses						
5.100.818	Other Major Fundraising Event Exp	-	-	1,250.00	0%	-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	
5.100.820	Auction Expense	-	-	8,500.00	0%	-	
5.100.821	Rummage Sale Expense	-	-	-	-	-	
5.100.822	Canvass Expense	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	-	-	
5.100.825	Art and Garden Show Expense	-	-	-	-	-	
	Total Fundraising Exp	-	-	9,750.00	0%	-	
	Rentals Expenses						
5.100.305	Facilities Rental Exp - single events	60.00	60.00	475.00	13%	-	bldg mgr for june rental-recital
	Total Rentals Exp	60.00	60.00	475.00	13%	-	
	Facility Expenses						
5.100.452	Security Alarm System	-	-	450.00	0%	-	
5.100.453	Electricity - SCL	1,439.59	1,439.59	10,500.00	14%	-	
5.100.454	Water/Sewer - SPU	-	-	2,500.00	0%	-	
5.100.455	Waste/Recycling/Green	152.10	152.10	2,710.00	6%	-	
5.100.456	Gas - PSE	116.98	116.98	5,000.00	2%	-	
	Total Utility Expenses	1,708.67	1,708.67	21,160.00	8%	-	
5.100.650	Loan Debt Service - UUA	3,287.66	3,287.66	39,456.00	8%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	659.96	7,920.00	8%	-	
	Total Loan Expenses	3,947.62	3,947.62	47,376.00	8%	-	
5.100.457	Annual City/County/State Fees	-	-	2,350.00	0%	-	
	Total City/County Fees	-	-	2,350.00	0%	-	
5.100.451	Janitorial Supplies	287.41	287.41	2,000.00	14%	-	
5.100.458	Landscaping Exp	17.32	17.32	300.00	6%	-	
5.100.459	Building Maint Supplies & Small Labor	-	-	2,500.00	0%	-	
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	-	-	12,000.00	0%	-	
5.100.471	Janitorial Service	630.00	630.00	7,560.00	8%	-	Jones Boys new rate
	Total Repair and Maintenance	934.73	934.73	24,360.00	4%	-	
	Total Facility Exp	\$ 6,651.02	\$ 6,651.02	\$ 95,721.00	7%	\$ -	
TOTAL GENERAL FUND EXPENSES		\$ 37,138.45	\$ 37,138.45	\$ 474,069.00	8%	\$ 75.00	
Income less Expenses		\$ 24,524.06	\$ 24,524.06	\$ -		\$ 4,659.81	

Fund Balances Report

As of: July 31, 2017				
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation
3.202.100	Building Maintenance/Janitorial Fund Balance	962.50	-	
3.301.100	Minister's Sabbatical FB	-	-	
3.302.100	Minister's Discretion FB	1,403.00	-	
3.303.100	Minister Search Fund Balance	5,480.00	-	
3.304.100	Gifts to be Designated by Board FB	-	-	
3.305.100	Undesignated Donations FB	1,057.11	(1,000.00)	transferred to board discretionary fund in oper. bud
3.310.100	Conference Scholarship FB	596.21	-	
3.321.100	Miscellaneous Grants	160.33	-	
3.336.100	Financial Help for Members	-	-	
3.345.100	Hymnals FB	98.71	-	
3.348.100	Directories Fund Balance	-	-	
3.350.100	Music FB	318.53	-	
3.355.100	WSUU Sponsored Events Balance	-	-	
3.360.100	Youth Group FB	3,615.11	-	
3.370.100	OWL Fund Balance	715.10	-	
3.380.100	Religious Ed Misc FB	1,500.00	-	
3.381.100	DRE Search Fund Balance	-	-	
3.385.100	Raise the Paddle FB	114.34	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-	
3.395.100	Orion Fund Balance	-	-	
3.400.100	Endowment FB	55.00	-	
3.405.100	Little Free Library Balance	40.00	-	
3.500.100	PCC Card FB	-	-	
3.600.100	Website Development Balance	-	-	
3.800.100	Charitable Giving FB	-	-	
3.805.100	Food Bank FB	-	-	
3.815.100	Partner Church FB	100.00	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	
		<u>\$ 19,515.31</u>	<u>\$ (1,000.00)</u>	

BUILDING FUND ACTIVITY	
	Activity
Building Fund Checking	
Beginning Balance	\$ 8,172.68
Ending Balance	\$ 8,172.68
Building Fund Savings	
Beginning Balance	\$ 78,753.91
Interest Earned YTD	2.01
Ending Balance	\$ 78,755.92
Elevator Fund Savings	
Beginning Balance	\$ 42,808.22
Interest Earned YTD	1.82
Ending Balance	\$ 42,810.04
Total Building Fund	\$ 129,738.64
Beginning Balance	129,734.81
YTD Changes	3.83
% Improvement/(Draw Down)	0%