

**Westside Unitarian Universalist Congregation**  
**Board Meeting Minutes Monday February 19 2018**

The meeting took place in the office and started at 7:01 pm. In attendance were Judi Finney, Alex Hold, Jean Mendel, Scott Iverson, David Cycleback, Shannon Day, Alan Mendel, John Britt, Patti McCall, Judi Finney and Allan Lang.

**STEWARDSHIP COMMITTEE**

Alan Mendel came to the meeting to talk about the stewardship campaign

The campaign will fo from March 4th to 25th The theme is 'To Build a Common Good.'  
The theme is also about getting a new minister. Pledge forms were passed out to board members

Jean moved to approve the minutes as edited. It was seconded by Jill and the board approved unanimously.

**TREASURY AND FINANCE COMMITTEE REPORTS**

The auction went well, about 10k over the goal.

The finances are good, in the black.

Shannon needs a standing desk for the office. The board said it will be budgeted for, instead of having Shannon pay for it out of her own pocket.

## **RE REPORT**

Cynthia had two action items in the report, a survey and the purchasing of a computer. Both were approved by the board.

There will be the Leadership Assembly Meeting March 24th

Scott reported on the Participation Team. He is still working on this, including getting committee form submissions. Jill said she will ask for them at the Leadership Assembly Meeting.

## **AUCTION REPORT**

The auction went well. The next auction will be in the Fall of 2019

There likely will be more auction-related fundraisers.

The Auction Committee will work with the Finance Committee for the recommendations on activities and to discuss budget needs and issues.

## **CHARTERING**

John Britt attended to discuss chartering issues.

The Worship Committee is under Alex, not the board, and Alex is in charge of it. This is part of Alex's contract.

John discussed who is and is not to be chartered. He suggested that chartering is for groups that have a governance role and is picked by the board.

He also recommended that groups be described for informational purposes for congregational members to know what they do, etc. This is part of the Participation Team's mission.

Thank you letters were prepared and signed

The meeting ended at 9pm

# Administrator Report to Board January 2018

January is the busiest month for a church administrator. Year end tax receipts for our congregants, w2s for our employees, 1099s for contractors, Congregational Certification due, Common Quest program launch for Winter. I hope to have all these extra tasks wrapped up before I leave for a mini-vacation to ski in the Methow Valley next week. Happy New Year!

**Congregational Cert Data:** Average Attendance 2017: 105 for adults waiting for data from

Cynthia about RE numbers, Membership 216, % people of color:4%, %LGBTQ: 16%

**Business License:** We now have an active business license and are thankfully in the “active but non-reporting” category.

## Sunday Morning Attendance

Date	Speaker	Attendance
11/26/17	Alex	97
12/3/17	Margo	110
12/10/17	Alex	115
12/17/17	Multigen	116
12/24/17	Family xmas eve	93

12/24/17	Candlelight	Cancelled due to snow
12/31/17	Alex (No music/RE)	59
1/7/18	Margo	141

**Kitchen Coordinator Position:** Still working out the kinks here. Sent out email to all volunteers today explaining changes with staffing and encouraging volunteers to let us know if they don't want to help in the kitchen anymore. Small group of folks carrying the load right now.

**Office Technology** – The computers in the office are quite old. My CPU is 8 years old at least. I'm running Windows 7 and beginning to have some small issues. May be a good idea to look into next CPU soon before we have a failure. Cliff Houlihan will help with investigation. We have \$1050 remaining in the annual operating budget for technology. No approval required – just informative for board.

**Communications** – The communications group meets this Sunday. I will have updates next month.

**Thank You** – I suggest a thank you to Charlie Wilson who spent HOURS in the furnace fixing some broken parts. His efforts saved us thousands of dollars.

**No action items for me this month.**

In loving community,

Shannon

January 11, 2018

To: WSUU Board Members

From: Cynthia Westby, DRE

All is going very well! The 2017 year wrapped up with the December 24<sup>th</sup> Christmas Eve Family Service and we are diving into the new year. Happy New Year everyone! Here is my Board Report for January 2018.

**All-generational Services:**

**Sunday, December 17<sup>th</sup> was our All-generation service on “Love.”** There was an American Sign Language Interpreter for this service which was moving and exciting. We had children sharing their experience of the social justice projects in the 2<sup>nd</sup>-3<sup>rd</sup> and 4<sup>th</sup>-5<sup>th</sup> grades (the Treehouse book drive, and the West Seattle Food Bank drive). This was a lovely, touching service.

**Sunday, December 24<sup>th</sup> was our Family Service Christmas Eve service.** There was an American Sign Language Interpreter for this service also which was wonderful. Our pageant was based on the story “Last Stop on Market Street,” and provided every child with an opportunity to participate, in costume. Youth and children starred in telling the story as all our children helped act it out which was so moving. Evan Whitmore (a youth) was the narrator, Sarah Deppe, Tim Deppe, and Lexi Stritof played the other speaking roles in this Newberry award winning story. Marie Kaz created head pieces and wonderful additions to the costumes to make them winningly adorable. She also ensured all the costumes were fluffed, mended and ready to wear. I had a wonderful team of people to help make this pageant flow smoothly, including organizing and getting all the children into their costumes, handing out jingle bells, supervising the children handling the offering and candy cane distribution and so much more: Marie Kaz, Amy Hance-Brancati, Kasey Langley, David Cycleback and Margo Reinhart. Not to mention all the fabulous children who made this pageant so very memorable.

**RE Classes:** Our classes are going very well. The 2<sup>nd</sup>-3<sup>rd</sup> grade book drive on behalf of the “Treehouse” in West Seattle which supports foster children collected two large boxes of books for the Treehouse warehouse (a free “store” for foster children). The

4<sup>th</sup>-5<sup>th</sup> graders' food drive on behalf of the West Seattle Food Bank collected two large bins of food for the food bank. Both social justice projects were highly successful.

Earlier in December the 4<sup>th</sup>-5<sup>th</sup> grade children posted a podcast about illiteracy on Westside's website which captured the key things each child in that class wanted our congregation to know about illiteracy. This podcast was the final project for the illiteracy module (their first social justice module) in the 4<sup>th</sup>-5<sup>th</sup> grade class. This "Two Minutes of Facts about Illiteracy" podcast can be heard [here](#). The children in the 4<sup>th</sup>-5<sup>th</sup> grade class will be completing the hunger module (their second social justice module) in January and creating a podcast to post on Westside's website about hunger.

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**OWL:** We have nine children in the Middle School OWL this year. This year-long class meets nearly every Sunday with the exception of holidays and school breaks. This major investment of time has demonstrated the children's deep commitment to this class. This is an important time in their lives and an vital social justice program!

**Chalice Chapels:** Our theme is diversity for this year's Chalice Chapels. Children 6 to 12 years old participate in the Chalice Chapels after they are sung out following the story for all ages. We held two Chalice Chapels since my last board report:

**"How a Seed in Africa Helps Girls Go To School":** This was our third Chalice Chapel held on Sunday, November 26<sup>th</sup> Chalice Chapel. John Britt taught, talking about and demonstrating a most unusual, very cool stove. The children got to experience what it felt like to carry the amount of wood needed to fuel the old style stoves - which really brought home how valuable and important this new stove, fueled by seeds, is.

**"Getting out the Vote!":** This was our fourth Chalice Chapel held on Sunday, December 10<sup>th</sup> and taught by Jonathan and Kathy Rawle, and Alice Britt. The children learned about getting out the vote and created postcards to use in encouraging people to vote – a fun art project which the children loved!

**Youth Group:** We have 18 youth in Youth Group this year. The Youth Group is strong and active at Westside. Their annual major fundraiser – the selling of wreaths and

greens – brought in over \$700. They are now working on developing the March 18<sup>th</sup> Youth Led Service. I hope you can attend what has always been a deeply moving service. Simon Knaphus, the lead youth advisor, is working with the youth to create this service with help from our team of youth advisors. Spring Con is March 23-25.

**Coming of Age:** Shelley Webb, Steve Burrows and John Monahan are the teachers for this important year-long class for 9<sup>th</sup> graders. Mentors have been tapped from our congregants for our youth in this program. This vital program helps youth discern and articulate their credo, what matters to them, and consider ways they want to embody and embrace their credo.

**RE Council:** The RE Council met on Sunday, January 9<sup>th</sup>. The Council is working on many projects to help ensure RE is a rich, diverse program. The RE Council's second soup lunch will be held on January 14<sup>th</sup>. These soup lunches provide so much more than just the funds for RE. It is a beautiful opportunity for congregants to enjoy each other's company and friendship. All RE Council members also teachers in RE for children or advisors in the youth group so these eight members are very active, involved congregants! Cara Mathison recently joined the RE Council. We are looking for one more RE Council members so if know of someone interested in joining the Council, please let me, or one of the co-chairs (Vanessa Shaughnessy and Shelley Webb) know.

**Stories for All Ages:** I'm 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

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congregation each Sunday. Storytellers are scheduled through the middle of April.

**Photographers for RE:** Two professional photographers have stepped forward to help document RE and our congregation's activities over the course of the year: Jonathan Rawle and Ted Iserman. You will notice that the RE website page now has new photos! They are also providing RE with new photos for the RE Tri-fold Board we set up on Sunday mornings in the Social Hall. They are also compiling a collection of photos of RE for the June 10<sup>th</sup> service. And, through their efforts, Westside is gathering a collection of photos for many other Westside projects. Thank you Jonathan and Ted!

**Professional Development:** In December, I completed the third of four modules I will take in seminary in Berkeley. The module was the second of two on pastoral care. The modules were excellent and well worthwhile. My final module will be in April. I am grateful that I am able to move through this program to graduation in Interfaith ministry and eventually to ordination as an Interfaith Minister.

2018 Westside Auction: Reach for the Moon!  
Final Report to the Board

To Westside Board of Trustees:

I am proud and pleased to provide this final auction report, which will include both a summary of the finances and a summary of team recommendations for future auctions and fundraising.

**Finances** :The summary from Shannon regarding the auction finances will be attached to the email in which I send this report. In summary, the inflows were over \$70,000 and the outflows were approximately \$10,000, with a \$60,000 net, which is \$10,000 more than was in the 2017-2018 church budget allocated for the auction!

The team came together after the auction to celebrate our successful auction and to discuss our process: what worked, what could be improved on; and what recommendations we have for the future.

**Recommendations:**

We agree with the concept of the auction being in the Fall rather than in early February, so close to the holidays and the Stewardship drive. The next major auction should be in the Fall, 2019.

We discussed having several smaller “auction-like” events- one in Fall, 2018 and one in Spring, 2019 in the Social Hall, with elegant finger foods & drinks and Sign-Ups available. By fall, most of the dinners and other experiences (purchased at auction) will have been used. People will be ready for more. (These are very popular and bring in a lot of funds. We ran out of spots early.)

We discussed other fundraising ideas that serve both to make money and create community:

dinner theater/ tickets can be sold to the public

fun dinners with entertainment – maybe hosted by different committees

Elegant (and more formal and expensive) dinner events

These types of events will serve to fill the gap that Circle Suppers has left while also producing revenue

We pay for our auction software annually (1,000). This same software is sitting all year and could be put into service supporting these other fundraisers

Most (perhaps all) of the core team members agreed we would welcome an opportunity to work together on some of these new ideas and to brainstorm

more. We also strongly support NOT having a full-blown auction again until Fall, 2019.

Raise the Paddle should revert back to an invitation to support something inspiring other than the operational budget.

Create a survey to the auction goers asking for their feedback and input. The auction team is willing to do this.

The auction team is planning to host a celebration party for the volunteers and all auction supporters. Sometime in the Spring..

The team is working on a manual, compiling detailed instructions from each of our roles, to support the successful production of the next auction. Kathy Rawle will write a manual from this data.

In Celebration and Appreciation,

Viv Monahan, Chair

2018 Auction: Reach for the Moon!

Core Members:

Viv Monahan, Alice Britt, Judi Finney, Leah LaCitiva, Jean Mendel, John Monahan, Amy Youngblood, Mike West, Kathy Rawle, Wendy Swyt, & Julie Forkasdi

Dear Board,

The Finance Committee (FC) met last Tuesday, February 13, 2018 and here is our report:

In Attendance: Shannon Day, Alan Mendel, Tracy Burrows, Michael Matz

Not able to attend: Wendy Weeks, Allan Lang, Alex Holt

**1) January Results:** ahead of budget and last year!

- Cash flow so far this year is positive by +\$8,705 (we usually go into the red by January)
- Stewardship Committee's efforts continue to pay off as additional pledges from last fiscal year have come in for a total of \$9,328 collected this year - \$6K over expectations!
- Concerns whether future fundraising events planned for the rest of this year will occur, and FC requests Board plan for this potential impact to FY results

**2) Auction Results:** great!

- Overall, net of **\$9,050 more than expected!** Budget Net: \$50,500, Actual Net: \$59,549
- Gross revenues \$69,500 vs. \$56,900 last year. FC recommends, if we do an auction again, that it be a similar "all community welcome" format.
- Use Auction Video Presentation at Stewardship kick-off, possibly other events.
- Raise the Paddle (RTP) was lower.
  - FC recommends Board determine a specific project for RTP in next year's budget.
  - Suggestion for RTP: money for new Minister, such as moving expenses and/or economic impact mitigation of moving to our area in 2020

**3) Budget Development for FY 2018-19:**

- Here is the timeline I envision - please let me know if I am missing anything or dates are inaccurate:
  - Stage 1: Shannon, Alex, myself and Allan (if he wants) will meet to draft Operating Expense Budgets - **DUE MARCH FC MEETING, 3/13**
  - Stage 2: Alex, Allan, Shannon, Patti (if she wants) and I (if requested) will firm up salary & benefit budgets for all staff - **DUE APRIL FC MEETING, 4/10**
  - Stage 3: Stewardship completes Pledge Drive. FC presents to Board INITIAL Balanced Budget - **DUE MAY FC MEETING, 5/8**
  - 
  - Stage 4: Board approves FINAL budget, presents to Congregation for review, 20 days in advance of Congregational Convention - **DUE MAY 20th**
  - 
  - Stage 5: Congregational Convention to approve budget - **JUNE 10th**

January 2018 Treasurer's Report is attached. Please contact me with any questions or concerns.

Respectfully Submitted,

Michael Matz

**Detailed Treasurer's Report**

As of: <b>January 31, 2018</b>				<table border="1"> <tr> <td>% Thru Year:</td> <td>58%</td> </tr> </table>		% Thru Year:	58%	
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes	
S.100.471	Janitorial Service	630.00	4,060.00	7,560.00	54%	-		
	Total Repair and Maintenance	1,679.76	13,685.06	24,360.00	56%	-		
	<b>Total Facility Exp</b>	<b>\$ 8,676.37</b>	<b>\$ 53,398.70</b>	<b>\$ 95,721.00</b>	<b>56%</b>	<b>\$ -</b>		
<b>TOTAL GENERAL FUND EXPENSES</b>		<b>\$ 44,377.12</b>	<b>\$ 272,397.97</b>	<b>\$ 475,607.00</b>	<b>57%</b>	<b>\$ 3,361.05</b>		
Income less Expenses		\$ (19,022.27)	\$ 8,704.65	\$ -		\$ 5,465.61		

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	Total Operational Exp	2,024.04	14,494.70	24,395.00	59%	-				
Committees Expenses										
5.100.222	Coffee and Other Kitchen Exp	153.99	591.96	1,151.00	51%	-				
5.100.710	Membership Exp Bud	57.00	203.00	500.00	41%	-				
5.100.725	Worship Council Expense Budget	500.00	1,954.40	3,225.00	61%	-				
5.100.726	AV Tech Expense	480.00	3,440.00	6,120.00	56%	-				
5.100.727	AV Equipment & Maintenance	199.00	328.92	300.00	110%	28.92				
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	1,026.78	4,307.27	6,670.00	65%	-				
5.100.758	Minister Discretionary Fund	50.00	250.00	667.00	37%	-	gift cards for cong. friend			
5.100.759	Board Discretionary Fund	-	293.48	1,000.00	29%	-				
5.100.800	All Congr Social Events	-	60.00	350.00	17%	-				
5.100.829	Common Quest Exp	-	-	-	-	-				
	Total Committees Exp	2,466.77	11,429.03	20,133.00	57%	28.92				
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	207.95	1,842.95	8,500.00	22%	-				
5.100.821	Rummage Sale Expense	-	-	-	-	-				
5.100.822	Canvass Expense	-	-	-	-	-				
5.100.823	Misc. Fundraising Exp Bud	1,505.84	1,505.84	-	-	1,505.84	book sale exp			
5.100.825	Art and Garden Show Expense	-	-	-	-	-				
	Total Fundraising Exp	1,713.79	3,348.79	9,750.00	34%	1,505.84				
Rentals Expenses										
5.100.305	Facilities Rental Exp - single events	120.00	472.50	475.00	99%	-	this line underbudgeted			
	Total Rentals Exp	120.00	472.50	475.00	99%	-				
Facility Expenses										
5.100.452	Security Alarm System	-	287.00	450.00	64%	-				
5.100.453	Electricity - SCL	2,009.83	6,044.51	10,500.00	58%	-				
5.100.454	Water/Sewer - SPU	-	833.21	2,500.00	33%	-				
5.100.455	Waste/Recycling/Green	228.61	1,512.62	2,710.00	56%	-				
5.100.456	Gas - PSE	690.55	1,830.40	5,000.00	37%	-				
	Total Utility Expenses	2,928.99	10,507.74	21,160.00	50%	-				
5.100.650	Loan Debt Service - UUA	3,287.66	23,013.62	39,456.00	58%	-				
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	4,619.72	7,920.00	58%	-				
	Total Loan Expenses	3,947.62	27,633.34	47,376.00	58%	-				
5.100.457	Annual City/County/State Fees	-	1,100.06	2,350.00	47%	-				
	Total City/County Fees	-	1,100.06	2,350.00	47%	-				
5.100.451	Janitorial Supplies	-	909.60	2,000.00	45%	-				
5.100.458	Landscaping Exp	-	191.12	300.00	64%	-				
5.100.459	Building Maint Supplies & Small Labor	49.76	524.34	2,500.00	21%	-	Furnace repair parts			
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-				
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-				
5.100.463	Elevator Fund Reserve Exp	1,000.00	8,000.00	12,000.00	67%	-				

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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	-	-	-	-	-		
	<b>Total Other Music Expenses</b>	<b>30.00</b>	<b>507.25</b>	<b>5,036.00</b>	<b>10%</b>	<b>-</b>		
	<b>Total Music Ministry Exp</b>	<b>\$ 4,600.30</b>	<b>\$ 36,046.35</b>	<b>\$ 62,618.00</b>	<b>58%</b>	<b>\$ 338.23</b>		
<b>Administrative Staff Support</b>								
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-		
5.100.174	Congr Admin Salary Exp	3,443.00	23,768.64	41,310.00	58%	-		
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-		
5.100.176	Congr Admin Retirement Exp	311.00	2,177.25	3,735.00	58%	-		
5.100.177	Congr Admin FICA Exp	263.39	1,818.30	3,160.00	58%	-		
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-		
5.100.231	Congr Admin Professional Exp	117.56	227.47	500.00	45%	-	snacks for holiday décor teams, gifts for admin volunteers	
	<b>Total Cost Congr Administrator</b>	<b>4,134.95</b>	<b>27,991.66</b>	<b>48,705.00</b>	<b>57%</b>	<b>-</b>		
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-		
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-		
	<b>Total Administration Staff Exp</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
5.100.216	Janitorial/Custodian Wages Exp	-	75.00	-	-	75.00		
	<b>Total Other Support Staff</b>	<b>-</b>	<b>75.00</b>	<b>-</b>	<b>-</b>	<b>75.00</b>		
<b>Additional Employee Benefits</b>								
5.100.178	Labor & Industries Ins Exp	529.96	1,543.57	2,200.00	70%	-	3 quarters paid	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-		
5.100.184	Part time Empl FICA SS Exp	53.25	364.45	667.00	55%	-		
	<b>Total Additional Employee Benefits Exp</b>	<b>583.21</b>	<b>1,908.02</b>	<b>2,867.00</b>	<b>67%</b>	<b>-</b>		
<b>UU Organizations Dues Expense</b>								
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	-	6,420.00	9,630.00	67%	-		
5.100.330	PNWD Dues Exp Bud	-	2,782.00	4,173.00	67%	-		
	<b>Total UU Organizations Dues Exp</b>	<b>-</b>	<b>9,202.00</b>	<b>14,203.00</b>	<b>65%</b>	<b>-</b>		
<b>Operational Expenses</b>								
5.100.450	Telephone/Cable/Internet	447.70	1,537.42	2,520.00	61%	-		
5.100.460	Web Hosting Exp	19.00	122.39	216.00	57%	-		
5.100.470	Web Maintenance Exp Bud	43.13	43.13	100.00	43%	-		
5.100.475	Technology Management	44.51	186.68	1,200.00	16%	-		
5.100.480	Office Expenses	355.49	601.18	1,200.00	50%	-		
5.100.481	Postage Exp Bud	208.00	318.00	456.00	70%	-		
5.100.482	Printing / Copying	409.81	3,053.95	4,896.00	62%	-		
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-		
5.100.484	Marketing and Advertising	-	19.00	100.00	19%	-		
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-		
5.100.520	Banking & Credit Card Fees e.g.Vanco	496.40	2,101.95	5,400.00	39%	-		
5.100.550	Liability Insurance Exp Bud	-	6,511.00	7,000.00	93%	-		
5.100.742	Memorial Expenses	-	-	-	-	-		
5.100.900	Txfs to Operations Reserve Fund	-	-	935.00	0%	-		

Detailed Treasurer's Report

As of: January 31, 2018		% Thru Year: 58%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
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	30.00	507.25	5,036.00	10%	-	
	<b>Total Music Ministry Exp</b>	<b>\$ 4,600.30</b>	<b>\$ 36,046.35</b>	<b>\$ 62,618.00</b>	<b>58%</b>	<b>\$ 338.23</b>	
<b>Administrative Staff Support</b>							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,443.00	23,768.64	41,310.00	58%	-	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.00	2,177.25	3,735.00	58%	-	
5.100.177	Congr Admin FICA Exp	263.39	1,818.30	3,160.00	58%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	117.56	227.47	500.00	45%	-	snacks for holiday décor teams, gifts for admin volunteers
	Total Cost Congr Administrator	4,134.95	27,991.66	48,705.00	57%	-	
5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
	Total Administration Staff Exp	-	-	-	-	-	
5.100.216	Janitorial/Custodian Wages Exp	-	75.00	-	-	75.00	
	Total Other Support Staff	-	75.00	-	-	75.00	
<b>Additional Employee Benefits</b>							
5.100.178	Labor & Industries Ins Exp	529.96	1,543.57	2,200.00	70%	-	3 quarters paid
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	53.25	364.45	667.00	55%	-	
	Total Additional Employee Benefits Exp	583.21	1,908.02	2,867.00	67%	-	
<b>UU Organizations Dues Expense</b>							
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	-	6,420.00	9,630.00	67%	-	
5.100.330	PNWD Dues Exp Bud	-	2,782.00	4,173.00	67%	-	
	Total UU Organizations Dues Exp	-	9,202.00	14,203.00	65%	-	
<b>Operational Expenses</b>							
5.100.450	Telephone/Cable/Internet	447.70	1,537.42	2,520.00	61%	-	
5.100.460	Web Hosting Exp	19.00	122.39	216.00	57%	-	
5.100.470	Web Maintenance Exp Bud	43.13	43.13	100.00	43%	-	
5.100.475	Technology Management	44.51	186.68	1,200.00	16%	-	
5.100.480	Office Expenses	355.49	601.18	1,200.00	50%	-	
5.100.481	Postage Exp Bud	208.00	318.00	456.00	70%	-	
5.100.482	Printing / Copying	409.81	3,053.95	4,896.00	62%	-	
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-	
5.100.484	Marketing and Advertising	-	19.00	100.00	19%	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	496.40	2,101.95	5,400.00	39%	-	
5.100.550	Liability Insurance Exp Bud	-	6,511.00	7,000.00	93%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txfs to Operations Reserve Fund	-	-	935.00	0%	-	

Detailed Treasurer's Report

As of: January 31, 2018							<table border="1"> <tr> <td>% Thru Year:</td> <td>58%</td> </tr> </table>		% Thru Year:	58%
% Thru Year:	58%									
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes			
5.100.161	RE Lead Youth Advisor Exp	-	333.00	333.00	100%	-				
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-				
5.100.163	RE Nursery Lead Teacher Exp	120.00	1,000.00	2,060.00	49%	-				
5.100.164	RE Nursery Assistant Exp	186.00	886.00	1,390.00	64%	-				
5.100.168	RE Program Assistant Exp	270.00	1,327.50	3,570.00	37%	-				
5.100.169	RE Summer Coordinator Exp	-	810.00	810.00	100%	-				
5.100.170	Childcare Exp	-	192.50	840.00	23%	-				
Total RE Staff Exp		576.00	4,549.00	9,003.00	51%	-				
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	66.51	229.51	715.00	32%	-	supplies			
5.100.132	RE High School Youth Programs Exp	1,606.06	1,838.06	900.00	204%	938.06	greens pymt, snacks, flight for gracie bucklew for youth event SLC			
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-				
5.100.134	RE Operational Exp	237.57	688.12	2,350.00	29%	-				
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-				
5.100.136	RE High School Youth Scholarships Exp	-	120.00	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		1,910.14	2,875.69	5,465.00	53%	938.06				
<b>Total RE Ministry Exp</b>		<b>\$ 9,433.89</b>	<b>\$ 50,859.87</b>	<b>\$ 88,912.00</b>	<b>57%</b>	<b>\$ 938.06</b>				
<b>Music Ministry</b>										
Total Cost of Music Director										
5.100.185	Music Dir Salary Exp	3,128.00	22,127.70	37,533.00	59%	-				
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-				
5.100.187	Music Dir Retirement Exp	288.00	1,722.38	3,456.00	50%	-				
5.100.188	Music Dir FICA Exp	239.30	1,670.79	2,868.00	58%	-				
5.100.190	Music Dir Professional Exp	-	3,638.23	3,300.00	110%	338.23				
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	-	-				
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	-	-				
Total Cost of Music Director		\$ 3,655.30	\$ 29,159.10	\$ 47,157.00	62%	\$ 338.23				
5.100.193	Music Sunday Service Pianist Exp	375.00	3,040.00	4,875.00	62%	-				
5.100.195	Music Percussionist Exp	270.00	1,990.00	3,120.00	64%	-				
5.100.197	Music Chorale Rehearsal Pianist Exp	170.00	850.00	1,530.00	56%	-				
5.100.198	Music Bassist Exp	100.00	500.00	900.00	56%	-				
5.100.199	Music Administrator Exp	-	-	-	-	-				
Total Other Music Staff		915.00	6,380.00	10,425.00	61%	-				
5.100.191	Music Purchase Exp	30.00	307.25	400.00	77%	-				
5.100.192	Music Equipment Maint Exp	-	200.00	600.00	33%	-				

**Detailed Treasurer's Report**

As of: <b>January 31, 2018</b>		% Thru Year: <b>58%</b>					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
4.100.262	RE Youth Group Fundraising & Gifts	-	3,265.75	1,900.00	172%	1,365.75	
4.100.263	OWL Fund Transfers IN	-	-	715.00	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
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%	-	
<b>Total Program and Other Income</b>		<b>594.21</b>	<b>9,196.14</b>	<b>14,555.00</b>	<b>63%</b>	<b>1,807.82</b>	
<b>Rentals</b>							
4.100.300	Cell Tower Rental & Elec Reimb	1,137.78	7,964.46	13,656.00	58%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	950.00	0%	-	
4.100.305	Rental Income - Single Events	275.00	1,057.50	2,500.00	42%	-	<i>Offbeats, Tai chi</i>
4.100.310	Leases Income- Pre School	1,100.00	19,342.00	32,832.00	59%	-	<i>this is extra check to offset underpayment on lease. 2 lease payments posted to December</i>
4.100.311	Donations- Service Groups Meeting at WSUU	125.00	1,272.00	2,220.00	57%	-	
<b>Total Rental Income</b>		<b>2,637.78</b>	<b>29,635.96</b>	<b>52,158.00</b>	<b>57%</b>	<b>-</b>	
<b>TOTAL GENERAL FUND INCOME</b>		<b>\$ 25,354.85</b>	<b>\$ 281,102.62</b>	<b>\$ 475,607.00</b>	<b>59%</b>	<b>\$ 8,826.66</b>	
<b>GENERAL FUND EXPENSES</b>							
<b>Minister Position</b>							
5.100.100	Minister Housing Allow Exp	3,500.00	24,000.00	41,500.00	58%	-	
5.100.101	Minister Salary Exp	3,627.00	25,766.17	42,970.00	60%	-	
5.100.105	Minister Medical Ins Exp	-	1,322.75	3,796.00	35%	-	
5.100.106	Minister Group Term Life Ins Exp	74.26	259.91	436.00	60%	-	
5.100.107	Minister Long Term Disability Ins Exp	168.00	588.00	983.00	60%	-	
5.100.110	Minister Retirement Exp	706.00	4,936.00	8,466.00	58%	-	
5.100.115	Minister-FICA Exp	302.00	2,190.68	3,652.00	60%	-	
5.100.125	Minister's Professional Exp	286.04	5,145.84	6,500.00	79%	-	
<b>Total Minister Compensation</b>		<b>8,663.30</b>	<b>64,209.35</b>	<b>108,303.00</b>	<b>59%</b>	<b>-</b>	
5.100.102	Minister Moving Exp	-	-	-	-	-	
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	-	475.00	-	-	475.00	
5.100.130	Ministerial Intern Exp	2,080.50	(1,040.50)	-	-	-	<i>Margo's medical ins. passthrough</i>
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
<b>Total Additional Minister Exp</b>		<b>2,080.50</b>	<b>(565.50)</b>	<b>-</b>	<b>-</b>	<b>475.00</b>	
<b>Total Cost of Minister Exp</b>		<b>\$ 10,743.80</b>	<b>\$ 63,643.85</b>	<b>\$ 108,303.00</b>	<b>59%</b>	<b>\$ 475.00</b>	
<b>Children and Youth RE Ministry</b>							
5.100.150	RE Director Salary Exp	4,950.00	34,650.00	59,400.00	58%	-	
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	359.75	2,537.18	4,544.00	56%	-	
5.100.160	RE Director Retirement Exp	458.00	2,748.00	5,500.00	50%	-	<i>% low as benefit began in July with 1st pymt in 8/17</i>
5.100.165	RE Director Professional Exp	1,180.00	3,500.00	3,500.00	100%	-	<i>no remaining budget for year here</i>
<b>Total RE Director Compensation</b>		<b>6,947.75</b>	<b>43,435.18</b>	<b>72,944.00</b>	<b>60%</b>	<b>-</b>	

Detailed Treasurer's Report

As of: January 31, 2018							
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year: 58%	Over Budget	Notes
<b>GENERAL FUND INCOME</b>							
<b>Pledging</b>							
4.100.100	Pledges - Current Year Income	14,152.43	196,268.53	292,925.00	67%	-	low month
4.100.105	Pledges - New Members & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	1,384.00	9,328.00	3,338.00	279%	5,990.00	2016-17 pymt
	<b>Total Pledges</b>	<b>15,536.43</b>	<b>205,596.53</b>	<b>296,263.00</b>	<b>69%</b>	<b>5,990.00</b>	
<b>Other Donations</b>							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	24.81	-	0%	24.81	
4.100.140	Contributions - Sunday WSUU	1,479.67	9,201.67	16,664.00	55%	-	
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	704.77	3,822.42	6,670.00	57%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	157.96	4,459.96	8,400.00	53%	-	gas well div.
4.100.244	Elevator Fund Donations	1,000.00	8,000.00	12,000.00	67%	-	
	<b>Total Other Donations</b>	<b>3,342.40</b>	<b>25,508.86</b>	<b>45,402.00</b>	<b>56%</b>	<b>24.81</b>	
	<b>Total Pledge and Other Donations</b>	<b>\$ 18,878.83</b>	<b>\$ 231,105.39</b>	<b>\$ 341,665.00</b>	<b>68%</b>	<b>\$ 6,014.81</b>	
<b>Fund Raising</b>							
4.100.243	Other Major Fundraising Event	-	-	4,509.00	0%	-	
4.100.245	Auction Income	3,054.02	8,142.42	44,000.00	19%	-	tix, raffle
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	-	2,004.03	1,000.00	200%	1,004.03	
4.100.257	Misc. Fundraising Income	68.00	103.00	500.00	21%	-	NYE gift auction
	<b>Total Fund Raising Income</b>	<b>3,122.02</b>	<b>10,249.45</b>	<b>65,009.00</b>	<b>16%</b>	<b>1,004.03</b>	
<b>Merchants Income</b>							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	2.73	23.53	60.00	39%	-	
4.100.211	Amazon Rebate Income	119.28	892.15	2,160.00	41%	-	
	<b>Total Merchants Income</b>	<b>122.01</b>	<b>915.68</b>	<b>2,220.00</b>	<b>41%</b>		
<b>Program and Misc Income</b>							
4.100.220	Coffee Income	66.04	540.20	995.00	54%	-	
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	770.00	2,200.00	35%	-	
4.100.223	Music Programs Income	-	-	3,936.00	0%	-	
4.100.240	Interest Income	18.17	19.07	9.00	212%	10.07	
4.100.241	Board Designated Fund Transfers to GF	-	1,000.00	1,000.00	100%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	-	0%	-	
4.100.255	Common Quest Income	-	169.12	300.00	56%	-	
4.100.256	RE Non-Member Fees	-	-	500.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	510.00	1,682.00	1,500.00	112%	182.00	Soup Lunch
4.100.260	OWL Registration Fees	-	1,750.00	1,500.00	117%	250.00	
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	

WSUU Congregation - Seattle WA

**FY2017-18 Treasurer's Report - Summary**

As of: **January 31, 2018**

<b>BANK ACCOUNT BALANCES</b>	<b>Current Mo.</b>	<b>Prior Mo.</b>	<b>Change</b>
Operations Checking #7545	\$ 28,901.50	\$ 45,781.38	\$ (16,879.88)
Operations Savings #2060	7,108.27	7,108.09	0.18
<b>Funds for Operations</b>	<b>\$ 36,009.77</b>	<b>\$ 52,889.47</b>	<b>\$ (16,879.70)</b>
Building Fund Chkg #2052	\$ 8,172.68	\$ 8,172.68	\$ -
Building Fund Savings #2078	78,767.83	78,765.82	2.01
Elevator Fund Savings #5261	51,821.96	50,819.79	1,002.17
<b>Building Funds</b>	<b>\$ 138,762.47</b>	<b>\$ 137,758.29</b>	<b>\$ 1,004.18</b>

<b>BALANCE SHEET REPORT</b>	
<b>Assets</b>	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	36,260
Cash - Building Funds	138,762
Other Assets	25,631
<b>Total Assets</b>	<b>\$ 1,232,278</b>
<b>Liabilities</b>	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	9,475
Dedicated Fund Balances	19,946
<b>Total Liabilities</b>	<b>\$ 571,792</b>
<b>Congregational Equity</b>	<b>\$ 660,486</b>
Beginning of FY Equity	642,021
YTD Change in Equity	18,464

	% thru Year: <b>58%</b>		YTD Budget	B/(W) v Bgt
	YTD Actuals	%		
<b>Income</b>				
Pledges	\$ 205,597	69%	\$ 181,082	\$ 24,515
Plate Collections	13,024	52%	14,501	(1,477)
Other Donations	12,485	61%	12,025	460
Fund Raising	10,249	16%	5,800	4,449
Affiliations	916	41%	1,295	(379)
Program Income	9,196	63%	12,076	(2,880)
Rentals	29,636	57%	29,913	(277)
<b>Total Income</b>	<b>\$ 281,103</b>	<b>59%</b>	<b>\$ 256,692</b>	<b>\$ 24,411</b>
<b>Expenses</b>				
Ministry	\$ 63,644	59%	\$ 63,151	\$ (493)
RE Program	50,860	57%	53,200	2,340
Music Program	39,815	58%	40,408	593
Administration	28,067	58%	28,410	343
Staff Benefits	1,908	67%	2,056	148
UU Dues	9,202	65%	12,812	3,610
Operations	14,495	59%	14,387	(108)
Committees	7,660	56%	8,817	1,157
Fundraising Exp	3,349	34%	1,750	(1,599)
Utilities	10,508	50%	13,206	2,698
Loans	27,633	58%	27,636	3
Taxes & Fees	1,100	47%	1,175	75
Facility Exp	14,158	57%	14,518	360
<b>Total Expenses</b>	<b>\$ 272,398</b>	<b>56%</b>	<b>\$ 281,526</b>	<b>\$ 9,128</b>
<b>Overall YTD Cash Flow:</b>	<b>\$ 8,705</b>			