

Westside Unitarian Universalist Congregation

November 16 2017 Board Minutes

The meeting started at 7pm and took place in the office. In attendance were Patti McCall, Shannon Day, Margo Rinehart, Alex Holt, Scott Iverson, Jean Mendel, David Cycleback and Allan Lang.

The October 2017 board minutes were approved as corrected and will be posted on the website.

TREASURER'S REPORT

Allan had nothing to add to the report. The budget is doing well and ahead of schedule. However, the plate collection is down.

FINANCE COMMITTEE REPORT

There will be the introduction of a prepaid credit card. The finance committee will handle this.

In the auction, there will be the raise the paddle for the operating budget. Raising the paddle for special things may be done next year. However, there will be a raise the paddle pitch this year to highlight what the money goes for.

The bank money will be transferred to Sound Credit.

Allan said there may be new Federal tax laws that affect charity giving. He said we will have to see how it affects pledges to Westside, but he hopes it does not lower pledges.

ADMINISTRATIVE REPORT

Shannon said there were no action items.

The board talked about having an armed intruder policy, including having people with watchful eyes and perhaps locking doors after the service starts. Shannon said there is a webinar series on the issue put out by the church's insurer, and said she would send it to board members.

DRE REPORT

There were no action items, except for the following policy change.

New Policy: “**Picking up your children up after class:** The RE staff, both paid and volunteer, are responsible for children on Sunday mornings from the time they leave the Sanctuary until they are reunited with parents/guardians. Before and after that time, the parent/guardian is responsible for the safety and supervision of their children. Parents must appear after service, in class, to sign out their child at the end of an RE class. Only 2nd-3rd, 4th-5th graders and Middle Schoolers are exempt if their parents have signed a release to that effect. Parents are expected to pick up their children no earlier than 11:50AM. If the worship service has run later than 11:50 AM, parents are asked to pick up children from classes no later than ten minutes after the service has ended. Parents must also be available during RE classes if a child needs to be returned to their parent.”

We discussed the second policy in the DRE Repor (attached)t, about children of non-members being in RE. It is an ongoing issue whether or not there should be a fee for them. The board discussed and debated. The situation was not resolved, but it was pointed out that if enough non-members with children donated the issue would moot. Jean moved to table the final decision until June. David seconded. The vote to table the discussion was three for, 1(Judi) against and 1 abstain.

ALEX'S REPORT

There was brief discussion of Alex's amended report.

AUCTION REPORT.

The board discussed Vivian Monahan's report on the auction.

Judie said that the prices of the tickets will be lowered and that this is a good thing. It will allow and encourage more people to attend.

The auction committee is shooting for \$51 thousand.

The board said they will think about what is their auction item.

Jean volunteered to work with John Britt on chartering committees and councils.

BOARD PRIORITIES

The board members discussed their personal priorities.

Judi discussed the three year strategic plan. Judi said she will meet with Shannon to update the strategic plan and create a tracker (timeline)

There was a building accessibility meeting with Judi, Alex, Alan Mendel and Soph. Alen is looking into other spaces in case the congregation wishes to eventually move. Judi is looking into the issue of the electrical leak in the building.

Allan discussed the bylaws and financial responsibility. Allan would like to have the congregation move past the necessity of having auctions and would like the congregation to be able to meet our financial goals by pledges.

Jean said she would work on the policy handbook and would like to have it finished by the end of the year,

Thank you cards were made.

The meeting ended at 9pm

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

November 13, 2017

Dear all,

My apologies for the delay in getting my report to you this month. The last two weeks have been filled with a move, a trip to New England for business and multiple helpings of fried clams, and then returning just in time to catch a bad cold. Here's my report and please feel welcome to ask any questions at the meeting.

Margo as our intern this year is nearly ready for her first quarter evaluation that is required by Seattle University. She and I will prepare it this week and send it on. I am deeply grateful that she was able to step in and do a reflection this last Sunday when I was quite ill and had to shorten my comments. She now has an Intern Support Committee headed by Mark Newton. Members are being selected and I'll defer to Margo as to who else is on the group.

Cynthia is now in the beginning process of seminary studies at Berkeley and I expect her work there will be of great benefit to the RE program at Westside in coming months and years. I also appreciate and support the action items she has included in her report.

Given recent national events I asked Shannon to contact the law enforcement community representative about recommendations for safety of congregants at services or other public functions. I understand that Church Mutual has also put together a program to help churches increase their safety precautions. We do not need to over react but any UU congregation could be the target of someone who would be potentially violent. She noted plans for coordination with church leaders in her report.

Thanks to Tracy and others on the Social Justice Council, we will have a speaker on January 21 who is “Moina Shaiq who founded her Meet a Muslim” program in California. She will do a sermon and an after-church conversation on that date and will coordinate with Bert and one of the regular service leaders since that Sunday is a praise service.

The board and Finance Committee have given me the Ministerial Discretionary Fund check to create a new checking account at Sound Credit Union. I’ve not been able to get it set up yet but will do so next week. I have also prepared a new policy document on the use and auditing of the Fund so that it’s transparent whilst maintaining confidentiality.

Cynthia, Bert, Margo and I are working on the Christmas Eve services as well as the holiday service on December 17. I’ve been asked to lead the first sermon service that Margo will do on December 3. That means I will be doing all the December services and will plan to take one extra Sunday off in January or February. I will also be doing the Atonement service on Sunday of New Year’s Eve.

I believe there will be 15 or so people in the “Making Friends with Aging and Death” group that will meet starting in January for 6 months. We had a good introductory conversation on Sunday.

I plan to step up pastoral care work this next year with the support of the pastoral care associates. There is an educational piece to this for me and the congregation because I think it’s not clear that ‘called’ ministers aren’t all strongly oriented to pastoral care. Most transitional ministers aren’t. Our work is focused on institutional change. Pastoral support WILL be a major role of whomever becomes the settled minister here. The pastoral associates team and Mark are excellent, and we will be changing some of the focus of our work in the next year or so.

The Deppe family plans to have the Thanksgiving Day potluck this year. The potluck will be at the church social hall on the afternoon of T-day. More

information will be in e-news and the Deppe family will contact those who attended the potluck last year today so they can know there'll be a potluck. I will be going to Kalispell, Montana this weekend to do a service and workshop; then to Debra's in Eugene next Wednesday to Friday for Thanksgiving before I return here to do the service. I'll likely take a couple of days off after Christmas and that will make 3 full weeks of vacation used by January 1, 2018. I will be at a UUMA continuing education workshop in Tampa, Florida January 22-26. It will be on the general topic of faith development in our congregations and association. Four remaining weeks of vacation for my contract period will be in July. I will have another week I'll use sometime this fiscal year.

In case anyone is interested, Christmas Eve is on Sunday this year. We have decided with the concurrence of staff and RE Council to have the Family Christmas Eve service as the regular morning service and then the Candlelight service will be at the usual time that evening.

Margo has made a request to apply for UUA health insurance during the enrollment period. She will pay the premiums through the office and I believe has already undertaken the paperwork. Insofar as I know there's no action needed on the part of the board.

Respectfully submitted,

Alex Holt, Interim Minister

November 13, 2017

To: WSUU Board Members

From: Cynthia Westby, DRE

All is going well – the year is in full swing and going really beautifully. Here is my Board Report for November 2017. I have two action items this month. One is the policy for non-member fees you requested from the RE Council and me, and the other is an amendment to the Safety policy. They are both at the end of my report. I will be away for seminary classes during the week of November 13th but I will still be working too.

Thank you for your consideration of the action items and please don't hesitate to contact me if you have any questions!

Fall RE Program:

RE Classes: Our Story Time, Spirit Play, K-1, 2-3, 4-5, and Middle School Sunday morning classes are going very well. We are holding two Middle School classes – one is our yearlong OWL program and the other is a great program based on "The Twilight Zone" episodes and focused on social justice issues. The 2nd-3rd and 4th-5th graders are also using social justice curriculum and they have chosen this season's social justice projects for their classes. They are the following:

2nd-3rd Grade Class Social Justice Project: The 2nd-3rd graders decided to hold a book drive for their social justice project. This book drive will be on behalf of the "Treehouse" in West Seattle which supports foster children. Our children are encouraging congregants to bring beloved books to share with the foster children – books that remind the giver of UU principles or convey a message that is important to them. This drive will be held from November 12 through December 10th. The box for donated books will be placed in the foyer by the Greeter's Table as you walk in.

The Treehouse, located in West Seattle, helps 7,000 youth in foster care each year through programs that help them succeed in school, fulfill key material needs and provide important childhood experiences. Each morning, nearly 9,000 children in foster

care in Washington State wake up to unfamiliar surroundings. The Treehouse Wearhouse is a free store where youth in foster care and their caregivers can shop for high quality items including books.

4th-5th Grade Class Social Justice Project: The 4th-5th graders decided to hold a food drive for their social justice project. This food drive will be on behalf of the West Seattle Food Bank. The bins will be located in the foyer by the Greeter's Table from November 19th through December 3rd. The children will be encouraging congregants to take home lists they will be providing by the bins of the food needed by the West Seattle Food Bank. They will be leaving brown paper bags with these lists stapled to the bags by the bins to make the donations easy and they will be bringing home these bags to encourage their parents to help them make a donation of food to the food bank.

OWL: We have nine children in the Middle School OWL this year. Parents are grateful that we are holding this class during service as they feel strongly that coming to church more than once a week is too difficult. This class meets from 10:30-noon nearly every Sunday for this entire year with the exception of holidays and school breaks. It is a huge time commitment and the children are demonstrating a real dedication to this class. The children have been really bonding with our amazing volunteer teachers and that has been extremely exciting. This is an important time in the lives of these children and this is truly an important social justice program that we are offering and supporting.

Chalice Chapels: We have the theme of diversity for this year's Chalice Chapels and I have a wonderful team working with me on these Chalice Chapels. Chalice Chapels are worship services for our children ages 5-12. We are offering ten Chalice Chapels this year. Chalice Chapels are held in lieu of RE classes.

We held our second Chalice Chapel with Shelby Greiner on Sunday, November 5th for 20 children (4 of whom were with 3 families visiting for the first time) on the seventh UU principle and what interdependence means theologically, in language appropriate for children, and exploring what they might hold as sacred. They talked about attention being a form of prayer, and how our actions can become forms of prayer through which we express and honor what we hold sacred. It was a resounding success!

Youth Group: We have 16 youth in Youth Group this year! Fall Con (October 27-29) was wonderful and we had five Youth attend with Laura Strand and Simon Knaphus (the Lead Youth Advisor) chaperoning them. Westside youth, Gracie Bucklew, was one

of the Fall Con organizers! The Youth Group is very strong, active and important at Westside. Their annual major fundraiser – the selling of wreaths and greens – has begun and the youth will be seen in the Social Hall making those sales.

Coming of Age: Shelley Webb, Steve Burrows and John Monahan are the teachers for this important year-long class for 9th graders. This year 3 youth are participating in this program. The teachers and I are currently selecting mentors for each youth from our congregants. This is a vital program for our youth in coming to discern their credo, what matters to them, and discovering ways they wish to embody and act on their credo.

RE Council: The RE Council will meet on Sunday, November 12th from 12:30-2:30 pm.

All of the RE Council are also teachers in RE for children or advisors in the youth group 1

so these eight members are very active, involved congregants! We are looking for two 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 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 middle of January 2018.

Administrator Report to Board November 2017

Membership: Kudos to our fabulous Membership Committee for executing another round of Pathway to Membership classes this fall. We will welcome 15 people on Sunday. This brings our membership number to 210. (Some in the new member ceremony were already on the voting list)

Sunday Morning Attendance

Date	Speaker	Attendance
10/15/17	Aisha Hauser	137
10/22/17	Rev Alex	90
10/29/17	Rev Alex/Albert L.	90
11/5/17	Rev Amy Beltaine	119

Kitchen Coordinator Position: I have hired Madison Mothershed to be our new Kitchen Coordinator. She is getting some training from Wendy Swyt and will be taking over scheduling volunteers very soon. She had her first day in the kitchen last week.

Holiday Decorations: I didn't have any group come forward to offer to handle decorating the sanctuary this year. I've sent out an invite to some folks to try to pull together a crew for Dec. 2nd at 10:00. All are welcome!

Sunday Morning Safety Policy – I am in contact with Officer Flores from Seattle Police SW precinct to get advice around how to create an action plan in the event that we had a violent intruder on a Sunday morning. My aim is to schedule a meeting with staff, and others to get input from Officer Flores.

Communications – I'm pleased that the Communications group will be meeting this Sunday. I'm pulling together some ideas for a new document.."Guidelines for Church Communications" I will prepare a draft and the committee can help edit.

No action items for me this month.

In loving community,

Shannon

FY2017-18 Treasurer's Report - SummaryAs of: **October 31, 2017**

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Checking #7545	\$ 30,953.55	\$ 36,580.67	\$ (5,627.12)
Operations Savings #2060	\$ 7,107.73	\$ 7,107.55	0.18
Funds for Operations	\$ 38,061.28	\$ 43,688.22	\$ (5,626.94)
Building Fund Chkg #2052	\$ 8,172.68	\$ 8,172.68	\$ -
Building Fund Savings #2078	\$ 78,761.88	\$ 78,759.87	2.01
Elevator Fund Savings #5261	\$ 47,815.70	\$ 45,813.72	2,001.98
Building Funds	\$ 134,750.26	\$ 132,746.27	\$ 2,003.99

BUDGET SUMMARY	% thru Year:		33%	
	Actuals-YTD	%	Budget-YTD	B/(W) v Bgt
Income				
Pledges	\$ 132,710	45%	\$ 116,148	\$ 16,562
Plate Collections	6,722	27%	8,000	(1,278)
Other Donations	6,725	33%	7,300	(575)
Fund Raising	785	1%	1,200	(415)
Affiliations	548	25%	740	(192)
Program Income	3,910	27%	9,839	(5,929)
Rentals	15,998	31%	17,236	(1,238)
Total Income	\$ 167,399	35%	\$ 160,463	\$ 6,936
Expenses				
Ministry	\$ 38,721	36%	\$ 36,060	\$ (2,661)
RE Program	26,693	30%	31,116	4,423
Music Program	23,822	35%	24,184	362
Administration	15,897	33%	16,234	337
Staff Benefits	1,197	42%	1,341	144
UU Dues	3,210	23%	8,211	5,001
Operations	7,892	32%	8,222	330
Committees	4,669	34%	5,963	1,294
Fundraising Exp	500	5%	1,000	500
Utilities	4,888	23%	7,359	2,471
Loans	15,790	33%	15,792	2
Taxes & Fees	1,076	46%	1,175	99
Facility Exp	8,425	34%	8,408	(17)
Total Expenses	\$ 152,781	31%	\$ 165,065	\$ 12,284
Overall YTD Cash Flow:			\$ 14,618	

BALANCE SHEET REPORT	
Assets	
Church Building & Land (book value)	\$ 1,031,624
Cash - Operations Funds	38,261
Cash - Building Funds	134,750
Other Assets	25,517
Total Assets	\$ 1,230,153
Liabilities	
Loan fm UUA	\$ 471,334
Loan fm Pacific Northwest Growth Fdtn	71,037
Other Current Liabilities	5,215
Dedicated Fund Balances	20,181
Total Liabilities	\$ 567,766
Congregational Equity	\$ 662,387
Beginning of FY Equity	642,021
YTD Change in Equity	20,366

13-Month Detailed Treasurer's Report

As of: October 31, 2017		% Thru Year: 33%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledging							
4.100.100	Pledges - Current Year Income	23,326.58	124,766.48	284,925.00	44%	-	Good!
4.100.105	Pledges - New Members & Additional	-	-	8,000.00	0%	-	
4.100.110	Pledges - Prior Year Income	-	7,944.00	3,338.00	238%	4,606.00	
	Total Pledges	23,326.58	132,710.48	296,263.00	45%	4,606.00	
Other Donations							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	24.81	-	0%	24.81	
4.100.140	Contributions - Sunday WSUU	1,339.36	4,970.02	16,664.00	30%	-	
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	119.29	1,752.42	6,670.00	26%	-	Oct collections went to Minister's discretionary fund
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	200.00	1,700.00	8,400.00	20%	-	Gift for AV and in honor of Lewis
4.100.244	Elevator Fund Donations	5,000.00	5,000.00	12,000.00	42%	-	JE this month to show donations thus far
	Total Other Donations	6,658.65	13,447.25	45,402.00	30%	24.81	
	Total Pledge and Other Donations	\$ 29,985.23	\$ 146,157.73	\$ 341,665.00	43%	\$ 4,630.81	
Fund Raising							
4.100.243	Other Major Fundraising Event	-	-	4,509.00	0%	-	
4.100.245	Auction Income	330.00	750.00	44,000.00	2%	-	event income
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	-	35.00	500.00	7%	-	
	Total Fund Raising Income	330.00	785.00	65,009.00	1%	-	
Merchants Income							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	1.72	13.97	60.00	23%	-	
4.100.211	Amazon Rebate Income	65.73	534.22	2,160.00	25%	-	august low purchases
	Total Merchants Income	67.45	548.19	2,220.00	25%	-	
Program and Misc Income							
4.100.220	Coffee Income	136.51	372.72	995.00	37%	-	plate collection from 10/29
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	100.00	2,200.00	5%	-	
4.100.223	Music Programs Income	-	-	3,936.00	0%	-	
4.100.240	Interest Income	0.18	0.54	9.00	6%	-	
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	129.87	129.87	300.00	43%	-	donations from classes
4.100.256	RE Non-Member Fees	-	-	500.00	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	-	100.00	1,500.00	7%	-	
4.100.260	OWL Registration Fees	-	1,750.00	1,500.00	117%	250.00	

13-Month Detailed Treasurer's Report

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year:		Notes
					YTD %ofBgt	Over Budget	
4.100.261	RE Youth Group Fund Transfers IN	-	-	-	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	457.00	457.00	1,900.00	24%	-	greens sales
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%	-	
	Total Program and Other Income	723.56	3,910.13	14,555.00	27%	250.00	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb	1,137.78	4,551.12	13,656.00	33%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	950.00	0%	-	
4.100.305	Rental Income - Single Events	240.00	247.50	2,500.00	10%	-	recital/tai chi
4.100.310	Leases Income- Pre School	2,606.00	10,424.00	32,832.00	32%	-	sweetpea paying old rate; am working on this
4.100.311	Donations- Service Groups Meeting at WSUU	240.00	775.00	2,220.00	35%	-	
	Total Rental Income	4,223.78	15,997.62	52,158.00	31%	-	
	TOTAL GENERAL FUND INCOME	\$ 35,330.02	\$ 167,398.67	\$ 475,607.00	35%	\$ 4,880.81	
GENERAL FUND EXPENSES							
Minister Position							
5.100.100	Minister Housing Allow Exp	3,500.00	13,500.00	41,500.00	33%	-	
5.100.101	Minister Salary Exp	3,627.00	14,885.17	42,970.00	35%	-	
5.100.105	Minister Medical Ins Exp	64.60	888.45	3,796.00	23%	-	
5.100.106	Minister Group Term Life Ins Exp	37.13	148.52	436.00	34%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	336.00	983.00	34%	-	
5.100.110	Minister Retirement Exp	706.00	2,818.00	8,466.00	33%	-	
5.100.115	Minister-FICA Exp	302.00	1,284.68	3,652.00	35%	-	
5.100.125	Minister's Professional Exp	2,152.16	4,859.80	6,500.00	75%	-	
	Total Minister Compensation	10,472.89	38,720.62	108,303.00	36%	-	
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	-	-	-	-	-	
5.100.130	Ministerial Intern Exp	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
	Total Additional Minister Exp						
	Total Cost of Minister Exp	\$ 10,472.89	\$ 38,720.62	\$ 108,303.00	36%	\$ -	
Children and Youth RE Ministry							
5.100.150	RE Director Salary Exp	4,950.00	19,800.00	59,400.00	33%	-	
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	1,457.93	4,544.00	32%	-	
5.100.160	RE Director Retirement Exp	458.00	1,374.00	5,500.00	25%	-	
5.100.165	RE Director Professional Exp	1,600.00	1,600.00	3,500.00	46%	-	

13-Month Detailed Treasurer's Report

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year:		Notes
					33%	YTD %ofBgt	
	Total RE Director Compensation	7,367.75	24,231.93	72,944.00	33%	-	
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	120.00	600.00	2,060.00	29%	-	
5.100.164	RE Nursery Assistant Exp	100.00	410.00	1,390.00	29%	-	
5.100.165	RE Program Assistant Exp	247.50	247.50	3,570.00	7%	-	
5.100.169	RE Summer Coordinator Exp	37.50	810.00	810.00	100%	-	
5.100.170	Childcare Exp	130.00	192.50	840.00	23%	-	
	Total RE Staff Exp	635.00	2,260.00	9,003.00	25%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	(265.00)	(265.00)	1,500.00	-18%	-	
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	(265.00)	(265.00)	1,500.00	-18%	-	
5.100.131	RE OWL Programs Exp	80.00	(62.00)	715.00	-9%	-	
5.100.132	RE High School Youth Programs Exp	32.77	65.00	900.00	7%	-	
5.100.133	RE Middle School Youth Programs Exp	60.00	60.00	-	-	60.00	
5.100.134	RE Operational Exp	44.67	403.11	2,350.00	17%	-	
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	217.44	466.11	5,465.00	9%	60.00	
	Total RE Ministry Exp	\$ 7,955.19	\$ 26,693.04	\$ 88,912.00	30%	\$ 60.00	

Music Ministry

Total Cost of Music Director							
5.100.185	Music Dir Salary Exp	3,128.00	12,455.70	37,533.00	33%	-	
5.100.186	Music Dir Medical Ins Exp	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	288.00	1,146.38	3,456.00	33%	-	
5.100.188	Music Dir FICA Exp	239.30	952.89	2,868.00	33%	-	
5.100.190	Music Dir Professional Exp	-	3,638.23	3,300.00	110%	338.23 over by 300	
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	\$ 18,193.20	\$ 47,157.00	39%	\$ 338.23	
5.100.193	Music Sunday Service Pianist Exp	375.00	1,540.00	4,875.00	32%	-	
5.100.195	Music Percussionist Exp	270.00	1,080.00	3,120.00	35%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	170.00	340.00	1,530.00	22%	-	
5.100.198	Music Bassist Exp	100.00	200.00	900.00	22%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
	Total Other Music Staff	915.00	3,160.00	10,425.00	30%	-	
5.100.191	Music Purchase Exp	219.25	219.25	400.00	55%	-	

13-Month Detailed Treasurer's Report

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	% Thru Year:		Notes
					33%	YTD %ofBgt	
5.100.192	Music Equipment Maint Exp	200.00	200.00	600.00	33%	-	
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		419.25	419.25	5,036.00	8%	-	
Total Music Ministry Exp		\$ 4,989.55	\$ 21,772.45	\$ 62,618.00	35%	\$ 338.23	
Administrative Staff Support							
5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	3,443.00	13,439.64	41,310.00	33%	-	
5.100.175	Congr Admin Medical Ins Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	311.00	1,244.25	3,735.00	33%	-	
5.100.177	Congr Admin FICA Exp	263.39	1,028.13	3,160.00	33%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	100.00	109.91	500.00	22%	-	
Total Cost Congr Administrator		4,117.39	15,821.93	48,705.00	32%	-	
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	
Additional Employee Benefits							
5.100.178	Labor & Industries Ins Exp	471.07	1,013.61	2,200.00	46%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	48.57	183.24	667.00	27%	-	
Total Additional Employee Benefits Exp		519.64	1,196.85	2,867.00	42%	-	
UU Organizations Dues Expense							
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-	
5.100.310	UUJC Dues Exp Bud	-	-	250.00	0%	-	
5.100.320	UUA Dues Exp Bud	-	3,210.00	9,630.00	33%	-	
5.100.330	PNW Dues Exp Bud	-	-	4,173.00	0%	-	
Total UU Organizations Dues Exp		-	3,210.00	14,203.00	23%	-	
Operational Expenses							
5.100.450	Telephone/Cable/Internet	223.66	866.05	2,520.00	34%	-	
5.100.460	Web Hosting Exp	103.39	103.39	216.00	48%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	-	142.17	1,200.00	12%	-	
5.100.480	Office Expenses	61.07	231.50	1,200.00	19%	-	
5.100.481	Postage Exp Bud	-	110.00	456.00	24%	-	
5.100.482	Printing / Copying	414.71	1,742.37	4,896.00	36%	-	
5.100.483	Constant Contact Email Service	-	-	372.00	0%	-	
5.100.484	Marketing and Advertising	19.00	19.00	100.00	19%	-	rainbow bookmarks
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	235.54	1,038.58	5,400.00	19%	-	
5.100.550	Liability Insurance Exp Bud	-	3,638.50	7,000.00	52%	-	

13-Month Detailed Treasurer's Report

		% Thru Year: 33%					
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.742	Memorial Expenses	-	-	935.00	0%	-	
5.100.900	Txfs to Operations Reserve Fund	-	-	24,395.00	32%	-	
	Total Operational Exp	1,057.37	7,891.56				
	Committees Expenses						
5.100.222	Coffee and Other Kitchen Exp	139.85	437.97	1,151.00	38%	-	coffee
5.100.710	Membership Exp Bud	-	146.00	500.00	29%	-	
5.100.725	Worship Council Expense Budget	694.40	1,294.40	3,225.00	40%	-	honorariums
5.100.726	AV Tech Expense	480.00	1,920.00	6,120.00	31%	-	
5.100.727	AV Equipment & Maintenance	129.92	129.92	300.00	43%	-	gaffer tape covered by donation, batteries
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	-	2,237.25	6,670.00	34%	-	
5.100.758	Minister Discretionary Fund	-	200.00	667.00	30%	-	
5.100.759	Board Discretionary Fund	43.48	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	1,487.65	6,719.02	20,133.00	33%	-	
	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	-	500.00	8,500.00	6%	-	
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	-	500.00	9,750.00	5%	-	
	Rentals Expenses						
5.100.305	Facilities Rental Exp - single events	-	60.00	475.00	13%	-	
	Total Rentals Exp	-	60.00	475.00	13%	-	
	Facility Expenses						
5.100.452	Security Alarm System	287.00	287.00	450.00	64%	-	semi annyal fee
5.100.453	Electricity - SCL	-	2,757.21	10,500.00	26%	-	
5.100.454	Water/Sewer - SPU	261.63	566.45	2,500.00	23%	-	
5.100.455	Waste/Recycling/Green	152.10	829.59	2,710.00	31%	-	
5.100.456	Gas - PSE	114.15	448.23	5,000.00	9%	-	
	Total Utility Expenses	814.88	4,888.48	21,160.00	23%	-	
5.100.650	Loan Debt Service - UUA	3,287.66	13,150.64	39,456.00	33%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	2,639.84	7,920.00	33%	-	
	Total Loan Expenses	3,947.62	15,790.48	47,376.00	33%	-	
5.100.457	Annual City/County/State Fees	-	1,076.06	2,350.00	46%	-	
	Total City/County Fees	-	1,076.06	2,350.00	46%	-	
5.100.451	Janitorial Supplies	252.32	574.02	2,000.00	29%	-	
5.100.458	Landscaping Exp	-	191.12	300.00	64%	-	
5.100.459	Building Maint Supplies & Small Labor	413.00	429.91	2,500.00	17%	-	fire inspection

13-Month Detailed Treasurer's Report

				% Thru Year:		33%	
Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	-
5.100.462	Building Maint/Janitorial TxTs OUT	-	-	-	-	-	-
5.100.463	Elevator Fund Reserve Exp	5,000.00	5,000.00	12,000.00	42%	-	-
5.100.471	Janitorial Service	630.00	2,170.00	7,560.00	29%	-	-
	Total Repair and Maintenance	6,295.32	8,365.05	24,360.00	34%	-	-
	Total Facility Exp	\$ 11,057.82	\$ 30,180.07	\$ 95,721.00	32%	\$ -	-
TOTAL GENERAL FUND EXPENSES		\$ 41,657.50	\$ 152,780.54	\$ 475,607.00	32%	\$ 473.23	
Income less Expenses		\$ (6,327.48)	\$ 14,618.13	\$ -	-	\$ 4,407.58	

Fund Balances Report

As of: October 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	179.77	(1,223.23)	wrote check to alex to open acct. 179.77 is plate collection
3.303.100	Minister Search Fund Balance	6,802.87	1,322.87	transferred minister search fund checking balance to this fb
3.304.100	Gifts to be Designated by Board FB	-	-	
3.305.100	Undesignated Donations FB	1,623.15	566.04	Memorial donations and expenses through this acct
3.306.100	Board Discretionary Fund Balance	-		
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	-	

BUILDING FUND ACTIVITY	
	Activity
Building Fund Checking	
Beginning Balance	\$ 8,172.68
Inflows	-
Outflows	-
Ending Balance	\$ 8,172.68
Building Fund Savings	
Beginning Balance	\$ 78,753.91
Inflows	-
Outflows	-
Interest Earned YTD	7.97
Ending Balance	\$ 78,761.88
Elevator Fund Savings	
Beginning Balance	\$ 42,808.22
Inflows	5,000.00
Outflows	-
Interest Earned YTD	7.48
Ending Balance	\$ 47,815.70
Total Building Fund	\$ 134,750.26
Beginning of Year Balance	129,734.81
YTD Changes	5,015.45
% Improvement/(Draw Down)	4%