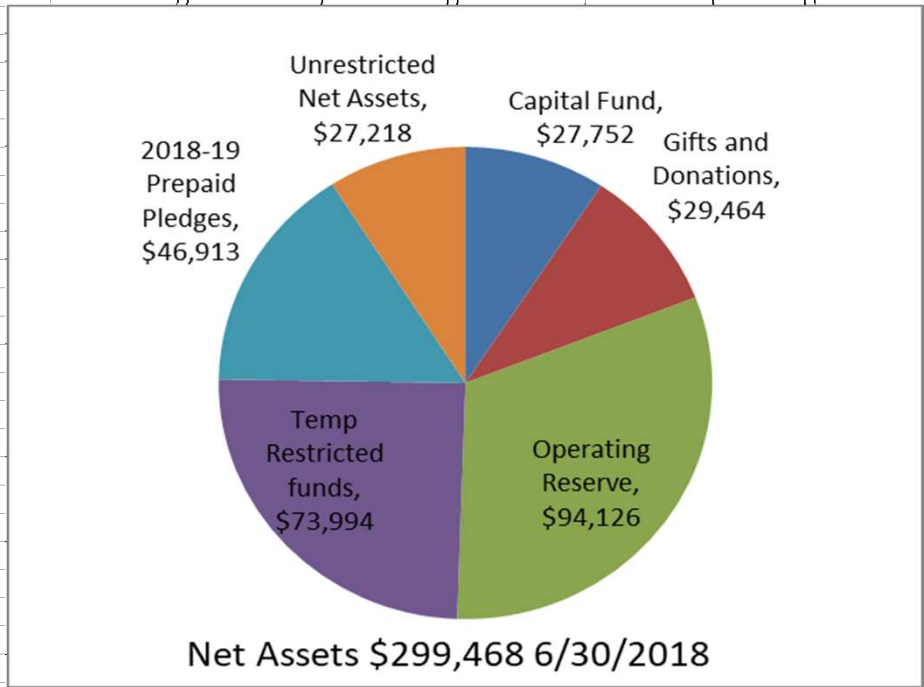


Draft Operating Budget for 2019-20 Version 2.14 Congregation		2016-17 Budget	2016-2017 Actual	2017-18 Budget	2017-18 Actual	2018-19 budget	4/30/2019 Actual	% of Budget	2019-20 Budget	Comments.	
	INCOME										
1	4000 Pledges	465,000.00	448,594.93	461,742.00	472,653.98	445,000.00	375,937.83	84.5%	458,000.00	Best estimate, Stewardship, Finance and MT	1
2	4100 Collection Plate	25,000.00	25,264.25	25,000.00	23,540.30	25,000.00	19,886.33	79.5%	22,500.00	Last 3 years less 10%	2
3	4200 Coffee and Flower donations	2,000.00	1,961.42	0.00	1,259.67	1,500.00	1,015.62	67.7%	1,500.00	\$1,250 is flower donations	3
	4300 Rentals										
4	4310 Regular Tenant	58,000.00	57,781.00	58,000.00	57,781.00	58,000.00	48,105.00	82.9%	60,216.00	From Finance Committee	4
5	4320 Incidental	6,000.00	9,303.00	8,000.00	8,505.00	7,000.00	7,050.00	100.7%	7,000.00	From Finance Committee	5
6	4400 RE Income	900.00	170.00	0.00	250.00	500.00	660.00	132.0%	500.00	same as last	6
7	4500 Fundraising	16,000.00	16,689.37	21,500.00	19,971.11	18,000.00	13,639.94	75.8%	16,000.00	Reduce somewhat	7
8	BLUU fundraising					3,500.00	3,552.00	101.5%	-----	2018-9 Activity only	8
9	CONECT Fundraising								2,500.00	Partial Support	9
10	4600 Interest	1,500.00	630.01	500.00	780.64	1,700.00	1,808.04	106.4%	5,200.00	Short term investments (CDs)	10
11	4800 Miscellaneous Gain/Loss			1,500.00	-263.88	0.00	-1,467.40		0.00	Profit/Loss from sales of stock	
12	4900 Endowment contribution (2%)	17,461.00	17,461.00	27,000.00	27,289.50	23,827.50	23,827.50	100.0%	30,615.66	Increase to 3% for this year	12
13	Total Income	606,861.00	592,854.98	618,242.00	626,767.32	594,027.50	504,014.86	84.8%	604,031.66	Total Income	13
14	EXPENSES										14
15	5100 Facility										15
16	5110 Utilities									water 15%, gas 25%, electricity 60% plus cost increase (including ~\$1600 in savings)	16
17	5120 Maintenance and Repair	31,000.00	23,754.93	27,000.00	25,255.16	25,000.00	22,598.82	90.4%	25,500.00	HVAC 10% Elevator maint 13%	17
18	5130 Property management	9,200.00	7,138.74	9,200.00	7,995.51	7,000.00	9,297.36	132.8%	9,000.00	cleaning 20%, waste removal 40%, hvac contracts 2%, elevator 10%, pest control 10%	18
19	5140 Custodial Supplies	8,000.00	9,396.88	9,000.00	8,837.30	10,000.00	10,507.89	105.1%	10,000.00		19
20	5150 Landscape	3,500.00	2,665.90	2,700.00	3,055.43	2,700.00	2,131.44	78.9%	2,700.00		20
21	5160 Security/Alarm system	11,000.00	9,506.78	10,000.00	10,553.50	11,000.00	9,880.64	89.8%	12,000.00	Mostly snow removal	21
22	5160 Security/Alarm system	3,260.00	3,571.84	3,000.00	2,948.76	3,000.00	4,469.51	149.0%	4,000.00	Increased costs	21
22	Facility total	65,960.00	56,035.07	60,900.00	58,645.66	58,700.00	58,885.66	100.3%	63,200.00	Generally increased costs	22
23	5200 Communication, Media										23
24	5210 Office Supplies (copier paper, supplies)	1,500.00	1,431.74	2,000.00	1,680.09	2,000.00	1,282.77	64.1%	1,700.00	Based on previous 12 months	24
25	5220 Postage	700.00	791.48	1,000.00	630.75	1,000.00	347.20	34.7%	800.00	Based on previous 12 months	25
26	5230 Office service contracts (copier, Poland Spring)	7,000.00	8,571.88	10,000.00	8,620.49	10,000.00	7,306.23	73.1%	9,000.00	Based on previous 12 months	26
27	5240 Cable service: internet, phone, TV, wi-fi	3,400.00	3,642.24	3,500.00	4,042.69	4,000.00	3,058.34	76.5%	4,000.00		27
28	5250 Office contingency	400.00	295.21	300.00	0.00	0.00	0.00	0.0%	0.00	Removed	28
28	5260 Tech: hosting, software, licensing	1,500.00	2,611.00	1,800.00	2,308.83	1,800.00	1,345.99	74.8%	2,000.00	LogMeIn remote access increase	28
29	Communication total	14,500.00	17,343.55	18,600.00	17,282.85	18,800.00	13,340.53	71.0%	17,500.00	Some savings here	29
30	5300 Committee Support/Member Services										30
31	5310 Membership Committee	1,000.00	982.16	1,000.00	879.49	1,000.00	739.10	73.9%	1,000.00		31
32	5320 Covenantal Relations Committee	2,000.00	1,780.03	1,500.00	1,000.00	1,500.00	0.00	0.0%	750.00	Have temporary restricted fund of \$686	32
33	5330 Sunday Morning Team	2,000.00	1,702.03	1,800.00	1,844.55	1,800.00	1,719.58	95.5%	1,500.00	Reduced need for supplies to due kitchen renovation during summer	33
34	5340 Stewardship/Canvass	2,000.00	1,637.82	1,800.00	1,072.72	1,800.00	922.12	51.2%	1,500.00		34
35	5350 Endowment & Legacies	2,000.00	1,250.75	1,500.00	1,842.30	2,000.00	1,007.00	50.4%	2,000.00		35
36	5360 Small Groups	300.00		150.00	0.00	150.00	0.00	0.0%	150.00		36
37	5370 Library/Archives	245.00	210.89	200.00	131.50	200.00	56.11	28.1%	200.00		37
	Search Committee								10,000.00	Allocation for MSC Search Committee	
38	5380 Lay Ministry Team	200.00	200.00	200.00	0.00	200.00	148.00	74.0%	200.00		38

	Draft Operating Budget for 2019-20 Version 2.14 Congregation	2016-17 Budget	2016-2017 Actual	2017-18 Budget	2017-18 Actual	2018-19 budget	4/30/2019 Actual	% of Budget	2019-20 Budget	Comments.	
39	Committee/Member Services total	9,745.00	7,763.68	8,150.00	6,770.56	8,650.00	4,591.91	53.1%	17,300.00		39
40	5400 Denominational Affairs										40
41	5410 UUA Program Fund 2018-19 request now based on total income										41
		17,760.00	17,760.00	19,560.00	19,560.00	14,702.50	14,702.50		17,800.80	60% of projected full 2019-20 request of \$29,668	
42	5420 New England Region (\$22/mem)	6,512.00	6,512.00	7,172.00	7,172.00	0.00	0.00			Included in amount above	42
43	Denom. Affairs total	24,272.00	24,272.00	26,732.00	26,732.00	14,702.50	14,702.50	100.0%	17,800.80		43
44	5500 Finance										44
45	5510 Mortgage	85,100.00	82,869.61	85,234.00	84,931.07	38,813.60	31,429.10	81.0%	37,714.92	Payback of \$440,000 loan to Endowment.	45
46	5520 Insurance	7,900.00	7,790.00	7,900.00	7,791.00	7,900.00	7,253.00	91.8%	7,900.00		46
47	5530 Accountant's Review	4,350.00	3,500.00	3,500.00	3,600.00	3,600.00	3,700.00	102.8%	3,700.00		47
48	5540 EFT (VANCO) Fees										48
		270.00	526.47	270.00	432.50	400.00	215.95	54.0%	400.00	Increased usage, increased fees. If USNH continues to pay for fees, this may go up.	
49	5550 Roof loan interest	600.00	600.00	0.00	900.00	0.00		0.0%	-----	Roof Loans repaid 12/31/2017	49
49	5560 Bank fees		-138.83		96.02	200.00	68.98	34.5%	0.00	no mortgage fees	49
50	5570 Paypal Fees (~3.0% of contrib using paypal)										50
		600.00	524.60	500.00	511.95	600.00	480.19	80.0%	500.00	If USNH continues to pay for fees, this may go up. If account is updated so donor picks up fees, this will go down. Proposal - fees for pledges (USNH absorbs), fees for fundraising activities (donor absorbs).	
51	5570 CT Sales Tax	250.00	133.35	250.00	285.82	250.00	193.00	77.2%	250.00		51
52	5580 Merrill Edge sales commission	0.00	35.37	50.00	28.69	50.00	91.39	182.8%	100.00	Fees associated with stock donations	52
	5500 Financial Affairs - Other					0.00	55.00	0.0%			
53	Finance total	99,070.00	95,840.57	97,704.00	98,577.05	51,813.60	43,486.61	83.9%	50,564.92	No plan for borrowing for Dryvit	53
54	5600 Personnel										54
55	5610 Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	249,370.00	239,085.27	243,640.00	241,164.66	249,010.80	207,509.00	83.3%	255,512.35	1.8% COLA for employees with more than 1 year service	55
56	5620 Hourly Wages (Sexton, Membership Coordinator, Hospitality Coordinator, Child Care)	27,110.00	31,799.89	35,346.00	34,626.40	43,704.29	31,991.01	73.2%	42,093.63	1.8% COLA	56
57	5625 Contractor (Bookkeeping Services)	12,000.00	11,456.25	12,000.00	12,093.75	14,250.00	11,875.00	83.3%	14,250.00		57
58	5630 Medical insurance (Minister, DLRE, Administrator, Sexton)	24,247.00	22,978.87	26,659.00	23,781.47	24,970.49	21,194.82	84.9%	38,818.50	10% increase midway through year + Interim Minister	58
59	5640 Other Insurance (dental, disability, workers comp, life)	7,366.00	7,138.84	8,149.00	7,724.60	8,460.69	7,149.90	84.5%	8,594.22		59
60	5650 Federal Insurance Contributions Act (FICA) Tax	20,878.00	19,178.55	21,342.00	20,206.32	22,392.70	17,248.95	77.0%	22,766.86	7.65% of salary total	60
61	5660 Pensions (Minister, DLRE, Administrator, Sexton)	21,352.00	21,855.84	22,898.00	22,622.15	23,405.20	19,573.93	83.6%	24,028.43	10% of eligible salaries	61
62	5670 Payroll service, admin fees, etc	3,000.00	2,601.28	3,000.00	2,766.28	3,200.00	2,129.45	66.5%	3,200.00		62
63	5680 Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)	13,600.00	12,585.51	13,700.00	11,730.11	13,700.00	8,397.34	61.3%	15,365.00	Taken from Personnel 2019-2020 Proposal	63
64	Personnel total	378,923.00	368,680.30	386,734.00	376,715.74	403,094.18	327,069.40	81.1%	424,628.99	Substantial increase this year	64
65	5700 Trustees Research and Development	3,000.00	275.00	500.00	582.81	1,500.00	1,352.32	90.2%	1,500.00		65

	Draft Operating Budget for 2019-20 Version 2.14 Congregation	2016-17 Budget	2016-2017 Actual	2017-18 Budget	2017-18 Actual	2018-19 budget	4/30/2019 Actual	% of Budget	2019-20 Budget	Comments.	
66											66
67	5710 Management Team Discretionary Fund	3,000.00	1,951.99	1,000.00	200.00	1,000.00	2,977.23	297.7%	1,000.00	(\$2277 was Stewardship Consultant expense)	67
68	6100 Music										68
69	Music Dir-Training,Conference	0.00							-----		69
70	6110 Paid instrumentalists	1,000.00	550.00	1,150.00	0.00	1,150.00	800.00	69.6%	500.00	Propose to use Music Fund for balance	70
71	6120 Accompanist for memorials	300.00	150.00			0.00	0.00	0.0%	-----		71
72	6130 Sheet Music/Library	800.00	486.43	500.00	1,940.79	500.00	314.21	62.8%	500.00		72
73	6140 Piano Tuning/Repair	750.00	1,281.00	700.00	375.00	700.00	900.00	128.6%	700.00		73
74	6150 Dues, Tapes, Misc	200.00	81.00	100.00	50.00	100.00	0.00	0.0%	100.00		74
75	Music total	3,050.00	2,548.43	2,450.00	2,365.79	2,450.00	2,014.21	82.2%	1,800.00		75
76	6200 Religious Education										76
77	6201 Adult RE	1,300.00	1,088.27	1,300.00	1,132.21	1,300.00	597.47	46.0%	1,200.00		77
78	6202 CYRE discretionary fund	500.00	302.97	400.00	422.04	400.00	286.37	71.6%	400.00		78
79	6203 Teacher Training & Support	300.00	300.00	300.00	337.69	300.00	300.00	100.0%	300.00		79
80	6204 Curriculum, supplies, equipment	1,200.00	897.30	1,200.00	1,011.48	1,200.00	779.65	65.0%	1,200.00		80
81	6205 YRUU Support	800.00	580.10	700.00	429.87	700.00	374.43	53.5%	700.00		81
82	6206 Family Multigenerational Activities	750.00	537.86	500.00	392.03	500.00	238.34	47.7%	500.00		82
83	6207 Teacher/volunteer background checks	300.00	0.00	150.00	36.00	150.00	173.00	115.3%	200.00		83
84	6208 OWL TeacherTraining	1,500.00	1,501.15	500.00	400.00	500.00	504.67	100.9%	500.00		84
85	6209 Affirmations Class Expense	1,500.00	1,500.00	1,500.00	1,500.00	1,800.00	1,865.13	103.6%	1,800.00		85
86	Religious Education total	8,150.00	6,707.65	6,550.00	5,661.32	6,850.00	5,119.06	74.7%	6,800.00		86
87	6300 Social Justice									Allocation (other than CONECT determined by SJ Network)	87
88	6301 Abraham's Tent/Columbus House (HEART)	600.00	569.04	450.00	449.97	500.00	666.66	133.3%			88
89	6302 Anti-Racism TF	700.00	700.00	400.00	526.94	400.00	400.00	100.0%			89
90	6303 Peace TF	650.00	650.00	650.00	650.00	500.00	490.59	98.1%			90
91	6304 Kids' Service Team TF	1,000.00	1,000.35	1,000.00	1,017.29	1,100.00	785.63	71.4%			91
92	6305 Immigration and Refugee TF	1,450.00	1,387.37	1,300.00	1,353.59	1,400.00	778.80	55.6%			92
93	6306 Green Sanctuary TF	200.00	141.47	280.00	190.00	635.00	362.19	57.0%			93
94	6307 Preventing Gun Violence TF	600.00	516.52	400.00	227.05	365.00	0.00	0.0%			94
95	6308 Waverly/USNH Partnership TF	9,500.00	9,499.62	9,000.00	8,990.00	10,000.00	7,797.97	78.0%			95
96	6309 UU-UNO TF (Dues)	400.00	0.00	570.00	123.29	250.00	85.00	34.0%			96
97	6310 UUSC TF (Dues)	600.00	598.47	350.00	350.00	350.00	350.00	100.0%			97
98	6311 Social Justice Council Reserve	300.00	300.00	650.00	447.09	500.00	0.00	0.0%			98
99	6312 Mental Health Awareness			400.00	420.90	500.00	175.03	35.0%			99
100	6300 Social Justice Programs - Other		237.16	550.00	550.00	500.00	1,100.00	220.0%			100
101	6313 CONECT					1,000.00	1,000.00	100.0%	7,000.00		101
102	Social Justice total	16,000.00	15,600.00	16,000.00	15,296.12	18,000.00	13,991.87	77.7%	22,000.00	Excluding CONECT SJ is down \$2,000	102
103	BLUU Support					3,500.00	3,552.00	101.5%	-----	2018-2019 only	103
104	6400 Worship										104
105	6410 Speakers	2,400.00	1,481.00	2,000.00	1,504.00	1,500.00	1,199.25	80.0%	1,500.00		105
106	6420 Sanctuary supplies	400.00	45.34	400.00	393.30	400.00	55.98	14.0%	400.00		106
107	6430 Sunday Flowers	1,500.00	2,105.65	1,000.00	1,746.70	1,500.00	1,202.26	80.2%	1,950.00		107
108	6400 Worship - Other		516.96				150.00		100.00	Seder expense	108

Draft Operating Budget for 2019-20 Version 2.14 Congregation		2016-17 Budget	2016-2017 Actual	2017-18 Budget	2017-18 Actual	2018-19 budget	4/30/2019 Actual	% of Budget	2019-20 Budget	Comments.
109	Worship total	4,300.00	4,148.95	3,400.00	3,644.00	3,400.00	2,607.49	76.7%	3,950.00	
110	Capital Fund Contribution					1,567.22	0.00	0.0%	1,194.62	Calculated to produce deficit equal to funds below
111	Total Expenses	630,170.00	601,167.19	628,720.00	612,473.90	594,027.50	493,690.79	83.1%	629,239.33	Total Expenses
112	Income - Expenses	-23,309.00	-8,312.21	-10,478.00	14,293.42	0.00	10,324.07		-25,207.67	Negative means Deficit
Proposal for funding the Deficit for 2019-20 Funds released from Emerson Restricted Fund for RE Funds released from Minister's Sabbatical Fund Funds to be taken from Unrestricted Net Assets Total									12,694.31	Remaining balance - fund will close
									2,513.36	Remaining balance - fund will close
									10,000.00	Total cash available on 6/30/2018 \$27,218
									25,207.67	
Major items excluded from the proposed budget Cost to bring Unitarian Universalist Association dues to 100% Cost to add Pastoral Care Coordinator per Personnel Committee and Board recommendation Cost to add Publications Coordinator per Personnel Committee recommendation									11,867.20	Full UUA request \$29,668
									12,190.00	10 hrs/week
									7,059.00	10 hrs/week



USNH Capital Budget 2019-20 DRAFT 5/2019		Notes
Funds available		
Starting Balance 7/1/2019	\$ 14,812	
Funds to be transferred from 2018-19 Operating Budget	\$ 1,567	
Funds to be borrowed from Endowment (Spring 2019)	\$ -	May revise if estimate for Dryvit/Stucco work exceeds \$5,000
Funds to be transferred from Gifts and Donations	\$ 15,000	
Total available	\$ 31,379	
Proposed projects		
Repair of exterior Stucco (Dryvit)	\$ 5,000	To be revised after proposals
Soundproofing of Ministers Office	\$ 500	Estimate for materials
Conversion of Unisex bathroom for Handicap Access	\$ -	Have one estimate of \$14,800
Replace or repair blinds in offices/library/classrooms	\$ 2,000	
Install camera for front door entry	\$ 750	
Level bluestone patio beyond the lobby	\$ 5,000	lowest of 3 quotes
Bluestone path to Miskan Israel Parking lot	\$ 6,000	lowest of 4 quotes
Replace chairs in social hall	\$ 4,000	evaluating 8 samples in the Social Hall
Landscaping project	\$ 5,000	Tree trimming, new plantings etc
Total Project Costs	\$ 28,250	