

Operating Budget V3.19 2020-21 Approved 5/31/2020	2017-18 Budget	2017-18 Actual	2018-19 budget	2018-19 Actual	2019-20 Budget	2019-20 Actual	% of Budget	2020-21 Budget	2020-21 Comments.	
<b>INCOME</b>										
1 Pledge Goal								488,000.00	Best estimate of final number	1
2 Pledges	461,742.00	472,653.98	445,000.00	433,003.38	458,000.00	439,837.36	96.03%	473,360.00	Assume 97% collected at year end	2
3 Collection Plate	25,000.00	23,540.30	25,000.00	24,800.88	22,500.00	22,157.06	98.48%	22,000.00	small reduction from 2019-20 Budget	3
4 Coffee and Flower donations	0.00	1,259.67	1,500.00	1,060.62	1,500.00	638.90	42.59%	1,500.00	\$1,250 is flower donations	4
5 Rentals										
5 Regular Tenant	58,000.00	57,781.00	58,000.00	57,531.00	60,216.00	50,739.32	84.26%	48,133.33	Assume back to 100% September 1st	5
6 Incidental	8,000.00	8,505.00	7,000.00	8,185.00	7,000.00	6,605.00	94.36%	7,000.00	revert to 2019-20 figure	6
7 RE Income	0.00	250.00	500.00	660.00	500.00	225.00	45.00%	500.00	same as 2019-20	7
8 Fundraising	21,500.00	19,971.11	18,000.00	17,177.33	16,000.00	9,923.57	62.02%	14,000.00	assume no tag sale	8
9 CONECT Fundraising					2,500.00	2,304.00	92.16%	2,500.00	Social Justice commitment	9
10 Interest	500.00	780.64	1,700.00	2,899.50	5,200.00	4,347.20	83.60%	3,500.00	Finance Committee recommendation	10
<b>Restricted Funds Released</b>										
11 Released from Emerson fund	10,000.00	10,000.00	10,000.00	10,000.00	12,693.80	12,694.31	100.00%	0.00	Fund now depleted	11
12 Released from Sabbatical Fund					2,513.86	2,513.86	100.00%	0.00	Fund now depleted	12
13 Miscellaneous Gain/Loss	1,500.00	-263.88	0.00	-1,474.52	0.00	782.11		0.00	Profit/Loss from sales of stock	13
14 Endowment contribution (2%)	27,000.00	27,289.50	23,827.50	23,827.50	30,615.66	30,615.66	100.00%	38,854.41	Increase to 3.5% for this year	14
15 <b>Total Income</b>	<b>618,242.00</b>	<b>626,767.32</b>	<b>594,027.50</b>	<b>581,222.69</b>	<b>619,239.32</b>	<b>583,383.35</b>	<b>94.21%</b>	<b>611,347.74</b>	<b>Total Income</b>	15
<b>EXPENSES</b>										
16 <b>Facility</b>										
17 Utilities										
18									water 15%, gas 25%, electricity 60% plus cost increase (including ~\$1600 in savings)	18
19 Maintenance and Repair	27,000.00	25,255.16	25,000.00	25,610.02	25,500.00	24,393.82	95.66%	25,500.00	HVAC 10% Elevator maint 13%	19
20 Property management	9,200.00	7,995.51	7,000.00	10,052.93	9,000.00	2,525.21	28.06%	7,000.00	cleaning 20%, waste removal 40%, hvac contracts 2%, elevator 10%, pest control 10%	20
21 Custodial Supplies	9,000.00	8,837.30	10,000.00	11,931.21	10,000.00	7,802.14	78.02%	9,500.00	reduced per CuddleTime cleaning agreement	21
22 Landscape	2,700.00	3,055.43	2,700.00	2,598.31	2,700.00	2,008.78	74.40%	2,109.00	Mostly snow removal (expecting less snow)	22
23 Security/Alarm system	10,000.00	10,553.50	11,000.00	10,652.84	12,000.00	5,303.90	44.20%	11,000.00	unchanged from 2019-20	23
24 <b>Facility total</b>	<b>3,000.00</b>	<b>2,948.76</b>	<b>3,000.00</b>	<b>4,515.09</b>	<b>4,000.00</b>	<b>3,735.03</b>	<b>93.38%</b>	<b>4,000.00</b>		24
25 <b>Communication, Media</b>										
26 Office Supplies (copier paper, supplies)	2,000.00	1,680.09	2,000.00	1,483.08	1,700.00	1,725.24	101.48%	1,282.00	Finance Committee recommendation	26
27 Postage	1,000.00	630.75	1,000.00	514.90	800.00	565.00	70.63%	500.00	Finance Committee recommendation	27
28 Office service contracts (copier, Poland Spring)	10,000.00	8,620.49	10,000.00	8,761.86	9,000.00	8,999.18	99.99%	4,666.00	Zerex \$1166 2 months, \$2,000 new Canon paper & print charge, \$1,500 other = \$4,666	28
29 Cable service: internet, phone, TV, wi-fi	3,500.00	4,042.69	4,000.00	3,763.31	4,000.00	4,438.40	110.96%	4,000.00	Finance Committee recommendation	29
30 Office contingency	300.00	0.00	0.00	0.00	0.00	0.00	0.00%	100.00	Finance Committee recommendation	30
31 Tech: hosting, software, licensing	1,800.00	2,308.83	1,800.00	1,936.03	2,000.00	2,998.93	149.95%	3,000.00	Added \$1,000 for broadcasting licenses	31
32 <b>Communication total</b>	<b>18,600.00</b>	<b>17,282.85</b>	<b>18,800.00</b>	<b>16,459.18</b>	<b>17,500.00</b>	<b>18,726.75</b>	<b>107.01%</b>	<b>13,548.00</b>	Reduced mainly due to copier service changes	32
33 <b>Committee Support/Member Services</b>										
34 Membership Committee	1,000.00	879.49	1,000.00	903.89	1,000.00	662.34	66.23%	750.00		34
35 Covenantal Relations Committee	1,500.00	1,000.00	1,500.00	938.48	750.00	0.00	0.00%	562.50		35
36 Sunday Morning Team	1,800.00	1,844.55	1,800.00	1,997.19	1,500.00	821.14	54.74%	1,125.00		36
37 Stewardship/Canvass	1,800.00	1,072.72	1,800.00	1,061.01	1,500.00	515.64	34.38%	1,125.00		37
38 Endowment & Legacies	1,500.00	1,842.30	2,000.00	1,007.00	2,000.00	1,077.36	53.87%	1,000.00	per Greg Seaman for Endowment & Legacies	38
39 Small Groups	150.00	0.00	150.00	50.00	150.00	0.00	0.00%	112.50		39
40 Library/Archives Search Committee	200.00	131.50	200.00	212.60	200.00	135.03	67.52%	150.00		40
41 Lay Ministry Team	200.00	0.00	200.00	148.00	200.00	0.00	0.00%	150.00		41
42 <b>Committee/Member Services total</b>	<b>8,150.00</b>	<b>6,770.56</b>	<b>8,650.00</b>	<b>6,318.17</b>	<b>17,300.00</b>	<b>8,210.96</b>	<b>47.46%</b>	<b>4,975.00</b>	mostly 25% reduction	42
43 <b>Denominational Affairs</b>										
44 <b>UUA dues</b>	<b>26,732.00</b>	<b>26,732.00</b>	<b>14,702.50</b>	<b>14,702.50</b>	<b>17,800.80</b>	<b>17,800.00</b>	<b>100.00%</b>	<b>12,500.00</b>	70% of contribution for 2019-20	44
45 <b>Finance</b>										
46 Mortgage	85,234.00	84,931.07	38,813.60	37,714.92	37,714.92	37,714.92	100.00%	37,715.00	don't include Stucco work (Dryvit)	46
47 Insurance	7,900.00	7,791.00	7,900.00	7,253.00	7,900.00	7,266.00	91.97%	7,485.00		47
48 Accountant's Review	3,500.00	3,600.00	3,600.00	3,700.00	3,700.00	3,800.00	102.70%	3,900.00	Finance Committee recommendation	48
49 EFT (VANCO) Fees	270.00	432.50	400.00	255.99	400.00	226.88	56.72%	0.00	Eliminate for 2020-21	49
50 Bank fees		96.02	200.00	68.98	0.00	63.99	0.00%	50.00	no mortgage fees	50
51 Paypal Fees (~3.0% of contrib using paypal)	500.00	511.95	600.00	513.50	500.00	640.69	128.14%	500.00	Same as 2019-20	51
52 CT Sales Tax	250.00	285.82	250.00	193.00	250.00	180.00	72.00%	250.00		52
53 Merrill Edge sales commission	50.00	28.69	50.00	56.49	100.00	41.16	41.16%	50.00	Fees associated with stock donations	53
54 <b>Finance total</b>	<b>97,704.00</b>	<b>97,677.05</b>	<b>51,813.60</b>	<b>49,810.88</b>	<b>50,564.92</b>	<b>49,933.64</b>	<b>98.75%</b>	<b>49,950.00</b>	doesn't include \$41,000 for Stucco work (Dryvit)	54
55 <b>Personnel</b>										
56 Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	243,640.00	241,164.66	249,010.80	251,776.13	255,512.35	247,041.56	96.68%	257,856.50	0.5% COLA	56
57 Hourly Wages (Sexton, Membership Coordinator, Child Care)	35,346.00	34,626.40	43,704.29	38,795.08	42,093.63	41,594.95	98.82%	42,304.10	0.5% COLA	57
58 Contractor (Bookkeeping Services)	12,000.00	12,093.75	14,250.00	14,250.00	14,250.00	14,250.00	100.00%	14,250.00		58

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59 Medical insurance (Minister, DLRE, Administrator, Sexton)	26,659.00	23,781.47	24,970.49	25,891.86	38,818.50	50,837.98	130.96%	47,419.68		59
60 Other Insurance (dental, disability, workers comp, life)	8,149.00	7,724.60	8,460.69	7,973.68	8,594.22	8,691.87	101.14%	11,408.82		60
61 Federal Insurance Contributions Act (FICA) Tax	21,342.00	20,206.32	22,392.70	20,939.85	22,766.86	19,899.34	87.40%	22,962.29	7.65% of salary total	61
62 Pensions (Minister, DLRE, Administrator, Sexton)	22,898.00	22,622.15	23,405.20	23,775.09	24,028.43	23,199.27	96.55%	24,255.23	10% of eligible salaries	62
63 Payroll service, admin fees, etc	3,000.00	2,766.28	3,200.00	2,620.58	3,200.00	2,432.63	76.02%	3,200.00		63
64 Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)	13,700.00	11,730.11	13,700.00	10,607.33	15,365.00	11,202.73	72.91%	15,747.08		64
65 Minister Relocation Expense									create Temporary Restricted Fund for relocation	
Minister UJA Training								0.00		
<b>Personnel total</b>	<b>386,734.00</b>	<b>376,715.74</b>	<b>403,094.18</b>	<b>396,629.60</b>	<b>424,628.99</b>	<b>419,150.33</b>	<b>98.71%</b>	<b>440,903.69</b>	new item this year	66
67 <b>Trustees Research and Development</b>	500.00	582.81	1,500.00	<b>1,459.88</b>	1,500.00	437.78	29.19%	500.00	major reduction for this year	67
68										68
69 <b>Management Team Discretionary Fund</b>	1,000.00	200.00	1,000.00	<b>3,177.23</b>	1,000.00	0.00	0.00%	0.00	remove for this year	69
70 <b>Music</b>										70
71 Paid instrumentalists	1,150.00	0.00	1,150.00	800.00	500.00	450.00	90.00%	0.00	use Apfel Music Fund this year	71
72 Accompanist for memorials			0.00	0.00		0.00	0.00%	0.00		72
73 Sheet Music/Library	500.00	1,940.79	500.00	508.20	500.00	578.98	115.80%	500.00	same as 2019-20	73
74 Piano Tuning/Repair	700.00	375.00	700.00	900.00	700.00	225.00	32.14%	700.00	same as 2019-20	74
75 Dues, Tapes, Misc	100.00	50.00	100.00	0.00	100.00	0.00	0.00%	100.00	Miscellaneous	75
76 <b>Music total</b>	<b>2,450.00</b>	<b>2,365.79</b>	<b>2,450.00</b>	<b>2,208.20</b>	<b>1,800.00</b>	<b>1,253.98</b>	<b>69.67%</b>	<b>1,300.00</b>		76
77 <b>Religious Education</b>										77
78 Adult RE	1,300.00	1,132.21	1,300.00	924.97	1,200.00	660.99	55.08%	900.00		78
79 CYRE discretionary fund	400.00	422.04	400.00	400.00	400.00	133.75	33.44%	300.00		79
80 Teacher Training & Support	300.00	337.69	300.00	300.00	300.00	232.19	77.40%	225.00		80
81 Curriculum, supplies, equipment	1,200.00	1,011.48	1,200.00	1,140.33	1,200.00	647.18	53.93%	900.00		81
82 YRUU Support	700.00	429.87	700.00	607.43	700.00	80.28	11.47%	525.00		82
83 Family Multigenerational Activities	500.00	392.03	500.00	382.48	500.00	500.00	100.00%	375.00		83
84 Teacher/volunteer background checks	150.00	36.00	150.00	173.00	200.00	181.77	90.89%	150.00		84
85 OWL Teacher Training	500.00	400.00	500.00	504.67	500.00	490.00	98.00%	375.00		85
86 Affirmations Class Expense	1,500.00	1,500.00	1,800.00	1,800.00	1,800.00	432.21	24.01%	1,350.00		86
87 <b>Religious Education total</b>	<b>6,550.00</b>	<b>5,661.32</b>	<b>6,850.00</b>	<b>6,232.88</b>	<b>6,800.00</b>	<b>3,358.37</b>	<b>49.39%</b>	<b>5,100.00</b>		87
88 <b>Social Justice</b>									Don't cut \$9000 for Waverly. Remaining \$6,000 for other programs is cut 25%	88
89 Abraham's Tent/Columbus House (HEART)	450.00	449.97	500.00	666.66		696.20		13,500.00		89
90 Anti-Racism TF	400.00	526.94	400.00	475.00		105.05				90
91 Peace TF	650.00	650.00	500.00	490.59		0.00				91
92 Kids' Service Team TF	1,000.00	1,017.29	1,100.00	1,054.41		572.81				92
93 Immigration and Refugee TF	1,300.00	1,353.59	1,400.00	1,250.00		815.50				93
94 Green Sanctuary TF	280.00	190.00	635.00	553.18		532.04				94
95 Preventing Gun Violence TF	400.00	227.05	365.00	239.58		0.00				95
96 Waverly/USNH Partnership TF	9,000.00	8,990.00	10,000.00	10,033.07		9,494.27				96
97 UU-UNO TF (Dues)	570.00	123.29	250.00	235.00		0.00				97
98 UUSC TF (Dues)	350.00	350.00	350.00	350.00		0.00				98
99 Social Justice Council Reserve	650.00	447.09	500.00	0.00		211.69				99
100 Mental Health Awareness	400.00	420.90	500.00	500.03		200.00				100
101 Social Justice Programs - Other	550.00	550.00	500.00	1,002.48	0.00	0.00				101
102 CONECT			1,000.00	<b>1,000.00</b>	7,000.00	7,462.35	106.61%	7,000.00	Don't cut \$7,000 for CONECT. Full request is \$10,000	102
103 <b>Social Justice total</b>	<b>16,000.00</b>	<b>15,296.12</b>	<b>18,000.00</b>	<b>17,850.00</b>	<b>22,000.00</b>	<b>20,089.91</b>	<b>91.32%</b>	<b>20,500.00</b>		103
104 <b>Worship</b>										104
105 Speakers	2,000.00	1,504.00	1,500.00	1,599.25	1,500.00	778.00	51.87%	1,125.00		105
106 Sanctuary supplies	400.00	393.30	400.00	185.98	400.00	0.00	0.00%	300.00		106
107 Sunday Flowers	1,000.00	1,746.70	1,500.00	2,241.26	1,950.00	1,239.00	63.54%	1,462.50		107
108 Worship - Other				150.00	100.00	0.00		75.00	Seder expense	108
109 <b>Worship total</b>	<b>3,400.00</b>	<b>3,644.00</b>	<b>3,400.00</b>	<b>4,176.49</b>	<b>3,950.00</b>	<b>2,017.00</b>	<b>51.06%</b>	<b>2,962.50</b>		109
110 <b>Capital Fund Contribution</b>			1,567.22	0.00	1,194.62	1,194.62	100.00%	0.00	no contribution to the Capital Fund this year	110
111 <b>General cut to committees</b>									25% cut applied to committees	111
112 <b>Total Expenses</b>	<b>628,720.00</b>	<b>611,573.90</b>	<b>594,027.50</b>	<b>587,937.41</b>	<b>629,239.33</b>	<b>587,942.22</b>	<b>93.44%</b>	<b>611,348.19</b>	<b>Total Expenses</b>	112
113 <b>Income - Expenses</b>	<b>-10,478.00</b>	<b>15,193.42</b>	<b>0.00</b>	<b>-6,714.72</b>	<b>-10,000.01</b>	<b>-4,558.87</b>		<b>0</b>	<b>Negative means Deficit</b>	113