BUF Board of Trustees Meeting

April 28, 2022

Attendees: Drew Betz (Vice-President), Daria Haynes, Alex Gilman, Henry Ohana, Sarah Pearson, Lew Phinney, John Stewart (Secretary), Melissa Swift (VZ), Paul Beckel (Ex-Officio)

VZ=Via Zoom

Not Present (Excused): Daria Haynes. Sarah Pearson

Other participants: Sky Hedman, Treasurer; Annie Sorich, Nominating Committee (VZ); Jim Reimer.

Minutes by John Stewart Secretary.

Chalice lighting 7:01 pm; Paul

Approval of last meeting minutes. John. Minutes from the 04/14/2022 meeting were approved by email on 4/28/2022.

Nominating Committee: Annie

- More prospective Board members contacted than ever before. Some reported feelings of disconnection or of not having sufficiently high qualifications which prevented them from considering joining the Board at this time.
- Slate of prospective Board members is impressive: Murray Bennett, Lew Phinney and Jim Reimer.

Treasurer's Report: Sky. Summary appended below.

- Expect to end the year in a slightly positive position.
- Members and friends have continued to come through.
- Concerned about 2023-2024 fiscal year when outside (federal) support will have ended.
- Members need to be connected in order for pledging to grow.

Budget: Sky (budget draft appended)

 John moved and Henry seconded that the revised Operating Budget be approved as presented and recommended to the Congregation.
 Discussion. Surplus to be closed to the Emergency Reserves. This budget adds \$1,500 to Emergency Reserves and \$800 to the Choir Budget from the budget passed in the prior meeting. There was a recalculation on the Employer Retention Credit available to BUF which created the projected surplus.

Motion passed unanimously.

Kitchen Upgrade: Lew (detailed proposal appended)

 Lew moved and Drew seconded that the proposal to upgrade the kitchen facility, including replacing the dishwasher, repairing the floor and walls for a total cost not to exceed \$19,645, plus applicable sales taxes be approved and recommended to the Congregation, to be funded from Building and Maintenance Reserves.

Motion passed unanimously.

Capital Needs Assessment Update

• The report has been received. The Ad-Hoc committee working on it will try to meet in June to assess the report and recommend next steps.

Governance Task Force

- Bylaws change:
 - Lew moved and John seconded that the current wording of Article IV be reinstated and that no change to the article be proposed to the Congregation: Membership, section 1d be changed to read: "Make a financial contribution..."

• Discussion. The current system is working, so no need to change. **Motion passed unanimously.**

• Request to make committee a standing committee

Drew moved and Melissa seconded that the Governance Committee be created as a standing committee with the following goals:

- Assure that the Members of the Board are prepared to lead.
- Maintain a relationship with the Nominating Committee
- Plan and carry out the annual retreat and board orientation each year.
- Assure that leadership with the congregation (minister, staff, committee chairs) are all supported to best serve the congregation.
- Periodically review and evaluate the structure of the church leadership, committees, etc., and the organizational structure to assure it is best designed to meet the needs of an evolving congregation. Make recommendations to the full board as needed to make changes if necessary.

Motion passed unanimously

Annual Meeting

• Agenda discussed

Re-visioning Process:

- Possibilities, planning, goals.
- Date: September 10

Calendaring:

- Board Retreat tentative July 15 (evening) and July 16 (morning)
- May 21 meeting will not occur.

Next Meeting Dates:	May 15	Annual Meeting
	May 26	Regular Board Meeting

Meeting adjourned at 9:04 pm.

Future Board Meeting Items:

- Capital Needs Assessment
- Fundraising Policy vote

Summary of Action Items:

- John moved and Henry seconded that the revised Operating Budget be approved as presented and recommended to the Congregation. Motion passed unanimously.
- Lew moved and Drew seconded that the proposal to upgrade the kitchen facility, including replacing the dishwasher, repairing the floor and walls for a total cost not to exceed \$19,645, plus applicable sales taxes be approved and recommended to the Congregation, to be funded from Building and Maintenance Reserves. Motion passed unanimously.
- Lew moved and John seconded that the current wording of Article IV of the Bylaws be reinstated and that no change to the article be proposed to the Congregation: Membership, section 1d be changed to read: "Make a financial contribution..." Motion passed unanimously.
- Drew moved and Melissa seconded that the Governance Committee be created as a standing committee with the following goals:
 - Assure that the Members of the Board are prepared to lead.
 - Maintain a relationship with the Nominating Committee
 - Plan and carry out the annual retreat and board orientation each year.
 - Assure that leadership with the congregation (minister, staff, committee chairs) are all supported to best serve the congregation.
 - Periodically review and evaluate the structure of the church leadership, committees, etc., and the organizational structure to assure it is best designed to meet the needs of an evolving congregation. Make recommendations to the full board as needed to make changes if necessary.

Motion passed unanimously

Attachments: (below)

- Treasurer's Report
- Draft Operating Budget (now approved)
- Kitchen Upgrade Project

Monthly Treasurer's Summary Report to the BUF Board of Trustees March 2022 Financials (75% of the fiscal year) Prepared for the April 28, 2022 Board Meeting

Overview of current and projected status:

Positive net income for 2021-2022 is forecast.

Month of March, 2022:

- Pledge income was 123% of budgeted amount for the month of March.
- BUF received \$1,683 in rent for March, 2021.
- Net Ordinary Income is \$3,274 for the <u>month</u> of March.

Year to date (July, 2021– March, 2022)

- Pledge income is 102% of budget.
- Net Operating Income is \$24,219 year to date (July March), which exceeds the budgeted amount of -\$2,287.

> Cash on Hand for March, 2022:

- As of March 31, 2022, BUF has a Cash On Hand of \$23,058.
- BUF's Emergency Operating Reserve is \$42,074.
- BUF's goal is to have reserves to cover three months operating expense, or \$99,722.

> Reserves

- o Building Repair & Maintenance Reserve: \$38,976
- Emergency Operating Reserve: \$42,074
- Sabbatical Reserve: \$2,610

Capital Needs Assessment

 Samdal & Associates (<u>www.samdalassociates.com</u>) completed the Capital Needs Assessment. John Stewart, Daria Haynes, Lew Phinney and Sky Hedman will review the report and make recommendations to the Board in June, 2022.

> Security systems

- Intrusion Alarm system
 - Security Systems NW has begun installation of the Intrusion Alarm system. One part is on back order and is not expected until May.
- Security Cameras
 - ADT installed the Video Surveillance Cameras.
 - Further software installation is underway.
- Operational decisions for both systems are in progress.

Issues requesting Board involvement:

- Finalize Budget for 2022-2023
- Finalize Kitchen Project proposal

Income and Expense	Year-to-date	% of budget to date
Pledge Income	\$237,842	102%
Total Donations	\$279,815	105%
Fundraising Income	\$ 21,227	100% (primarily from
		Employee Retention Credit)
Rental Income	\$ 8,098	50%
Total Income Year to Date	\$342,555	111%
Total Expenses Year to Date	\$318,336	103%
<u>YTD</u> Op. Income minus Expense	\$ 24,219	Above budget (-\$997)

Cash on Hand

	This	%	Prior month	Prior month
	month	Change		
Checking balance	\$ 65,814	19%	\$ 55,306	\$ 66,568
Cash assets under Board control	\$ 186,405	-8%	\$ 202,254	\$ 212,936
Cash on Hand	\$ 23,058	18%	\$ 19,558	\$ 19,373

Funds Activity Report

Funds Activity	This month	Prior month
Total Restricted Investment Funds	\$ 55,228	\$ 55,228
Total Restricted Bank Account Funds	\$ 99,936	\$113,738
Total Designated Program Funds	\$ 70,589	\$ 76,037
Total in all funds	\$170,407	\$245,003

Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala	\$ 0	\$ 17,500	0%
Other Fundraising	\$ 40	\$ 40	100%
Pandemic Grants & Income	\$ 21,187	\$ 0	0%
Total Fundraising	\$ 21,227	\$ 17,500	

Members of the Financial Oversight Committee are Sky Hedman (Treasurer), John Stewart, Frank McDonald (Assistant Treasurer), Brian Quick, Pam Ives (Assistant Treasurer), Cathy Campbell and Sue Sayegh.

Treasurer's Summary Reports and selected Financial Reports generated by Administrator are placed Administrator in BUF Workroom.

Cash On Hand reports: Assets that are available to Board under normal operating conditions: Checking, Savings, and Accounts Receivable. (It does not include Endowment, Humanitas, A. Herrmann Social Justice Account.)

Equity that is subtracted from Assets are those that are not available under normal operating conditions: Restricted Funds and Designated Program Funds. Liabilities are adjusted to include only one month of the Principal payment for the mortgage.

Financial Reports attached: Monthly I&E Comparison Cash on Hand Report Balance Sheet Prev Year Comparison Funds Activity Report I&E YTD Annual Budget Comparison

Concise Proposed Budget 2022-23

Bellingham Unitarian Fellowship (Linked to draft) Draft 2022-2023 budget Summary

	Next fiscal	Current fiscal
	year	year
	Projected	Projected
Ordinary Income/Expense	2022-2023	2021-2022
Income		
STEWARDSHIP INCOME		
Total DONATIONS	339,985	360,844
Total FUNDRAISING	20,000	43,325
Total STEWARDSHIP INCOME	359,985	404,169
OPERATIONS INCOME		
Total FACILITIES	31,900	17,915
* PROGRAMS		
Total PROGRAMS	0	0
Total OPERATIONS INCOME	31,900	17,915
Total FINANCING	200	289
Total Income	392,108	422,419
Gross Profit	392,108	422,419
Expense		
Total STEWARDSHIP EXPENSES	27,495	26,276
OPERATIONAL EXPENSES		
Total FACILITIES	27,027	26,240
Total UTILITIES / BUILDING SERVICES	29,022	24,513
Total ADMINISTRATIVE EXPENSES	15,398	14,266
Total PROGRAM EXPENSES	17,817	25,033
Total OPERATIONAL EXPENSES	89,264	90,053
Total STAFFING EXPENSE	296,230	296,323
Total FINANCING (Reserves) EXPENSE	-30,528	-916
Total Expense	382,461	411,736
Net Ordinary Income	9,647	10,683
Non Operating Expense		
Non-Operating Expense	0 622	0 011
Mortgage Equity Payment	9,623	8,911
	24	1,773

Concise Proposed Budget 2022-23

Comments:

BUF pledges are projected to be less than last year's (-\$8,900 less). BUF received \$29,325 from Employee Retention Credit (federal COVID program) in 2021-2022

BUF rental income is projected to increase (+ \$13,985).

Total income is projected to be less than current year.

UUA dues will increase.

Custodial expenses and utilities will increase.

BUF income deficit to be countered by use of \$32,028 projected benefit from Employee Retention Cre

Positive result will cover mortgage principal payments.

Concise Proposed Budget 2022-23

edit for 2022-2023.

Category detail

Bellingham Unitarian Fellowship (Linked to draft) Draft 2022-2023 budget Summary

		Current fiscal	
		year	Comparison
	Projected 2022	-	
Ordinary Income/Expense	2023	2021-2022	
Income			
STEWARDSHIP INCOME			
DONATIONS			
Pledge Income	300,000	308,900	Decrease
Non-Pledge / Friends Do	25,007		Decrease
Cash Donations and Mise	2,321	2,321	
RE Gift	12,656	19,596	Decrease
Total DONATIONS	339,985	360,844	Decrease
FUNDRAISING			
Other Fundraising Incom	20,000		Increase
Covid Grants & Income	0	23,323	***
Total FUNDRAISING	20,000	-	Increase
Total STEWARDSHIP INCOME	359,985	404,169	Decrease
OPERATIONS INCOME			
FACILITIES			
Rental of Building	31,900		Increase
Total FACILITIES	31,900	17,915	
PROGRAMS			
LLL INCOME			
LLL - RE Income	0	0	
Total LLL INCOME	0	0	
SEJC INCOME			
SEJC - Special Co		0	
SEJC-General	0	0	
SEJC - Fairtrade	0	0	
SEJC - Family Pro		0	
SEJC - Anti Racis		0	
Total SEJC INCOME	0	0	
Total PROGRAMS	0	0	
Total OPERATIONS INCOME	31,900	17,915	Increase
FINANCING			
Interest Income	200		Decrease
Total FINANCING	200	289	
Total Income	392,108	422,419	
Gross Profit	392,108	422,419	
Expense STEWARDSHIP EXPENSES			
JILWARDJAIF EAFEINJEJ	I	I	I

Category deta	ail		
Denominational Dues			
UUA Dues	25,970	24,226	Increase
Total Denominational Dues	25,970	24,226	
Stewardship Fundraising Expense			
Auction - MayFaire Expe	1,025	1,025	
Other fundraising expense	0	0	
Stewardship Expense	500	0	Increase
Total Stewardship Fundraising Ex	1,525	1,025	
Total STEWARDSHIP EXPENSES	27,495	26,276	
OPERATIONAL EXPENSES			
FACILITIES			
Building Maintenance &	8,000	6,523	Increase
Insurance - Bldg/Liability	8,208	7,498	Increase
Mortgage Interest	10,319	11,051	Decrease
Permits & Licenses	500	1,168	Decrease
Total FACILITIES	27,027	26,240	
UTILITIES / BUILDING SERVICES			
Custodial Contractors	5,700		Increase
Custodial -Supplies	2,700		Increase
Electricity	7,600		Increase
Elevator	2,036	-	Increase
Garbage/Recycling	2,196		Increase
Gas Gasuita Maritar (Damia	3,450		Increase
Security Monitor/ Requir	1,540		Increase
Water/Sewer Total UTILITIES / BUILDING SERVI	3,800	3,548 24,513	Increase
	29,022	24,515	
Office / Administrative	4,800	4,181	Increase
IT - Equipment	1,000		Increase
IT - Software/Subscriptio		2,963	Increase
Service Charges & Fees	1,882	1,882	
Telephone	4,716		Increase
Volunteer Appreciation	0	0	
Total ADMINISTRATIVE EXPENSES	15,398	14,266	
PROGRAM EXPENSES			
Choir	2,501	2,881	
CND & Coffee Hour	0	0	
LLL - Childcare Contracto	2,000	690	Increase
LLL EXPENSE			
LLL - OWL	0	156	
LLL - RE General	3,016	3,016	
Total LLL EXPENSE	3,016	3,172	
Membership & Hospitali	100	100	
D 2			

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Category deta	ail		
SEJC EXPENSES*			
SEJC - Spec Coll I	0	0	
SEJC-Fair Trade (0	0	
SEJC Expense - G	0	0	
SEJC - Anti Racis	0	0	
Total SEJC EXPENSES	0	0	
Staff Train/Devel Expense	es		
Prof Expense - N	2,500	4,618	Decrease
T&D for Dir LLL	2,500	3,100	Decrease
T&D for Music D	1,000	1,200	Decrease
T&D for Music S	100	200	Decrease
T&D for Comm I	200	200	
Total Staff Professional E	6,300	9,318	Decrease
Leadership Training & De	2,000	3,600	Decrease
Human Resources	0	217	Decrease
Pastoral Care	200	594	Decrease
Worship Arts	1,800	4,716	(sabbatical)
Total PROGRAM EXPENSES	17,817	25,033	
Total OPERATIONAL EXPENSES	89,264	90,053	
STAFFING EXPENSE			
Minister Salary & Housing	88,608	88,608	
Admin Salary & PTO	54,998	54,998	
Director of Lifelong Learning	48,960	48,960	
Music Director	25,752	25,752	
AV Tech	3,734	3,734	
Bookkeeper	0	0	
Building Steward	5,110	5,110	
Childcare Coordinator	450	450	
Keyboard Artist I/Choral Assist	7,060	7,060	
Keyboard Artist II	5,325	5,325	
RE Assistant	1,271	1,271	
Taize Leadership	2,400	2,400	
Benefits		0	
Health Insurance Supp	14,364	12,564	Increase
LTD Payroll Expense	2,094	2,701	Decrease
Pension Payroll Expense	21,038	21,038	
Total Benefits	37,496	36,303	Increase
Payroll Taxes			
Medicare Expense	2,290	2,290	
Social Security Expense	9,788	9,788	
Paid Family Medical Leav	349	349	
State of WA L&I Expense	2,640	3,137	Decrease
Total Payroll Taxes	15,067	15,563	Decrease
Payroll Expenses	0	0	

Category deta	ail		
Total STAFFING EXPENSE	296,230	296,323	
FINANCING (Reserves) EXPENSE			
Building & Maintenance Reserve	0	7,984	Decrease
Emergency Reserve (1% budget)	(30,528)	(1,400)	Increase
Sabbatical reserve	0	(7,500)	Decrease
Total FINANCING (Reserves) EXPENSE	(30,528)	(916)	Decrease
Total Expense	382,461	411,736	
Net Ordinary Income	9,647	10,683	
			-

Non-Operating Expense

Mortgage Equity Payment

9,623

24

Projections	and i												01/22/2022	Jul-Nov Ju YTD YT	l-Dec Jul-
	proj p Jul 22	roj p Aug 22	roj p Sep 22	roj p Oct 22	roj p Nov 22	roj p Dec 22	roj p Jan 23	roj p Feb 23	roj p Mar 23	roj p Apr 23	oroj p May 23	oroj Jun 23	Accrual Basis TOTAL	YID YI	D YTC
nary Income/Expense															
Income															
STEWARDSHIP INCOME															
DONATIONS															
Pledge Income	48,949	24,294	23,169	24,754	23,272	23,074	21,038	20,449	23,000	22,000	26,000	20,000	300,000		
Non-Pledge / Friends	985	1,185	2,838	1,165	990	10,501	682	250	1,107	1,900	1,904	1,500	25,007		
Cash Donations and N	0	120	0	267	307	620	52	550	0	30	250	125	2,321		
RE Gift Total DONATIONS	1,055	1,055 26,654	1,055 27,062	1,055 27,241	1,055 25,624	1,055 35,250	1,055 22,827	1,055 22,304	1,055	1,055 24,985	1,055	1,055	12,656		
FUNDRAISING	50,989	20,054	27,062	27,241	25,624	35,250	22,827	22,304	25,162	24,985	29,209	22,680	339,985		
Other Fundraising Inc	0	0	0	0	0	0	0	0	0	0	20,000	0	20,000		
Covid Grants & Incor	0	0	0	0	0	0	0	0	0	0	20,000	0	0 ***		
Total FUNDRAISING	0	0	0	0	0	0	0	0	0	0	20.000	0	20,000		
Total STEWARDSHIP INCOME	50,989	26,654	27,062	27,241	25,624	35,250	22,827	22,304	25,162	24,985	49,209	22,680	359,985	-32028.4	
OPERATIONS INCOME	,		,	,		,	,=			,	,	,	,		
FACILITIES															
Rental of Building	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	31,900		
Total FACILITIES	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	31,900		
PROGRAMS															
LLL INCOME															
LLL - RE In	0	0		0	0	0	0	0	0	0	0	0	0		
Total LLL INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0		
SEJC INCOME															
SEJC - Spei	0	0	0	0	0	0	0	0	0	0	0	0	0		
SEJC-Gene	0	0	0	0	0	0	0	0	0	0	0	0	0		
SEJC - Fair	0	0	0	0	0	0	0	0	0	0	0	0	0		
SEJC - Fam	0	0	0	0	0	0	0	0	0	0	0	0	0		
SEJC - Anti	ů	0	ş	0	0	9	0	0	0	0	0	0	0		
Total SEJC INCOME Total PROGRAMS	0	0	0	0	0	0	0	0	0	0	0	0	0		
	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	2,658	31,900	-32027.7	
FINANCING	2,058	2,058	2,038	2,058	2,058	2,000	2,038	2,058	2,030	2,038	2,058	2,050	51,500	-32027.7	
Interest Income	0	з	40	3	3	27	0	3	60	0	0	60	200		
Total FINANCING	0	3	40	3	3	27	0	3	60	0	0	60	200		
Total Income	53,647	29,316	29,761	29,903	28,309	37,935	25,485	24,965	27,880	27,643	51,867	25,398	392,108		
Gross Profit	53,647	29,316	29,761	29,903	28,309	37,935	25,485	24,965	27,880	27,643	51,867	25,398	392,108		
Expense					•								·		
STEWARDSHIP EXPENSES															
Denominational Dues															
UUA Dues	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,375	2,375	25,970		
Total Denominational Dues	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,375	2,375	25,970		
Stewardship Fundraising Expense															
Auction - MayFaire Ex	0	0	0	0	0	0	0	0	200	400	425	0	1,025		
Other fundraising exp	0	0	0	0	0	0	0	0	0	0	0	0	0		
Stewardship Expense	0	0	0	0	0	0	500	0	0	0	0	0	500		
Total Stewardship Fundraising E: Total STEWARDSHIP EXPENSES	0 2,122	0 2,122	0 2,122	0 2,122	0 2,122	0 2,122	500 2,622	0 2,122	200 2,322	400 2,522	425 2,800	0 2,375	1,525 27,495		
	2,122	2,122	2,122	2,122	2,122	2,122	2,622	2,122	2,322	2,522	2,800	2,375	27,495		
OPERATIONAL EXPENSES FACILITIES															
Building Maintenance	1,000	632	581	1,300	10	250	0	477	1,500	250	500	1,500	8,000		
Insurance - Bldg/Liab	684	684	684	684	684	684	684	684	684	684	684	684	8,208		
Mortgage Interest	860	860	860	860	860	860	860	860	860	860	860	860	10,319		
Permits & Licenses	0	0	0	0	0	0	0	500	0	0	0	0	500		
Total FACILITIES	2,544	2,176	2,125	2,844	1,554	1,794	1,544	2,521	3,044	1,794	2,044	3,044	27,027		
UTILITIES / BUILDING SERVICES	_,	_,_, 0	_,	_,	_,	_,,	_,	_,	2,011	_,	_,	5,6 . 7			
Custodial Contractors	475	475	475	475	475	475	475	475	475	475	475	475	5,700		
Custodial -Supplies	225	225	225	225	225	225	225	225	225	225	225	225	2,700		
Electricity	633	633	633	633	633	633	633	633	633	633	633	633	7,600		
Elevator	509	0	0	509	0	0	509	0	0	509	0	0	2,036		
		183		183		183	183	183	183	183		183			

Gas													
	288	288	288	288	288	288	288	288	288	288	288	288	3,450
Security Monitor/ Re Water/Sewer	128 317	128 317	128 317	128 317	128 317	128 317	128 317	128 317	128 317	128 317	128 317	128 317	1,540 3,800
Total UTILITIES / BUILDING SERV	2,758	2,249	2,249	2,758	2,249	2,249	2,758	2,249	2,249	2,758	2,249	2,249	3,800 29,022
ADMINISTRATIVE EXPENSES													
Office / Administrativ	400	400	400	400	400	400	400	400	400	400	400	400	4,800
IT - Equipment	83	83	83	83	83	83	83	83	83	83	83	83	1,000
IT - Software/Subscrip	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Service Charges & Fee	113	118	144	-16	156	250	141	206	140	140	350	140	1,882
Telephone	393	393	393	393	393	393	393	393	393	393	393	393	4,716
Volunteer Appreciation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total ADMINISTRATIVE EXPENSE PROGRAM EXPENSES	1,239	1,244	1,270	1,110	1,282	1,376	1,267	1,332	1,266	1,266	1,476	1,266	15,398
Choir	542	542	142	142	142	142	142	142	142	142	142	142	2,501
CND & Coffee Hour	0	0	0	0	0	0	0	0	0	0	0	0	<u>0</u>
LLL - Childcare Contra LLL EXPENSE	167	167	167	167	167	167	167	167	167	167	167	167	2,000 0
LLL - OWL	0	0	0	0	0	0	0	0	0	0	0	0	0
LLL - RE Ge	383	27	500	95	85	350	124	52	350	350	350	350	3,016
Total LLL EXPENSE	383	27	500	95	85	350	124	52	350	350	350	350	3,016
Membership & Hospi SEJC EXPENSES	0	0	0	0	0	0	0	0	0	0	100	0	100
SEJC - Sper	_	-	_	_	_								0
SEJC-Fair T	0	0	0	0	0								0
SEJC Exper	0	0	0	0	0	0	0	0	0	0	0	0	0
SEJC - Anti	0	0	0	0	0	0	0	0	0	0	0	0	0
Total SEJC EXPENSES	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Train/Devel Expens Prof Expense												2,500	2,500
T&D for Dir LL							0					2,500	2,500
T&D for Musi							0					1,000	1,000
T&D for Musi							-					100	100
T&D for Com												200	200
Total Staff Professional E		0	0	0	0	0	0	0	0	0	0	6,300	6,300
Leadership Training 8	500	0	0	0	0	1,000	0	0	0	500	0	0	2,000
Human Resources	0	0	0	0	0	0	0	0	0				0
Pastoral Care	0				0			0	0		0	200	200
Worship Arts	150	150	150	150	150	150	150	150	150	150	150	150	1,800
otal PROGRAM EXPENSES	1,742	886	958	553	543	1,808	582	510	808	1,308	809	7,309	17,817
								6.642	7,367	7,126	6,578	13,868	89,264
	8,283	6,555	6,602	7,265	5,628	7,227	6,151	6,612					
PERATIONAL EXPENSES	8,283	6,555	6,602	7,265	5,628	7,227	6,151	6,612	7,507				
PERATIONAL EXPENSES	8,283 7,384	6,555 7,384	6,602 7,384	7,265	5,628 7,384	7,227 7,384	6,151 7,384	7,384	7,384	7,384	7,384	7,384	88,608
ERATIONAL EXPENSES G EXPENSE inister Salary & Housing											7,384 4,583	7,384 4,583	
ERATIONAL EXPENSES G EXPENSE inister Salary & Housing Imin Salary & PTO	7,384	7,384	7,384	7,384	7,384	7,384	7,384	7,384	7,384	7,384	,		88,608
ERATIONAL EXPENSES G EXPENSE nister Salary & Housing min Salary & PTO ector of Lifelong Learning	7,384 4,583	7,384 4,584	7,384 4,583	7,384 4,583	7,384 4,583	7,384 4,583	7,384 4,583	7,384 4,583	7,384 4,583	7,384 4,583	4,583	4,583	88,608 54,998
PERATIONAL EXPENSES G EXPENSE inister Salary & Housing Imin Salary & PTO rector of Lifelong Learning usic Director	7,384 4,583 4,080	7,384 4,584 4,080	7,384 4,583 4,080	7,384 4,583 4,080	7,384 4,583 4,080	7,384 4,583 4,080	7,384 4,583 4,080	7,384 4,583 4,080	7,384 4,583 4,080	7,384 4,583 4,080	4,583 4,080	4,583 4,080	88,608 54,998 48,960
PERATIONAL EXPENSES IG EXPENSE linister Salary & Housing dmin Salary & PTO irrector of Lifelong Learning lusic Director V Tech	7,384 4,583 4,080 2,146	7,384 4,584 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	7,384 4,583 4,080 2,146	4,583 4,080 2,146	4,583 4,080 2,146	88,608 54,998 48,960 25,752
PERATIONAL EXPENSES NG EXPENSE Minister Salary & Housing admin Salary & PTO Director of Lifelong Learning Ausic Director V Tech bookkeeper	7,384 4,583 4,080 2,146 259	7,384 4,584 4,080 2,146 0	7,384 4,583 4,080 2,146 161	7,384 4,583 4,080 2,146 378	7,384 4,583 4,080 2,146 289	7,384 4,583 4,080 2,146 417	7,384 4,583 4,080 2,146 400	7,384 4,583 4,080 2,146 230	7,384 4,583 4,080 2,146 400	7,384 4,583 4,080 2,146 400	4,583 4,080 2,146 400	4,583 4,080 2,146 400	88,608 54,998 48,960 25,752 3,734
DPERATIONAL EXPENSES ING EXPENSE Minister Salary & Housing Admin Salary & PTO Director of Lifelong Learning Music Director AV Tech Bookkeeper Building Steward	7,384 4,583 4,080 2,146 259 0 255	7,384 4,584 4,080 2,146 0 0 150	7,384 4,583 4,080 2,146 161 0 859	7,384 4,583 4,080 2,146 378 0	7,384 4,583 4,080 2,146 289 0 851	7,384 4,583 4,080 2,146 417 0 450	7,384 4,583 4,080 2,146 400 0 340 90	7,384 4,583 4,080 2,146 230 0	7,384 4,583 4,080 2,146 400 0	7,384 4,583 4,080 2,146 400 0	4,583 4,080 2,146 400 0	4,583 4,080 2,146 400 0	88,608 54,998 48,960 25,752 3,734 0
DPERATIONAL EXPENSES ING EXPENSE Minister Salary & Housing Admin Salary & PTO Director of Lifelong Learning Music Director AV Tech Bookkeeper Building Steward Childcare Coordinator Keyboard Artist I/Choral Assist	7,384 4,583 4,080 2,146 259 0 255 574	7,384 4,584 4,080 2,146 0 0 150 574	7,384 4,583 4,080 2,146 161 0 859 574	7,384 4,583 4,080 2,146 378 0 225 574	7,384 4,583 4,080 2,146 289 0 851 574	7,384 4,583 4,080 2,146 417 0 450 574	7,384 4,583 4,080 2,146 400 0 340 90 574	7,384 4,583 4,080 2,146 230 0 379 0 749	7,384 4,583 4,080 2,146 400 0 375 90 574	7,384 4,583 4,080 2,146 400 0 425 90 574	4,583 4,080 2,146 400 0 400 90 574	4,583 4,080 2,146 400 0 400 90 574	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060
PERATIONAL EXPENSES NG EXPENSE Ininister Salary & Housing dmin Salary & PTO irector of Lifelong Learning Ausic Director V Tech ookkeeper uilding Steward hildcare Coordinator eyboard Artist I/Choral Assist	7,384 4,583 4,080 2,146 259 0 255	7,384 4,584 4,080 2,146 0 0 150	7,384 4,583 4,080 2,146 161 0 859	7,384 4,583 4,080 2,146 378 0 225	7,384 4,583 4,080 2,146 289 0 851	7,384 4,583 4,080 2,146 417 0 450	7,384 4,583 4,080 2,146 400 0 340 90	7,384 4,583 4,080 2,146 230 0 379 0	7,384 4,583 4,080 2,146 400 0 375 90	7,384 4,583 4,080 2,146 400 0 425 90	4,583 4,080 2,146 400 0 400 90	4,583 4,080 2,146 400 0 400 90	88,608 54,998 48,960 25,752 3,734 0 5,110 450
PERATIONAL EXPENSES VG EXPENSE linister Salary & Housing dmin Salary & PTO irector of Lifelong Learning lusic Director V Tech ookkeeper uilding Steward hildcare Coordinator eyboard Artist I/Choral Assist eyboard Artist II	7,384 4,583 4,080 2,146 259 0 255 574	7,384 4,584 4,080 2,146 0 0 150 574	7,384 4,583 4,080 2,146 161 0 859 574	7,384 4,583 4,080 2,146 378 0 225 574	7,384 4,583 4,080 2,146 289 0 851 574	7,384 4,583 4,080 2,146 417 0 450 574	7,384 4,583 4,080 2,146 400 0 340 90 574	7,384 4,583 4,080 2,146 230 0 379 0 749	7,384 4,583 4,080 2,146 400 0 375 90 574	7,384 4,583 4,080 2,146 400 0 425 90 574	4,583 4,080 2,146 400 0 400 90 574	4,583 4,080 2,146 400 0 400 90 574	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060
DPERATIONAL EXPENSES NG EXPENSE Vinister Salary & Housing Admin Salary & PTO Director of Lifelong Learning Vusic Director VV Tech 30okkeeper 30iding Steward Childcare Coordinator Keyboard Artist I/Choral Assist Keyboard Artist II E Assistant Faize Leadership	7,384 4,583 4,080 2,146 259 0 255 574 175	7,384 4,584 4,080 2,146 0 0 150 574 350	7,384 4,583 4,080 2,146 161 0 859 574 350	7,384 4,583 4,080 2,146 378 0 225 574 525	7,384 4,583 4,080 2,146 289 0 851 574 525	7,384 4,583 4,080 2,146 417 0 450 574 350	7,384 4,583 4,080 2,146 400 0 340 90 574 650	7,384 4,583 4,080 2,146 230 0 379 0 749 525	7,384 4,583 4,080 2,146 400 0 375 90 574 500	7,384 4,583 4,080 2,146 400 0 425 90 574 325	4,583 4,080 2,146 400 0 400 90 574 525	4,583 4,080 2,146 400 0 400 90 574 525	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325
PERATIONAL EXPENSES VG EXPENSE linister Salary & Housing dmin Salary & PTO irector of Lifelong Learning fusic Director V Tech ookkeeper uilding Steward hildcare Coordinator eyboard Artist I/Choral Assist eyboard Artist II E Assistant aize Leadership	7,384 4,583 4,080 2,146 259 0 255 574 175 0	7,384 4,584 4,080 2,146 0 0 150 574 350 206	7,384 4,583 4,080 2,146 161 0 859 574 350 0	7,384 4,583 4,080 2,146 378 0 225 574 525 75	7,384 4,583 4,080 2,146 289 0 851 574 525 195	7,384 4,583 4,080 2,146 417 0 450 574 350 15	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120	4,583 4,080 2,146 400 0 400 90 574 525 120	4,583 4,080 2,146 400 0 400 90 574 525 120	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400
PERATIONAL EXPENSES IG EXPENSE linister Salary & Housing dmin Salary & PTO irrector of Lifelong Learning lusic Director V Tech bookkeeper uilding Steward hildcare Coordinator eyboard Artist I/Choral Assist eyboard Artist II E Assistant aize Leadership enefits	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200	7,384 4,584 4,080 2,146 0 0 150 574 350 206 400	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0	7,384 4,583 4,080 2,146 378 0 225 574 525 75 200	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180 200	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200	4,583 4,080 2,146 400 0 400 90 574 525 120 200	4,583 4,080 2,146 400 0 400 90 574 525 120 200	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400 0
ERATIONAL EXPENSES G EXPENSE inister Salary & Housing imin Salary & PTO rector of Lifelong Learning usic Director / Tech okkeeper ilding Steward ildcare Coordinator yboard Artist I I Assistant ize Leadership nefits Health Insurance Sup	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197	7,384 4,584 4,080 2,146 0 0 150 574 350 206 400 1,197	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 1,197	7,384 4,583 4,080 2,146 378 0 225 574 525 75 200 1,197	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200 1,197	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180 200 1,197	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197	4,583 4,080 2,146 400 90 574 525 120 200 1,197	4,583 4,080 2,146 400 90 574 525 120 200 1,197	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400 0 14,364
PERATIONAL EXPENSES IG EXPENSE inister Salary & Housing dmin Salary & PTO rector of Lifelong Learning usic Director V Tech bookkeeper julding Steward nildcare Coordinator eyboard Artist I/Choral Assist eyboard Artist I/Choral Assist eyboard Artist I/Choral Assist eyboard Artist II E Assistant ize Leadership enefits Health Insurance Sup LTD Payroll Expense Pension Payroll Exper_ otal Benefits	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197 174	7,384 4,584 4,080 2,146 0 150 574 350 206 400 1,197 174	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 0 1,197 174	7,384 4,583 4,080 2,146 378 0 225 574 525 574 525 75 200 1,197 174	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197 174	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200 1,197 174	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197 174	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180 200 1,197 174	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197 174	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197 174	4,583 4,080 2,146 400 90 574 525 120 200 1,197 174	4,583 4,080 2,146 400 90 574 525 120 200 1,197 174	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400 0 14,364 2,094
PERATIONAL EXPENSES NG EXPENSE Minister Salary & Housing dimin Salary & PTO birector of Lifelong Learning Ausic Director V Tech isookkeeper wilding Steward hildcare Coordinator eyboard Artist II E Assistant aize Leadership enefits Health Insurance Sup LTD Payroll Expense Pension Payroll Experse otal Benefits ayroll Taxes	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197 174 1,753 3,125	7,384 4,584 4,080 2,146 0 0 150 574 350 206 400 1,197 174 1,753 3,124	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 0 1,197 174 1,753 3,125	7,384 4,583 4,080 2,146 378 0 225 574 525 75 200 1,197 174 1,753 3,125	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197 174 1,753 3,125	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200 1,197 174 1,753 3,125	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197 174 1,753 3,124	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180 200 1,197 174 1,753 3,124	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197 174 1,753 3,124	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197 174 1,753 3,124	4,583 4,080 2,146 400 0 400 90 574 525 120 200 1,197 1,74 1,753 3,124	4,583 4,080 2,146 400 90 574 525 120 200 1,197 174 1,753 3,124	88,608 54,998 48,960 25,752 3,734 0 5,110 4,500 7,060 5,325 1,271 2,400 0 14,364 2,094 21,038 37,496
PPERATIONAL EXPENSES NG EXPENSE Alinister Salary & Housing dimin Salary & PTO Director of Lifelong Learning Ausic Director V Tech bookkeeper building Steward Childcare Coordinator Seyboard Artist I/Choral Assist (eyboard Artist I/Choral Assist (eyboard Artist I/Choral Assist Exploated Artist II Et Assistant aize Leadership Etenefits Health Insurance Sup LTD Payroll Expense Pension Payroll Expense Cotal Benefits alyaroll Taxes Medicare Expense	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197 174 1,753 3,125 188	7,384 4,584 4,080 2,146 0 150 574 350 206 400 1,197 1,74 1,753	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 1,197 174 1,753 3,125 183	7,384 4,583 4,080 2,146 378 0 225 574 525 575 200 1,197 174 1,753	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197 174 1,753	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200 1,197 174 1,753	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197 174 1,753 3,124 196	7,384 4,583 4,080 2,146 230 0 749 525 180 200 1,197 174 1,753 3,124	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197 174 1,753 3,124 196	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197 174 1,753 3,124 196	4,583 4,080 2,146 400 90 574 525 120 200 1,197 174 1,753 3,124 196	4,583 4,080 2,146 400 0 400 90 574 525 120 200 1,197 174 1,753 3,124 196	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400 0 14,364 2,094 21,038 37,496
DPERATIONAL EXPENSES ING EXPENSE Minister Salary & Housing Admin Salary & PTO Director of Lifelong Learning Music Director AV Tech Bookkeeper Building Steward Childcare Coordinator Keyboard Artist I/Choral Assist Keyboard Artist I/Choral Assist Keyboard Artist II Faize Leadership Banefits Health Insurance Sup LTD Payroll Expense Pension Payroll Exper_ Total Benefits Payroll Taxes Medicare Expense Social Security Expen:	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197 174 1,753 3,125 188 804	7,384 4,584 4,080 2,146 0 150 574 350 206 400 1,197 174 1,753 3,124 182 780	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 1,197 174 1,753 3,125 183 783	7,384 4,583 4,080 2,146 378 0 225 574 525 575 200 1,197 174 1,753 3,125 185 793	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197 174 1,753 3,125 195 833	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200 1,197 174 1,753 3,125 186 794	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197 174 1,753 3,124 196 838	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180 200 1,197 174 1,753 3,124 190 810	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197 174 1,753 3,124 196 838	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197 174 1,753 3,124 196 838	4,583 4,080 2,146 400 90 574 525 120 200 1,197 174 1,753 3,124 196 838	4,583 4,080 2,146 400 0 400 90 574 525 120 200 1,197 174 1,753 3,124 196 838	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400 0 14,364 2,094 21,038 37,496 2,290 9,788
DPERATIONAL EXPENSES ING EXPENSE Minister Salary & Housing Admin Salary & PTO Director of Lifelong Learning Music Director AV Tech Bookkeeper Building Steward Childcare Coordinator Keyboard Artist I/Choral Assist Keyboard Artist I/Choral Assist Keyboard Artist II RE Assistant Taize Leadership Benefits Health Insurance Sup LTD Payroll Expense Pension Payroll Expense Pension Payroll Expense Social Security Expense Social Security Expense Paid Family Medical L	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197 174 1,753 3,125 188 804 47	7,384 4,584 4,080 2,146 0 0 150 574 350 206 400 1,197 174 1,753 3,124 182 780 24	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 1,197 174 1,753 3,125 183	7,384 4,583 4,080 2,146 378 0 225 574 525 75 200 1,197 174 1,753 3,125 185	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197 174 1,753 3,125 195 833 26	7,384 4,583 4,080 2,146 417 0 450 574 350 15 200 1,197 174 1,753 3,125 186	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197 174 1,753 3,124 196	7,384 4,583 4,080 2,146 230 0 749 525 180 200 1,197 174 1,753 3,124	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197 174 1,753 3,124 196 838 30	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197 174 1,753 3,124 196	4,583 4,080 2,146 400 90 574 525 120 200 1,197 174 1,753 3,124 196	4,583 4,080 2,146 400 0 400 90 574 525 120 200 1,197 174 1,753 3,124 196	88,608 54,998 48,960 25,752 3,734 0 5,100 5,325 1,271 2,400 0 14,364 2,094 21,038 37,496 2,290 9,788 349
DPERATIONAL EXPENSES NG EXPENSE Winister Salary & Housing Admin Salary & PTO Director of Lifelong Learning Music Director VI Tech Bookkeeper Suilding Steward Childcare Coordinator Keyboard Artist I/Choral Assist (keyboard Artist I/Choral Assist (keyboard Artist I/Choral Assist Keyboard Artist II Fazie Leadership Benefits Health Insurance Sup LTD Payroll Expense Pension Payroll Expense Cotal Benefits Sayroll Taxes Medicare Expense Social Security Expen:	7,384 4,583 4,080 2,146 259 0 255 574 175 0 200 1,197 174 1,753 3,125 188 804	7,384 4,584 4,080 2,146 0 150 574 350 206 400 1,197 174 1,753 3,124 182 780	7,384 4,583 4,080 2,146 161 0 859 574 350 0 0 1,197 174 1,753 3,125 183 783 24	7,384 4,583 4,080 2,146 378 0 225 574 525 574 525 75 200 1,197 174 1,753 3,125 185 793 25	7,384 4,583 4,080 2,146 289 0 851 574 525 195 200 1,197 174 1,753 3,125 195 833	7,384 4,583 4,080 2,146 417 0 450 574 350 157 200 1,197 174 1,753 3,125 186 794 25	7,384 4,583 4,080 2,146 400 0 340 90 574 650 120 200 1,197 174 1,753 3,124 196 838 30	7,384 4,583 4,080 2,146 230 0 379 0 749 525 180 200 1,197 174 1,753 3,124 190 810 28	7,384 4,583 4,080 2,146 400 0 375 90 574 500 120 200 1,197 174 1,753 3,124 196 838	7,384 4,583 4,080 2,146 400 0 425 90 574 325 120 200 1,197 1,74 1,753 3,124 196 838 30	4,583 4,080 2,146 400 0 400 90 90 574 525 120 200 1,197 174 1,753 3,124 196 838 830	4,583 4,080 2,146 400 0 400 90 574 525 120 200 1,197 174 1,753 3,124 196 838 30	88,608 54,998 48,960 25,752 3,734 0 5,110 450 7,060 5,325 1,271 2,400 0 14,364 2,094 21,038 37,496 2,290 9,788

24,040	24,205	24,473	24,518	25,226	24,548	24,976	24,829	24,861	24,736	24,911	24,911	296,230
0	0	0	0	0	0	0	0	0	0	0	0	0
-1,169	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-30,528 ***ERC
0	0	0	0	0	0	0	0	0	0	0	0	0
-1,169	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-2,669	-30,528
33,275	30,212	30,528	31,236	30,307	31,229	31,080	30,894	31,881	31,715	31,619	38,484	382,461
20,372	-897	-767	-1,333	-1,998	6,707	-5,595	-5,929	-4,001	-4,072	20,248	-13,086	9,647
802	776	778	809	784	815	789	792	850	797	828	803	9,623
												24
	0 -1,169 0 -1,169 33,275 20,372	0 0 -1,169 -2,669 0 0 -1,169 -2,669 33,275 30,212 20,372 -897	0 0 0 -1,169 -2,669 -2,669 0 0 0 -1,169 -2,669 -2,669 33,275 30,212 30,528 20,372 -897 -767	0 0 0 0 -1,169 -2,669 -2,669 -2,669 0 0 0 0 -1,169 -2,669 -2,669 -2,669 33,275 30,212 30,528 31,236 20,372 -897 -767 -1,333	0 0 0 0 0 -1,169 -2,669 -2,669 -2,669 -2,669 0 0 0 0 0 0 -1,169 -2,669 -2,669 -2,669 -2,669 -2,669 33,275 30,212 30,528 31,236 30,307 20,372 -897 -767 -1,333 -1,998	0 0 0 0 0 0 0 -1,169 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -2,669 -3,123 -30,307 31,229 33,275 30,212 30,528 31,236 30,307 31,229 20,372 -897 -767 -1,333 -1,998 6,707	0 0 0 0 0 0 0 0 0 -1,169 -2,669 <td>0 0</td> <td>0 0</td> <td>0 0</td> <td>0 0</td> <td>0 0</td>	0 0	0 0	0 0	0 0	0 0

BUF Kitchen Improvement Project

Introduction

This summary outlines proposed modifications to Bellingham Unitarian Fellowship's building at 1207 Ellsworth St, Bellingham, WA, 98225 facility, kitchen upgrades focused on replacement of the old, inadequate dishwasher. The project scope and estimated cost are included. This project has been contemplated for some time as needed to support congregational dinners and rentals so that we can meet applicable cleanliness standards.

Project objectives by priority:

- Upgrade the kitchen's efficiency focused on post-meal activities, specifically washing of dishes and utensils.
- Upgrade ability to fully clean the kitchen facility

<u>Project scope:</u>

Improve the kitchen facility:

- > by replacing the existing, outdated, inefficient dishwasher
- > upgrade dishwasher-related electrical and plumbing
- > upgrade kitchen floor surface to enable proper cleaning of the food service area.
- replace portions of the wall near the dishwashing area to more appropriate materials.

Overview of proposed work cost estimates from various sources:

• New high-temperature replacement commercial dishwasher	\$14,545.
(It is very possible that a used dishwasher could be available. estimated cost would be \$9,975.)	If so, the
 Replacement of prep sink and work area counter Dishwasher Accessories and Plumbing Plumber Electrician Floor revision, sealing Walls refinished with Duramax sealed panels 	\$2,140. \$560 \$450 \$300 \$725 \$925

Total cost would be\$19,645

Approval process: Per the Bylaws, all contracts and expenditures exceeding \$10,000 require a Congregational vote. See below:

BUF Bylaws

ARTICLE VII: Duties of the Board of Trustees, Nominating Committee, and Officers

Section 1: Board Powers: The Board shall have general charge of the affairs and property of the Fellowship, and conduct its business. It shall have the power to accept, reject, and administer gifts, bequests, and trusts, and the control of the Fellowship's policies and administration. The Board may enter into any contract involving expenditure of up to \$10,000, and may encumber or dispose of any property of the Fellowship valued at less than \$10,000 without the approval of the congregation.

Funding:

• BUF's "Building and Maintenance Reserve Account" has a balance of \$38976. This account is restricted to use for major BUF building projects.

Scheduling:

Following congregational approval, equipment and parts will be ordered and work scheduled to be completed as early as possible. However, existing supply chain problems and contractor availability could substantially delay execution. It is likely that, once work starts, the kitchen will be unusable for ten days to two weeks. Expect announcements when scheduling information is available.