

Attendees: Paul Beckel, John Stewart, Jim Reimer Beth Nyblade, Daria Haynes, Alex Gillman, Stephanie Sarver (VZ), Lew Phinney (VZ). Absent: Lin Skavdahl, Drew Betz.

Check-in - <2 minutes

Agenda review: Discussion of volunteer opportunities (Listening Session reference) was deferred until next meeting.

### **Consent agenda**

- Treasurer Report
- Financial oversight committee report
- Minister Report
- Budget timeline (blank form)
- Testimonial signup sheet (blank form)
- Listening Session Written Comments
- Volunteer Opportunities

Consent agenda was accepted and approved unanimously.

### **Treasurer reporting:**

John summarized current work and proposed changes to financial reporting.

The current reporting is does not highlight cash flow i.e., money moving through the organization. Previously, cash flow was covered separately. John presented three scenarios as examples of how cash flow differs from profitability. In BUF's case, we have numerous designated funds which are shown as cash on hand but are unavailable for daily operating expenses.

John proposes to make changes to the financial reporting, including:

- QuickBooks update to segregate funds showing designated funds
- Separate cash flow statement
- Separate P&L – profit & loss
- Compare profit & loss vs cash flow.

Washington State law requires in-person voting for all board actions like the liquidity issues discussed in the e-mail sent on 12/19/23. John moved, Alex second and after limited discussion the board passed unanimously John's recommendation to move \$25000 from Emergency Operating Reserve to checking.

A question arose as to how special collections are documented in the financial reporting. These funds are not included as BUF income.

### **Debrief of listening session.**

The minister's report includes notes from the first congregational listening session. The session addressed future budgeting.

12/28/2023

The Dec 3 session generated great suggestions and ideas including greater advertising and outreach. The session also made the congregation aware that we are looking for more volunteers. Most suggestions were for more fundraising, not cut expenses

Future listen sessions should get the congregation to help with budgeting. It is helpful to give congregation more information about our financial status. Budgets should be realistic not all the wants with no willingness to contribute time or money. Stephanie: present financial situation, Paul agrees, that is part of plan

Paul suggests a worksheet like the one presented to the board that allows breakout groups to do what-if analysis with raising or reducing income or expenses.

Paul also advocates the board and others giving testimonials in the MWU and in the service. Signup sheet MWU and service volunteers was shown but not completed. The Testimonials need to be positive in tone. Paul asks for a volunteer to coordinate.

Suggestions for next listening session –

- Debrief Dec 3<sup>rd</sup> meeting.
- Need 2 people to help plan / coordinate
- Get folks to attend all sessions
- Review budget assumptions – introduce spreadsheet
- Breakout sessions will fill in blanks for budget
- Facilitator will input group suggested budgets to show shortfall or reduced services
- Try to establish consensus
- Participation: want participants to commit.

Jim, Beth, and Paul will work out the logistics for running session 2. General agreement that two sessions will be required: one in Zoom and one in person.

## **Volunteerism:**

The Dec 3 session had lots of “we should...”’s. This can only happen with more volunteers. We have limited budget for paid staff and with recent changes staff qualify for overtime pay. Any additional efforts must be by volunteers. We have done many interest surveys in the past, which are ignored.

Paul presented a volunteers sheet showing who and roughly how many hours. This is still a work in progress.

A Rental management team was formed to facilitate more rental income. Team members are Rupert Ayton, Nancy Braun, Jessica Cartwright.

## **Chairs**

The Committee met to implement the board’s straw vote in favor of wood chairs over metal. Three quotes were presented:

- Manuf: Sauder Model: Vantage SE. Schedule: 8 wks. delivery

## Bellingham Unitarian Fellowship

- Manuf: Chairs for worship, Model: \_\_\_\_ Schedule: 240 Days
- Imperial woodworks

The chair committee favored the Sauter product.

Q: Must BUF as a non-profit pay Washington Sales tax? A: yes, per later correspondence.

Minutes taken by Jim Reimer

Adjourn 9:23

Minister's Report to the BUF Board  
December 13 2023  
Rev Paul Beckel

**Follow-Up to the Board's listening session with the congregation on December 3rd regarding next year's budget**

We had good participation—both the number of people who attended and their evident determination to further BUF programs.

Looking forward, I anticipate that the Board will want to follow up via

- Sharing additional info
- Receiving additional input
- Promoting generosity (financial and volunteering)
- Mobilizing those who indicated an interest in additional volunteering and fundraising

The suggested timelines below include all of these things.

Before the December Board meeting next week, I'll send you a proposal for our next listening session—as a workshop in which we solicit

- specific numbers for rental income, fundraising, payroll, etc
- volunteers to lead the various improvements suggested during the December 3<sup>rd</sup> meeting

## Budget Prep Timeline

	Date to initiate/ advertise	Who will initiate/ advertise /	Task	Date to complete
1	Jan ____		Board determine congregational workshop process	Jan ____
2	Jan ____		Board share preparatory info for zoom and in-person congregational workshops via MWU or other means	Jan ____
3	Jan ____		Cong workshop on Zoom or hybrid	Jan ____
4	Jan ____		Cong workshop in person or hybrid	Jan ____
5	Jan ____		Board finalize canvass goals, send to Stewardship Team	Feb ____
6	Jan ____		Board ensure the Stewardship team has 5-7 new volunteers	Feb ____
7	Jan ____	BEQ	HR (having heard congregational input in workshop) make initial recommendations for salaries, benefits, and staff transitions expenses in 2024-25 budget	Mar ____
8	Jan ____	BEQ	HR determine dates and process for revising job descriptions, recruiting new staff	Mar ____
9	Feb ____	Rick S	canvass begins	Apr ____
1	Jan ____		New task force bring recommendations to Board re 2024-25	Mar ____
1 1	Jan ____		New task force bring recommendations to Board re 2024-25 <i>fundraising income</i>	Mar ____
1 2	Jan ____		New task force bring recommendations to Board re 2024-25 <i>capital improvements and other new expenses</i>	Mar ____
1 3	Mar ____		Board incorporate recommendations from HR and other task forces to prepare a preliminary draft budget	Mar ____
1 4	Mar ____		Board share preliminary draft budget with congregation, advertise next listening session	Mar ____
1 5	Mar ____		Board hybrid listening session following publication of preliminary draft budget	Mar ____
1 6	Mar ____	BEQ	HR update to Board re status of job description/hiring plan	
1 7	Mar ____		Board assist the nominating committee by encouraging people to volunteer to be on the board via written and in-person promotional/explanatory materials about duties and rewards	Mar ____
1 8	Mar ____	Rick S	give board first estimate of pledge income	
1 9	April	Rick S	give board final estimate of pledge income	
2 0	April ____		Board create final draft budget delivers to cong by May 5 for May 19 congregational meeting	

## **MWU testimonials/kudos/info sharing**

- Very briefly introduce yourself, then
  - Testimonials: share something you appreciate about BUF and why

- Kudos: recognize someone you appreciate at BUF and why
- Info sharing: tell the congregation about something on the budgeting timeline. For example, report on a listening session or that one is coming up, or info about the status of the budgeting process....
- Limit: 200 words
- Dates below are MWU deadlines (Mondays prior to Wednesday publication)

Date	Recruiter	Writer
1-1		
1-8		
1-15		
1-22		
1-29		
2-5		
2-12		
2-19		
2-26		
3-4		
3-11		
3-18		
3-25		
4-1		
4-8		
4-15		
4-22		
4-29		
5-6		
5-13		
5-20		
5-27		
6-3		
6-10		
6-17		

## **Sunday Service testimonials/kudos/info sharing**

- Very briefly introduce yourself, then
  - Testimonials: share something you appreciate about BUF and why
  - Kudos: recognize someone you appreciate at BUF and why
  - Info sharing: tell the congregation about something on the budgeting timeline. For example, report on a listening session or that one is coming up, or info about the status of the budgeting process....
- Limit: 2 minutes
- Dates below are Sundays. Ask the speaker to contact Paul by the prior Wednesday to confirm

Date	Recruiter	Speaker
1-7		
1-14		
1-21		
1-28		
2-4		
2-11		
2-18		
2-25		
3-3		
3-10		
3-17		
3-24		
3-31		
4-7		
4-14		
4-21		
4-28		
5-5		
5-12		
5-19		
5-26		
6-2		

6-9		
6-16		



**Monthly Treasurer's Summary Report to the BUF Board of Trustees**  
**November 2023 Financials (42% of the fiscal year)**  
**Prepared for the December 28, 2023 Board Meeting**

1. Cash Flow and Liquidity. As of December 19 Financial Oversight Committee Meeting, the checking account balance was under \$11,000 with a payroll (estimated at \$25,000) to be released on December 21. The FOC agreed that a request should be made of the Board to move \$25,000 from the Emergency Operating Fund to checking to improve liquidity. This was approved in an email poll of the Board.
2. The Financial Oversight Committee is working on various projects to improve/streamline bookkeeping tasks.
  - a. The chart of accounts is going to be numbered, which should streamline bookkeeping as well as the production of financial reports as well as other tasks. Sue Sayegh and Rupert Ayton have been working in this and a final draft is going to Paul and Michelle for review.
  - b. Also exploring adding expense classifications to make it easier to see the performance of various parts of the fellowship. SEJC is the likely first classification to use.
  - c. Downloading bank data directly into QuickBooks to streamline bookkeeping.
  - d. Upgrade our Quickbooks subscription to permit enhanced separation of duties, streamlining of processes and higher-level support from Intuit. This upgrade is in process.
  - e. Automated reconciliation.
  - f. Automated expense processing and approval. Various systems under investigation.
  - g. QR Codes to take electronic payments at events (like the rummage sale).

**Overview of current and projected status:**

1. **Month of November, 2023:**
  - a. Pledge income was \$26,695, which is 134% of budgeted amount for the month.
  - b. BUF received \$3,380 in rent for November, 2023, which is 85% of the budgeted amount.
  - c. Total expenses were \$41,125, which was 102% of the budgeted amount for the month.
  - d. Net Operating Income (Profit – Expense) is -\$3,843 for the month of November.
2. **Year to date (July, 2023–November, 2023)**
  - a. Year to date pledge income is **\$149,375**.

- b. Pledge income is 124% of the amount budgeted for this point in the fiscal year.
- c. Net Operating Income (Profit – Expense) is **\$9,198** year to date (July-November), which is below the budgeted Net Operating Income for this point of the fiscal year.
- d. Some budget numbers still need to be refined and Michelle will update the last few line items.

### 3. Cash on Hand for November, 2023:

- a. The Cash on Hand for November, 2023 is **-\$21,721**. This is a deterioration from the prior month.

### 4. Reserves (as of November 2023)

- a. Building Repair & Maintenance Reserve: \$47,665
  - b. Emergency Operating Reserve: \$73,132
  - c. Sabbatical Reserve: \$7,310
  - d. Major Gifts: \$26,180
  - e. Sanctuary Chair Fund: \$14,715
  - f. Total Reserves: \$164,783\*
- \*off by \$224 from balance sheet report

<b>Income and Expense</b>	<i>Year-to-date</i>	<i>% of budget to date</i>
<i>Pledge Income</i>	\$ 122,680	102%
<i>Total Donations</i>	\$ 153,229	112%
<i>Fundraising Income</i>	\$ 30	(Budget is \$52,650)
<i>Rental Income</i>	\$ 7,126	89%
Total <b>Income</b> Year to Date	\$ 176,252	98%
Total <b>Expenses</b> Year to Date	\$ 163,210	100%
<b>YTD Op. Income minus Expense</b>	<b>\$ 13,041</b>	<b>79%</b>

### Cash on Hand

	<b>This month</b>	<b>% Change</b>	<b>Prior month</b>	<b>Prior month</b>
Checking balance	\$8,197	-57%	\$17,443	\$22,549
Cash assets under Board control	\$197,067	-5%	\$217,201	\$217,201
<b>Cash on Hand</b>	<b>-\$21,721</b>	<b>27%</b>	<b>-\$17,094</b>	<b>-\$9,860</b>

### Funds Activity Report

<b>Funds Activity</b>	<b>This month</b>	<b>Prior month</b>
Total Restricted Investment Funds	\$ 41,505	\$ 41,505
Total Restricted Bank Account Funds	\$ 175,752	\$ 174,016
Total Designated Program Funds	\$ 58,202	\$ 59,232

Total in all funds	\$274,753	\$274,753
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### Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala/ Rummage	\$ 2,002	25,400	67%
Other Fundraising	\$ 120	\$ -	-%
Pandemic Grants & Income	\$ 0	\$ 27,250	0%
<b>Total Fundraising</b>	<b>\$ 0</b>	<b>\$ 52,650</b>	<b>0%</b>

Members of the Financial Oversight Committee are John Stewart (Treasurer), Sky Hedman (Assistant Treasurer), Frank McDonald (Assistant Treasurer), Sue Sayegh, Lew Phinney, and Rupert Ayton.

Treasurer's Summary Reports and selected Financial Reports generated by Administrator are placed by the 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  
I&E YTD Annual Budget Comparison  
Statement of Cash Flows – Year To Date  
Statement of Cash Flows -- Month  
Treasurer's Report

# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

November 2023

	TOTAL				
	NOV 2023	OCT 2023 (PP)	CHANGE	NOV 2022 (PY)	CHANGE
Income					
FINANCING					
Interest Income	1.23	1.71	-0.48	1.99	-0.76
<b>Total FINANCING</b>	<b>1.23</b>	<b>1.71</b>	<b>-0.48</b>	<b>1.99</b>	<b>-0.76</b>
OPERATIONS INCOME					
FACILITIES					
Rental of Building	3,380.00	2,450.00	930.00	1,550.00	1,830.00
<b>Total FACILITIES</b>	<b>3,380.00</b>	<b>2,450.00</b>	<b>930.00</b>	<b>1,550.00</b>	<b>1,830.00</b>
PROGRAMS					
CND & Coffee Hour	584.00	513.00	71.00	457.00	127.00
LLL INCOME					
LLL - RE Income	10.00		10.00		10.00
LLL - OWL income				373.88	-373.88
<b>Total LLL INCOME</b>	<b>10.00</b>		<b>10.00</b>	<b>373.88</b>	<b>-363.88</b>
Retreat, All Church		3,893.97	-3,893.97		
SEJC INCOME	5.00		5.00		5.00
Refugee Resettlement Revenue	1,000.00	300.00	700.00		1,000.00
SEJC - BLM	301.25		301.25		301.25
SEJC - Fairtrade Coffee Sales	395.00	35.00	360.00	150.00	245.00
SEJC - General		500.42	-500.42		
SEJC - Special Collections	1,683.00	1,678.00	5.00	5,815.00	-4,132.00
<b>Total SEJC INCOME</b>	<b>3,384.25</b>	<b>2,513.42</b>	<b>870.83</b>	<b>5,965.00</b>	<b>-2,580.75</b>
<b>Total PROGRAMS</b>	<b>3,978.25</b>	<b>6,920.39</b>	<b>-2,942.14</b>	<b>6,795.88</b>	<b>-2,817.63</b>
<b>Total OPERATIONS INCOME</b>	<b>7,358.25</b>	<b>9,370.39</b>	<b>-2,012.14</b>	<b>8,345.88</b>	<b>-987.63</b>
STEWARDSHIP INCOME					
DONATIONS					
Cash Donations and Misc.	63.00		63.00	20.00	43.00
Non-Pledge / Friends Donations	227.50	860.00	-632.50	709.00	-481.50
Pledge Income	26,694.99	28,697.39	-2,002.40	19,889.41	6,805.58
RE Gift	815.00	815.00	0.00	1,055.00	-240.00
<b>Total DONATIONS</b>	<b>27,800.49</b>	<b>30,372.39</b>	<b>-2,571.90</b>	<b>21,673.41</b>	<b>6,127.08</b>
FUNDRAISING	120.00		120.00		120.00
Other Fundraising Income	2,002.25		2,002.25		2,002.25
<b>Total FUNDRAISING</b>	<b>2,122.25</b>		<b>2,122.25</b>		<b>2,122.25</b>
<b>Total STEWARDSHIP INCOME</b>	<b>29,922.74</b>	<b>30,372.39</b>	<b>-449.65</b>	<b>21,673.41</b>	<b>8,249.33</b>
<b>Total Income</b>	<b>\$37,282.22</b>	<b>\$39,744.49</b>	<b>\$ -2,462.27</b>	<b>\$30,021.28</b>	<b>\$7,260.94</b>
GROSS PROFIT	<b>\$37,282.22</b>	<b>\$39,744.49</b>	<b>\$ -2,462.27</b>	<b>\$30,021.28</b>	<b>\$7,260.94</b>

# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

November 2023

	TOTAL				
	NOV 2023	OCT 2023 (PP)	CHANGE	NOV 2022 (PY)	CHANGE
Expenses					
OPERATIONAL EXPENSES					
ADMINISTRATIVE EXPENSES		16.32	-16.32		
External Review				365.62	-365.62
IT - Equipment	65.26		65.26	282.86	-217.60
IT - Software/Subscriptions	150.72	72.00	78.72	714.94	-564.22
Office / Administrative	9.20	1,067.46	-1,058.26	419.94	-410.74
Service Charges & Fees	149.27		149.27	170.02	-20.75
Telephone		443.23	-443.23	491.45	-491.45
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>374.45</b>	<b>1,599.01</b>	<b>-1,224.56</b>	<b>2,444.83</b>	<b>-2,070.38</b>
FACILITIES					
Building Maintenance & Repairs	958.61	930.77	27.84	603.84	354.77
Insurance - Bldg/Liability Expe	810.00	810.00	0.00	680.00	130.00
Mortgage Interest	878.07	852.40	25.67		878.07
<b>Total FACILITIES</b>	<b>2,646.68</b>	<b>2,593.17</b>	<b>53.51</b>	<b>1,283.84</b>	<b>1,362.84</b>
PROGRAM EXPENSES					
Choir	339.98	677.12	-337.14	1,025.00	-685.02
CND & Coffee Hour	343.38	385.43	-42.05	357.80	-14.42
LLL - Childcare Contractors		352.50	-352.50	123.75	-123.75
LLL EXPENSE					
LLL - OWL				192.52	-192.52
LLL - RE General		11.07	-11.07	49.32	-49.32
<b>Total LLL EXPENSE</b>		<b>11.07</b>	<b>-11.07</b>	<b>241.84</b>	<b>-241.84</b>
Retreat , All-Church	375.00	4,978.97	-4,603.97		375.00
SEJC EXPENSES					
SEJC - BLM	301.25		301.25	70.95	230.30
SEJC - Fairtrade Coffee		279.90	-279.90	647.92	-647.92
SEJC - Spec Coll Dispersements	1,538.00	1,831.00	-293.00	3,129.00	-1,591.00
SEJC Expense - General		300.00	-300.00	400.00	-400.00
SEJC Refugee Resettlement Expen	97.59	500.00	-402.41		97.59
<b>Total SEJC EXPENSES</b>	<b>1,936.84</b>	<b>2,910.90</b>	<b>-974.06</b>	<b>4,247.87</b>	<b>-2,311.03</b>
Staff Professional Expenses					
Prof Expense - Admin Staff	56.03		56.03		56.03
Prof Expense - Community Min				263.00	-263.00
Prof Expense - Minister				63.85	-63.85
<b>Total Staff Professional Expenses</b>	<b>56.03</b>		<b>56.03</b>	<b>326.85</b>	<b>-270.82</b>
Worship Arts		150.00	-150.00	22.18	-22.18
<b>Total PROGRAM EXPENSES</b>	<b>3,051.23</b>	<b>9,465.99</b>	<b>-6,414.76</b>	<b>6,345.29</b>	<b>-3,294.06</b>

# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

November 2023

	TOTAL				
	NOV 2023	OCT 2023 (PP)	CHANGE	NOV 2022 (PY)	CHANGE
UTILITIES / BUILDING SERVICES					
Custodial -Supplies				192.58	-192.58
Custodial Contractors	540.00	1,260.00	-720.00	417.30	122.70
Electricity		529.16	-529.16	1,210.95	-1,210.95
Garbage/Recycling				187.78	-187.78
Gas		192.60	-192.60	78.90	-78.90
Security Monitor/ Requird Tests		1,024.72	-1,024.72	36.75	-36.75
Water/Sewer		404.74	-404.74	375.13	-375.13
<b>Total UTILITIES / BUILDING SERVICES</b>	<b>540.00</b>	<b>3,411.22</b>	<b>-2,871.22</b>	<b>2,499.39</b>	<b>-1,959.39</b>
<b>Total OPERATIONAL EXPENSES</b>	<b>6,612.36</b>	<b>17,069.39</b>	<b>-10,457.03</b>	<b>12,573.35</b>	<b>-5,960.99</b>
STAFFING EXPENSE					
Admin Salary & PTO	12,810.01	7,312.87	5,497.14	4,583.27	8,226.74
AV Tech	258.75	486.75	-228.00	510.00	-251.25
Benefits					
Health Insurance Supp	1,605.81	1,605.81	0.00	1,046.97	558.84
LTD Payroll Expense		173.46	-173.46	173.46	-173.46
Pension Payroll Expense		1,825.00	-1,825.00	1,753.43	-1,753.43
<b>Total Benefits</b>	<b>1,605.81</b>	<b>3,604.27</b>	<b>-1,998.46</b>	<b>2,973.86</b>	<b>-1,368.05</b>
Bookkeeper				0.00	0.00
Building Steward	625.68	601.92	23.76	652.50	-26.82
Director of Lifelong Learning	4,201.66	4,201.66	0.00	4,080.00	121.66
Keyboard Artist I/Choral Assist	603.75	603.75	0.00	573.51	30.24
Keyboard Artist II	435.02	360.00	75.02	525.00	-89.98
Minister Salary & Housing	7,605.82	7,605.82	0.00	7,384.00	221.82
Music Director	2,210.09	2,210.09	0.00	2,145.95	64.14
Payroll Taxes					
Medicare Expense	302.94	224.50	78.44	192.43	110.51
Paid Family Medical Leave	55.94	44.16	11.78	27.83	28.11
Social Security Expense	1,295.31	959.94	335.37	822.76	472.55
State of WA L&I Expense	169.62	208.64	-39.02	198.86	-29.24
<b>Total Payroll Taxes</b>	<b>1,823.81</b>	<b>1,437.24</b>	<b>386.57</b>	<b>1,241.88</b>	<b>581.93</b>
RE Assistant	0.00	0.00	0.00	0.00	0.00
Taize Leadership	247.25	206.00	41.25	200.00	47.25
<b>Total STAFFING EXPENSE</b>	<b>32,427.65</b>	<b>28,630.37</b>	<b>3,797.28</b>	<b>24,869.97</b>	<b>7,557.68</b>
STEWARDSHIP EXPENSES					
Denominational Dues	2,031.00		2,031.00		2,031.00
UUA Dues		2,031.00	-2,031.00	2,121.91	-2,121.91
<b>Total Denominational Dues</b>	<b>2,031.00</b>	<b>2,031.00</b>	<b>0.00</b>	<b>2,121.91</b>	<b>-90.91</b>

# Bellingham Unitarian Fellowship

## Profit and Loss Comparison

November 2023

	TOTAL				
	NOV 2023	OCT 2023 (PP)	CHANGE	NOV 2022 (PY)	CHANGE
Stewardship Fundraising Expense					
Stewardship Expense	54.42		54.42		54.42
<b>Total Stewardship Fundraising Expense</b>	<b>54.42</b>		<b>54.42</b>		<b>54.42</b>
<b>Total STEWARDSHIP EXPENSES</b>	<b>2,085.42</b>	<b>2,031.00</b>	<b>54.42</b>	<b>2,121.91</b>	<b>-36.49</b>
<b>Total Expenses</b>	<b>\$41,125.43</b>	<b>\$47,730.76</b>	<b>\$ -6,605.33</b>	<b>\$39,565.23</b>	<b>\$1,560.20</b>
NET OPERATING INCOME	\$ -3,843.21	\$ -7,986.27	\$4,143.06	\$ -9,543.95	\$5,700.74
Other Income					
NON-OPERATING INCOME					
Capital- Use of Reserves				14,113.05	-14,113.05
<b>Total NON-OPERATING INCOME</b>				<b>14,113.05</b>	<b>-14,113.05</b>
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,113.05</b>	<b>\$ -14,113.05</b>
Other Expenses					
NON-OPERATING EXPENSE					
Capital Needs Project				13,427.95	-13,427.95
<b>Total NON-OPERATING EXPENSE</b>				<b>13,427.95</b>	<b>-13,427.95</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,427.95</b>	<b>\$ -13,427.95</b>
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$685.10	\$ -685.10
<b>NET INCOME</b>	<b>\$ -3,843.21</b>	<b>\$ -7,986.27</b>	<b>\$4,143.06</b>	<b>\$ -8,858.85</b>	<b>\$5,015.64</b>

## **Financial Oversight Committee**

### **Minutes**

December 19, 2023

#### **Members attending:**

Michelle Fox, Administrator

John Stewart, Treasurer

Sky Hedman, Assistant Treasurer

Rupert Ayton

Sue Sayegh

Lew Phinney, BOT

Absent: Frank McDonald, Cathy Campbell

This meeting was conducted in person at 4 pm.

**FOC meeting are on the second or third Monday of each month.**

#### **Schedule of upcoming meeting:**

The next meeting is scheduled for **Tuesday, January 16, 2023**.

### **Internal Review**

#### **Overview of current and projected status:**

##### **1. Review of Balance sheet at end of November**

- a. \$9,200 reduction in checking
- b. \$4,200 reduction in Accounts Payable the result of expenses becoming.
- c. Mortgage principal – 1 yr liab of \$10,800 is an estimate of 12 months principal payments.
- d. Reduction of \$1,030 in designated funds

##### **2. Month of November, 2023:**

- a. Pledge income was \$26,695, which is 134% of budgeted amount for the month.
- b. BUF received \$3,380 in rent for November, 2023, which is 85% of the budgeted amount.
- c. Total expenses were \$41,125, which was 102% of the budgeted amount for the month.
- d. Net Operating Income (Profit – Expense) is -\$3,843 for the month of November.

##### **3. Year to date (July, 2023–November, 2023)**



- a. Year to date pledge income is **\$149,375**.
- b. Pledge income is 124% of the amount budgeted for this point in the fiscal year.
- c. Net Operating Income (Profit – Expense) is **\$9,198 year to date** (July-November), which is below the budgeted Net Operating Income for this point of the fiscal year.
- d. Some budget numbers still need to be refined and Michelle will update the last few line items.

#### **4. Cash on Hand for November, 2023:**

- a. The Cash on Hand for September, 2023 is **-\$21,721**. This is a deterioration from the prior month.

#### **5. Reserves (as of November)**

- a. Major Gifts    26,180
- b. Chair Fund    14,715
- c. Sabbatical    7,310
- d. Emergency    73,132
- e. Building    43,446
- f. Total    164,783

#### **6. Cash Flow:**

- a. Current (November 19) WECU Checking balance was under \$11,000 with a need to release payroll (expected to be approximately \$25,000) on December 21. While December is typically a good month for pledge receipts, the timing is too unpredictable and, after discussion, it was agreed that John will seek Board approval to move \$25,000 from Emergency Operating Reserves to ensure the ability to fund payroll.

#### **7. Projects to streamline bookkeeping/accounting**

- a. Rupert, John and Sky originally volunteered to research and implement outsourcing bookkeeping/financial accounting. This has evolved to identifying and implementing various tasks to streamline Kathy's job.
  - i. Sky has set up automatic debit payments for regular utility payments.
  - ii. Rupert, Sue and John are working to assign numbers to the chart of accounts and identify whether we can productively use Classes in QuickBooks. John is sending the (hopefully final) draft to the rest of the committee for review.
    - 1. Rupert pointed out that it is helpful to have income and expense items of similar category have corresponding G/L account numbers for the last 3 digits.
  - iii. We are considering using a separate class to identify SEJC income and expense. Classes are not available for balance sheet items.

#### 8. QR Codes

- a. The team working on the Rummage Sale has asked whether there is a QR Code available for those who want to initiate electronic payments to purchase items.
- b. The need is to determine an electronic payment method (Vance, Breeze, Venmo, Anedot) that BUF can work with to process incoming payments.
- c. Once determined, an actual QR Code can be generated to access a link to the payment method.

#### 9. SEJC Reconciliation

- a. Rupert has worked with Kara Black, the new Secretary for SEJC, to account for SEJC activity for the past 18 months.
- b. Rupert, Sky, Sue and John and Kathy Wahto have all met with Kara on separate occasions to work on resolving exceptions.
- c. Most exceptions have been resolved with a small number of corrections identified for resolution by Kathy.
- d. A QBO report has been created to isolate SEJC income and expenses.
- e. Kara has implemented several process changes within SEJC to improve the quality of instructions.
- f. It is believed that all issues have been dealt with. The addition of a separate I&E Class for SEJC should simplify reporting

#### 10. Reconciliation

- a. Rupert is trying to access QBO Reconciliation electronically and is exploring what level of access is needed.
- b. Sky will work with Michelle to get her access to download transactions directly from WECU.

## Cash on Hand Report

From Balance Sheet	30-Jun-23	31-Jul-23	31-Aug-23	30-Sep-23	31-Oct-23	30-Nov-23
<b>Cash Assets under Board control for normal operating expenses</b>						
WECU Checking	\$45,493	\$23,227	\$11,873	\$22,549	\$17,443	\$8,197
WECU Savings	\$87,844	\$87,844	\$87,844	\$64,154	\$59,893	\$59,893
WECU CDs	\$100,780	\$100,780	\$100,780	\$101,893	\$101,893	\$101,893
WECU CD Major Donor	\$25,807	\$25,027	\$25,027	\$25,303	\$25,303	\$25,303
Accounts Receivable		\$0	\$0	\$0	\$0	\$0
Prepaid Expenses	\$781	\$781	\$781	\$781	\$781	\$881
Prepaid Insurance	\$4,920	\$4,130	\$3,340	\$2,520	\$1,710	\$900
<b>Total</b>	<b>\$265,626</b>	<b>\$241,789</b>	<b>\$229,646</b>	<b>\$217,201</b>	<b>\$207,024</b>	<b>\$197,067</b>
Change in Checking Account	-49%	-49%	-49%	90%	-23%	-53%
Change in Cash Assets	3%	-9%	-5%	-5%	-5%	-5%
<b>Liabilities (Adjusted)</b>						
Current Liabilities	\$49,342	\$7,466	\$9,301	\$9,086	\$7,800	\$3,501
Remove 11 months of mortgage princi	-\$7,923	-\$7,923	-\$7,923	-\$7,923	-\$7,923	-\$7,923
<b>Total</b>	<b>\$41,419</b>	<b>-\$457</b>	<b>\$1,378</b>	<b>\$1,163</b>	<b>-\$122</b>	<b>-\$4,422</b>
<b>Equity (Restricted or Designated Funds)</b>						
Savings Acct Fund (Reserves)	\$188,827	\$188,827	\$188,827	\$165,007	\$165,007	\$165,007
Designated Program Funds	\$60,795	\$59,480	\$61,706	\$60,891	\$59,232	\$58,202
<b>Total</b>	<b>\$249,623</b>	<b>\$248,308</b>	<b>\$250,533</b>	<b>\$225,899</b>	<b>\$224,240</b>	<b>\$223,210</b>
Cash Assets - Liabilities - Equity=						
<b>Estimated Cash on Hand</b>	<b>-\$25,416</b>	<b>-\$6,061</b>	<b>-\$22,265</b>	<b>-\$9,860</b>	<b>-\$17,094</b>	<b>-\$21,721</b>
Pct increase/decrease Cash on Hand	155%	-76%	267%	-56%	73%	27%

# Bellingham Unitarian Fellowship

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
FINANCING				
Interest Income	1,524.56	2,256.00	-731.44	67.58 %
<b>Total FINANCING</b>	<b>1,524.56</b>	<b>2,256.00</b>	<b>-731.44</b>	<b>67.58 %</b>
OPERATIONS INCOME				
FACILITIES				
Rental of Building	10,506.00	8,000.00	2,506.00	131.33 %
<b>Total FACILITIES</b>	<b>10,506.00</b>	<b>8,000.00</b>	<b>2,506.00</b>	<b>131.33 %</b>
PROGRAMS				
CND & Coffee Hour	1,583.00	450.00	1,133.00	351.78 %
LLL INCOME				
LLL - RE Income	28.82		28.82	
LLL - OWL income	80.00	1,300.00	-1,220.00	6.15 %
<b>Total LLL INCOME</b>	<b>108.82</b>	<b>1,300.00</b>	<b>-1,191.18</b>	<b>8.37 %</b>
Retreat, All Church	4,533.97		4,533.97	
SEJC INCOME	5.00		5.00	
Refugee Resettlement Revenue	2,800.00		2,800.00	
SEJC - BLM	301.25		301.25	
SEJC - Fairtrade Coffee Sales	1,353.00	749.00	604.00	180.64 %
SEJC - General	500.42		500.42	
SEJC - Special Collections	7,136.00	5,062.00	2,074.00	140.97 %
<b>Total SEJC INCOME</b>	<b>12,095.67</b>	<b>5,811.00</b>	<b>6,284.67</b>	<b>208.15 %</b>
<b>Total PROGRAMS</b>	<b>18,321.46</b>	<b>7,561.00</b>	<b>10,760.46</b>	<b>242.32 %</b>
<b>Total OPERATIONS INCOME</b>	<b>28,827.46</b>	<b>15,561.00</b>	<b>13,266.46</b>	<b>185.25 %</b>
STEWARDSHIP INCOME				
DONATIONS				
Cash Donations and Misc.	24,135.00	2,285.00	21,850.00	1,056.24 %
Non-Pledge / Friends Donations	3,444.50	10,995.00	-7,550.50	31.33 %
Pledge Income	149,375.34	120,420.00	28,955.34	124.05 %
RE Gift	4,075.00	3,260.00	815.00	125.00 %
<b>Total DONATIONS</b>	<b>181,029.84</b>	<b>136,960.00</b>	<b>44,069.84</b>	<b>132.18 %</b>
FUNDRAISING	120.00		120.00	
Auction - MayFaire	30.00		30.00	
Covid Grants & Income		21,750.00	-21,750.00	
Other Fundraising Income	2,002.25	3,000.00	-997.75	66.74 %
<b>Total FUNDRAISING</b>	<b>2,152.25</b>	<b>24,750.00</b>	<b>-22,597.75</b>	<b>8.70 %</b>
<b>Total STEWARDSHIP INCOME</b>	<b>183,182.09</b>	<b>161,710.00</b>	<b>21,472.09</b>	<b>113.28 %</b>
<b>Total Income</b>	<b>\$213,534.11</b>	<b>\$179,527.00</b>	<b>\$34,007.11</b>	<b>118.94 %</b>
GROSS PROFIT	<b>\$213,534.11</b>	<b>\$179,527.00</b>	<b>\$34,007.11</b>	<b>118.94 %</b>
Expenses				
OPERATIONAL EXPENSES				

# Bellingham Unitarian Fellowship

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>ADMINISTRATIVE EXPENSES</b>	<b>340.47</b>		<b>340.47</b>	
IT - Equipment	387.29	100.00	287.29	387.29 %
IT - Software/Subscriptions	760.88	1,400.00	-639.12	54.35 %
Office / Administrative	2,581.12	800.00	1,781.12	322.64 %
Service Charges & Fees	-452.51	600.00	-1,052.51	-75.42 %
Telephone	1,322.33	1,865.00	-542.67	70.90 %
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>4,939.58</b>	<b>4,765.00</b>	<b>174.58</b>	<b>103.66 %</b>
<b>FACILITIES</b>				
Building Maintenance & Repairs	5,942.18	5,125.00	817.18	115.94 %
Insurance - Bldg/Liability Expe	4,020.00	2,720.00	1,300.00	147.79 %
Mortgage Interest	5,270.19	3,404.00	1,866.19	154.82 %
Permits, Licenses	312.64		312.64	
<b>Total FACILITIES</b>	<b>15,545.01</b>	<b>11,249.00</b>	<b>4,296.01</b>	<b>138.19 %</b>
<b>PROGRAM EXPENSES</b>				
Choir	1,523.87	1,025.00	498.87	148.67 %
CND & Coffee Hour	2,344.59	400.00	1,944.59	586.15 %
LLL - Childcare Contractors	1,271.25	340.00	931.25	373.90 %
<b>LLL EXPENSE</b>				
LLL - OWL	796.00	1,000.00	-204.00	79.60 %
LLL - RE General	748.82	1,345.00	-596.18	55.67 %
<b>Total LLL EXPENSE</b>	<b>1,544.82</b>	<b>2,345.00</b>	<b>-800.18</b>	<b>65.88 %</b>
Membership / Hospitality	125.69	140.00	-14.31	89.78 %
Pastoral Care	186.00		186.00	
Retreat , All-Church	5,353.97		5,353.97	
Retreat, Women's	134.86	80.00	54.86	168.58 %
<b>SEJC EXPENSES</b>				
SEJC - BLM	551.25		551.25	
SEJC - Fairtrade Coffee	1,225.96	287.00	938.96	427.16 %
SEJC - Spec Coll Dispersements	6,049.00	4,484.00	1,565.00	134.90 %
SEJC Expense - General	500.00	200.00	300.00	250.00 %
SEJC Refugee Resettlement Expen	1,695.18		1,695.18	
UU The Vote Expense	200.00		200.00	
<b>Total SEJC EXPENSES</b>	<b>10,221.39</b>	<b>4,971.00</b>	<b>5,250.39</b>	<b>205.62 %</b>
<b>Staff Professional Expenses</b>				
Prof Expense - Admin Staff	56.03		56.03	
Prof Expense - DLL		2,010.00	-2,010.00	
Prof Expense - Minister	1,505.00	1,906.00	-401.00	78.96 %
Prof Expense - Music Director	125.00		125.00	
<b>Total Staff Professional Expenses</b>	<b>1,686.03</b>	<b>3,916.00</b>	<b>-2,229.97</b>	<b>43.05 %</b>
Worship Arts	1,650.00	2,964.00	-1,314.00	55.67 %
<b>Total PROGRAM EXPENSES</b>	<b>26,042.47</b>	<b>16,181.00</b>	<b>9,861.47</b>	<b>160.94 %</b>
<b>UTILITIES / BUILDING SERVICES</b>				

# Bellingham Unitarian Fellowship

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July - November, 2023

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Custodial -Supplies	487.58	915.00	-427.42	53.29 %
Custodial Contractors	4,559.83	2,348.00	2,211.83	194.20 %
Electricity	1,602.30	1,553.00	49.30	103.17 %
Elevator		513.00	-513.00	
Garbage/Recycling	608.71	800.00	-191.29	76.09 %
Gas	263.06	310.00	-46.94	84.86 %
Security Monitor/ Requird Tests	1,610.92	525.00	1,085.92	306.84 %
Water/Sewer	1,444.26	1,407.00	37.26	102.65 %
<b>Total UTILITIES / BUILDING SERVICES</b>	<b>10,576.66</b>	<b>8,371.00</b>	<b>2,205.66</b>	<b>126.35 %</b>
<b>Total OPERATIONAL EXPENSES</b>	<b>57,103.72</b>	<b>40,566.00</b>	<b>16,537.72</b>	<b>140.77 %</b>
STAFFING EXPENSE				
Admin Salary & PTO	34,063.84	30,849.00	3,214.84	110.42 %
AV Tech	1,894.50	1,950.00	-55.50	97.15 %
Benefits				
Health Insurance Supp	6,911.37	4,188.00	2,723.37	165.03 %
LTD Payroll Expense	693.84	692.00	1.84	100.27 %
Pension Payroll Expense	7,262.20	7,520.00	-257.80	96.57 %
<b>Total Benefits</b>	<b>14,867.41</b>	<b>12,400.00</b>	<b>2,467.41</b>	<b>119.90 %</b>
Building Steward	2,525.22	1,825.00	700.22	138.37 %
Director of Lifelong Learning	21,008.64	16,808.00	4,200.64	124.99 %
Keyboard Artist I/Choral Assist	3,193.72	2,360.00	833.72	135.33 %
Keyboard Artist II	2,415.02	1,260.00	1,155.02	191.67 %
Minister Salary & Housing	38,029.10	30,424.00	7,605.10	125.00 %
Music Director	11,050.45	8,840.00	2,210.45	125.01 %
Payroll Taxes				
Medicare Expense	1,082.77	747.00	335.77	144.95 %
Paid Family Medical Leave	214.83	109.00	105.83	197.09 %
Social Security Expense	4,629.16	3,308.00	1,321.16	139.94 %
State of WA L&I Expense	976.87	840.00	136.87	116.29 %
<b>Total Payroll Taxes</b>	<b>6,903.63</b>	<b>5,004.00</b>	<b>1,899.63</b>	<b>137.96 %</b>
Taize Leadership	1,071.25	800.00	271.25	133.91 %
<b>Total STAFFING EXPENSE</b>	<b>137,022.78</b>	<b>112,520.00</b>	<b>24,502.78</b>	<b>121.78 %</b>
STEWARDSHIP EXPENSES				
Denominational Dues	2,031.00		2,031.00	
UUA Dues	8,124.00	8,128.00	-4.00	99.95 %
<b>Total Denominational Dues</b>	<b>10,155.00</b>	<b>8,128.00</b>	<b>2,027.00</b>	<b>124.94 %</b>
Stewardship Fundraising Expense				
Auction - MayFaire Expense		3,000.00	-3,000.00	
Stewardship Expense	54.42		54.42	
<b>Total Stewardship Fundraising Expense</b>	<b>54.42</b>	<b>3,000.00</b>	<b>-2,945.58</b>	<b>1.81 %</b>
<b>Total STEWARDSHIP EXPENSES</b>	<b>10,209.42</b>	<b>11,128.00</b>	<b>-918.58</b>	<b>91.75 %</b>
Uncategorized Expense		4,740.00	-4,740.00	

# Bellingham Unitarian Fellowship

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Expenses</b>	<b>\$204,335.92</b>	<b>\$168,954.00</b>	<b>\$35,381.92</b>	<b>120.94 %</b>
NET OPERATING INCOME	<b>\$9,198.19</b>	<b>\$10,573.00</b>	<b>\$ -1,374.81</b>	<b>87.00 %</b>
Other Income				
NON-OPERATING INCOME				
Capital- Use of Reserves	-0.09		-0.09	
<b>Total NON-OPERATING INCOME</b>	<b>-0.09</b>		<b>-0.09</b>	
<b>Total Other Income</b>	<b>\$ -0.09</b>	<b>\$0.00</b>	<b>\$ -0.09</b>	<b>0.00%</b>
Other Expenses				
NON-OPERATING EXPENSE				
Capital Buiding Security	707.20		707.20	
Mortgage Equity Pymt		3,240.00	-3,240.00	
<b>Total NON-OPERATING EXPENSE</b>	<b>707.20</b>	<b>3,240.00</b>	<b>-2,532.80</b>	<b>21.83 %</b>
<b>Total Other Expenses</b>	<b>\$707.20</b>	<b>\$3,240.00</b>	<b>\$ -2,532.80</b>	<b>21.83 %</b>
NET OTHER INCOME	<b>\$ -707.29</b>	<b>\$ -3,240.00</b>	<b>\$2,532.71</b>	<b>21.83 %</b>
NET INCOME	<b>\$8,490.90</b>	<b>\$7,333.00</b>	<b>\$1,157.90</b>	<b>115.79 %</b>

# Bellingham Unitarian Fellowship

## Balance Sheet with Previous Year Comparison

As of November 30, 2023

	TOTAL			
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
WECU Savings & Reserves	59,892.53	131,385.62	-71,493.09	-54.41 %
Humanitas				
WECU - Humanitas Savings	9,070.19	7,818.97	1,251.22	16.00 %
WECU - Humanitas Checking	1,785.23	1,375.40	409.83	29.80 %
<b>Total Humanitas</b>	<b>10,855.42</b>	<b>9,194.37</b>	<b>1,661.05</b>	<b>18.07 %</b>
WECU Checking	8,196.59	11,737.93	-3,541.34	-30.17 %
WECU - Endowment Savings	162.16	161.76	0.40	0.25 %
Business Savings- Covid 2021	0.00	31,059.14	-31,059.14	-100.00 %
WECU - Building Account	0.00	0.00	0.00	
<b>Total Bank Accounts</b>	<b>\$79,106.70</b>	<b>\$183,538.82</b>	<b>\$ -104,432.12</b>	<b>-56.90 %</b>
Accounts Receivable				
1200 Accounts Receivable	0.00	0.00	0.00	
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
Other Current Assets				
UUA Common Endowment Acct	183,349.97	151,196.88	32,153.09	21.27 %
402917712 WECU Certificate of Deposit	101,892.61		101,892.61	
A. Herrmann Social Justice Acct	39,321.04	37,034.02	2,287.02	6.18 %
WECU 3030802 12 Month CD	25,303.30		25,303.30	
Prepaid Insurance	900.38	630.38	270.00	42.83 %
13000 Prepaid Expenses	881.48	841.48	40.00	4.75 %
12000 Undeposited Funds	0.00	0.00	0.00	
Endow Investment - LLC share	0.00	10,000.00	-10,000.00	-100.00 %
Prepaid Insurance Claims	0.00	0.00	0.00	
TIAA Bank (CD)	0.00	0.00	0.00	
<b>Total Other Current Assets</b>	<b>\$351,648.78</b>	<b>\$199,702.76</b>	<b>\$151,946.02</b>	<b>76.09 %</b>
<b>Total Current Assets</b>	<b>\$430,755.48</b>	<b>\$383,241.58</b>	<b>\$47,513.90</b>	<b>12.40 %</b>
Fixed Assets				
Building - Net	1,895,618.51	1,847,054.76	48,563.75	2.63 %
Land	331,923.86	331,923.86	0.00	0.00 %
Furniture & Fixtures	27,660.70	27,660.70	0.00	0.00 %
Office Equipment	2,018.00	2,018.00	0.00	0.00 %
Construction in Progress	0.00	48,563.75	-48,563.75	-100.00 %
<b>Total Fixed Assets</b>	<b>\$2,257,221.07</b>	<b>\$2,257,221.07</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>TOTAL ASSETS</b>	<b>\$2,687,976.55</b>	<b>\$2,640,462.65</b>	<b>\$47,513.90</b>	<b>1.80 %</b>



# Bellingham Unitarian Fellowship

## Balance Sheet with Previous Year Comparison

As of November 30, 2023

	TOTAL			
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)	CHANGE	% CHANGE
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable (A/P)	105.81		105.81	
2000 Accounts Payables	-934.84	5,745.81	-6,680.65	-116.27 %
<b>Total Accounts Payable</b>	<b>\$ -829.03</b>	<b>\$5,745.81</b>	<b>\$ -6,574.84</b>	<b>-114.43 %</b>
Credit Cards				
Visa - Bank of America	0.00	0.00	0.00	
Visa- WECU	-1,070.34		-1,070.34	
<b>Total Credit Cards</b>	<b>\$ -1,070.34</b>	<b>\$0.00</b>	<b>\$ -1,070.34</b>	<b>0.00%</b>
Other Current Liabilities				
Mortg Principle - 1 yr liab	10,800.00	10,800.00	0.00	0.00 %
Prepaid Pledges	0.00	0.00	0.00	
2100 Payroll Liabilities	-15,077.51	-67,988.67	52,911.16	77.82 %
Pension	5,208.01	32,948.02	-27,740.01	-84.19 %
Soc. Security	4,510.50	20,877.68	-16,367.18	-78.40 %
Federal Withholding	3,651.01	8,867.26	-5,216.25	-58.83 %
Medicare	1,054.88	4,887.96	-3,833.08	-78.42 %
Paid Family Leave	633.91	1,257.63	-623.72	-49.59 %
LTD Insurance	0.00	523.38	-523.38	-100.00 %
National Payroll Leave Credit (deleted)	-120.11	-120.11	0.00	0.00 %
State of WA L&I	-840.72	96.06	-936.78	-975.20 %
<b>Total 2100 Payroll Liabilities</b>	<b>-980.03</b>	<b>1,349.21</b>	<b>-2,329.24</b>	<b>-172.64 %</b>
Accrued Liabilities	-4,419.99	-2,760.00	-1,659.99	-60.14 %
<b>Total Other Current Liabilities</b>	<b>\$5,399.98</b>	<b>\$9,389.21</b>	<b>\$ -3,989.23</b>	<b>-42.49 %</b>
<b>Total Current Liabilities</b>	<b>\$3,500.61</b>	<b>\$15,135.02</b>	<b>\$ -11,634.41</b>	<b>-76.87 %</b>
Long-Term Liabilities				
Mortgage - UUA / WECU	248,542.39	257,061.99	-8,519.60	-3.31 %
<b>Total Long-Term Liabilities</b>	<b>\$248,542.39</b>	<b>\$257,061.99</b>	<b>\$ -8,519.60</b>	<b>-3.31 %</b>
<b>Total Liabilities</b>	<b>\$252,043.00</b>	<b>\$272,197.01</b>	<b>\$ -20,154.01</b>	<b>-7.40 %</b>
Equity				
3900 Retained Earnings	2,151,982.23	2,122,620.11	29,362.12	1.38 %
RESTRICTED BANK ACCOUNT FUNDS				
Savings Acct Fund (Reserves)	165,007.20	128,373.73	36,633.47	28.54 %
Humanitas Fund	10,745.42	9,084.37	1,661.05	18.28 %
<b>Total RESTRICTED BANK ACCOUNT FUNDS</b>	<b>175,752.62</b>	<b>137,458.10</b>	<b>38,294.52</b>	<b>27.86 %</b>

# Bellingham Unitarian Fellowship

## Balance Sheet with Previous Year Comparison

As of November 30, 2023

	TOTAL			
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)	CHANGE	% CHANGE
<b>DESIGNATED PROGRAM (FUNDS)</b>				
RE (Funds)				
RE Gift Fund (Fund)	26,823.82	38,283.82	-11,460.00	-29.93 %
Young Adult (Fund)	677.35	677.35	0.00	0.00 %
High School (Fund)	496.12	496.12	0.00	0.00 %
Coming of Age (Fund)	56.83	56.83	0.00	0.00 %
RE Scholarship (Fund)	0.00	0.00	0.00	
<b>Total RE (Funds)</b>	<b>28,054.12</b>	<b>39,514.12</b>	<b>-11,460.00</b>	<b>-29.00 %</b>
SEJC (Funds)	-500.00		-500.00	
Refugee Resettlement Fund	12,804.77	7,295.59	5,509.18	75.51 %
Social/Environ. Justice (Fund)	5,409.00	670.00	4,739.00	707.31 %
Fairtrade Coffee (Fund)	3,876.88	2,391.88	1,485.00	62.09 %
Interweave (Fund)	954.22	954.22	0.00	0.00 %
BLM (Fund)	337.00	408.00	-71.00	-17.40 %
Native Amer. Connect'ns (Fund)	232.85	232.85	0.00	0.00 %
UU The Vote Fund	200.00	200.00	0.00	0.00 %
Family Promise (Fund)	155.25	155.25	0.00	0.00 %
Anti Racism (Fund)	10.00	10.00	0.00	0.00 %
ICE Raid Relief Bas Needs(Fund)	0.00	0.00	0.00	
ICE Relief - Legal Fees (Fund)	0.00	0.00	0.00	
<b>Total SEJC (Funds)</b>	<b>23,479.97</b>	<b>12,317.79</b>	<b>11,162.18</b>	<b>90.62 %</b>
Retreat - Women's (Fund)	4,940.07	4,940.07	0.00	0.00 %
Retreat - All church (Fund)	1,750.00	4,241.97	-2,491.97	-58.75 %
Choir (Fund)	0.00	0.00	0.00	
CND & Social Hour (Fund)	-21.72	-526.72	505.00	95.88 %
<b>Total DESIGNATED PROGRAM (FUNDS)</b>	<b>58,202.44</b>	<b>60,487.23</b>	<b>-2,284.79</b>	<b>-3.78 %</b>
<b>RESTRICTED INVESTMENT FUNDS</b>				
A. Herrmann Domini Fund - SEJC	41,505.36	45,227.51	-3,722.15	-8.23 %
Endowment Fixed Asset Fund	0.00	10,000.00	-10,000.00	-100.00 %
RE Gift Invested (CD-TIAA bank)	0.00	0.00	0.00	
<b>Total RESTRICTED INVESTMENT FUNDS</b>	<b>41,505.36</b>	<b>55,227.51</b>	<b>-13,722.15</b>	<b>-24.85 %</b>
Net Income	8,490.90	-7,527.31	16,018.21	212.80 %
3000 Opening Bal Equity	0.00	0.00	0.00	
PNW Platefull	0.00		0.00	
<b>Total Equity</b>	<b>\$2,435,933.55</b>	<b>\$2,368,265.64</b>	<b>\$67,667.91</b>	<b>2.86 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,687,976.55</b>	<b>\$2,640,462.65</b>	<b>\$47,513.90</b>	<b>1.80 %</b>

# Bellingham Unitarian Fellowship

## Statement of Cash Flows

July - November, 2023

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	8,490.90
Adjustments to reconcile Net Income to Net Cash provided by operations:	
13000 Prepaid Expenses	-100.00
Prepaid Insurance	4,020.00
2000 Accounts Payables	-475.56
Accounts Payable (A/P)	105.81
Visa- WECU	-1,121.59
2100 Payroll Liabilities	-9,400.79
Accrued Liabilities	-1,075.99
Payroll Liabilities:Federal Withholding	3,651.01
Payroll Liabilities:LTD Insurance	0.00
Payroll Liabilities:Medicare	1,054.88
Payroll Liabilities:Paid Family Leave	633.91
Payroll Liabilities:Pension	-12,665.70
Payroll Liabilities:Soc. Security	4,510.50
Payroll Liabilities:State of WA L&I	-1,705.40
Prepaid Pledges	-26,150.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-38,718.92</b>
<b>Net cash provided by operating activities</b>	<b>\$ -30,228.02</b>
<b>INVESTING ACTIVITIES</b>	
402917712 WECU Certificate of Deposit	-1,112.61
WECU 3030802 12 Month CD	-276.30
<b>Net cash provided by investing activities</b>	<b>\$ -1,388.91</b>
<b>FINANCING ACTIVITIES</b>	
Mortgage - UUA / WECU	-3,849.14
DESIGNATED PROGRAM (FUNDS):RE (Funds):RE Gift Fund (Fund)	-4,075.00
DESIGNATED PROGRAM (FUNDS):Retreat - All church (Fund)	-663.97
DESIGNATED PROGRAM (FUNDS):SEJC (Funds)	-500.00
DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Fairtrade Coffee (Fund)	35.00
DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Native Amer. Connect'ns (Fund)	500.00
DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Refugee Resettlement Fund	-1,502.05
DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Social/Environ. Justice (Fund)	70.00
RESTRICTED BANK ACCOUNT FUNDS:Humanitas Fund	1,775.94
RESTRICTED BANK ACCOUNT FUNDS:Savings Acct Fund (Reserves)	-23,820.00
<b>Net cash provided by financing activities</b>	<b>\$ -32,029.22</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -63,646.15</b>
Cash at beginning of period	142,752.85
<b>CASH AT END OF PERIOD</b>	<b>\$79,106.70</b>

# Bellingham Unitarian Fellowship

## Statement of Cash Flows

November 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-3,843.21
Adjustments to reconcile Net Income to Net Cash provided by operations:	
13000 Prepaid Expenses	-100.00
Prepaid Insurance	810.00
2000 Accounts Payables	-4,261.93
Accounts Payable (A/P)	591.37
2100 Payroll Liabilities	-8,004.38
Accrued Liabilities	-780.00
Payroll Liabilities:Federal Withholding	2,289.79
Payroll Liabilities:LTD Insurance	0.00
Payroll Liabilities:Medicare	605.88
Payroll Liabilities:Paid Family Leave	354.27
Payroll Liabilities:Pension	2,853.43
Payroll Liabilities:Soc. Security	2,590.62
Payroll Liabilities:State of WA L&I	-538.92
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-3,589.87</b>
<b>Net cash provided by operating activities</b>	<b>\$ -7,433.08</b>
FINANCING ACTIVITIES	
Mortgage - UUA / WECU	-783.68
DESIGNATED PROGRAM (FUNDS):RE (Funds):RE Gift Fund (Fund)	-815.00
DESIGNATED PROGRAM (FUNDS):Retreat - All church (Fund)	-250.00
DESIGNATED PROGRAM (FUNDS):SEJC (Funds)	-500.00
DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Fairtrade Coffee (Fund)	35.00
DESIGNATED PROGRAM (FUNDS):SEJC (Funds):Native Amer. Connect'ns (Fund)	500.00
RESTRICTED BANK ACCOUNT FUNDS:Humanitas Fund	1,736.08
<b>Net cash provided by financing activities</b>	<b>\$ -77.60</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -7,510.68</b>
Cash at beginning of period	86,617.38
<b>CASH AT END OF PERIOD</b>	<b>\$79,106.70</b>

Congregations Budget Discussion -- December 3, 2023  
Written Comments

	<b>What things do we already do well that should continue?</b>	<b>What would merit new funding at this time?</b>	<b>Continue as -is. Let the Board decide how to handle needs.</b>	<b>What can the Board to do ensure that everyone has the opportunity for informed participation?</b>
Dick Kasper	1-RE. ask for small contributions to let parents know there is value in what we do. 2. Ask choir for contributions from participants.	Advertising. 1. Monthly or bi-monthly notice in news papers, or theater that speak about BUF and its programs. 2. Advertise broadly in newspapers about our fund raising when appropriate		
No name	Children's and parent's programs!	Communications tools. Welcome whoever (not prescreening)		
Joel Johnson – 425-314-9644 <a href="mailto:Jnorganizer@gmail.com">Jnorganizer@gmail.com</a>	---	New fundraising through growth promotion; on social media adds of people sharing; stories around our principles and invite people to visit and join as members. This serves the multipurpose of building critical mass	In the spirit of life while naturally increasing contributions from congregants. Invest in advertising for rental space.	

	<b>What things do we already do well that should continue?</b>	<b>What would merit new funding at this time?</b>	<b>Continue as -is. Let the Board decide how to handle needs.</b>	<b>What can the Board to do ensure that everyone has the opportunity for informed participation?</b>
Diane Harrington – 360-820-8016. <a href="mailto:ziggycatnap@yahoo.com">ziggycatnap@yahoo.com</a>	Rental; more volunteers and volunteer positions; more and cheaper rentals for small groups. More inclusive, young and old, not just certain groups. Rich, middle class, and less fortunate.	Caring for our environment and land and natural world. Without clean air, water, and food, no one is functional without this.	Car pooling for those of us that don't live in the city. Se we (me included) can volunteer for more things, which will cut back on expenses in the long run.	e-mails, phone or text banks; community (not just members) once a month meal. Blowing our own horn is good too.
Barbara Gilday	Questions 1 & 2 are key foundational pieces. We need to envision what will draw new and committed members of the congregation. Member/program director?			

	<b>What things do we already do well that should continue?</b>	<b>What would merit new funding at this time?</b>	<b>Continue as -is. Let the Board decide how to handle needs.</b>	<b>What can the Board do to ensure that everyone has the opportunity for informed participation?</b>
---	Really think through the structuring of the replacement positions. We need to fit in much more outward facing work – marketing, website development and social media to both advertise for our services. Programs, affinity groups and advertise for rentals. Our resources are too focused on those already here.	Leverage the building and space we have to generate more income. Invest in our website to have a paid position managing it and developing it. We need to have accurate and attractive info about what we offer on web and in written brochure format. Get word out. Have (?) speak to groups in community, etc.	We can do more fundraising, but I don't think we can keep tapping people/ volunteers. We need to figure out how to fill our volunteer needs and many fundraising efforts take a lot of work to raise small amounts. We need to think bigger, have a bigger programs.	*how about having a UUA rep come and speak to kick off stewardship and direct people on what giving is in a church.
Jan C	Music/choir director	Children's program and include environment lesson; social/ environmental justice	Sound system – how we can avoid passing it around; rentals ideas for these; include children older than 11 more Interesting book, discussions, field trips? Improve outreach by website. Improve web site	Have canvassers ask canvasees what their \$ goals are possible.
---	Childrens programs in general	--	Overall % cuts DO NOT work well.	

	<b>What things do we already do well that should continue?</b>	<b>What would merit new funding at this time?</b>	<b>Continue as -is. Let the Board decide how to handle needs.</b>	<b>What can the Board to do ensure that everyone has the opportunity for informed participation?</b>
Jane Beckel. <a href="mailto:Janeswim66@gmail.com">Janeswim66@gmail.com</a>	Hire new staff to replace those leaving. Increase staff salaries. Maintain children's program			
Beth Nyblade		New fundraising methods, advertising, hopefully starting with free or cheap options		
Grace Nyblade	Choir, Weds. night dinner - have committees programs etc after the dinner	Social media/program person to increase visibility in community, get more rental space, find new members, grow, revive interweave & LGBTQIA2+ advocacy in Whatcom County	Put in grants and fundraisers, more social events with door costs, etc. Staff and work groups to look for grants and other fundraising sources	
Rose Edington	Sunday Mornings - Paul's preaching, great music and choir. Social justice, anti-racist, multi-cultural trainings and actions Friendship/fellowship welcoming of all ages, especially children	Maybe marketing the building for rentals. Look at job descriptions - in my former congregation admin's job included marketing the building Genia does more than Children's RE - need to look at all programming she does to see what the need is. RE is investment in the future	Don't know enough about the reserves to know if they should be drawn from and for how long. Is annual %age a viable idea? With much communication, my initial thought is for the board to decide. Be really clear about needs - people often rise to meet them,	Are these questions on the website with a way for people to respond? Send a letter around Thanksgiving asking congregation to remember BUF in their holiday giving - maybe with ideas/suggestions for specific donations.



	What things do we already do well that should continue?	What would merit new funding at this time?	Continue as -is. Let the Board decide how to handle needs.	What can the Board to do ensure that everyone has the opportunity for informed participation?
		Reaching out to former members to perhaps come back. (Ask) Why did they leave/. What are they looking for?		
Rory McLeod	Prioritize RE over choir and consider a 1/4 time position for choir director Perhaps share choir director with other congregations	Increase rental usage, advertising if needed Ask for small fee from choir members, they get <u>excellent musical training</u> from the director.	Try not to draw from reserves - we should expect to need a new roof soon.	We have a nominating committee for board members, What about something similar for RE Committee and Stewardship? Actively find people to volunteer rather than waiting for them to volunteer.
	Choir! Music! RE is the key to new members	Youth theater? Encourage all of us to welcome newcomers coming into the door	Shorter term budgets	

	<b>What things do we already do well that should continue?</b>	<b>What would merit new funding at this time?</b>	<b>Continue as -is. Let the Board decide how to handle needs.</b>	<b>What can the Board to do ensure that everyone has the opportunity for informed participation?</b>
Patricia Conover	Music -backbone of our spiritual message: increases community involvement and congregational growth (and pledges) Children's RE grows community with new, young parents	Identify and define outreach through local channels such as Pickford Update website to reflect the work BUF does in the community		Publish notes: Curious about Sunday collections. Has this gone down or stayed the same? How much is collected for our Special Collections? Have they stayed the same or? Do we need to consider decreasing the # of special collections and have more collections go to BUF? Make it more clear to the choir members to pledge to BUF We need to be careful about asking the congregation for \$ for many, many activities and causes. We dilute the capacity of the congregation by asking for so many causes.
Felice Davis	Choir, RE	PR: Advertising - we need to increase our profile in Pham, improve our website - making it easier to navigate Advertise! Reach out to welcome visitors so they return		

	<b>What things do we already do well that should continue?</b>	<b>What would merit new funding at this time?</b>	<b>Continue as -is. Let the Board decide how to handle needs.</b>	<b>What can the Board do to ensure that everyone has the opportunity for informed participation?</b>
Nancy Steele	Music Both Choir and Music ed for kids - singing, drumming etc.	Free announcements in Herald, CDN, etc about services, topics, etc	We honor all diversity more “ethnic” speakers, music of nations all around the world.	We need to keep staff paid with a living wage or there won’t be any staff Have additional congregational meetings and board decisions
Nancy Braun	RE and Adult Education Community Engagement or Issues like LGBT+2S, Black Lives Matter, etc	Will and estate planning - offer appointments with an attorney who can help people add BUF to their wills.	1. Some reserve funding and Board appointed committee like Finance being quarterly updates to the congregation to alert to shortfalls and recommend changes to the Board. Keep the votes limited for Congregational action.	Add updates to weekly e-mails.

**BUF Congregation Budget Discussion Session – December 3, 2023**  
**Comments from the Congregation**

General questions /comments unrelated to the three budget priority questions:

- Patricia C – What were the budget priorities for the current fiscal year and have we achieved them?
- Ron – Before covid BUF rental income was \$50,000 per year. That has declined to \$39,000 this year.
- Rory – What is being done to advertise rental opportunities?
- Dick K – suggest we expand rummage sale advertising to draw in more non-BUF members.

**Responses to Question @1: What do we do well that are most important to maintain?**

- Melanie – She has been with BUF through 6 music directors and 5 ministers. Kevin has been superb at building the choir. Budget should be funded to ensure that BUF continues to present good music – make sure it's a priority. Make sure we have enough budgeted to attract and retain a person/people who know and understand UU values.
- Beth N – The music director position is a high priority. Suggests reviewing the RE programs and hire a program director to work on rentals and other needs; and a religious RE director. (Not clear – to focus on children's RE?)
- John – a new visitor. Religious education is most important. It's a very high priority.
- Jim Waterhouse – Environmental collapse is a great threat. Funds should support social justice programs. Also – create a revenue stream and our own non-profit to fund drama programs for youth.
- Lawrence A – The music program should be funded to continue Kevin's success in building a large chorus and developing their skills.
- Jane Beckel – Childrens RE should be the highest priority as it will ensure future members and build a wider understanding of UUism.
- Jane -- Disappointed that as she has become more engaged with BUF no one has contacted her to increase her donations.

- Rick Steele – He calls for more canvassers to help with fundraising. He values the choir and religious education – they are key elements.
- Mike Betz – Religious education is key to long-term survivability. Cutting RE would be a disaster.
- Rina – Lights, and heat, and salaries are very important. BUF should work to be more inclusive; we should consider what newcomers might need and work to provide that.
- Barbara – A full time RE director is needed. BUF is bringing in more children and the program needs to be able to address more kids. We need to push hard on fundraising.
- Drew – Families, participants in RE, and choir aren't being asked to help fund their activities. We need to build momentum for fundraising with a big kickoff. We need a membership volunteer coordinator.
- Ron --- In the past we've anticipated a mid-year shortage in the budget and successfully made efforts to raise mid-year funding.
- Murray – The priorities should be RE and the choir. Identify what we can let go. SEJC is another program but has no impact on the budget.
- (Stephanie note: SEJC relies on admin support to keep track of spending, cut checks, etc. I don't think any portion of their budget goes to admin overhead, so that would be paid for by BUF.)

**Responses to Question #2: What additional activities should be pursue that may offer long-term benefits? What would merit new funding at this time?**

- David C – We need to be evangelical toward new/potential members. We need to radially welcome people. We have something great to share.
- Rupert A – As a public charity was need to blow our own horn. We raise a lot of money for other organizations. That should be more widely publicized. The web site isn't easy to navigate. We need one that is more accessible for visitors.
- Patricia – We need to promote BUF more. For example, run an ad on the screen at the Pickford.
- Mark A – consider classified ads targeting different communities.
- Paul – We need more volunteer support for:
  - maintaining the building

- AV technicians
- Potlucks and community dinners
- Nominating committees

Drew adds: We have big needs in the area of communications and outreach via our website and social media.