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Budget Discussion: Proposed Budget 2025-2026

<u>UPDATED AS OF MAY 11, 2025 to reflect changes made possible by additional pledges received.</u>

If you have any Comments and/or Questions, please contact John Stewart, Board Treasurer.

There are several basic principles on which this budget was formulated.

Those principles are:

- Staff need to be compensated fairly.
- Hiring permanent staff is a long-term commitment. Permanent staff should not be hired with short-term funds or from reserves.
- Items that are self-funded will have neither income nor expense budgeted. They certainly still occur but won't require budget funds. Examples are SEJC, Humanitas.
- Budget only for those items which one can reasonably foresee occurring. Be slightly more conservative in estimating income than expense.

With these principles in mind and focused also on the important transition over the next few months to an Interim Minister, here is the proposed budget recommended by the Board for consideration at the Annual Congregational Meeting. Below are some key income and expense items explained.

Income:

- **1. Rental income** is budgeted at \$20,000 for the coming year as a result of a continued lack of paying tenants of the BUF building.
- 2. Pledge Income Projected. As of this writing, we've received \$363,680 in Pledges. It represents a 3.91% growth over last year's results, although we were hoping for 4.5%. It is also a reflection of the culture of generosity in our community in which I am honored to be a member.
- 3. We have received a bequest from the Estate of Zachariah Nethercot, the late son of our former member Ned Nethercot in the amount of \$27,613. It's unknown when we'll actually receive the funds, however, when received, the entire sum will be placed in the Ministers Sabbatical and Transition Reserve and \$10,000 of that will be used to support Interim Minister Transition (moving expenses). The remaining amount will be used to help fund the search for a settled minister over the coming 2+ years.

- **4. Taize Gift Transfer from Reserve**. Last year we received 2 generous donations, each sufficient to support a year of Taize Services. This transfer marks the use of the second-year portion of those donations.
- **5. SEJC Gift**. SEJC has very generously offered to contribute \$1,000 to support our operating budget.

Expenses:

- 1. COLA + Interim Minister Salary. We are budgeting a 3% cost of living adjustment for existing staff. Practically. This includes our Administrator, RE Coordinator, Choir Director, and AV Technicians. Other staff are paid based upon minimum wage, which increases according to state and local law. The \$8,011 here also includes the additional amount needed for hiring our new Interim Minister.
- 2. Change in Health Insurance Supplement. We are proposing increasing our support for employee health insurance plans from \$450/mo per eligible employee to \$500/mo.
- **3.** Childcare Contractors. Staff has proposed eliminating paid childcare on Sunday mornings in favor of volunteer support. Some childcare for special events is being retained.
- **4. Building Maintenance & Reserves.** The amount budgeted here is being reduced to \$11,000 for the coming year. We hope to increase it to \$13,000 if sufficient funds are raised. See accompanying discussion in Major Changes document, page 2.
- **5. Contribution to Reserves.** The amount budgeted to contribute to the Building & Maintenance Reserve is reduced due to our weaker rental income.
- **6. Prof Expenses: Prof Accounting Expenses.** During the current year we have engaged an outside bookkeeping service to assist in oversight of our bookkeeping and accounting processes. We believe their services are critical to maintaining solid and accurate financial statements.
- 7. Prof Expenses: External Financial Review. Our bylaws require that we conduct an external review of our financial condition every three years. This will be quite expensive, and we haven't conducted one since 2019. However, we have just completed a rigorous internal review of our financial processes. Deferring this for 2 years until just before we hire a settled minister makes some sense. This expense will only be partially funded by the budget. See accompanying discussion in Major Changes document, page 2.
- 8. Interim Minister Transition (from Sabbatical & Transition Res). This is \$10,000, an amount recommended by the UUA, to support relocation of an Interim Minister.

Potential Expense Item:

Potential additional cost for Interim Minister. We have offered the equivalent of approx. \$119,000 for an Interim Minister. UUA recommended compensation is somewhat higher, \$124,344. The difference, \$5,456, is included as a Potential Cost – unbudgeted but we must make allowances for its possibility. We very much hope we won't need to use it and haven't included it in the budget, but feel we need to be able to access the funds if needed.

Other Critical Items

In addition to the items described above, we have not been able to fund various critical items. Please see the <u>Major Changes Document</u>, <u>page 2</u>, <u>below</u> for a description of these important items and their current funding status.

Major Changes

Bellingham Unitarian Fellowship DRAFT Budget 2025-26

	2025-2026 DRAFT	2024-2025 Budget /	2024-2025
Major Points	Budget	Actual	Approved Budget
	2025-26	2024-25	2024-25
INCOME: Major items			
Rental Income	20,000	22,825	28,000
Pledge Income growth projected 3.91%	363,680	331,683	342,461
Other Donations	17,000		
Nethercot Bequest from Sabbatical Reserve	10,000		
Taize Gift/Transfer from Reserve	3,100	4,873	3,100
Transfer from Sabbatical & Transition Reserve	8,810		
Transfer from RE Gift Fund	9,323	5,580	5,580
Gift from SEJC (include in Other Donations)	1,000		
Auction (not including Paddle Call)	25,400	21,977	25,400
Total Income (not inclunding SEJC)	465,313	455,353	428,176
EXPENSE: Major items COLA + Interim Minister Salary 3.00% Change in Health Insurance Supplement (per mo per eligible employee) \$ 50.00 Adult RE Childcare Contractors Building Maintenance & Repairs Contribution to Reserves Prof Expenses: External Financial Review Prof Expenses: Prof Accounting Expenses Interim Minister Transition (from Sabbatical & Transition	8,989 1,500 300 1,315 13,000 8,994 2,565 6,000	4,597 14,637 17,035	4,838 13,000 19,782
Total Expenses (not including SEJC) Net Operating Income Less: Mortgage Principal Payments	10,000 449,437 15,876 10,420	451,248 4,105 10,043	417,719 10,457 10,043
Less: Potential additional cost for Interim Minister Net Cash Flow	5,456 (0)	14,903	414

Major Changes

Important Items to add, in priority order:	Amounts needed to add to budget	Additional funding received	Status
Add back 3% Cost of living increase. Restore the staff increase this year. In practice this would affect Michelle, Lis, Ben, and the AV Techs. The Interim Minister would be unaffected because of the hiring situation. Other staff are at minimum wage and have their wages set by state and local law.	\$3,683	\$3,683	ACHIEVED!
Pay 100% instead of 85% of UUA Dues. We've been an Honor Congregation (supporting our full pledge) for many years and supporting the UUA is important, maybe now more than ever. If we stay at 85%, we at least get some discount (\$2,000) from the normal \$3,500 UUA consulting fee for the settled minister search.	\$4,019	\$4,019	ACHIEVED!
Increase AV Tech Hours from 182 to 214. The budget covers only Sunday and Taize services. All other uses will have to be covered separately by internal or external users of the building.	\$742	\$742	ACHIEVED!
Increase Building Steward hours from 156 to 356. This covers Building Steward Hours for Sunday services only. All other needs for Building Stewards will have to be covered separately by internal or external users of the building.	\$3,579	\$3,579	ACHIEVED!
Increase Bldg & Maint expense. Arggh! Not to be able to fund this represents a slow drip degrading the quality of our building, but I don't see any good choices.	\$2,000	\$2,000	ACHIEVED!
Add External Financial Review. Our Bylaws mandate an External Financial Review every 3 years. This will be quite expensive, and we haven't conducted one since 2019. However, we have just completed a rigorous internal review of our financial processes. Deferring this for 2 years until just before we hire a settled minister makes some sense.	\$10,000	\$2,565	26% ACHIEVED
Add WiFi upgrade for BUF building. Apparently our WiFi is antiquated enough so that users are having difficulties getting online when needed. This is a problem affecting internal users and renters.	\$1,788		
Totals Additional pledges still needed for full funding of all proj	\$25,811	\$16,588 \$9,223	

Summary Proposed Budget 2025-26

2024-25 DRAFT Budget July 2024 - June 2025	Summary		
	DRAFT 2025-26	Current Fiscal Year Approved Budget 2024-25	Percent of Draft Budget
la se me	2023-26	2024-25	
Income	20.000	-	40/
Total 40001 OPERATIONS INCOME	20,000	28,000	4%
Total 41000 STEWARDSHIP INCOME	440,313	395,541	95%
Total 42000 FINANCING	5,000	4,635	1%
Total Income	465,313	428,176	100%
Gross Profit	465,313	428,176	
Expenses	-	-	***
Total 51100 FINANCING (Reserves) EXPENSE	18,994	19,782	4%
Total 52100 ADMINISTRATIVE EXPENSES	19,150	15,290	4%
Total 52200 FACILITIES	33,596	33,044	7%
Total 52300 PROGRAM EXPENSES	20,365	22,488	5%
Total 52900 UTILITIES / BUILDING SERVICES	38,158	35,381	8%
Total 52000 OPERATIONAL EXPENSES	111,969	106,203	25%
Total 60000 STAFFING EXPENSE	279,965	262,564	62%
Total 70000 STEWARDSHIP EXPENSES	31,244	29,170	7%
Professional Expenses	8,565	-	2%
Total Expenses	449,437	417,719	100%
Net Operating Income	15,876	10,457	
Total 80000 NON-OPERATING EXPENSE	-	-	
Net Other Income	-	-	
Net Income	15,876	10,457	•
Less: Mortgage Principal	10,420	10,043	•
Less: Potential addtl cost for Interim Minister	5,456	-	-
Net Cash Flow	(0)	414	:

Bellingham Unitarian Fellowship Proposed 2025/ 2026 July 2025 - June 2026

Category Detail

July 2025 - June 2026		-		
	DRAFT	Current Fiscal	Current Fiscal	Change from
	2025-26	Year (Projected) 2024-25	Year Budget 2024-25	Current Proj Year
Income		<u> </u>		II <u> </u>
40001 OPERATIONS INCOME	-	_	-	
40200 FACILITIES	-	-	-	
40210 Rental of Building	20,000	22,825	28,000	(2,825)
Total 40200 FACILITIES	20,000	22,825	28,000	(2,825)
40300 PROGRAMS	-	-	-	-
40315 Choir Income	-	184	-	
40320 CND & Coffee Hour	-	2,791	-	(2,791)
40325 LLL INCOME	-	-	-	-
40330 LLL - REIncome	-	670	-	
40345 LLL - OWL income	-	-	-	-
Total 40325 LLL INCOME	-	670	-	(670)
40500 SEJC INCOME	-	-	-	-
40525 SEJC - Fairtrade Coffee Sales (Inc)	-	2,958	-	(2,958)
40535 SEJC - General (Inc)	-	-	-	
40545 SEJC - NACC (Inc)	-	150	-	(150)
40550 SEJC - Special Collections (Inc)	-	15,169	-	(15,169)
40551 SEJC - Food Bank/Food Shelf (Inc)	-	960	-	(960)
40564 SEJC - Uplift (Inc)	-	151	-	(151)
40585 SEJC - Refugee Resettlement (Inc)	=	5,228	-	(5,228)
Total 40300 PROGRAMS	-	28,262	-	(28,262)
Total 40001 OPERATIONS INCOME	20,000	51,087	28,000	(31,087)
41000 STEWARDSHIP INCOME	-	-	-	-
41010 DONATIONS	-	-	-	-
41011 Pledge Income	363,680	331,683	342,461	31,997
41012 Cash Donations and Misc.	8,000	2,791	7,000	5,209
41103 Non-Pledge / Friends Donations	20,000	26,126	10,000	(6,126)
41104 Transfers from Reserves	8,810	- 7.072	- 2 100	8,810
41115 Taize Gift	3,100	7,973	3,100	(4,873)
41120 RE Gift	9,323	5,580 725	5,580 -	3,743
41130 Humanitas Donations Total 41010 DONATIONS	412,913	374,879	368,141	(725) 38,035
41100 FUNDRAISING	412,913	374,673	500,141	36,033
41101 Other Fundraising Income	2,000	2,000	2,000	_
41102 Auction	25,400	21,977	25,400	3,423
Total 41100 FUNDRAISING	27,400	23,977	27,400	3,423
Total 41000 STEWARDSHIP INCOME	440,313	398,855	395,541	41,458
42000 FINANCING	-	-	-	-
42015 Interest Income	5,000	5,411	4,635	(411)
Total 42000 FINANCING	5,000	5,411	4,635	()
42110 Uncategorized Income	-	-	-	-
Total Income	465,313	455,353	428,176	9,960
Gross Profit	465,313	455,353	428,176	9,960
Expenses	-	-	-	-
51100 FINANCING (Reserves) EXPENSE	-	-	-	-
51110 Building Maint. (15%) Reserve	3,000	11,253	14,000	
51120 Emergency Reserve (1% budget)	4,494	4,282	4,282	
51130 Sabbatical & Transition Reserve	11,500	1,500	1,500	10,000
Total 51100 FINANCING (Reserves) EXPENSE	18,994	17,035	19,782	1,959
52000 OPERATIONAL EXPENSES	· -	, - -	-	-
52100 ADMINISTRATIVE EXPENSES	-	-	-	-
52120 IT - Equipment	1,000	728	1,000	272
52130 IT - Software/Subscriptions	4,765	4,765	4,500	-
52140 Office / Administrative	5,000	5,443	3,100	(443)
	3,500	5,	3,230	()

Bellingham Unitarian Fellowship Proposed 2025/ 2026 July 2025 - June 2026

Category Detail

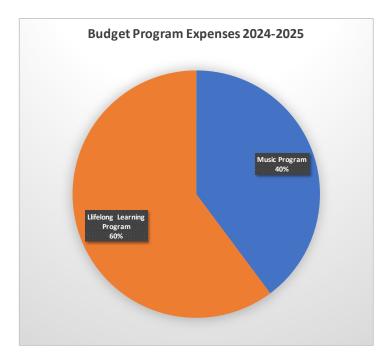
July 2025 - June 2026		<u> </u>		1
	DRAFT	Current Fiscal	Current Fiscal	Change from
	2025-26	Year (Projected) 2024-25	Year Budget 2024-25	Current Proj Year Ś
52160 Service Charges & Fees	2,604	2,604	1,000	, , , , , , , , , , , , , , , , , , ,
52170 Telephone	5,532	5,532	5,340	_
52180 Volunteer Appreciation	250	350	350	(100)
Total 52100 ADMINISTRATIVE EXPENSES	19,150	19,422	15,290	(271)
52200 FACILITIES	-			-
52210 Building Maintenance & Repairs	13,000	14,637	13,000	(1,637)
52220 Insurance - Bldg/Liability Expe	10,900	8,495	9,646	() /
52230 Mortgage Interest	9,521	9,898	9,898	(378)
52240 Permits, Licenses	175	175	500	-
Total 52200 FACILITIES	33,596	33,204	33,044	391
52300 PROGRAM EXPENSES	-	-	-	
52310 Choir	1,500	567	1,500	933
52320 CND & Coffee Hour	1,800	3,544	1,800	(1,744)
52410 LLL - Childcare Contractors	1,315	2,821	4,838	(1,506)
52420 LLL EXPENSE	-	-,	-	-
52450 LLL - OWL	250	167	500	83
52460 LLL - RE General	3,400	2,183	3,900	
52465 - RE Adult	300	-	-	300
52470 LLL - YRUU High School	100	77	_	23
Total 52420 LLL EXPENSE	4,050	2,427	4,400	
52510 Membership / Hospitality	200	100	250	100
52600 SEJC EXPENSES	-	-	_	-
52615 SEJC - BLM (Exp)	-	250	_	(250)
52626 SEJC - General (Exp)	-	500	_	(500)
52630 SEJC - NACC (Exp)	-	92	_	(92)
52635 SEJC - Spec Coll Dispersements (Exp)	-	16,687	_	(16,687)
52648 SEJC - Uplift (Exp)	_	200	_	(200)
52650 SEJC - UU The Vote (Exp)	-	250	_	(250)
52665 SEJC - Refugee Resettlement (Exp)	-	6,190	-	(7
Total 52600 SEJC EXPENSES	_	26,700	_	(26,700)
52700 Staff Professional Development	-	-	-	-
52710 Prof Devmnt - Admin Staff	1,000	333	1,000	667
52720 Prof Devmnt - Community Min	300	100	300	200
52730 Prof Devmnt - RE	1,500	960	1,500	540
52740 Prof Devmnt - Minister	5,000	3,612	2,500	1,388
52760 Prof Devmnt - Music Staff	600	200	600	400
Total 52700 Staff Professional Expenses	8,400	5,205	5,900	
52820 Worship Arts	3,800	4,775	3,800	(975)
Total 52300 PROGRAM EXPENSES	21,065	56,302	22,488	(35,237)
52900 UTILITIES / BUILDING SERVICES	, -	-	-	-
52910 Custodial -Supplies	1,300	1,122	1,200	178
52915 Custodial Contractors	12,000	10,615	12,000	1,385
52920 Electricity	10,658	9,627	9,255	1,031
52925 Elevator	2,200	2,776	1,026	(576)
52930 Garbage/Recycling	2,600	2,545	2,500	55
52935 Gas	2,200	2,396	2,200	(196)
52940 Security Monitor/ Requird Tests	2,200	1,909	2,200	291
52945 Water/Sewer	5,000	4,811	5,000	_3 _
Total 52900 UTILITIES / BUILDING SERVICES	38,158	35,801	35,381	2,358
Total 52000 OPERATIONAL EXPENSES	111,969	144,729	106,203	(32,760)
60000 STAFFING EXPENSE	,	-	-	-
60100 Admin Salary & PTO	63,777	62,437	61,920	1,340
60110 AV Tech	4,549	5,096	4,413	(547)
60120 Building Steward	6,643	5,924	4,838	719
	3,313	3,321	.,550	3

Bellingham Unitarian Fellowship Proposed 2025/ 2026 July 2025 - June 2026

Category Detail

·		Current Fiscal	Current Fiscal	Change from
	DRAFT	Year (Projected)	Year Budget	Current Proj Year
	2025-26	2024-25	2024-25	\$
60126 Childcare Provider Staff	-	1,776	-	
60130 RE Director	28,583	26,041	27,500	2,541
60135 Keyboard Artist I/Choral Assist	6,890	7,230	7,303	(340)
60140 Keyboard Artist II	9,739	6,275	8,359	3,464
60150 Minister Salary & Housing & Sal/Lieu/FICA	97,587	92,244	94,193	5,343
60155 Choir Director	12,927	11,854	12,550	
60165 Taize	-	1,280	-	(1,280)
60200 Benefits	-	-	-	-
60210 Health Insurance Supp	15,000	10,381	13,500	4,619
60230 LTD Payroll Expense	2,387	1,420	2,000	967
60240 Pension Payroll Expense	18,120	13,408	14,063	4,712
Total 60200 Benefits	35,507	25,208	29,563	10,299
60400 Payroll Taxes	-	· <u>-</u>	-	
60410 Medicare Expense	1,930	1,920	1,840	
60420 Paid Family Medical Leave	488	418	467	70
60430 Social Security Expense	8,253	8,198	7,867	55
60440 State of WA L&I Expense	1,793	1,684	1,751	109
Total 60400 Payroll Taxes	12,463	12,220	11,925	
Total 60000 STAFFING EXPENSE	278,665	257,588	262,564	
70000 STEWARDSHIP EXPENSES	-	· -	-	-
70100 Denominational Dues	-	-	-	-
70130 UUA Dues	26,794	26,810	26,810	
Total 70100 Denominational Dues	26,794	26,810	26,810	(16)
70200 Stewardship Fundraising Expense	-	· <u>-</u>	-	-
70210 Auction - Expense	4,000	4,791	2,000	(791)
70250 Stewardship Expense	450	93	360	357
Total 70200 Stewardship Fundraising Expense	4,450	4,884	2,360	
Total 70000 STEWARDSHIP EXPENSES	31,244	31,694	29,170	(450)
Professional Expenses	8,565	203	-	8,362
Total Expenses	449,437	451,248	417,719	(1,811)
Net Operating Income	15,876	4,105	10,457	11,771
Other Income	-	-	-	
42500 NON-OPERATING INCOME	-	-	-	
42560 Non-budgeted Donations	-	10,100	-	
42530 Unrealized Gain/Loss	-	8,843	-	
Total 42500 NON-OPERATING INCOME	-	18,943	-	
Total Other Income	-	18,943	-	
Other Expenses	-	-	-	
80000 NON-OPERATING EXPENSE	-	-	-	-
80900 Prior Period Adjustments	-	(1,899)	-	
Total 80000 NON-OPERATING EXPENSE	-	18,943	-	
Net Other Income	-	20,841	-	
Net Income	15,876	24,946	10,457	
Less: Mortgage Principal	10,420	10,043	10,043	378
Less: Potential addtl cost for Interim Minister	5,456	-	- -	5,456
Net Cash Flow	(0)	14,903	414	(14,904)

Pie Chart



Net Program Expenses

	Approved	DKAFI
	2024-2025	2025-2026
Music	27,970	32,718
Lifelong Learning	42,315	39,872
	70,286	72,590

Program Expenses include compensation for key and auxillary staff, guest performers, classroom materials, curricula, etc, from which is is deducted any direct program income. No indirect expenses are included.

