

Minutes of UUFSD Board Meeting
Tuesday, March 21, 2017, 7:00 pm
Rev. Meghan's Office

Board Members present:

Alisa Guralnick, *President*
Mark Tuller, *Vice President*
Heather Stroud, *Secretary*
Rich Franzwa
Bob Quick
Alison Schlick
Clint Stoddard

Also present:

Susan Miller
Lisa Ackerman

Alisa convened the meeting at 7:06 pm, Alisa read opening words, the chalice was lit, and members checked in.

NEW ACTION ITEMS

-Heather to email Policy 590 (Donor Information Security) to Team G and Finance Committee. [DONE by Mark]

-All Board members email Alisa and Mark names of 20 people to include in Leadership Development dinner and program to be held April 14-15. [DONE]

-Alisa to send thank you notes to Stu Anderson for filling in for Buildings & Grounds, and to the Personnel Committee for the salary recommendations. [DONE]

OLD ACTION ITEMS

-Rev. Meghan to process information gathered from other ministers regarding best practices for absentee voting, and report back to Board.

-Mark to convene a subcommittee to consist of the Secretary, former Secretary (Mark), and an Archivist (Clint) to plan how to implement the documentarian role in the Communications Committee discussion.

-Congregational Meeting minutes to be approved at June Congregational Meeting

-Clint to follow up with Barbara Blomgren regarding the Memorial Wall timeline.

DECISION ITEMS

Adoption of Minutes from February Board Meeting. Bob made a motion to approve the minutes, which was seconded by Rich and passed unanimously.

Adoption of Resolution Adopting Policy 590 (Donor Information Security). After discussion, the Board adopted the following resolution:

RESOLUTION ADOPTING POLICY 590 (DONOR INFORMATION SECURITY):

The Board of Directors, upon motion made by Alison Schlick, duly seconded and unanimously adopted the following resolution, March 21, 2017:

WHEREAS, the Finance Committee has drafted new Policy 590 to preserve the confidentiality and security of financial information of donors; and

WHEREAS, the Board agrees that adopting Policy 590 is in the best interest of the Fellowship.

NOW THEREFORE BE IT:

RESOLVED, that Policy 590 (Donor Information Security) is adopted.

Adoption of Resolution Amending Policy 142 (Staff Expense Authorization). After discussion, the Board adopted the following resolution:

RESOLUTION AMENDING POLICY 142 (STAFF EXPENSE AUTHORIZATION):

The Board of Directors, upon motion made by Heather Stroud, duly seconded by Alisa Guralnick, and unanimously adopted the following resolution, March 21, 2017:

WHEREAS, the Finance Committee has drafted amendments to Policy 142 to clarify the accounts from which staff is authorized to make expenditures; and

WHEREAS, the Board made an edit to the draft amendments regarding expenditures of the Music Director, to delete the wage expense categories except the accompanist with an added parenthetical for hiring substitutes; and

WHEREAS, the Board agrees that the amendments to Policy 142, with the edits made by the Board, are in the best interest of the Fellowship.

NOW THEREFORE BE IT:

RESOLVED, that the amendments to Policy 142 (Staff Expense Authorization) are adopted.

INFORMATION ITEMS

Update on Rev. Meghan's Meeting with Ministerial Fellowship Committee Executive Committee. The Executive Committee has recommended probation with conditions for three years. Their recommendation will go to the full MFC for decision.

RE Report. Alison has made a budget request for \$1000 for O.W.L. training

Adrienne's Report. There will be a new member ceremony this Sunday.

Administrator's Report. We have 268 members. Tracey has requested an increased budget for postage and copying.

Music Director's Report. There was a music brunch last Sunday and a celebration for Monique Kunewalder.

Parking Issues. Bob reported that the ushers got feedback last Sunday that there was no parking available in the main parking lot before the second service.

Insurance Issues. Mark reported that the Finance Committee established workers compensation insurance coverage for volunteers about a year ago and the Board adopted a resolution to that effect, based on the recommendation of our insurance company. Now the insurance company is recommending rescinding the resolution and instead relying on 3 alternate sources of insurance for volunteers: (1) primary health insurance of the individual volunteer; (2) excess medical coverage of the Fellowship's policy; and (3) for Casas de Luz, "mission trip" insurance that it can purchase out of its budget. The mission trip insurance is approximately \$2500/yr. The Board formed a subcommittee of Glen, Alisa, and Mark to make a final decision.

Classroom Project Update. Clint reported that the exterior work is still ongoing with lots of details left to finish. The materials for the bathroom upgrade are on order. The Dream Builders team and the Fire Marshal met on site (the Coastal Commission rep was not there), and they are preparing a revised map of what areas we need to clear for expansion. Domas is preparing a corrected Environmentally Sensitive Habitat Area map.

ITEMS FOR THOUGHTFUL DISCUSSION

Personnel Committee Salary Recommendations. Susan Miller and Lisa Ackerman led the discussion. This discussion was conducted as a confidential executive session. Glen will consider their recommendations in preparing the proposed congregational budget.

The President declared the meeting adjourned at 9:22 pm. The next scheduled Board meeting is on Tuesday, April 18, from 7:00 to 9:00 pm at Rev. Meghan's office.

Respectfully submitted,
Heather Stroud, *Secretary*

Attachments:

- Agenda for March 2017 Board meeting
- Rev. Meghan's Report

- Administrator's Report
- Music Director's Report
- Financial Reports
- Proposed Amendments to Policy 142
- Proposed Policy 590

UUFSD Board Meeting Agenda
March 21, 2017

1. Chalice Lighting and Check-in
2. Opening words (*Alisa*)
3. Items for celebration; tracking success
4. Review and approve minutes and agenda from last board meeting
5. Report on action items from last month
 - a. Information Items Monthly reports: RE, Admin, Dir. Of Connections, Rev. M
 - Sent via email; attach to minutes
 - b. Monthly reports, as needed, from Committees
6. Short decision items
 - a. Quick updates
 - Mark T: Finance Policy approvals (Policy # 590, Donor Information Security, and Policy # 142, Staff Expense Authorization, as attached)
 - Casas De Luz: amended insurance topic regarding liability protection (Mark T)
 - Clint / Coastal Commission / update
 - Pledge Drive (Glen)
7. Monthly Financial Review
8. < Break for snacks >
9. Thoughtful discussion topic for the month (*8:00 pm*)
 - a. **Personnel Committee:** salary recommendations for upcoming budget (**Heather, Susan Miller**) – see attachments
 - b. **Leadership Development updates (Alisa)**
 - Review and discuss list from Christie Turner
 - April 22 Leadership Dinner – agenda, invitations, details
 - Board elections in May- Mark T as President, TBD as VP?
 - c. Committee Presentations
 - Next Up:
 1. April- Social Action Justice
 2. May will be for the budget (duh)
10. Leftovers [second thoughts on things, items we forgot, etc.]
11. Review of action items/decisions
12. Items for next month's meeting – if any
13. Who do we need to thank this month?
 - a.
14. Process check and check out
15. Adjourn

Report to the Board of Directors
Rev. Meghan Conrad Cefalu
March 20, 2017

It is Monday 1pm and I'm writing this report on my flight out to Boston to meet with the Executive Committee of the Ministerial Fellowship Committee of the UUA. I will hopefully know something about what they plan to do about me by the time of your meeting tomorrow evening. I'm sorry I will not be able to meet with you in person. I'll be on a flight back home when you are meeting. I'll be in touch with Alisa. I feel all of your support, thank you so much! :)

My main focuses at UUFSD these days are:

- 1) Pledge drive. Pledge letters will be emailed this week. We are collecting pledges in the service next Sunday (and in the weeks following). I am hopeful, as I know you are, that the congregation is feeling energized and excited about where we are together and will be inspired to increase their current pledges as they are able to help us get all the staff salaries up to par.
- 2) Leadership development. I'm delighted to be supporting/working with Christie Turner and others who have stepped up to help us get proactive about recruiting/training leaders. I will be leading a six-week session of the class "Serving with Grace" Wednesday evenings 6:30-8pm beginning on April 12th. If you have not already taken the class I strongly recommend you do if you can. It helps shift our thinking about volunteering at the fellowship from grudging chore (I hope you don't really feel that way...!) to inspiring spiritual practice of service and love. And it's fun! I'm also looking forward to the Board-lead dinner/brunch with potential leaders on April 22nd.
- 3) Strengthening the Worship Team. We will be having our 2nd bi-monthly Worship Workshop on Saturday the 25th. We will once again focus on skill building in both worship creation and "pulpit presence". As a result of the last Workshop four new people have joined the team and will be groomed to become Worship Associates. I am also hoping to involve the WT in several other ways to contribute besides the task of Worship Associate on Sunday mornings. These are: research, brainstorming sessions, beautification of the worship space/worship arts, leading plays, and writing for worship.
- 4) I am currently in the process of staff evaluations. One down, three to go! These will be completed in the next couple of weeks.

5) FYI - I'll be heading to Tucson for my UUMA spring meeting March 29-30 followed by District Assembly March 30-April 2. Then I'll be at camp de Benneville with the congregation the following weekend.

As always, I am very grateful for your leadership, dedication and commitment to the Fellowship. I continue to feel more and more connected to this place and to the people as our relationship with one another shifts to a more long-term commitment. It feels good. :)

Blessings and love,
Rev. Meghan

ADMINISTRATOR'S REPORT TO THE BOARD – MARCH 2017

MEMBERSHIP STATISTICS

Total number of members:	268
Members emeritus:	6
Pledging friends:	9
Friends:	44

As of 3/15/2017 - Total number of members, pledging friends and friends: 327

SUNDAY ATTENDANCE 2/12/17 – 3/12/17

Date	Age Group	9:00am	11:00am
	NOTE: Beginning February 5 th , only adults will be counted, refer to R.E. report for children		
February 12	Adult	60	142
February 19	Adult	28	97
February 26	Adult	63	138
March 5	Adult	56	126
March 12	Adult	35	145

SITE USE AND RENTALS

Baby Blessing on April 9th. Rev. Jim Grant will officiate.

MEMBERSHIP CHANGES

John Planteen told Adrienne McCord he will not be returning to the Fellowship (he has moved out of the area) but he has not formally contacted me (which Adrienne encouraged him to do). If the Board is okay with it, I will remove him as a member.

Respectfully submitted,

Tracey Weiss
Congregational Administrator

Addendum to March 2017 Board Report

I had our bookkeeper pull the Admin Budget Report and the below categories are over budget:

Postage: 142.6% over budget

12 newsletters by snail mail each week, 24 stamps at a total cost of \$11.28. Total: \$586.56 per year.

The newsletters are the bulk of the postage expenditures. We do not send enough of them at one time to qualify for bulk mail so I don't imagine this will change.

Copier: 104.2% over budget

The committees use the copier to make color copies. In the past we were not applying these copies to their committees but last quarter Glen gave us the go-ahead to do so. Hopefully, this will slow down our overage at the end of the year.

Also, Rev. Meghan likes to do the occasional color Order of Service which adds to our copier costs.

I would like to suggest that we increase that the postage and copier budgets to more accurately reflect what we are currently spending.

Director of Connections Report

As you noticed from last month's report and current updates-February and March have been very busy and incredibly productive for membership activities! On March 26th we will formally recognize many of our new members during our second service.

Something new we are doing is hosting a wee reception prior to the recognition to make the event even more special for new members. An opportunity to bring their families for a light breakfast and gathering with Rev Meghan and I, then Rev Meghan will lead us all through a 'walk through' of the ceremony.

Having a monthly orientation has proved to be very helpful in sharing our fellowship with the visitors. Our next New to UU Orientation is on April 23rd. I still have room for one membership host/refreshment helper if any of the BOD would like to sit in and see how it works.

We have been holding monthly orientations for 6 months and its working! It helps me get to know the visitors, even if they are not yet on a membership path, and has helped the folks that attend form friendships that encourage them to come to service more frequently and get more involved. Yay! I will continue to host these monthly with other membership committee members and Rev Meghan (when she is available).

We had a new member mixer on February 25th that was so popular I'm adding them to the calendar on a bi-annual schedule, as well as some informal 'newer member' gatherings throughout the year. It was a wonderful way to introduce our new members to one another and it also enabled us to invite a few dedicated longer-term members as a token of our appreciation for them.

Rev Meghan and I hosted our quarterly workshop for prospective members on March 4th and had a strong turnout. In addition to 14 guests, we had 8 fellowship leaders invited to share about their activities and committees. We continue to model and create a workshop for new members that is informative, organized and interesting. If you're interested in specific takeaways from this event, please reach out. I have heaps of notes and would love input from those who have time/energy to brainstorm.

I'm happy to share we have added a dozen new members this quarter. Of which four are young adults, (whoo hooo!) three are members who have returned to the fellowship after years away.

Just as important as adding new members into our family has been retaining our current membership. According to UUA reps and membership folks, retaining membership numbers and actually adding members in this critical time is something worth noting. Although it's tough to get statistics, in many cases congregations who are experiencing upheavals such as a change in number of services, capital campaigns and or search for a new minister often report drops in membership. UUFSD is going through all of those changes, yet did not have a dramatic reduction in current membership- we are actually

growing. This says a lot about our membership tactics, leaders (like the UU BOD!) and of course our own Rev. Meghan! Congrats and kudos to all! From our founding member families to the newest visitor, the love and friendliness of this congregation is evident.

What have I/we been doing to reach out to our current membership? Glad you asked! Some outreach has included in person meetings, meals, coffee and zoo meetups, volunteers helped me with phone calls and special emails to those we haven't seen in a while. A few members we reached hadn't attended service in a while, but came within a week or two of the call. I think even when they don't answer the phone, members appreciate being recognized and 'seen'. For me, in my role, it's a win-win, because the more I reach out the more I learn about members the more they can get connected and involved. It also helps us locate those who may need some pastoral care or a 'buddy' for ride sharing, as has been the case with a couple of our older adults. We will continue this outreach. I'm creating a calendar of sorts, so that we are reaching out to members at least once a year for a social/goodwill call...one that has nothing to do with pledging and/or a vote. Please let me know if you'd like to volunteer to call ten members this year.(yep, just ten!)

Our buddy program is off to a running start. I'm still looking forward to hearing from some board members who would like to be a buddy in the future. The pilot program resulted in three of our new remembers having buddies and it appears they are getting involved at a rapid pace and seemingly more assimilated into our fellowship than those without buddies.

Additionally, with the support of Rev Meghan and Christie Turner and the leadership development team we are encouraging new members to get involved in leadership and or organizing roles at the very beginning of their membership...as a path towards greater spiritual growth as well as a way to immerse themselves in our fellowship. It's been delightful to see them get involved and to see them take lead on activities including some rather popular initiatives such as the upcoming young adult dinner, the indivisible group, and re-invigorated Sunday craft meet up.

A new idea that came out of an orientation, then the workshop earlier this month was an Inter Generation group, which will include our YA and Senior group and all in between. A discussion group, it is in nascent stage, I'll share more when I know!

I've been working with our new communications committee chair to help members with their submissions as well as creating some best practices for the website. Comm Comm has started to shadow some of the meetings, including Pastoral Care UUFSD and Stewardship/pledge drive so that we can brainstorm new ways to communicate the messaging of our group(s).

We are looking good for Camp de Benneville with many new campers coming this year for the first time! I'm facilitating a 'Serving with Grace' workshop again and helping with the Talent Show. (attending camp? Sign up now with your act!)

Plans are underway for our Volunteer Appreciation event on April 22nd with over 40 people RSVP'd, a rock and roll band booked, BBQ (including vegan options) and some other fun activities. Unfortunately, many of our very dedicated volunteers will be out of town, so after this big event, I'll plan another thank you event in the summer, something with the Fun and Fellowship committee, most likely a dance party/potluck.

Adrienne

Music Report to the UUFSD Board, March 20, 2017

1. The choir hosted a very successful brunch with more than enough food this past Sunday, pulling in \$475. Alisa and Marylou organized. During the brunch Monique was honored for her past and continuing service with spoken and sung tributes, flowers, and a huge card made by Alison C. She was thrilled and touched.
2. Lynne, Monique, and Jorge Roman Kurth, violinist, gave a gorgeous concert March 4 of unique musical selections, raising over \$800. benefiting UUFSD Concert Fund. We are grateful to these musicians and to Vicky for organizing and publicizing.
3. A Music Committee has still not been formed due to everyone's busy schedules. Gloria Xefos and I have been working on the most urgent piece, forming a Music Library sub-committee; and I have reached out to several people for other jobs as well. This project is in process, but is time consuming, and requiring responses from others who may already be quite busy. As of yet, a full committee is not in place. *However, meanwhile*, angels do abound and efforts are made to help me. A few examples: Wenda has agreed to organize Summer Singers. Eleanor is doing lots of music filing and copying. Stu has rigged up a light so that Caroline DeMar can see at rehearsals. He is looking at further lighting issues (there are dark spots in the hall making it difficult for some members to see), continues always to help with sound, and he will be dealing with the Founders Hall closet to make it more user friendly for us. Choir members are setting up and putting away chairs, and generally closing up shop so that I can get out of there quickly on Thursday nights.
4. We are lucky to have talented musicians in the congregation -the band, the choir, pianists, and soloists and instrumentalists who step up regularly to provide special music. Many members of the choir often sing both services when they are officially called for only one. This is a huge service, as the music is chosen to coincide with the sermon topic. Thus when the same music is sung at both services, it prevents me from having to find a different piece that might be performed by a soloist. I have no trouble finding music for services thanks to the considerable talent and willingness of so many to contribute.
5. A Music Sunday is planned for June 4 with songs of peace, including some from countries banned from entering the U.S.

Respectfully,
Chris Lehman
Director of Music

UUFSD
PROFIT & LOSS BUDGET VS ACTUAL
JULY, 2016-FEBRUARY, 2017

	<u>Jul '16 - Feb 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Income					
Fundraising					
REV.AUC.01 - Auction Income	2,180	-	2,180	100.00%	10,000
REV.MIS.01 - Fundraising Income	6,859	6,000	1,141	85.74%	6,000
REV.MIS.05 - Luncheon Income	1,450	1,800	351	80.53%	3,000
Total Fundraising	10,489	9,800	689	107.03%	27,000
Pledges					
REV.PLG.01 -Pledge Current Yr	203,502	198,152	5,350	102.70%	207,228
REV.PLG.02 -Pledge Pre-Pay	100	-	100	-	-
REV.PLG.03 -Pledge Post Pay	324	-	324	-	-
Total Pledges	203,276	198,152	5,126	102.56%	207,228
RE Program Income					
REV.REL.01 RE Donations	200	336	136	59.52%	500
REV.REL.02 COA/DWL Fees	500	500	0	112.00%	750
Total RE Program Income	700	836	136	96.91%	1,250
REV.MIS.04 Misc. Contributions	17,008	5,680	11,328	299.44%	6,500
REV.SUN.01 - Sunday Collection	10,252	8,667	1,586	118.30%	13,000
Script Sales	63	100	37	63.34%	150
Site Rental					
REV.SIT.01 Sandy Hill	16,303	19,667	3,264	83.30%	29,500
REV.SIT.03 - Site Use Contrib.	1,741	2,500	759	69.63%	3,750
REV.SIT.02 - Spc. Evnt. Rent	3,100	2,500	600	124.00%	3,750
Total Site Rental	21,224	24,667	3,443	86.04%	37,000
Total Income	253,074	247,901	15,172	106.12%	304,128
Expense					
Boards & Committees					
COM.FND.03 Fundraising Comm. Ex	48	333	285	14.38%	500
COM.SAC.03 Social Action Comm.	1,020	1,680	660	60.72%	2,520
COM.COM.03 Communications Comm.	1,813	1,875	62	96.69%	2,812
COM.PCC.03 Pastoral Care Comm.	75	180	105	41.72%	270
COM.MUS.03 Choir & Music Exp.	489	900	411	54.33%	1,350
COM.MEM.03 Membership Comm Exp.	88	680	572	13.38%	990
COM.FNF.03 Fun & Fellowship	54	360	306	14.96%	540
COM.BRD.03 Board Expenses	-	160	160	0.00%	250
COM.SUN.03 Worship Comm.	1,212	1,173	39	103.31%	1,760
Total Boards & Committees	4,799	7,321	2,523	65.55%	10,950
Administration Expenses					
OPS.ADM.01 Postage	628	467	161	134.58%	700
OPS.ADM.02 Office Supplies	1,529	2,000	472	76.36%	3,000
OPS.ADM.03 Copier	4,275	3,783	491	112.99%	5,675
OPS.ADM.05 Telephone & Internet	2,950	2,667	283	110.63%	4,000
OPS.ADM.06 Adm. Mileage Exp	61	133	72	46.03%	200
OPS.ADM.07 Misc. Supplies	108	333	225	32.47%	500
Total Administration Expenses	9,550	9,363	167	101.76%	14,075
Denomination Expenses					
OPS.DEN.04 - Cluster Dues	-	500	500	0.00%	500
OPS.DEN.02 - P&WD Dues	6,526	6,526	-	100.00%	6,526
OPS.DEN.01 - UUA dues	-	-	-	0.00%	5,000
Total Denomination Expenses	6,526	7,026	500	92.68%	12,026

Jul '16 - Feb 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
UUFSD				
PROFIT & LOSS BUDGET VS ACTUAL				
JULY, 2016-FEBRUARY, 2017				

	Jul '16 - Feb 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Finance Expenses					
OPS.FIN.02 Bookkeeping Supplies	451	480	-	93.96%	720
OPS.FIN.06 Credit Card Fees	785	1,240	-	63.34%	1,880
OPS.FIN.05 Other Finance Exp.	45	200	-	22.40%	300
OPS.FIN.04 Pledge Campaign Exp.	259	-	259	100.00%	-
OPS.FIN.03 Accounting Fees	5,318	4,667	651	113.95%	7,000
OPS.FIN.01 Payroll Fees	270	-	270	100.00%	-
Total Finance Expenses	7,127	6,587	541	108.21%	9,900
Religious Exploration					
COM.REL.03 RE Program Exp.	1,300	2,667	-	51.24%	4,000
COM.OWL.03 COA/OWL Exp.	744	500	244	148.84%	750
Total Religious Exploration	2,110	3,167	1,056	66.65%	4,750
Site Operations					
OPS.SIT.10 Audio/Visual Exp.	130	200	-	65.00%	300
OPS.SIT.03 Gas & Electric	2,901	3,100	-	93.53%	4,650
OPS.SIT.07 B&G Maintenance	5,091	3,767	1,294	134.30%	5,650
OPS.SIT.01 Property Insurance	3,749	3,000	-	93.96%	3,900
OPS.SIT.02 Real Estate Taxes	3,784	3,600	94	102.50%	3,600
OPS.SIT.05 Water	1,774	1,300	405	129.54%	2,054
Total Site Operations	17,450	16,110	1,344	108.34%	20,334
Payroll Expenses					
COM.PER.03 - Misc. Personal Exp.	36	-	36	0.00%	200
PER.MIS.01 Misc. Personnel	-	120	-	0.00%	200
PER.SIT.07 Worker's Comp Ins.	2,102	3,000	-	70.07%	3,000
PER.SIT.12 - ER Payroll Taxes	2,774	1,099	1,675	252.48%	1,648
Site Support Staff					
PER.SIT.01 - Childcare Wage	2,405	2,350	55	102.32%	3,525
PER.SIT.02 - Custodian	3,626	3,800	-	95.42%	5,750
PER.SIT.03 - Site Caretaker	2,744	3,180	-	86.29%	4,770
PER.SIT.09 - Sound Technician	6,422	5,000	1,422	128.43%	7,500
PER.SIT.11 - Lead Teach & Asst.	3,870	3,830	40	101.04%	5,745
Total Site Support Staff	19,066	18,160	906	104.99%	27,290
Congregational Administrator					
PER.OFF.01 Cong. Adm. Wages	22,477	23,071	-	97.43%	34,606
PER.OFF.02 Cong. Adm. OIA Pens.	2,100	2,307	-	91.02%	3,460
PER.OFF.03 - ER Payroll Taxes	1,435	1,765	-	81.34%	2,647
PER.OFF.04 Cong. Adm. Medical	6,733	7,748	-	86.90%	11,622
PER.OFF.07 Cong. Adm LTD Ins	-	231	-	0.00%	346
PER.OFF.08 - Admin. Prof. Exp.	-	133	-	0.00%	200
Total Congregational Administrator	32,745	35,254	2,509	92.60%	52,881
Music Expenses					
PER.MUS.03 - Benefits	177	-	177	0.00%	7,200
PER.MUS.11 Accompanist Wages	3,800	4,800	-	78.25%	7,200
PER.MUS.12 Music Substitute	300	-	300	100.00%	-
Choir Director					
PER.MUS.01 Choir Director Wage	10,831	11,733	-	92.31%	17,600
PER.MUS.02 Choir Dir. Prof. Exp.	315	833	-	37.60%	1,250

Jul '16 - Feb 17 YTD Budget \$ Over Budget % of Budget Annual Budget
UUFSD
PROFIT & LOSS BUDGET VS ACTUAL
JULY, 2016-FEBRUARY, 2017

	<u>Jul '16 - Feb 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Total Choir Director	11,146	12,567	- 1,421	88.69%	18,850
Music ER Payroll Tax	753	1,265	- 511	59.56%	1,897
Total Music Expenses	16,000	18,031	- 2,530	86.39%	27,947
Director of RE					
PER.DRE.01 DRE Wages	34,000	34,667	- 667	98.08%	52,000
PER.DRE.02 DRE - UUA Pension	2,942	3,467	- 524	84.88%	5,200
PER.DRE.03 - ER DRE Payroll Tax	1,987	2,652	- 665	74.92%	3,978
PER.DRE.04 DRE Medical	7,015	5,006	2,009	140.13%	7,509
PER.DRE.05 DRE Dental	430				
PER.DRE.06 DRE Life Ins.	59	221	- 162	26.00%	331
PER.DRE.07 DRE LTD Ins.	400	347	53	115.28%	520
PER.DRE.09 DRE Professional Exp	1,440	1,667	- 219	86.85%	2,500
Total Director of RE	48,289	48,025	264	100.55%	72,038
Minister Expense					
PER.MIN.09 - Set'd Min Search	3,023	3,333	- 311	90.69%	5,000
Minister Benefits					
PER.MIN.00 in Lieu of FICA	3,902	4,488	- 587	86.93%	6,732
PER.MIN.02 Minister Housing	19,615	20,000	- 385	98.08%	30,000
PER.MIN.03 Minister UUA Pension	5,490	5,867	- 376	93.58%	8,900
PER.MIN.04 Minister Medical	8,069	7,749	320	104.12%	11,624
PER.MIN.07 Minister LTD Ins.	-	587	- 587	0.00%	800
PER.MIN.08 Minister Profess. Ex	5,039	3,333	1,706	151.18%	5,000
Total Minister Benefits	42,115	42,024	91	100.22%	63,036
Minister Wages					
PER.MIN.01 Minister Salary	36,585	38,667	- 2,082	94.62%	58,000
Minister Wages - Other	1,338				
Total Minister Wages	37,923	38,667	- 744	98.08%	58,000
Total Minister Expense	83,061	84,024	- 963	98.85%	126,036
Total Payroll Expenses	204,169	208,313	- 4,144	98.01%	311,043
Reserves					
RES.BAG.01 - B&G Reserve	-	667	- 667	0.00%	1,000
Reserves - Other	-				
Total Reserves	-	667	- 667	0.00%	1,000
Total Expense	251,741	257,913	- 6,172	97.61%	383,102
Net Income	11,333	- 10,912	21,345	-113.19%	1,025

The Unitarian Universalist Fellowship of San Diego
Balance Sheet
 As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
PayPal	18.12
WF S Market Savings #1622	9,990.43
WF S Market Savings #1514	5,756.34
WF Bus Chg #1757	346,500.07
Vanguard Money Market	20,902.01
Vanguard CSMX	435,478.26
Total Checking/Savings	638,204.63
Accounts Receivable	
Accounts Receivable	125,521.46
Capital Campaign Pledge	719,867.49
Total Accounts Receivable	845,388.95
Other Current Assets	
Prepaid Expenses	92.83
Total Other Current Assets	92.83
Total Current Assets	1,680,686.61
TOTAL ASSETS	1,680,686.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	127.74
Total Accounts Payable	127.74
Other Current Liabilities	
Reimbursed Expenses	-2.88
Bonus Payable	943.75
Direct Deposit Liabilities	305.44
Payroll Liabilities	
UJA PER 01 Payroll Taxes	2,120.63
Medicare Liability	-5,128.12
USA Pension Liability	-896.20
Payroll Liabilities - Other	4,136.19
Total Payroll Liabilities	172.30
Total Other Current Liabilities	1,219.12
Total Current Liabilities	1,446.86

The Unitarian Universalist Fellowship of San Diego
Balance Sheet
 As of February 28, 2017

	Feb 28, 17
Total Liabilities	1,445.95
Equity	
Payable Commitments	3,310.00
Dividend Income	9,410.23
Gain/Losses from Investments	-13,074.57
FND.SPG.01 - Spirit Grant Fund	
FND.SPG.01 - Initial Grant	190,000.00
FND.SPG.01 - D. of C. Wages	-36,852.75
FND.SPG.04 - D. of C. DR Pay/Lease	-2,263.42
FND.SPG.03 - D. of C. Benefits	-2,224.54
FND.SPG.06 - D. of C. Expenses	-2,300.60
FND.SPG.10 - Bathroom	21,531.25
SPG.FND.11 - Bathroom Expenses	-18,342.90
Total FND.SPG.01 - Spirit Grant Fund	66,811.54
Opening Balance Equity	-1,813.82
Permanent Restricted	
FND.PGC.01 - Endowment Fund	9,410.10
Total Permanent Restricted	9,410.10
Temp. Restricted	
Reserve (per J.Perry)	
RES.AFR.01 - Appliance & Furn.	1,329.09
RES.SAC.01 - SAC Reserve	17,827.40
RES.SAS.01 - Substancial Reserve	450.96
RES.SNO.01 - Sound Reserve	-117.79
Total Reserve (per J.Perry)	19,490.66
Building Funds	
FND.CAP.01 - Capital Campaign	
FND.CAP.01-Cap Campaign Income	1,938,322.49
FND.CAP.02-Cap Campaign Expense	-68,796.32
Total FND.CAP.01 - Capital Campaign	1,869,526.17
Total Building Funds	1,869,526.17
Other Funds	
FND.IJS.02 - IJS Improv'l Fund	290.00
FND.COF.02 - Coffee Fund	-68.82
FND.CON.02 - Concert Fund	1,002.64
FND.DEN.02 - Dedmonville Plaza	4,449.25
FND.DRE.02 - DRE Direct. Fund	2,201.01
FND.HFH.02 - Cassie de Lot	37,436.74
FND.JRU.02 - JRUI Fund	1,108.11
FND.MR.02 - Mr. Dean. Fund	1,230.87

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The Unitarian Universalist Fellowship of San Diego
Balance Sheet
As of February 28, 2017

	Feb 28, 17
FND.MRS.02 - Memorial Wall Fund	15,907.44
FND.REL.02 - RE Special Fund	2,026.00
FND.SAC.02 - SAC Schenckprint	626.43
FND.SPC.02 - Spcl. Conv. Fund	2,163.00
FND.YOU.02 - Youth Scholarship	2,724.00
FND.YOU.02 - YOU Fund	182.52
Total Other Funds	75,191.40
Committee Funds	
COM.SUN.04 - Worship Comm. CO	191.47
COM.ABL.04 - Adult Prog. CO	442.20
COM.SAC.04 SAC CO	
Backpack Fund	102.31
Human Rights	622.67
COM.SAC.04 SAC CO - Other	-77.25
Total COM.SAC.04 SAC CO	647.73
COM.MUS.04 Chord/Music CO	176.94
COM.LIB.04 Library Comm. Caryl	1,646.00
COM.CNS.04 Joy Comm. CO	824.89
Total Committee Funds	3,709.26
Total Temp. Restricted	1,498,891.26
Unrestricted Net Assets	12,153.85
Net Income	107,826.25
Total Equity	1,618,271.36
TOTAL LIABILITIES & EQUITY	1,618,271.36

UUFSD Policy and Procedure Document
Policy ID: 142
Title: Staff Expense Authorization
Date Approved: Mmm DD, YYYY by the Board of Directors

Purpose

Establish guidelines for the UUFSD staff regarding authorization of check requests and reimbursements.

Policy

The Minister is authorized to spend funds from the following accounts:

Expense/Minister Expense/Minister Benefits/
 PER.MIN.08 – Minister Professional Expense
 LIABILITIES & EQUITY/Equity/Other Funds/
 FND.MIN.02 – Minister Discretionary Fund

The Congregational Administrator is authorized to spend funds from the following accounts:

Expense/Administration Expenses/
 OPS.ADM.01 Postage
 OPS.ADM.02 Office Supplies
 OPS.ADM.03 Copier
 OPS.ADM.05 Telephone & Internet
 OPS.ADM.06 Adm. Mileage Expense
 OPS.ADM.07 Misc. Supplies
 Expense/Site Operations/
 OPS.SIT.01 Property Insurance
 OPS.SIT.02 Real Estate Taxes
 OPS.SIT.03 Gas & Electric
 OPS.SIT.05 Water
 OPS.SIT.06 Monitoring Services

The DRE is authorized to spend funds from the following accounts:

Expense/ Payroll Expenses/Director of RE/
 PER.DRE.09 DRE Professional Expense
 Expense/Religious Exploration/
 COM.REL.03 RE Program Expense
 COM.LOWL.03 COA/OWL Expense
 LIABILITIES & EQUITY/Equity/Other Funds/
 FND.DRE.02 DRE Discretionary Fund
 FND.JRU.02 JRUU Fund
 FND.YRU.02 YRUU Fund
 FND.YOU.02 Youth Scholarship (in consultation with Minister)

The Music Director is authorized to spend funds from the following accounts:

Expense/Payroll Expenses/Music Expenses/Choir Director/
PER.MUS.02 = Choir Director Professional Expense Fund
Expense/Payroll Expenses/Music Expenses/
PER.MUS.11 Accompanist Wages
Expense/Payroll Expenses/Site Support Staff/
PER.SIT.09 Sound Technician
Expense/Boards & Committees/
COM.MUS.03 Choir & Music Expense
LIABILITIES & EQUITY/Equity/Temp. Restricted/Reserves (pe J.Penny)/
RES.SND.01 Sound Reserve (submit requests per Policy ID: 120)

The Director of Connections is authorized to spend funds from the following accounts:

Expense/Boards & Committees/
COM.MEM.03 Membership Comm Exp.
COM.COM.03 Communications Comm Exp.
LIABILITIES & EQUITY/Equity/FND.SPG.01 Spirit Grant Fund/
FND.SPG.06 D. of C. Expenses

Procedure

The staff member submitting and authorizing the request is responsible for entering the appropriate account number for the expense (see list of account numbers in the office). When an expense is charged to more than one account, the request must indicate the amount charged to each account. Attach the bill or receipt to the expense form. Place form in Congregational Administrator's "In" box.

The Congregational Administrator reviews the request for arithmetic, appropriate account and authorization signatures. When correct, places the request in the Accounts Payable Folder which the bookkeeper processes on a weekly basis. Checks should be requested at least 10 calendar days before they are needed. All efforts will be made to issue and sign checks within 10 calendar days of the request.

If a purchase was made using a Fellowship credit card, all receipts must be attached to a completed expense form, with the account (s) designated for the charge to be applied to. Receipts should be submitted as soon as possible after purchase is made, and no later than 1 week after the close of the billing period. Failure to submit receipts on 2 occasions within a 1 year period will be grounds for cancellation of the credit card.

UUFSD Policy and Procedure Document
Policy ID: 590
Title: Donor Information Security
Date Approved: [date], 2017 by the Board of Directors

Purpose

To specify the method by which the confidentiality of donor information is protected from disclosure thereby assuring donors that information about their donation is handled with respect and with confidentiality to the extent provided by law.

Policy

UUFSD shall provide a secure environment for collecting donations and maintaining internal controls governing the safekeeping of all confidential donor financial and personal information. Information concerning all transactions between a donor and UUFSD shall be made available only to UUFSD personnel with a need to know in the performance of their official functions; otherwise, such information shall be held by UUFSD in strict confidence and may be disclosed only with the permission of the donor or the donor's designee.

Procedure

Monetary Donation Activities

Every activity ("Activity") that involves the solicitation of monetary donations (e.g., the Pledge Drive, the Capital Campaign) is charged with maintaining the security of donor financial information. Therefore, everyone engaged in the Activity is responsible for maintaining confidentiality when discussing or reporting donor information.

- Unless exceptions are approved by the Board, only the Activity Chair, the Treasurer, the Minister, the Congregational Administrator, and the Bookkeeper may view individual donor names and contributions.
- Donation records will be maintained in a secure location by the Congregational Administrator.
- Once the Activity is completed, all transactions and records related to the Activity are the responsibility of the Congregational Administrator.
- The Congregational Administrator shall provide donation details, with the names of donors redacted, to anyone that requests it for analytical purposes (e.g., measuring the overall effectiveness of a pledge drive or understanding general pledge patterns).