

Unitarian Society of Hartford – Board of Directors Meeting March 8, 2022

Present: Rob Spector, Dana Donovan, Peter Meny, Sarah McKenzie, Eve Pech, Tina Davies, Bob Hewey, Jon Covault, Jim Venneman, and Rev. Terry Cummings (ex officio)

Guests: David and Janice Newton, Stu and Bev Spence, Paul and Laura Cipriano

6:31 – Check ins

6:44 – Opening words from Denise Levertov read by Rev. Terry

6:46 – Rob read the Board Covenant

6:47 – Approval of February Meeting Minutes. Tina pointed out that instead of Tom Reed as a guest, it would have been Nancy Reed. Tina made the motion to approve, Eve seconded.

Aye – 7

Nay – 0

Abstain – 1

6:49 – President’s report. Rob and Eve met with representatives from the UUA regarding next steps for the ministerial search. A meeting with the Board and the UUA within the next few weeks (before next Board meeting) is the next step in the road towards ministerial transition. Rob/Terry will propose the evening of March 29 to the UUA for that meeting.

6:55 – Council Reports (see attached)

Peter wanted to praise Annie Witzler for how she has jumped in to the RE position with tremendous enthusiasm and groundedness.

Jon Covault shared that the lighting project is moving ahead, everything seems to be adequate to support the weight of the lights. There is a slight design change that adds about \$800.

Bob shared that we are in good shape financially. Brian M pointed out that all of the records for the membership and pledging/contributions (Church Windows) information is on a pretty much non-functional computer. Buffie also has access but asking her to input all the info may be burdensome. May need to replace Brian’s computer. Brian Harvey may also be working on membership issues as well. Bob and Jon will look into whether there is a need for a Board vote to purchase a new computer, if so, we will take a vote via email.

6:57 – RE coordinator. Rev. Terry would like the Board to approve hiring Annie as the Interim Religious Education Coordinator for 10-15 hours/week at \$25.00/hour through the end of the church year as a 1099 contractor. A search for a permanent RE coordinator will ensue. Rob made the motion to approve. Peter seconded. A few minutes of discussion followed.

Aye – 8

Nay – 0

Abstain – 0

7:21 – Resolution to recognize Brian Mullen for his years of service (see attached). Motion to approve made by Rob. Bob H. seconded. Brian Mullen will be recognized in the service on March 13, Brian Harvey will order a cake for Fellowship Hour.

Aye – 8

Nay – 0
Abstain – 0

7:29 – Covid protocols – Rev. Terry, Rob, and Eve talked about changing the covid protocols. The proposal is “People who are fully vaccinated would not be required to wear masks inside the meeting house at the present time.” Discussion ensued. This new protocol does not affect the staff vaccination policy. Rob made the motion, Dana seconded.

Aye – 8
Nay – 0
Abstain – 0

7:35 – Minister’s Discretionary Fund Policy (see attached) – provides some additional oversight and protection on the Minister’s Discretionary Fund. Rob made the motion to approve the policy as written, Bob H seconded.

Aye – 8
Nay – 0
Abstain – 0

7:47 – Annual Meeting planning – We need to pick a date for the Annual Meeting, plan for open Board Positions, Decide on the agenda.

Open Board Positions:

President-Elect

Treasurer

Chair, Administration

Chair, Community Within

Rob has spoken to Martha as Chair of the Nominating Committee regarding the President-Elect position. We would like to hold the Annual Meeting in person this year. Looks like May 22 is the best date. Rob and Eve will begin planning the agenda.

7:56 – Staffing discussion. It was suggested to Rev. Terry that she make some staffing recommendations as part of the budget process. Staffing and Budget decisions should be made by the Board. Rev. Terry has made some recommendations, but ultimately it is up to the Board to make those decisions. Look to combine Office Admin, Bookkeeper, and some Communications functionality into one full-time position. Ask staffing committee to finalize a hiring plan and job description. Eve made a motion to have the committee move ahead with a hiring plan and job description, Peter seconded.

Aye – 6
Nay – 0
Abstain – 2

8:18 – Budget Discussion – Bob still looking for some input from the Council Chairs to flesh out program expenditures.

8:21 – Good Neighbor Offering – GNO is currently done one Sunday/month; UUA is recommending a portion (50%) of the offering every Sunday be allocated to GNO. Tends to increase the total amount given. Social Justice Council took a vote and came to a unanimous conclusion. SJ wants Board buy-in as well as Congregational Input. Board gave Dana the go ahead to draft a resolution for vote at the Annual Meeting.

8:31 – Dana sent info to Buffie for this month’s Good Neighbor Offering, but will change in order to direct funds to an organization supporting the Ukrainian people.

8:34 – Ministerial Search Timeline – Board will meet with the UUA over the next couple of months in order to make a presentation at the Annual Meeting regarding congregational next steps. Do we want to do additional listening sessions at that time, or solicit opinions in other ways? Don’t want to make any moves until we have all the info from the UUA.

8:37 – Guest Comments? - Laura Cipriano had a question regarding masks so she could update the website.

8:39 – Board went into Executive Session to discuss Volunteer Recognitions.

8:49 – Meeting was adjourned. The next Board Meeting is scheduled for April 12, 2022 at 6:30pm.



Sarah McKenzie <sarah.h.mckenzie@gmail.com>

Revised Agenda for March 8, 2022 Board Meeting

1 message

Robert Spector <Robert_Spector@ctd.uscourts.gov>

Mon, Mar 7, 2022 at 10:16 PM

To: "elpech@sbcglobal.net" <elpech@sbcglobal.net>, Sarah McKenzie <sarah.h.mckenzie@gmail.com>, "boltonbob@aol.com" <boltonbob@aol.com>, DANA DONOVAN <danadonovan@sbcglobal.net>, Jonathan Covault <jncovault@hotmail.com>, Peter Meny <plmeny9@gmail.com>, Christina Davies <daviesush@gmail.com>

Cc: Terry Cummings <revterryush@gmail.com>

Looking forward to seeing you all tomorrow.

USH BOARD MEETING AGENDA - 3/8/22 at 6:30pm, via Zoom

6:30pm Check in, All - 15 mins.

6:45pm Opening Words and Chalice Lighting, Rev. Terry - 3 mins.

6:48pm Board Covenant, Rob - 2 mins.

6:50pm Approval of February Board Minutes, Jon - 2 mins.

6:52pm Acceptance of Council and Treasurer Reports – 10 mins.

7:02pm COVID protocols, Changing Masking Rules – 10 mins.

7:12pm Minister's Discretionary Fund Policy Approval, Rev. Terry and Tina – 5 mins.

7:17pm Minister's Report and Staffing Discussion, Rev. Terry – 20 mins.

7:37pm Planning Our Annual Meeting, Nominating New Board Members – 15 mins.

7:52pm Updates On 2022-23 Budget, Resolution Thanking Brian Mullen, Bob - 10 mins.

8:02pm Good Neighbor Offering, Proposal of the Social Justice Committee – 10 mins.

8:12pm Open Discussion – Identifying Our Next Steps in Ministerial Search, Recap of UUA Meeting, Planning for Board to meet with UUA - 20 mins.

8:32pm Guest Comments - 5 mins.

8:37pm Executive Session

NEXT BOARD MEETING IS TUESDAY, APRIL 12, 2022 at 6:30pm.

Annual Stewardship. Joe Rubin has kindly agreed to lead the 2022 Stewardship Pledge Campaign. Rev Terry gave a sermon “Why We Give” on Sunday March 6 to start Stewardship month.

Building and Grounds Committee. Meeting held Feb 13.

Reviewed list of needed maintenance. With high priorities to replacing carpets and cleaning stains from building roof.

Peter Meny contacted carpet installers and received initial bids from two vendors. We anticipate update at March B&G meeting.

Funds were requested for materials and additional time for our Sexton Kevin with anticipation this work might be undertaken on summer 2022.

Toni Gold presented material for consideration to request designation of “historical landmark” for the Meeting House. B&G members will meet with a contact person that Toni has identified to learn more.

David Venneman Memorial Lighting Project -

Light fixtures have been ordered and initial work by contractor began last week in February. Wiring for nearly half of the project has been installed.

Live streaming capacity. A job posting at University of Hartford for a video tech manager for Sunday has resulted in hiring David Cipriano, a U Hart student, for 3 Sundays each month. He began his onsite training on March 6. Volunteers are still needed to fill in 4th Sunday and for gaps between anticipated change in Tech Manager. There has been no response to eNews and volunteer fair requests for streaming volunteers.

Orders are in the process of being placed for 2 stage microphones to be able to mic a choir (add these voices into our live stream) and a two channel Lapel microphone system which will allow separate volume controls for two speakers on stage. Audience (eg congregation pickup) microphone decision not yet made. Funds for these items would be requested from the “sound abatement” fund gift.

Social Justice Council Report

March 8, 2022

Dana Donovan chair

The monthly SJ council meeting was supposed to be held on February 15th, but due to a senior moment on my part, I forgot to send out the zoom link and the meeting did not happen. We tried to reschedule for a week later but only a couple could make it, so we decided to wait until the March meeting. That meeting is scheduled for Tuesday, March 15th, at 5:30 pm.

On Sunday, Feb 27th, the GNO was collected to go to Hawkwing. I do not have the total for that collection as of now.

For March, the GNO was scheduled to be collected for CIRI, the CT Institute for Refugees and Immigrants. But it has now been suggested that we use the collection for aid for the Ukranian refugees. If so we will have to find an agency that is helping the refugees.

It is the time of year again for our dues payment to GHIAA. After talking to Rev Terry, we have decided to keep the payment for this year at \$2,000.00, the same as the last two years. The money again this year will come out of the Social Justice Schwab account.

I would like to take up with the Board, the issue of the GHIAA annual dues:

1. I would propose that in the future it becomes a line item in the USH budget. The Schwab account will be depleted in a couple years if we keep taking the money from there.
2. When GHIAA was founded, the clergy of all the congregations set in the bylaws that each member congregation would try to set their dues at 1/60th of their annual budget. For USH this would be closer to \$5,000, not the \$2,000 we have been paying. GHIAA has been very understanding, especially considering the impact of Covid. They realize that not every congregation can afford the 1/60th figure and have not been pressuring us to pay more. But I hope, given the fantastic work that GHIAA has done over the last couple years, that USH could slowly increase their share of the dues a little bit each year.

Resolution Honoring Brian Mullen

WHEREAS, Brian Mullen will step down from his duties most recently as Bookkeeper for the Unitarian Society of Hartford, and

WHEREAS, Brian has served USH with dedication and excellence for nineteen years in various capacities, always including finances, and

WHEREAS, Brian has served generations of members of the Finance and Stewardship Committees with remarkable knowledge of individual members of our Society and projections for finances in future fiscal years, and

WHEREAS, It has been our honor to work alongside Brian in deliberations involving B and G projects, the Endowment and any number of related projects, and

WHEREAS, We herewith commemorate Brian Mullen's remarkable service through the passage of this Resolution at our Board Meeting, now therefore, be it

RESOLVED, On behalf of all the Members and Friends of the Unitarian Society both now and in the past we thank him for his service and wish him every success in his new home in Florida and may his employment there be as highly valued as it has been here at the Unitarian Society of Hartford.

Passed unanimously and Signed on behalf of the Board of Directors
Unitarian Society of Hartford this 8th day of March, 2022

Robert Spector, President

MDF

USH has, for years, maintained a “Minister’s Discretionary Fund” (MDF, or Fund); the primary purpose of this fund is as a vehicle for the minister(s) to provide assistance to members and friends of the congregation who are in need. The MDF is funded by voluntary contributions and through budgetary allocations.

While it has been the intent and practice of the Society for the minister(s) to have ultimate discretion and authority regarding use of the MDF, prudence and experience suggest procedures and limitations be established. These fall into two general categories: structural (i.e. legal, security, and accounting) controls, and congregational guidance on uses of the fund to be considered appropriate.

SECTION A, below, specifies control procedures to be followed, in order to conform with accounting and legal standards and promote accountability:

1. The MDF shall be maintained as a separate demand-deposit (checking) account (i.e. not commingled with any other funds or assets of USH).
2. The institution with which the account is established shall be a federally- or state-chartered bank or savings-and-loan association, authorized to conduct business in Connecticut. A full-service office or branch of the bank should be located within a five-mile radius of USH.
3. Funds shall remain liquid at all times and not be invested in securities or other investment instruments.
4. All interest earned on the fund shall inure to the benefit of the Fund.
5. Financial assistance to individuals is primarily made through writing a check from the MDF account.
6. Secondly, the minister may in their discretion also purchase grocery store gift cards, with which recipients may purchase groceries and personal items. Such gift cards shall be kept locked at the Meeting House and shall be accounted for through a written or electronic record, including the date and amount of each gift card and its purpose.
7. No distribution from the Fund, including any gift cards, may be made to the minister or to any member of their family at any time.
8. If a distribution from the Fund is to be made to any member of the Society’s Board of Directors, either the President or the President-elect shall be notified prior thereto and shall have the right to object.

9. Any distribution to an employee of the Society shall be paid through the payroll system in order that payroll taxes and reporting are correctly calculated, deducted, and reported.
10. Within sixty (60) days of the end of the society's fiscal year the minister shall provide a report to the board with all amounts paid out by the Fund during the fiscal year, listing dates and purposes of the payments (but not the names of recipients). Notwithstanding the foregoing, the society's Treasurer shall audit the Fund at any time, including having access to copies of canceled checks and other pertinent records, in order to verify compliance with this policy. Such audit shall not disclose the identity of any bona fide recipients of proceeds from the Fund, which shall be kept confidential by the Treasurer and their designee(s).
11. In addition to the minister, the Society's treasurer shall be an authorized signatory on the Fund account and shall be authorized to disburse funds and/or gift cards during the minister's absence from the congregation.

SECTION B, below, recognizes that while the MDF is, as its name states, "discretionary", there are uses which the congregation will accept as more appropriate than others.

The primary purpose of the Fund is to provide confidential financial assistance to individuals or families facing emergency financial need. (For the purposes of this provision, those facing emergency financial need shall include members and friends of the congregation as well as non-members.) The minister is encouraged to consult with the Caring Network sub-council concerning types of goods and services for which a prospective recipient may reasonably receive support.

An additional traditional purpose has been to subsidize congregational or community programs in need of seed money or off-budget-cycle support, or for other tax-exempt purposes consistent with Unitarian Universalist principles and values and with the mission of the Society. However, the MDF is not intended to substitute for, or supplant, the annual budget process in providing for equipment/supply purchases or routine program expenses.

A New RE
Program is here at
USH!

As we reawaken and sprout anew after so many months of virtual services, our RE program, like an autumn caterpillar in metamorphosis over the winter, has transformed.

Introducing the Chalice Clubhouse!

A fun, child-centric curriculum fostering individuality and free-thinking, using the Seven Principles as our guiding compass. In our clubhouse, we will be exploring the theme of the adult service using our imaginations and what's in our hearts. Every week, we will provide coloring pages, crossword puzzles, brainteasers, cooperative games, hands-on crafts, chances for dramatic play, and much more!



The Chalice Clubhouse *at USH*

What to expect...

At the start of Sunday morning worship, we will all gather to witness and participate in our time-honored chalice lighting ritual as a congregation. After our opening hymn has been sung, we will hold Time for All Ages, where we will open the door for our clubhouse activities with a story based on the theme of the service. After the story's conclusion, the children and youth present will be invited to exit the sanctuary to go downstairs to Fellowship Hall for clubhouse activities. If your child or youth would prefer to stay with you during the service, they are more than welcome to receive quiet activities related to our theme to do while they listen!

Once downstairs, we do a quick check-in with everyone present (either as one group depending on the size of turnout or in our age-range groups) before we get to our activities. We will have materials suitable to every age group from Pre-K to 12th grade, allowing all participants to have a level of choice in how they express themselves. Discussions will be led by our volunteer teachers and assistants, giving each participant a chance to share their thoughts with the group.

We will then all play a part in cleaning up our space to allow for coffee hour after the service to occur as usual. A list of our expected themes and activities will be available monthly in our RE Newsletter!

We are committed to regrowing stronger, together!

Questions? Ideas? Want to get involved? Contact Annie Witzler at re4ush@gmail.com or (706)-248-9438 for additional information!

Event and Date	Budget (\$1260 spending limit)	Anticipated Expenses
April Chalice Clubhouse (Sundays; weekly)	\$40.00	\$40.00
Easter Egg Hunt, April 17th	\$150	\$100
Building & Grounds Day, April 23rd	\$300	\$200
May Chalice Clubhouse (Sundays; weekly)	\$40.00	\$40.00
Family Fun Night, May 20th	\$500	\$500
June Chalice Clubhouse (June 5th and 19th)	\$40.00	\$25.00
RE Service, June 12th	\$100	\$50
Totals:	\$1,170	\$955

Treasurer's Report

1 message

Robert Hewey <boltonbob@aol.com>

Tue, Mar 8, 2022 at 11:47 AM

Reply-To: Robert Hewey <boltonbob@aol.com>

To: "hartforduusociety@gmail.com" <hartforduusociety@gmail.com>, "revterryush@gmail.com"

<revterryush@gmail.com>, "sarah.h.mckenzie@gmail.com" <sarah.h.mckenzie@gmail.com>

Cc: "Robert_Spector@ctd.uscourts.gov" <Robert_Spector@ctd.uscourts.gov>, "elpech@sbcglobal.net"

<elpech@sbcglobal.net>, "plmeny9@gmail.com" <plmeny9@gmail.com>, "daviesush@gmail.com"

<daviesush@gmail.com>, "covault.jonathan@gmail.com" <covault.jonathan@gmail.com>, "danadonovan@sbcglobal.net"

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March 2022 Treasurer's Report

Financial Status:

According to Brian Mullen, "USH continues to be in a stable position, although there are a few variables (staffing & COVID) that make it difficult to determine exact outcomes. There remain adequate monies in the Schwab account to enable a safe landing to this FY and allow for some planning/dreaming for next FY."

Brian's Budget Review Document is attached.

Transition from Brian Mullen

I am in the process of learning the essentials to keeping USH finances going after Brian leaves. I will be monitoring Brian's USH Gmail account after he leaves. All of the files used by Brian are on Microsoft OneDrive, a cloud based storage facility available as part of Microsoft 365, to which I also subscribe. I am in the process of trying to access these files. Brian has also given me a list of accounts/websites with the Usernames/Passwords he uses to access them. I will not be able to maintain the level of performance provided by Brian and it is essential that a replacement be found as quickly as possible.

Interface with Stewardship

I will be meeting with Stewardship, also. The computer on which the Pledges and Giving records are posted in the Church Windows App is nearly unusable and, according to Brian, should have been replaced more than a year ago. These same files are available on a computer used by Buffie for maintaining the membership rolls. I will see if I can access the App on her computer.



Budget Review Jan-Feb 2022.xlsx

84K

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
Ordinary Income/Expense				
Budgeted Income				
410000 · Administration				
411000 · Endowment				
411100 - Capital Clearing Account	-		-	
411200 · Operations				
411201 - Monthly Distribution	47,665.32	47,665.32	31,776.88	47,665.32
411204 - Special Purpose Funds Income				
Total 411200 - Operations	<u>47,665.32</u>	<u>47,665.32</u>	<u>31,776.88</u>	<u>47,665.32</u>
411500 - Building & Grounds Small Projects	9,284.77	10,000.00	-	10,000.00
411600 · UUMSB Loan Repayment				
411610 -UUMSB Loan #1	2,903.35	-	-	-
411620 -UUMSB Loan #2	3,065.76	510.96	510.96	510.96
Total 411600 - UUMSB Loan Repayment	<u>5,969.11</u>	<u>510.96</u>	<u>510.96</u>	<u>510.96</u>
Total 411000 · Endowment	<u>62,919.20</u>	<u>58,176.28</u>	<u>32,287.84</u>	<u>58,176.28</u>
412000 - Fundraising				
412101 - Fundraising - Other	6,652.24	5,000.00	8,518.34	8,518.34
Total 412000 - Fundraising	<u>6,652.24</u>	<u>5,000.00</u>	<u>8,518.34</u>	<u>8,518.34</u>
413000 · Holiday Letter				
414000 - Prior Years' Carry Over	-	8,445.29	-	-
415000 - Memorial Contributions	446.80	-	-	-
416000 · Rental Contributions	4,522.50	3,000.00	7,292.00	8,300.00
417000 · Stewardship				
417100 · Current Fiscal Year Pledge	278,154.19	270,750.00	183,644.16	282,715.89
417200 · Prior Fiscal Year Pledge	16,232.00	4,055.00	3,680.00	3,680.00
Total 417000 · Stewardship	<u>294,386.19</u>	<u>274,805.00</u>	<u>187,324.16</u>	<u>286,395.89</u>
418000 · Sunday Contributions	-	3,500.00	1,870.94	2,500.00
419000 - Other Administration Income				
419100 - Zero Emission Renewable Energy Cred	3,633.52	3,000.00	2,890.30	3,000.00
419200 - Solar Land Lease	1,000.00	-	-	-
419300 - Garmany Admin Income	-	500.00	-	-
419400 - Garmany Composer-In-Res	-	390.00	-	-
	<u>-</u>	<u>390.00</u>	<u>-</u>	<u>-</u>

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
Total 419000 - Other Administration Income	<u>4,633.52</u>	<u>3,890.00</u>	<u>2,890.30</u>	<u>3,000.00</u>
Total 410000 · Administration	373,560.45	356,816.57	240,183.58	366,890.51
420000 · Community Within				
421000 · Festival of the Season	-	-	-	-
422000 - Used Book Donations	-	-	57.35	57.35
423000 · Meeting House Presents				
423001 · MHP - Tickets	-	3,800.00	4,500.86	5,000.00
423002 · MHP - Concessions	-	200.00	394.00	500.00
423003 · MHP - Other Income	-	-	100.00	100.00
Total 423000 · Meeting House Presents	-	<u>4,000.00</u>	<u>4,994.86</u>	<u>5,600.00</u>
424000 · Caring Network		500.00		500.00
424100 - Memorial Receptions	-	-	-	-
426000 - Gifts	-	-	-	-
427000 - Membership	-	-	-	-
428000 - Adult Programs	20.00	-	194.00	194.00
429001 - Fellowship Hour Donations	-	75.00	55.00	75.00
Total 420000 · Community Within	<u>20.00</u>	<u>4,575.00</u>	<u>5,301.21</u>	<u>6,426.35</u>
430000 · Social Justice				
434500 - Interweave	-	-	-	-
434000 · SJ Miscellaneous Income	2,000.00	2,500.00	-	2,500.00
434800 - Green Sanctuary	-	-	839.15	839.15
Total 430000 · Social Justice	<u>2,000.00</u>	<u>2,500.00</u>	<u>839.15</u>	<u>3,339.15</u>
440000 · Spiritual Life				
441000 · Annual Retreat	-	-	-	-
443000 · Flower Contributions	-	-	-	-
447000 · Religious Education				
447100 · Soup Making	-	-	51.79	51.79
447500 · Ski Trip	-	-	-	-
Total 447000 · Religious Education	-	-	<u>51.79</u>	<u>51.79</u>
448000 · Miscellaneous - Spiritual Life				
448100 · Recording Donations	-	-	-	-
448300 · Volunteer Recognition	-	-	-	-

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
448000 - Miscellaneous	-	-	-	-
449000 - Music Program Fundraising	-	-	-	-
Total 448000 · Miscellaneous - Spiritual Life	-	-	-	-
Total 440000 · Spiritual Life	-	-	51.79	51.79
450000 - Other Income	1,789.74	-	-	-
454107 · Garmany Choral Scholars	2,000.00	3,000.00	-	-
454108 · Intern Minister UUA Grant	1,812.50	-	-	-
459000 · Paycheck Protection Program	6,498.78	41,166.40	-	4,849.58
459001 · Emergency Fund	-	-	-	-
Total 450000 · Other Income	12,101.02	44,166.40	-	4,849.58
Total Budgeted Income	387,681.47	408,057.97	246,375.73	381,557.38
Budgeted Expenses				
510000 · Administration Expenses				
512000 · UUA & District Payments				
512001 · Clara Barton District	-	-	-	-
512002 · UUA Fair Share	17,986.00	24,732.00	16,488.00	24,732.00
Total 512000 · UUA & District Payments	17,986.00	24,732.00	16,488.00	24,732.00
515000 · Stewardship				
515100 · Annual Canvass	300.39	1,000.00	-	1,000.00
515200 · Credit Card Expense	1,617.37	1,700.00	610.98	1,000.00
Total 528000 · Stewardship	1,917.76	2,700.00	610.98	2,000.00
516000 · Building & Grounds				
516100 · General Maintenance	8,268.78	16,000.00	7,043.83	16,000.00
516200 · Snow Removal	4,100.00	6,600.00	-	6,600.00
516300 · Lawn Care	6,100.00	7,500.00	5,250.00	7,500.00
516400 · Water	4,087.69	5,000.00	763.21	5,000.00
516500 · Electric	8,705.20	1,000.00	228.92	1,000.00
516600 · Natural Gas	8,974.92	10,000.00	6,670.83	10,000.00
516700 - Memorial Garden	-	-	-	-
516800 - Small Projects	9,284.77	10,000.00	4,680.21	10,000.00
Total 516000 · Building & Grounds	49,521.36	56,100.00	24,637.00	56,100.00
517000 · Office				

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
517100 · Equipment				
517101 - Equipment Purchases	344.54	2,000.00	481.24	2,000.00
517102 · Equip Rental (Office Copier Lease)	4,183.13	6,156.00	4,112.00	6,156.00
517103 - Computer Maint. Agreement	2,718.91	2,200.00	2,061.92	2,200.00
Total 517100 · Equipment	7,246.58	10,356.00	6,655.16	10,356.00
517200 · Security	-	-	-	-
517300 - Printing	(5.00)	1,200.00	(25.00)	-
517400 · Postage	804.05	800.00	290.66	800.00
517500 · Telephone / Internet	4,264.36	4,928.76	3,327.81	4,928.76
517600 · Dues and Subscriptions	3,217.89	3,400.00	1,096.36	3,400.00
517700 · Office Supplies	1,830.62	3,000.00	1,081.22	3,000.00
517800 · Service Contracts	-	-	-	-
517900 · Service Charges				
517910 - Bank	359.83	420.00	141.14	420.00
517920 · Credit Card Expense	-	-	-	-
517930 - Payroll Expense	462.30	650.00	227.53	650.00
517940 - Miscellaneous	-	-	64.07	64.07
Total 517900 · Service Charges	822.13	1,070.00	432.74	1,134.07
Total 517000 · Office	18,180.63	24,754.76	12,858.95	23,618.83
518000 · Insurance				
518100 · Workers' Compensation	2,100.25	2,700.00	1,405.25	2,700.00
518200 · Liability Insurance	12,273.75	12,240.00	8,144.96	12,240.00
518300 · Umbrella	700.00	700.00	-	700.00
Total 518000 · Insurance	15,074.00	15,640.00	9,550.21	15,640.00
519000 · Administration - Other				
519200 · Rental Expense	-	-	-	-
519300 · General Assembly Expense	-	-	-	-
519500 - Board Expense	200.00	250.00	197.52	250.00
519600 - Staff Development	180.61	520.00	190.58	520.00
519700 - Archives	-	200.00	-	200.00
Total 519000 · Administration - Other	380.61	970.00	388.10	970.00
Total 510000 · Administration Expenses	103,060.36	124,896.76	64,533.24	123,060.83

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
520000 · Community Within Expenses				
521000 · Caring Network		500.00	-	500.00
522000 · Communications				
522100 - Hard Copy Mailings	-	-	-	-
522300 - Web Page	1,773.97	2,000.00	1,201.70	2,000.00
522400 · External Marketing	-	400.00	-	400.00
522500 · Software Upgrades	-	-	-	-
Total 522000 · Communications	<u>1,773.97</u>	<u>2,400.00</u>	<u>1,201.70</u>	<u>2,400.00</u>
523000 - Meeting House Presents				
523100 - Credit Card Expense	-	-	1.14	1.14
523200 - Performance Expense	600.00	3,500.00	2,990.00	4,575.00
523300 - MHP Other Expenses	-	265.00	240.00	265.00
Total 523000 - Meeting House Presents	<u>600.00</u>	<u>3,765.00</u>	<u>3,231.14</u>	<u>4,841.14</u>
524000 · Festival of the Season	-	-	-	-
527000 · Membership				
527000 - Membership	50.00	1,150.00	187.00	1,150.00
527100 - Membership Initiative	-	500.00	-	500.00
Total 527000 - Membership	<u>50.00</u>	<u>1,650.00</u>	<u>187.00</u>	<u>1,650.00</u>
528000 - Adult Programs				
528100 - Administrative Expenses	-	750.00	-	750.00
528200 - Compensation	-	-	-	-
528300 - Credit Card Expense	-	-	-	-
Total 528000 - Adult Programs	<u>-</u>	<u>750.00</u>	<u>-</u>	<u>750.00</u>
529000 · Community Within - Other				
529500 · Memorial Receptions	-	-	-	-
529600 - Fellowship Hour Supplies	-	350.00	296.60	350.00
Total 529000 · Community Within - Other	<u>-</u>	<u>350.00</u>	<u>296.60</u>	<u>350.00</u>
Total 520000 · Community Within Expenses	<u>2,423.97</u>	<u>9,415.00</u>	<u>4,916.44</u>	<u>10,491.14</u>
530000 · Social Justice Expenses				
531000 · Info & Advocacy Sub-Council				
532000 - Miscellaneous	2,000.00	2,500.00	-	2,500.00
534000 · Interweave	-	-	-	-

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
537000 · Equal Access	-	-	-	-
538000 · Green Sanctuary	-	-	-	-
539000 · Noah Webster Partnership	-	-	-	-
Total 530000 · Social Justice Expenses	2,000.00	2,500.00	-	2,500.00
540000 · Spiritual Life Expenses				
542000 · Annual Retreat				
543000 · Music				
543200 · Guest Musicians	-	600.00	-	600.00
543201 · Substitute Keyboardists	-	800.00	-	800.00
543300 · Sheet Music	106.84	500.00	-	500.00
543400 · Instrument Maintenance				
543401 · Organ	392.00	800.00	-	800.00
543402 · Piano	-	800.00	300.00	800.00
Total 543400 · Instrument Maintenance	392.00	1,600.00	300.00	1,600.00
543700 · Garmany Composer-In-Res	-	390.00	-	390.00
Total 543000 · Music	498.84	3,890.00	300.00	3,890.00
544000 · Religious Education				
544200 · Supplies	370.18	700.00	487.11	700.00
544500 · Ski Trip	-	-	-	-
544700 · Curriculum	540.37	500.00	117.30	500.00
544701 · Coming of Age	72.00	500.00	172.95	500.00
Total 544700 · Curriculum	612.37	1,000.00	290.25	1,000.00
544800 · Religious Education - Other				
544802 · Training	110.80	1,000.00	2,160.32	2,160.32
544803 · RE Staff Recruitment	-	100.00	33.32	100.00
544804 · RE Staff Security Checks	-	300.00	-	300.00
544805 · RE Classroom Refurbishment	5.58	100.00	-	100.00
Total 544800 · Religious Education - Other	116.38	1,500.00	2,193.64	2,660.32
Total 544000 · Religious Education	1,098.93	3,200.00	2,971.00	4,360.32
545000 · Worship				
545100 · Guest Speakers				
545101 · Pulpit Supply	2,351.92	3,300.00	330.00	3,300.00

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
545102 - Mileage	-	500.00	-	500.00
Total 545100 - Guest Speakers	2,351.92	3,800.00	330.00	3,800.00
545200 · Worship Supplies	2,303.70	2,254.81	975.10	2,254.81
Total 545000 · Worship	4,655.62	6,054.81	1,305.10	6,054.81
547000 - Spiritual Life Other	-	-	-	-
Total 540000 · Spiritual Life Expenses	6,253.39	13,144.81	4,576.10	14,305.13
550000 · Compensation				
551000 · DRE				
551100 · Salary/Wages	30,401.66	31,943.34	17,146.85	25,146.85
551200 · Pension	3,176.93	3,194.33	2,142.29	2,142.29
551300 · Insurance	-	-	-	-
551400 · Professional Development	950.23	1,500.00	261.66	261.66
551500 · FICA	2,333.10	2,443.67	1,312.37	1,923.73
Total 551000 · DRE	36,861.92	39,081.34	20,863.17	29,474.53
552000 · Minister (Interim)				
552100 · Salary/Wages	68,008.56	63,292.31	40,776.88	63,292.31
552200 · Pension	9,273.36	7,928.46	2,162.28	7,928.46
552300 · Insurance	17,319.36	3,200.00	1,171.80	3,200.00
552400 · Professional Development			3,326.44	4,855.03
552402 - Prof Dev. Cathy	6,126.28			
552403 - Prof Dev. Heather	5,392.08			
Total 552400 - Professional Development	11,518.36	4,855.03	3,326.44	4,855.03
552500 · FICA	7,094.16	6,065.27	3,897.91	6,065.27
552600 · Housing Allowance	24,724.80	15,992.31	10,176.88	15,992.31
Total 552000 · Minister (Interim)	137,938.60	101,333.38	61,512.19	101,333.38
553000 · Building Staff				
553100 · Salary/Wages				
553101 · Fellowship Sexton	135.00	3,618.45	918.75	1,800.00
553102 · Custodian	3,621.34	6,493.76	2,594.11	6,493.76
553103 · Sexton	6,384.38	12,412.40	7,067.20	12,412.40
553104 · Building Rentals Manager	1,534.72	2,581.28	1,675.64	1,675.64
Total 553100 · Salary/Wages	11,675.44	25,105.89	12,255.70	22,381.80

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
553500 · FICA	885.81	1,920.60	936.94	1,712.21
Total 553000 · Building Staff	12,561.25	27,026.49	13,192.64	24,094.01
554000 · Music Staff				
554100 · Salary/Wages				
554101 · Director of Music Ministries	20,857.70	22,230.00	14,609.30	22,230.00
554102 · Accompanist	-	-	-	-
554104 · Choral Scholars	-	-	-	-
554106 · Garmany Choral Scholars	2,000.00	3,000.00	-	-
554107 · Garmany Dir Music Min	-	500.00	-	-
Total 554100 · Salary/Wages	22,857.70	25,730.00	14,609.30	22,230.00
554400 - Professional Development	-	500.00	-	500.00
554500 · FICA	1,748.60	1,968.35	1,117.62	1,700.60
Total 554000 · Music Staff	24,606.30	28,198.35	15,726.92	24,430.60
555000 · Business Manager				
555100 · Salary/Wages	-	-	-	-
555101 - Bookkeeper	14,250.49	16,540.16	9,969.08	11,169.08
555200 · Pension	-	-	-	-
555300 · Insurance	-	-	-	-
555500 · FICA	1,090.15	1,265.32	762.64	854.43
Total 555000 · Business Manager	15,340.64	17,805.48	10,731.72	12,023.51
556000 · Administrative Support				
556100 · Office Administrator				
556101 - Salary / Wages	34,962.42	33,423.73	24,528.49	35,000.00
556102 - Pension	-	-	-	-
556103 - FICA	-	-	-	-
556104 - Professional Development	-	-	-	-
Total 556100 - Office Administrator	34,962.42	33,423.73	24,528.49	35,000.00
556200 - Minister's Assistant				
556201 - Salary / Wages	-	-	-	-
556203 - FICA	-	-	-	-
Total 556200 - Minister's Assistant	-	-	-	-
Total 556000 · Administrative Support	34,962.42	33,423.73	24,528.49	35,000.00

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
557000 · Religious Education				
557100 · Paid RE Staff				
557101 · Nursery & Child Care	120.00	5,385.60	255.00	500.00
557102 - RE Administrative Support	344.62	1,048.80	-	-
557103 · Youth Advisor	-	-	-	-
Total 557100 · Paid RE Staff	<u>464.62</u>	<u>6,434.40</u>	<u>255.00</u>	<u>500.00</u>
557105 · Paid RE Staff FICA	35.54	492.23	19.51	38.25
Total 557000 · Paid RE Staff	<u>500.16</u>	<u>6,926.63</u>	<u>274.51</u>	<u>538.25</u>
558000 · Intern Minister				
558100 · Salary/Wages	10,000.00	4,000.00	4,000.00	4,000.00
558500 · FICA	765.00	306.00	306.00	306.00
Total 558000 · Intern Minister	<u>10,765.00</u>	<u>4,306.00</u>	<u>4,306.00</u>	<u>4,306.00</u>
Total 550000 · Compensation	<u>273,536.29</u>	<u>258,101.40</u>	<u>151,135.64</u>	<u>231,200.28</u>
590000 - Other Expenses				
591002 · Sabbatical Expenses	-	-	-	-
Total 590000 · Other Expenses	<u>407.46</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Budgeted Expenses	<u>387,681.47</u>	<u>408,057.97</u>	<u>225,161.42</u>	<u>381,557.38</u>
Non-Budgeted Income				
461000 · Minister's Discretionary Fund	6,283.38	-	966.00	966.00
462000 · UAMW	-	-	-	-
463000 · SJ Sunday Collections	3,085.00	-	5,059.73	5,059.73
464000 · Music Sunday Contributions	-	-	-	-
464100 · Guest at Your Table	-	-	-	-
464200 - Sleeping Out in Boxes	-	-	-	-
464300 - UNICEF	-	-	-	-
464400 - Hymnal Donations	-	-	564.00	564.00
469999 - Minister Moving Expense	-	8,514.53	8,514.53	8,514.53
Total Non-Budgeted Income	<u>9,368.38</u>	<u>8,514.53</u>	<u>15,104.26</u>	<u>15,104.26</u>
Non-Budgeted Expenses				
561000 · Minister Discretionary Fund	6,283.38	-	966.00	966.00
562000 · UAMW	-	-	-	-

	Yr-End Actual 2020-21	Approved Budget 2021-22	Actual 02.28.2022	Budget Review 02.28.2022
563000 · SJ Collection Disbursements	3,085.00	-	3,893.73	5,059.73
564000 - Music Sunday Contributions	-	-	-	-
564100 - Guest at Your Table	-	-	-	-
564200 - Sleeping Out In Boxes	-	-	-	-
564300 - UNICEF	-	-	-	-
564400 - Purchase of Donated Hymnals	-	-	564.00	564.00
569999 - Minister Moving Expense	-	8,514.53	8,514.53	8,514.53
Total Non-Budgeted Expenses	<u>9,368.38</u>	<u>8,514.53</u>	<u>13,938.26</u>	<u>15,104.26</u>
Net Ordinary Income	<u>(0.00)</u>	<u>0.00</u>	<u>22,380.31</u>	<u>(0.00)</u>