

First Unitarian Church of Portland
Board of Trustees Meeting - October 3, 2019 - Draft Agenda
Board Meeting - 7 - 9pm - Room - Buchan Reception

Board Meeting

6:00 Dinner
6:25 Informal check-in
6:40 Deepening

Board Roles:

Process Observer: ?
Timekeeper: ?
Words: Cindy

7:00 **Convene**
Opening Words - Cindy
Determine Quorum
Process Observer Review
Review Agenda
Review & Approve previous meeting's minutes

7:10 Congregant Comment Period

Updates

7:20 ET Update

NOTE: Committee Updates - reports attached.

NOTE: Dates to calendar -
Forum dates next year - Sept 29, Febr 23, April 19
Bill's first Q&A - October 6
AFD Kick-off Oct 13
AFD Celebration Sunday Nov 17

Consent Agenda

7:50 Authorize spending up to \$50,000 on next steps of information gathering and conceptual design for Real Estate Development
Re-appoint Stan Jewett as ex-officio member of Finance Comm (per By-laws ex officio committee appointments are for one year only)

Action Item -

7:55 Discuss AFD Board involvement and gather names for specific tasks (See narrowed list of involvement ideas attached)

Generative Discussion -

8:10 Church Membership - Types of membership and what they mean to the church, commitment of membership. How we as leaders see membership in the church.

Meeting Wrap-up

- 8:50 Communications Check and Process Observations
Closing Words - Cindy
9:00 Adjourn



Our Mission:

The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

Our Vision:

First Unitarian Portland is a beacon of hope for us and for our community, a spiritual center in the heart of our city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever deepening sense of spirit, diversity and inclusion.

Goals for First Unitarian Church

Five Year Church Goals are created in collaboration with the congregation and Executive Team and adopted by the Board. They reflect the mission and vision of our church. Church goals are primarily carried out by the Executive Team and staff, collaborating with the Board.

Board 1-3 Year Goals are created by the Board and Executive Team at our yearly Retreat. Board goals may draw from the 5 Year Church goals, yet reflect work within the purview of the Board.

First Unitarian Church Five Year Goals

At the Board meeting on May 6, 2016, the Board adopted five year goals for the church.

From 2016-2021, First Unitarian Church of Portland will:

- Focus on collaborative governance, revising policies for clarity and brevity and creating linkages between the Congregation, the Board, and the Executive Team.
- Increase church funding through enhanced giving, including goal to reduce or retire the Buchan Building mortgage.
- Make a cultural transition from program-focused church to mission-driven church, with priority to building beloved community between generations.
- Develop a long-term plan for development and sustainability of church campus given changing dynamics of West End and downtown Portland.

Board Goals for 2019/20

Recognize that adopted goals are 1-3 year goals. (Going forward, add a new goal when an old one is retired.)

1. Continued to work on issues of Power, Privilege and White Supremacy Culture by

- a. Educating ourselves on the issues.
 - b. Examining the ways in which Power, Privilege and White Supremacy Culture affect our Church, including our Board work.
 - c. Taking steps to improve our practices.
2. Support Executive Team to have an Annual Fund Drive and other income streams that meet the church's budgeted expenses by the 2020-2021 church year
 3. Governance committee to review and possibly recommend changes to the bylaws as they relate to size of Board, and definition of pledging member in by-laws and policies.
 4. Ensure that current possibilities for development on the current campus receive thoughtful consideration and appropriate Board review.
 5. Continue a Senior Minister Transition Team to educate the Board, create a timeline, and a congregation education plan.

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Board Committee Members

- Finance: Leila Wrathall, Chair, Kathy Ludlow, Andy Wilson
  - Gov Com: Cindy Cumfer, Chair, Ryan Deibert, Andy Parker, Mindy Clark
  - Com Com: Barbara Morrison and Randy Russell, Co-Chairs, Alan Comnes, Brad Taylor, Theo Harper
  - Board Inclusion Advisory Team (BIAC): Theo Harper, Chair, Ryan Deibert, Cindy Cumfer, Mindy Clark
- ~~~~~

**Board Project Options - narrowed down  
8/2019**

1. **Congregant Participation/Questionnaire Cards:** Taking still photos of congregants holding signs with statements about why they value the church and these photos shown as part of a slide show before/after service or during coffee hour. This could happen at the Table in Fuller/Buchan.
2. **Show "Info bullets"** from our Congregation Survey on screens before service.
3. **Tabling in Fuller Hall and Buchan Atrium:** engage congregants in meaningful dialogues around the resources needed to run the church including taking pledges and handing out our "I've pledged" Mardi Gras beads or **stickers saying "I've pledged."**
4. **Personal Emails, Calls:** Contact with groups that Board members also participate in; or with individuals that individual Board members know personally (or would be comfortable speaking with one-on-one). These may be from lists of congregants we're hoping to encourage to pledge.
5. **Host the AFD celebration brunch** on Nov 17, greet, thank congregants, etc. (not fix all the food)

**First Unitarian Church Portland Oregon**  
**Board of Trustees Meeting**  
**September 5, 2019**

**Board Members present:** Mindy Clark, Alan Comnes, Cindy Cumfer, Ryan Deibert, Kathy Ludlow, Barbara Morrison, Andy Parker, Randy Russell, Brad Taylor, Andy Wilson, Leila Wrathall

**Absent:** Theo Harper

**Ministers and staff present:** Rev. Bill Sinkford, Rev. Tom Disrud, Kathryn Estey

**Assistant note taker:** Dotti Chidester

**Congregants present:** Amy Norcom representing Nom Com, Dev Dion and Ian Carlton representing the Block Development Task Force

The board meeting convened at 7 PM

**Opening words:** Kathy Ludlow: quote from Margaret Fuller

Determined Quorum

**Process observer review:** Ryan outlined what we do and the method by which we came to track the specific behaviors we reflect upon.

**Timekeeper:** Barbara

**Review agenda:**

Agenda was reviewed and accepted without changes.

**Review and Approve previous meeting's minutes:**

Two changes to the 6/6/19 minutes were noted:

- Brad Taylor did not attend the meeting and should have been listed as absent.
- A statement about changing banks that was attributed to Mindy was made by Kathryn Estey.

With the above changes, the board approved the minutes.

**Congregant Comment:**

None

**ET updates: ET Updates were presented by Bill Sinkford**

- Significant dates to calendar:

- Susan Beaumont workshop: Sept 6 evening w/ET, Sept 7, whole board 9am-3pm
  - Board Installation both services Sept 15
  - Board Auction Item – Karaoke: Sept 26, 5pm, Alibi Bar, Evie will coordinate
  - Forum dates for the church year: - Sept 29, Feb 23, April 19 – dates may change if needed to coincide with the second Sunday of the month becoming “institutional” Sunday
  - AFD Kick-off: Oct 13
  - AFD Celebration Sunday: Nov 17
- Chalice Camp was judged to be very successful by all constituencies: kids, parents, youth counselors and church staff. Chalice Camp will return next year as the church’s primary summer programming for children and youth. Planning for next year has started.
  - We had a very successful summer at the church: attendance was strong, the pick-up choir had strong participation and the music was well-received by the attendees, and a high energy level was maintained at the church.
  - Homecoming Sunday (9/8/19) will be different this year. It will be the first of several multigenerational worship services planned for the year. Bill noted that we are in learning mode and the format will evolve as needed. RE teachers will be installed at both services. There will be an open house in the Learning Community for families to meet their teachers after both services. Regular classes will begin 9/15/19.
  - The choir reset is complete. Response to the changes has been largely positive. Some of the choirs will be smaller than in previous years. DeReau is excited for the new year.
  - It appears that Robin Henderson, who wrote to the choirs, ministry and the board about his dissatisfaction with an interaction he had with DeReau, has left the church. In consultation with the Music Council, ET has decided to engage an outside consultant to investigate Robin’s allegations. Robin will be invited to participate in the process. The intent is to be transparent about the incident and to put it to rest in a fair and respectful manner.
  - Ministry has received strong feedback that congregants like having adult programming on Sundays after church since they are already downtown. First Connections classes will be shortened and will occur between services. Each Sunday in the month will follow a theme. For example, the third Sunday of the month will be focused on social justice. This change will allow the church to offer a full schedule of activities from first service through early afternoon. Food will be made available and childcare will be provided during afternoon programming.
  - This year’s theme is Beloved Community and September’s theme is Radical Hospitality.
  - Annual Fund Drive (AFD)
    - This year’s AFD Chairs will be Scott and Jenny Vinson, their son, Oscar and Scott’s mother, Kathleen.
    - The theme will be “Each of Us and All of Us.” The theme reflects a focus on increasing the number of pledging units. Last year the average pledge amount increased, but the number of pledging units decreased.
    - The ET shared possible ways board members could participate in the AFD with the BOC. Those suggestions will be shared with the committees this month and discussed at October board meeting.
    - Video vignettes of congregants will be filmed this Sunday.
    - Kickoff is October 13 and Celebration Sunday is November 17.

- Cindy raised the concern that those who do not have the means to pledge not feel excluded. Bill assured the board that the AFD message would be inclusive, including the many ways people can support the church and its work.
- The Block Development Task Force is continuing to meet and will share its progress with the board.
- Bill shared that while many people support the church's work to dismantle the culture of white supremacy (WSC), all are not comfortable with it. Bill asked the board to share any input they have received from congregants. Below is a summary of board members' comments. It is important to note that most board members had heard comments only from a few people – those who felt safe talking with them.
  - The question has been asked, "When are they going to stop; it's too much." Church isn't fun anymore. There is too much emphasis on social justice in services.
  - There is deep appreciation and curiosity about how our lives will be impacted by doing this work.
  - Should we have a study group to help us understand the resistance in the congregation? The UUA does not seem supportive of questioning the WSC work.
  - There is a feeling that those who are not "on board" with the work are being sidelined and marginalized. Mention was made of the minister at GA who expressed a contrarian view and was shamed.
  - Is the language "white supremacy" creating a hurdle when we need a doorway? Some people feel they are being called "white supremacists," which they associate with traditionally racist behavior. People react when they feel it's about them vs. about cultural change.
  - Older white males have expressed that this is no longer a place for them. They feel that the WSC focus is a blame game that doesn't take into account the way they were raised (this does not come from the church, but bleeds into our work from outside influences).
  - Younger people strongly support the WSC work and it is one of the key things that draws them to the church. Some feel we are not moving fast enough.
  - Some are cynical that we are not doing the real work. We are still on the surface and concerned with political correctness.
  - There was a fairly strong reaction to the way the UU World article about transgendered members of our community was handled (both at the level of the UUA and in the church). The response was "too politically correct" and a cis-gendered person's views were suppressed.
  - The question was raised: Do we all have to speak with one voice, or can we accept different positions? For example, not everyone is comfortable or sees the need to list pronouns on name tags. "The big group doesn't get to tell the small group what to do and the small group doesn't get to tell the big group what to do."

Bill thanked the board for sharing what they have heard. He assured the board that it is important to understand people's feelings and that the work will continue.

## **Consent Agenda:**

- Appoint Pat Malone as ex-officio member of Finance Committee to be part of sub-committee to provide information to Kern Thompson Auditing firm. Motion to approve was made by Randy Russell, seconded by Cindy Cumfer and passed unanimously.
- Confirm membership to board standing committees (see list attached to board packet). All agreed the assignments were correct. Kathy Ludlow accepted the proposed assignments.

## **Action Items:**

Approve use of \$48,003 from the FY19 Annual Operating Reserve (#3412) to partially offset the FY 2019-2020 operating deficit. All pledge revenue did not come in as anticipated, leaving the deficit. This is the first year we have had to use the Operating Reserve.

The remainder of the deficit will be offset by \$16,764 from the Major Donor Reserve (#3414) which the ET has discretion over and has authorized.

Board policy requires the ET to submit a plan to cure any budget deficit. The above is their proposed plan. Motion to approve was made by Randy Russell, seconded by Brad Taylor and passed unanimously.

## **Generative Discussion:**

Progress report from the Block Development Task Force.

## **Communication Check:**

Bill will attend the upcoming Com Com meeting to work with them on framing a message for the congregation about what is happening with the block development.

**Process Observations:** Ryan: Under the process element urgency, we respected the need for realistic timelines, particularly where the block development is concerned. This is an important step in the life of the church, and we need to take time to understand all the issues.

Under the process element “objectivity” there was a recognition of different world views in the discussion of congregants’ responses to the white supremacy culture work. There was very strong modeling and leadership from Bill to have an “on top of the table” conversation to hear the full range of responses. We did not step back from a difficult conversation.

Meeting adjourned at 9:00 pm

**Minutes respectfully submitted:** Mindy Clark, board secretary.

Communication Committee Minutes  
September 10, 2019

Attending: Bill Sinkford, Randy Russell, Brad Taylor, Kathy Ludlow, Barbara Morrison

Reading: Barbara

Approval of May minutes.

Discussion with Bill about presenting information we have received from the Real Estate Development Committee. We need to state that the original plan from about 20 years ago included a multi-storied building for affordable housing. Also we are about 10 years past the time when we should have started to renovate or replace the current sanctuary and offices.

September Moderator Letter-Kathy and Randy will work on this.

- Information about Real Estate Development Plan
- Next Forum will be September 29th at 12:30-Meet and Greet

Kathy led discussion on how the Board could increase their participation in the AFD.

Acknowledgement of congregant letters received.

Board Dialogue schedule. Should we wait till the beginning of next year so there will be more input concerning ministerial transition and campus upgrade.

Dialogue Groups

Choir- Alan?

Alliance-Barbara

Lay Ministers-?

RE Youth Group-Brad

RE Parent Group-Brad

Social Justice-Barbara

Young Adults-?

Parents of Teens-Brad

Reading: Barbara

Adjourn



## GOVERNANCE COMMITTEE MINUTES

Chair: Cindy Cumfer

DATE: September 11, 2019, 7:00-8:50 pm

COMMITTEE MEMBERS PRESENT: Cindy Cumfer, Chair; Mindy Clark, Ryan Deibert, Kathy Ludlow, Andy Parker

VISITORS: None

Opening Words: Cindy

Next Month Words: Ryan

TO DO ITEMS: None.

AGENDA ITEMS:

1. **DECISION:** The minutes of the last meeting were unanimously approved by the Committee.
2. **Annual Fund Drive:** Committee members offered thoughts to Kathy on how the Board might be involved in the annual fund drive.
3. **Generative Discussion Topics.** Committee members offered ideas to Kathy about generative discussion topics.
4. **2018-19 Congregational Survey/Assessment of Ministry.** The Committee is interested in disseminating information about the congregational survey and assessment of ministry to congregants and interested parties that check out the church's website. Ideas included a more prominent link on the church webpage to the Assessment and an ET email blast.

**TO DO:** Cindy will check with the ET about a more prominent link.

The Chair presented and the Committee reviewed a list of possible "sound bites" for Sunday service slides before the service.

**DECISION:** The Committee agreed that, if the ET is interested, we should run these slides in September/early October, before the annual fund drive kicks off. We want congregants to be aware generally of how impactful the church is, without tying this to a pitch for money.

**TO DO:** Cindy will contact Kathryn Estey to get the ET's view on this.

**TO DO:** Ryan will pull together a list for slides from the Chair's list of Possible Assessment Blurbs and other sources and will work with Kathryn Estey and the staff on slide layout.

## 5. 2019-20 Congregational Survey.

The Committee also discussed how we should time the congregational survey later this church year. We need to talk to the ET to see if we can time the survey so that it would be meaningful in their planning for the next church year. We are also mindful that there may be another survey of the congregation in the works. Can we do this together? Can we use their material for our joint assessment of the ministry? We will need to determine this as things shape up.

## 6. Articles and Bylaws Review.

As charged by the Board last year, we reviewed our Articles, Bylaws and Board Policies to “clean up problems” before we went into search for a new minister. Here is what we decided last year and sent on to the BOC:

1. We decided (with Finance) to recommend an amendment to the 1999 Amended Articles IV, Section 9 on unbudgeted expenditures. Finance has agreed to come up with a provision that requires that the vote be required for certain changes in the budget that exceed a % of the budget, rather than a flat sum.
2. We recommended to the Board that Article VIII, Section 3, Ministerial Relations Committee, be eliminated.
3. We recommended to the Board that Article IV, Section 2 read that a vacancy in the Board “may” [instead of “shall”] be filled by the remaining trustees until the next annual meeting.

The BOC has not yet acted on these recommendations. At this meeting, we reviewed additional issues in the bylaws:

- Art. IV, Section 1: Reduce size of Board from 12 to 7, or some other number?
- Article III, Section 3. Should we add to bylaws our policies’ new requirement that the Senior Minister get Board approval of all ET changes?
- Article VI, Section 1(a): Should we change the particulars about the Annual Meeting?
- Article VII, Section 1: Should we update this? Add Gov Comm?
- Article VII, Section 2: Should we eliminate some or all of this (on program committees) from the bylaws?

**DECISION:** Given how this year may be shaping up and with the exception of the change to Article IV, Section 9 and Article VIII, Section 3, we decided to recommend against trying to make any of these changes. Any amendment to the bylaws will require 2/3 of the voting members to pass, and we believe that this year is not the best time to try to engage congregant attention on these issues. We want the Finance Committee weigh in on whether to take a change to Article IV, Section 9 to the congregation this year.

TO DO: Cindy will contact Leila about Article IV, Section 9.

## **7. Board Policies Review.**

The Committee considered change to Board Policies we agreed to last year. We have three issues left to resolve:

1. Kathryn has indicated she would like to talk to Gov Comm/the Board about reconsidering our membership policy that requires voting members to pledge generously within their means.

TO DO: Cindy will contact Kathryn about coming to a Gov Comm meeting/feedback on this change.

2. Andrew has sent in comments about the policies that we should review. The Committee wants to invite Andrew to a meeting to understand his concerns before deciding on his comments.

TO DO: Cindy will contact Andrew and invite him to the October meeting.

3. Last February, Leila submitted some thoughts on a sexual harassment/inappropriate behavior policy which Gov Comm postponed consideration on due to time constraints. The Committee would like to hear from Leila before deciding on this.

TO DO: Cindy will contact Leila and invite her to the October meeting

## **APPENDIX**

### **CONFLICTS OF INTEREST AND EXECUTIVE COMPENSATION POLICY**

#### **Purpose**

The Board of Trustees shall monitor the transactions between the church and insiders to ensure that any transaction between the church and an insider that is a conflict of interest is fair to the church and does not grant excessive benefit to the insider. The purposes of this policy are to ensure that trustees and officers act loyally to the church and that trustees, officers and those who exercise substantial influence over the church do not use their influence to obtain benefits in excess of fair market value in transactions with the church. This policy seeks to ensure that the church observes state and federal taxation and funding laws concerning conflicts and excess benefits transactions.

#### **SECTION 1: DEFINITION OF INSIDER**

For purposes of this policy, “insider” has the same meaning as “disqualified person” under the Internal Revenue Code, 26 USC §4958. The current IRS definition is explained in §§1.1 through 1.4 below and will need to be updated if the IRS definition changes. In addition, the individuals and entities described in §§1.5 and 1.6 below are also considered insiders.

1. An insider is any person who is in a position of authority over the church or who exerts substantial influence over the church, including trustees, officers, the top management official, the top financial official, other key employees, the founders and major donors.
2. Family members of insiders are also insiders. Family members include the spouse or partner in a civil union recognized by state law; children, grandchildren, great-grandchildren, whole and half-blooded brothers and sisters, and spouses of any of these people; and any ancestors (parents, grandparents, etc.)
3. Corporations and limited liability companies in which an insider owns more than 35% of the voting power, partnerships in which the insider owns more than 35% of the profits and trusts or estates in which the insider owns more than 35% of the beneficial interest are insiders.
4. An insider who becomes an insider by virtue of §§1.1 through 1.3 above remains an insider for five years after their influence over the church ends.
5. An entity in which a trustee has a material interest or is a general partner, trustee, officer, top management official, top financial official or other key employee is an insider.
6. An insider is any other for-profit or nonprofit entity in which a trustee of this church is a trustee or officer and the entity and this church are parties to a transaction that is or should be considered by the Boards of both organizations.

## **SECTION 2: DEFINITION OF CONFLICTS OF INTEREST**

For purposes of this policy, a conflict of interest arises when an insider described above may benefit financially from a decision they could make in their capacity as an insider, including indirect benefits to family members or businesses with which the insider is closely associated. A conflict of interest arises in any such transaction between the church and an insider, except for (1) transactions in the normal course of operations that are available to the general public under similar terms and circumstances, and (2) expense reimbursements to an insider made pursuant to an accountable plan under IRS Reg. 1.62-2(c)(2).

## **SECTION 3: PROCEDURE**

In order to ensure that transactions with insiders are fair to the church and comply with state and federal laws:

1. All insiders must promptly and fully disclose all material facts of every actual or potential conflict of interest to the Board of Trustees at the time such conflict arises.

2. When the church engages in a transaction with an insider that constitutes a conflict of interest, the Board shall handle the transaction as follows:

(a) If a trustee is offered employment by the church as an employee and wants to accept the employment, the Board shall follow the procedure in this Section for insiders to ensure that the compensation is reasonable. If the Board determines that the compensation is reasonable, the trustee must resign from the Board of Trustees before accepting such employment.

(b) The Board shall exclude any insider that has a conflict of interest with respect to the transaction from all discussion and from voting on the transaction. The Board may ask questions of the insider prior to beginning its discussion.

(c) The Board shall gather appropriate data to ensure that the compensation for each insider is reasonable. In the case of employee compensation packages, the Board shall utilize reliable surveys of compensation for comparable positions or shall utilize data for at least three similarly situated employees in comparable positions. The Board shall not use the employee whose compensation is under consideration to collect comparability data.

(d) The Board shall document its decision by keeping written records that state the terms of the transaction and date approved, the trustees present and who voted on it, the comparability data and how the data were obtained, and any actions taken with respect to trustees who had a conflict of interest with respect to the transaction. The records must be prepared before the latter of the next Board meeting or 60 days after the final action is taken. Once prepared, the records must be reviewed and approved by the Board within a reasonable time.

3. When employee compensation packages are established each year, the Board shall identify those employees who are insiders. The Board shall monitor the compensation packages of insiders in accordance

with the procedure in §3.2 above.

4. When the church provides an economic benefit to an insider for the insider's services as an employee or an independent contractor, the church shall contemporaneously document the transaction as required by the IRS (generally on an original Form W-2, Form 1990, or Form 1099 or with a written employment contract).

#### **SECTION 4: COMPLIANCE WITH THIS POLICY**

In order to ensure compliance with this policy:

1. On an annual basis, the Secretary of the church or the Secretary's designee shall develop and maintain a list of insiders who engage in or are reasonably likely to engage in transactions that constitute conflicts of interest with the church during the year.

2. The officers, trustees and key employees shall each year disclose interests that could give rise to a conflict of interest under this policy. Such disclosure shall be made on a Disclosure and Acknowledgment form similar to the one attached to this policy and shall be filed with the Secretary or the Secretary's designee.

3. The Secretary or the Secretary's designee shall monitor and enforce compliance with this policy by reviewing the list of insiders and the Disclosure and Acknowledgment forms each year and by bringing potential or actual conflicts to the attention of the Moderator of the Board. The Moderator shall disclose conflicts to the Board as they arise and ensure that the procedures in this policy are followed.

4. The Secretary or the Secretary's designee shall convey the list of insiders identified above to the Executive Team and shall instruct the Executive Team to notify the Board if the Executive Team or any employee plans to engage in a transaction with an insider that constitutes a conflict of interest, including payment or reimbursement for business or travel expenses of the insider and/or members of the insider's family not made pursuant to an accountable plan under IRS Reg. 1.62-2(c)(2). If so, the Board shall monitor the transaction to ensure that it complies with the procedure in Section 3 above.

#### **SECTION 5: DELEGATION TO COMMITTEE**

The Board may delegate its responsibilities under this policy to a committee of the Board. The committee shall comply with this policy and shall report its decision to the Board in a timely fashion.

**CONFLICTS OF INTEREST DISCLOSURE AND ACKNOWLEDGMENT STATEMENT**

**[Each Trustee and Officer should sign and submit this form annually.]**

**Disclosure**

Please report below any direct or indirect conflicts of interest you have or may have in connection with the church.

You have an ongoing obligation to notify the Board promptly of any direct or indirect conflict of interest as it arises.

**List of Conflicts**

Please list any direct or indirect conflicts here:

**Acknowledgment**

I have received and read and will comply with the Conflicts of Interest Policy of this church. I affirm that, other than the interests reported, I am aware of no direct or indirect conflicts of interest that I have or may have within the meaning of the Conflicts of Interest Policy.

Signature: \_\_\_\_\_ Date Adopted: \_\_\_\_\_

\_\_\_\_\_  
Title

Please submit this form to the Secretary of the church and retain a copy for your records.

| <b>First Unitarian Church</b>                    |                                                                                                                                                                                                                                                      |                                                                           |                                                             |                            |                                              |                                          |                                   |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------|----------------------------------------------|------------------------------------------|-----------------------------------|
| <b>End of Year Operating Summary - 6/30/2019</b> |                                                                                                                                                                                                                                                      |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  |                                                                                                                                                                                                                                                      | <b>ACTUAL<br/>OPERATIONS<br/>YEAR TO DATE<br/>6/30/2019</b>               | <b>ACTUAL<br/>OPERATIONS<br/>YEAR TO DATE<br/>6/30/2018</b> | <b>ACTUAL<br/>VARIANCE</b> | <b>BUDGET<br/>YEAR TO DATE<br/>6/30/2019</b> | <b>BUDGET<br/>VARIANCE<br/>6/30/2019</b> | <b>ANNUAL<br/>BUDGET<br/>FY19</b> |
| <b>Church Operations</b>                         |                                                                                                                                                                                                                                                      |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | <b>Operating Income</b>                                                                                                                                                                                                                              |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Pledge Income                                                                                                                                                                                                                                        | 1,406,222                                                                 | 1,420,253                                                   | (14,030)                   | 1,451,166                                    | (44,944)                                 | 1,451,166                         |
|                                                  | Contributions                                                                                                                                                                                                                                        | 102,051                                                                   | 112,000                                                     | (9,949)                    | 110,000                                      | (7,949)                                  | 110,000                           |
|                                                  | Program Income                                                                                                                                                                                                                                       | 121,299                                                                   | 163,003                                                     | (41,704)                   | 121,450                                      | (151)                                    | 122,950                           |
|                                                  | Rental Income                                                                                                                                                                                                                                        | 448,255                                                                   | 442,891                                                     | 5,365                      | 460,276                                      | (12,021)                                 | 460,276                           |
|                                                  | Other Income                                                                                                                                                                                                                                         | 180,464                                                                   | 43,138                                                      | 137,327                    | 37,000                                       | 143,464                                  | 35,500                            |
|                                                  | Gift from Foundation                                                                                                                                                                                                                                 | 55,000                                                                    | 67,568                                                      | (12,568)                   | 55,000                                       | -                                        | 55,000                            |
|                                                  | Transfer In****                                                                                                                                                                                                                                      | 37,267                                                                    | -                                                           | -                          | 165,267                                      | (128,000)                                | 165,267                           |
|                                                  | <b>Total Operating Income</b>                                                                                                                                                                                                                        | <b>2,350,559</b>                                                          | <b>2,248,851</b>                                            | <b>101,707</b>             | <b>2,400,159</b>                             | <b>(49,601)</b>                          | <b>2,400,159</b>                  |
|                                                  | <b>Operating Costs</b>                                                                                                                                                                                                                               |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Payroll Expenses (see "Other Notes" below)                                                                                                                                                                                                           | 1,596,458                                                                 | 1,459,739                                                   | (136,720)                  | 1,642,945                                    | 46,487                                   | 1,642,945                         |
|                                                  | Reimbursible Expenses                                                                                                                                                                                                                                | 121,076                                                                   | 14,164                                                      | (106,912)                  | -                                            | (121,076)                                |                                   |
|                                                  | Occupancy Expense                                                                                                                                                                                                                                    | 252,207                                                                   | 274,496                                                     | 22,289                     | 287,250                                      | 35,043                                   | 287,250                           |
|                                                  | Program Expense                                                                                                                                                                                                                                      | 257,679                                                                   | 302,036                                                     | 44,357                     | 303,485                                      | 45,807                                   | 303,485                           |
|                                                  | Rental Expense                                                                                                                                                                                                                                       | 42,669                                                                    | 16,471                                                      | (26,197)                   | 43,820                                       | 1,151                                    | 43,820                            |
|                                                  | Administration Expense                                                                                                                                                                                                                               | 180,630                                                                   | 58,358                                                      | (122,272)                  | 66,906                                       | (113,724)                                | 66,906                            |
|                                                  | Interest Expense                                                                                                                                                                                                                                     | -                                                                         | 47,064                                                      | 47,064                     | -                                            | -                                        |                                   |
|                                                  | Other Expense                                                                                                                                                                                                                                        | 2,754                                                                     | 331                                                         | (2,423)                    | 7,750                                        | 4,996                                    | 7,750                             |
|                                                  | <b>Total Operating Costs</b>                                                                                                                                                                                                                         | <b>2,453,473</b>                                                          | <b>2,172,660</b>                                            | <b>(280,813)</b>           | <b>2,352,156</b>                             | <b>(101,315)</b>                         | <b>2,352,156</b>                  |
|                                                  | <b>Net Church Operations</b>                                                                                                                                                                                                                         | <b>(102,914)</b>                                                          | <b>76,192</b>                                               | <b>(179,105)</b>           | <b>48,003</b>                                | <b>(150,917)</b>                         | <b>48,003</b>                     |
|                                                  | <b>Reserve Account Deposits</b>                                                                                                                                                                                                                      |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Annual Operating Reserve                                                                                                                                                                                                                             | 48,003                                                                    | 44,137                                                      | (3,866)                    | 48,003                                       | -                                        |                                   |
|                                                  | <b>Total Reserve Deposits</b>                                                                                                                                                                                                                        | <b>48,003</b>                                                             | <b>44,137</b>                                               | <b>(3,866)</b>             | <b>48,003</b>                                | <b>-</b>                                 | <b>48,003</b>                     |
|                                                  | <b>Net Church Operations After Reserve Deposits</b>                                                                                                                                                                                                  | <b>(150,917)</b>                                                          | <b>32,055</b>                                               | <b>(182,971)</b>           | <b>-</b>                                     | <b>(150,917)</b>                         |                                   |
|                                                  | <b>Investment Income</b>                                                                                                                                                                                                                             |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Dividend & Interest Income                                                                                                                                                                                                                           | 675                                                                       | 936                                                         | (261)                      | -                                            | 675                                      |                                   |
|                                                  | Unrealized Stock Gain (Loss)                                                                                                                                                                                                                         | 1,666                                                                     | 1,012                                                       | 654                        | -                                            | 1,666                                    |                                   |
|                                                  | <b>Net Investment Income (Loss)</b>                                                                                                                                                                                                                  | <b>2,340</b>                                                              | <b>1,948</b>                                                | <b>393</b>                 | <b>-</b>                                     | <b>2,340</b>                             |                                   |
|                                                  | <b>Operating Surplus (Deficit)</b>                                                                                                                                                                                                                   | <b>(148,576)</b>                                                          | <b>34,002</b>                                               | <b>(182,578)</b>           | <b>-</b>                                     | <b>(148,576)</b>                         |                                   |
|                                                  | Funded from Loan Reserve (1210-10)<br>(lighting project) ****                                                                                                                                                                                        | 53,254                                                                    |                                                             |                            |                                              |                                          |                                   |
|                                                  | Funded fr Special Proj<br>(Sanctuary Renovation, etc)****                                                                                                                                                                                            | 30,555                                                                    |                                                             |                            |                                              |                                          |                                   |
|                                                  | <b>Special Projects Funded</b>                                                                                                                                                                                                                       | <b>83,809</b>                                                             | <b>14,164</b>                                               | <b>69,645</b>              | <b>-</b>                                     | <b>83,809</b>                            |                                   |
|                                                  | <b>Net Cash Effect</b>                                                                                                                                                                                                                               | <b>(64,767)</b>                                                           | <b>48,166</b>                                               | <b>(112,934)</b>           | <b>-</b>                                     | <b>(64,767)</b>                          |                                   |
|                                                  | <b>**** Transfers explanation</b>                                                                                                                                                                                                                    |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Lighting project project and overrun on Sanctuary renovation:                                                                                                                                                                                        | \$121,076                                                                 |                                                             |                            |                                              |                                          |                                   |
|                                                  | Paid for with budgeted transfer from loan reserve                                                                                                                                                                                                    | -\$37,267                                                                 |                                                             |                            |                                              |                                          |                                   |
|                                                  | and additional transfers from Loan Reserve & Special Projects:                                                                                                                                                                                       | -\$83,809                                                                 |                                                             |                            |                                              |                                          |                                   |
|                                                  | (The Fiscal 2018-2019 budget approved by the congregation included transfers totaling \$165,267.)                                                                                                                                                    |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | <b>Other Notes</b>                                                                                                                                                                                                                                   |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Rental Income                                                                                                                                                                                                                                        | includes \$9500 Deferred Lease Rev (Outside In)                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Other Income                                                                                                                                                                                                                                         | includes \$129,650 Church Mutual Insurance reimbursement for flood damage |                                                             |                            |                                              |                                          |                                   |
|                                                  | Admin Exp                                                                                                                                                                                                                                            | includes \$127,734 payment to Kennedy Restoration for flood damage repair |                                                             |                            |                                              |                                          |                                   |
|                                                  | Payroll difference between FY18 and FY19 includes Board-approved salary increases for Executive Team members, increases for professional staff<br>(and related payroll taxes, pension and medical premiums), and a modest overage in sexton payroll. |                                                                           |                                                             |                            |                                              |                                          |                                   |
|                                                  | Actual Payroll for FY19 came in under budget.                                                                                                                                                                                                        |                                                                           |                                                             |                            |                                              |                                          |                                   |



| <b>First Unitarian Church</b>                       |                                 |                                                |                                          |                                             |                                 |                            |
|-----------------------------------------------------|---------------------------------|------------------------------------------------|------------------------------------------|---------------------------------------------|---------------------------------|----------------------------|
| <b>Monthly Operating Summary</b>                    |                                 |                                                |                                          |                                             |                                 |                            |
| <b>6/30/2019</b>                                    |                                 |                                                |                                          |                                             |                                 |                            |
|                                                     |                                 | <b>ACTUAL<br/>OPERATIONS<br/>CURRENT MONTH</b> | <b>OPERATIONS<br/>PREVIOUS<br/>MONTH</b> | <b>OPERATIONS<br/>MO to MO<br/>VARIANCE</b> | <b>BUDGET<br/>CURRENT MONTH</b> | <b>BUDGET<br/>VARIANCE</b> |
| <b>Church Operations</b>                            |                                 |                                                |                                          |                                             |                                 |                            |
|                                                     | <b>Operating Income</b>         |                                                |                                          |                                             |                                 |                            |
|                                                     | Pledge Income                   | 113,112                                        | 77,776                                   | 35,337                                      | 65,080                          | 48,032                     |
|                                                     | Contributions                   | 7,204                                          | 5,556                                    | 1,648                                       | 3,890                           | 3,314                      |
|                                                     | Program Income                  | 3,280                                          | 12,680                                   | (9,400)                                     | 6,644                           | (3,364)                    |
|                                                     | Rental Income                   | 50,095                                         | 34,827                                   | 15,268                                      | 38,082                          | 12,013                     |
|                                                     | Other Income                    | 135,417                                        | 2,469                                    | 132,948                                     | 2,333                           | 133,083                    |
|                                                     | <b>Total Operating Income</b>   | <b>309,108</b>                                 | <b>133,307</b>                           | <b>175,800</b>                              | <b>116,030</b>                  | <b>193,078</b>             |
|                                                     | <b>Operating Costs</b>          |                                                |                                          |                                             |                                 |                            |
|                                                     | Payroll Expenses                | 128,674                                        | 132,348                                  | 3,674                                       | 133,668                         | 4,994                      |
|                                                     | Reimbursible Expenses           | -                                              | 1,614                                    | 1,614                                       | -                               | -                          |
|                                                     | Occupancy Expense               | 16,580                                         | 26,645                                   | 10,065                                      | 22,682                          | 6,101                      |
|                                                     | Program Expense                 | 24,313                                         | 13,090                                   | (11,223)                                    | 18,955                          | (5,358)                    |
|                                                     | Rental Expense                  | 3,765                                          | 1,277                                    | (2,488)                                     | 1,568                           | (2,197)                    |
|                                                     | Administration Expense          | 134,353                                        | 2,289                                    | (132,064)                                   | 5,024                           | (129,329)                  |
|                                                     | Other Expense                   | -                                              | -                                        | -                                           | 225                             | 225                        |
|                                                     | <b>Total Operating Costs</b>    | <b>307,686</b>                                 | <b>177,263</b>                           | <b>(130,423)</b>                            | <b>182,123</b>                  | <b>(125,564)</b>           |
| <b>Net Church Operations</b>                        |                                 | <b>1,421</b>                                   | <b>(43,956)</b>                          | <b>45,377</b>                               | <b>(66,093)</b>                 | <b>67,514</b>              |
|                                                     | <b>Reserve Account Deposits</b> |                                                |                                          |                                             |                                 |                            |
|                                                     | Annual Operating Reserve        | 4,000                                          | 4,000                                    | -                                           | 4,000                           | -                          |
|                                                     | <b>Total Reserve Deposits</b>   | <b>4,000</b>                                   | <b>4,000</b>                             | <b>-</b>                                    | <b>4,000</b>                    | <b>-</b>                   |
| <b>Net Church Operations After Reserve Deposits</b> |                                 | <b>(2,579)</b>                                 | <b>(47,956)</b>                          | <b>45,377</b>                               | <b>(70,093)</b>                 | <b>67,514</b>              |
| <b>Investment Income</b>                            |                                 |                                                |                                          |                                             |                                 |                            |
|                                                     | Dividend & Interest Income      | 2                                              | 19                                       | 17                                          | -                               | 2                          |
|                                                     | Unrealized Stock Gain (Loss)    | -                                              | (105)                                    | (105)                                       | -                               | -                          |
| <b>Net Investment Income (Loss)</b>                 |                                 | <b>2</b>                                       | <b>(85)</b>                              | <b>(88)</b>                                 | <b>-</b>                        | <b>2</b>                   |
| <b>Operating Surplus (Deficit)</b>                  |                                 | <b>(2,577)</b>                                 | <b>(48,041)</b>                          | <b>45,289</b>                               | <b>(70,093)</b>                 | <b>67,516</b>              |
|                                                     | Special Projects Funded         | -                                              | 1,614                                    | (1,614)                                     | -                               | -                          |
| <b>Net Cash Effect</b>                              |                                 | <b>(2,577)</b>                                 | <b>(46,427)</b>                          | <b>43,675</b>                               | <b>(70,093)</b>                 | <b>67,516</b>              |

|                                           |                        |                                |                          |                      |                                       |
|-------------------------------------------|------------------------|--------------------------------|--------------------------|----------------------|---------------------------------------|
| <b>First Unitarian Church</b>             |                        |                                |                          |                      |                                       |
| <b>Dashboard Report</b>                   |                        |                                |                          |                      |                                       |
| June 2019                                 |                        |                                |                          |                      |                                       |
| <b>CAMPAIGN MONTHLY TRACKING</b>          |                        |                                |                          |                      |                                       |
| <b>Pledge Drive Statistics</b>            | <b>2019 Campaign</b>   | <b>2018 Campaign</b>           | <b>2017 Campaign</b>     | <b>2016 Campaign</b> |                                       |
| <b>As Of</b>                              | <b>06/30/19</b>        | <b>06/30/18</b>                | <b>06/30/17</b>          | <b>06/30/16</b>      |                                       |
| <b>All Members--</b>                      |                        |                                |                          |                      |                                       |
| Pledge Goal                               | 1,506,750              | 1,459,000                      | 1,545,000                | 1,500,000            |                                       |
| Pledges Received                          | 1,461,071              | 1,448,399                      | 1,421,611                | 1,505,195            |                                       |
| Percent of Goal                           | 96.97%                 | 99.27%                         | 92.01%                   | 100.35%              |                                       |
| Pledging Households                       | 900                    | 954                            | 982                      | 967                  |                                       |
| Average Pledge Received                   | 1,623                  | 1,518                          | 1,448                    | 1,557                |                                       |
| Payments Received                         | 773,004                | 791,500                        | 766,845                  | 799,133              |                                       |
| Total                                     |                        |                                |                          |                      |                                       |
| Percent of Pledge                         | 52.9%                  | 54.6%                          | 53.9%                    | 53.1%                |                                       |
| <b>Attendance</b>                         | <b>***Jun'19</b>       | <b>'Jun'18</b>                 |                          | <b>'Jun'17</b>       | <b>'Jun'16</b>                        |
| For the month (in sanctuary + livestream) | 2,264                  | 1,999                          | 13.26%                   | 2,188                | 1,851                                 |
| Total LiveStream (included above)         | 320                    | 302                            | 5.96%                    | 302                  | 178                                   |
| Total for the Fiscal Year                 | 33,406                 | 34,699                         | -3.73%                   | 36,821               | 38,895                                |
| Average per Sunday for month              | 453                    | 500                            | -9.39%                   | 547                  | 463                                   |
| Average per Sunday YTD                    | 630                    | 680                            | -7.36%                   | 708                  | 748                                   |
| ** = 5-Sunday month                       |                        |                                |                          |                      |                                       |
| <b>Christmas Eve</b>                      | 1,609                  |                                |                          |                      |                                       |
| <b>New Members</b>                        | <b>Jul '18 -Jun'19</b> |                                | <b>Jul '17 - Jun '18</b> |                      |                                       |
| Enrolled                                  | 50                     | -21.88%                        | 64                       |                      |                                       |
| Number of Pledges Received                | 34                     | -24.44%                        | 45                       |                      |                                       |
| Total Amount of Pledges Received          | 39,819                 | 6.52%                          | 37,382                   |                      |                                       |
| Average Pledge                            | 1,171                  | 40.98%                         | 831                      |                      |                                       |
| <b>Plate Contributions</b>                | <b>FY18</b>            | <b>Recipient(s)</b>            |                          | <b>FY18</b>          | <b>Recipient(s)</b>                   |
| Jul                                       | 2,937                  | CA USA                         |                          | Jan                  | 3,645 OR Justice Transition Alliance  |
| Aug                                       | 2,817                  | One Oregon                     |                          | Feb                  | 3,451 PDX African American Leadership |
| Sep                                       | 6,219                  | Innovation Law Lab/Respite Ctr |                          | Mar                  | 4,720 Family Forward; TRUUsT          |
| Oct                                       | 4,308                  | OR Jusrice Res Ctr; UU-UNO     |                          | Apr                  | 3,339 Verde                           |
| Nov                                       | 4,045                  | UUSC, UUA Disaster Relief      |                          | May                  | 5,475 Portland Freedom Fund           |
| Dec                                       | 13,000                 | FirstU Emergency Fund          |                          | Jun                  | 3,512 The Living Room                 |
|                                           |                        |                                |                          | Fiscal YTD           | 57,468                                |

| First Unitarian Church of Portland |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|------------------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------------|----------------------|---------------------|------------------------|---------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------|--------------------------------|----------------------------|-----------------------|
| Cash/Securities Balances           |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| June 30, 2019                      |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | May 31, 2019                | June 30, 2019           |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| Dept                               | Fund Name                         | General Ledger Fund Balance | Change from Prior Month | General Ledger Fund Balance | 1010 WF Business Checking | 1011 WF Money Market | 1020 UBS Investment | 1035-10 WF SUI Deposit | 1060 Federated & Franklin | 1012-10 Wells Fargo HYS | 1060-42 Chas Schwab (MJS Lecture) | 1014-10 Wells Fargo Tax Rebate | On Point Anniversary | 1015-10 Justice Begins At Home | 1017-50 Slegers Music Fund | Rental Income Reserve |
| 10                                 | Cash for Operation                | 106,644.23                  | (82,388.21)             | 24,256.02                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Operating Fund</b>   | <b>106,644.23</b>           |                         | <b>24,256.02</b>            | <b>(10,502.42)</b>        | <b>34,758.44</b>     |                     |                        | -                         | -                       | -                                 |                                | -                    |                                |                            |                       |
| 3412                               | Annual Operating Reserve          | 48,265.29                   | 4,000.25                | 52,265.54                   |                           | 52,265.54            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3414                               | Major Donor Reserve Fund          | 64,000.00                   | -                       | 64,000.00                   |                           | 64,000.00            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3415                               | Sabbatical Reserve                | 1,000.00                    | -                       | 1,000.00                    |                           | 1,000.00             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3423                               | Special Projects Reserve          | -                           | 1,916.56                | 1,916.56                    |                           | 1,916.56             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3430                               | Major Repairs & Equipment Reserve | 189,934.63                  | -                       | 189,934.63                  |                           | 189,934.63           |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3413                               | Safety Reserve                    | 140,235.22                  | -                       | 140,235.22                  |                           | 140,235.22           |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 1012-10                            | Required Loan Reserve             | 21,339.83                   | 0.88                    | 21,340.71                   |                           |                      |                     |                        |                           | 21,340.71               | -                                 |                                | -                    |                                |                            |                       |
| 1015-10                            | Justice Begins at Home            | 14,301.07                   | 1.17                    | 14,302.24                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      | 14,302.24                      |                            |                       |
| 1018-51                            | Rental Income Reserve             | 60,017.41                   | 4.48                    | 60,021.89                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 60,021.89             |
| 3424                               | Reserve Tax Rebate                | 42,621.40                   | 2.10                    | 42,623.50                   |                           |                      |                     |                        |                           |                         |                                   | 42,623.50                      |                      |                                |                            |                       |
| 1010-49                            | Program Designated                | 150,975.50                  | 48,615.02               | 199,590.52                  | 199,590.52                |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Reserve Funds</b>    | <b>732,690.35</b>           | <b>54,540.46</b>        | <b>787,230.81</b>           | <b>199,590.52</b>         | <b>449,351.95</b>    | -                   | -                      | -                         | <b>21,340.71</b>        | -                                 | <b>42,623.50</b>               | -                    | <b>14,302.24</b>               |                            | <b>60,021.89</b>      |
| 30                                 | General Capital                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 34                                 | Buchan Bldg Capital               | 8,092.00                    | (6,700.00)              | 1,392.00                    | 1,392.00                  |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Capital Funds</b>    | <b>8,092.00</b>             | <b>(6,700.00)</b>       | <b>1,392.00</b>             | <b>1,392.00</b>           | -                    | -                   | -                      | -                         | -                       | -                                 | -                              | -                    | -                              |                            |                       |
| 1011-40                            | Commemoration                     | 18,971.89                   | -                       | 18,971.89                   |                           | 18,971.89            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 41                                 | Chesney-Deale (Intern Minister)   | 76,035.69                   | 332.60                  | 76,368.29                   |                           | 59,158.84            |                     | 17,209.45              |                           |                         |                                   |                                |                      |                                |                            |                       |
| 42                                 | MJS Lecture Series                | 127,950.54                  | 5,426.13                | 133,376.67                  |                           |                      |                     |                        |                           |                         | 133,376.67                        |                                |                      |                                |                            |                       |
| 43                                 | Hessler-Deale (Women in Ministry) | 24,489.02                   | (2,091.25)              | 22,397.77                   |                           | 12,164.14            |                     | 10,233.63              |                           |                         |                                   |                                |                      |                                |                            |                       |
| 46                                 | Anniversary                       | 15,161.92                   | 0.63                    | 15,162.55                   |                           |                      |                     |                        |                           |                         |                                   |                                | 15,162.55            |                                |                            |                       |
| 50                                 | Slegers Fund for Music Ministry   | 32,607.24                   | (8.14)                  | 32,599.10                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                | 32,599.10                  |                       |
| 1035-10                            | State Unemployment Insurance      | 22,336.64                   | 0.55                    | 22,337.19                   |                           |                      | 22,337.19           |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Restricted Funds</b> | <b>317,552.94</b>           | <b>3,660.52</b>         | <b>321,213.46</b>           | -                         | <b>90,294.87</b>     | -                   | <b>22,337.19</b>       | <b>27,443.08</b>          | -                       | <b>133,376.67</b>                 | -                              | <b>15,162.55</b>     | -                              | <b>32,599.10</b>           |                       |
|                                    | Total All Funds                   | 1,164,979.52                | (30,887.23)             | 1,134,092.29                | 190,480.10                | 574,405.26           | -                   | 22,337.19              | 27,443.08                 | 21,340.71               | 133,376.67                        | 42,623.50                      | 15,162.55            | 14,302.24                      | 32,599.10                  | -                     |
|                                    | <b>Per Bank Rec.</b>              | <b>\$1,164,979.52</b>       | <b>(30,887.23)</b>      | <b>1,134,092.29</b>         | <b>190,480.10</b>         | <b>574,405.26</b>    | -                   | <b>22,337.19</b>       | <b>27,443.08</b>          | <b>21,340.71</b>        | <b>133,376.67</b>                 | <b>42,623.50</b>               | <b>15,162.55</b>     | <b>14,302.24</b>               | <b>32,599.10</b>           | <b>60,021.89</b>      |
|                                    | Petty Cash                        | 500.00                      |                         | 500.00                      |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | 1,165,479.52                | (\$30,887.23)           | \$1,134,592.29              | -                         |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| <b>Lines of Credit</b>             |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |

# First Unitarian Church

## Statement of Cash Flows

For the Month Ending 6/30/2019

|                                                 |                     |
|-------------------------------------------------|---------------------|
| <b>Beginning Cash &amp; Equivalents Balance</b> | <b>1,165,479.52</b> |
| <b>Receipts</b>                                 |                     |
| Pledges & Contributions Received                | 120,316.07          |
| Events/Weddings/Memorials                       | 8,516.71            |
| Rents Received                                  | 41,578.27           |
| Program Receipts                                | 57,085.58           |
| Special Events                                  | 518.90              |
| Miscellaneous Receipts                          | 134,725.03          |
| Interest/Gain-Loss on Investments               | 6,063.03            |
| Increase/Decrease Accounts Receivable           | 265,085.04          |
| Buchan Building Receipts                        | (273,216.27)        |
| <b>Total Receipts</b>                           | <b>360,672.36</b>   |
| <b>Payments</b>                                 |                     |
| Payroll/Taxes/Benefits                          | (128,674.13)        |
| Operating Expenses                              | (44,076.35)         |
| Program Expenses                                | (12,215.18)         |
| Special Events                                  | (208.08)            |
| Increase/Decrease Prepaid Expenses              | (23,076.43)         |
| Increase/Decrease Inventory                     | 670.25              |
| Acquisition of Property & Equipment             | 320,679.00          |
| Increase/Decrease Accounts Payable              | (59,017.22)         |
| Depreciation & Amortization                     | (320,299.00)        |
| Reserve Transfers                               | 12,843.00           |
| Miscellaneous Expenses                          | (130,093.45)        |
| Charles Schwab Burn the Mortgage                | (8,092.00)          |
| <b>Total Payments</b>                           | <b>-391,559.59</b>  |
| <b>Net Cash In/(Out)</b>                        | <b>(30,887.23)</b>  |
| <b>Ending Cash &amp; Equivalents Balance</b>    | <b>1,134,592.29</b> |

**First Unitarian Church  
Balance Sheet  
Operating Fund  
6/30/2019**

ASSETS

Cash

|                                     |            |
|-------------------------------------|------------|
| Petty Cash                          | 500.00     |
| Wells Fargo Checking                | 190,480.10 |
| Wells Fargo Money Market            | 574,405.26 |
| Wells Fargo Required Loan Reserve   | 21,340.71  |
| Wells Fargo Tax Rebate              | 42,623.50  |
| Wells Fargo Justice Begins at Home  | 14,302.24  |
| OnPoint Anniversary                 | 15,162.55  |
| WF Sleger's Fund for Music Ministry | 32,599.10  |
| Rental Income Reserve               | 60,021.89  |
| Wells Fargo MM SUI                  | 22,337.19  |
| Investments                         | 160,819.75 |
|                                     | 160,819.75 |

Total Cash

1,134,592.29

Current Assets

|                                                   |             |
|---------------------------------------------------|-------------|
| Prepaid Expenses                                  | 18,044.44   |
| Prepaid Insurance                                 | 5,110.73    |
| Prepaid Rent                                      | 12,538.58   |
| Accounts Receivable Events/Weddings/<br>Memorials | 13,405.00   |
| Pledge Receivable Allowance Uncollectable         | (86,260.34) |
| Bookstore Inventory                               | 16,595.25   |
| Pledges Receivable Operating Pledges              | 675,526.66  |
| Pledges Receivable Capital Buchan Building        | 239,048.21  |
|                                                   | 239,048.21  |

Total Current Assets

2,028,600.82

Fixed Assets

|                                                 |                |
|-------------------------------------------------|----------------|
| Furniture & Equipment                           | 522,081.56     |
| Property 1011 SW 12th                           | 1,070,285.58   |
| Property 1211 SW Main St. Sanctuary             | 758,685.24     |
| Property SW Salmon                              | 6,993,838.75   |
| Property 1030 SW 13th House                     | 28,000.00      |
| Property 1126 32 SW 13th Outside In Real Estate | 332,755.00     |
| Property 1034 SW Main Office                    | 483,545.50     |
| Improvements                                    | 1,807,193.83   |
| Accumulated Depreciation                        | (5,329,558.85) |
| Lease Origination Costs                         | 15,000.00      |
| Accumulated Amortization                        | (4,646.00)     |
|                                                 | (4,646.00)     |

|                    |                     |
|--------------------|---------------------|
| Total Fixed Assets | 6,677,180.61        |
| Other Assets       |                     |
| TOTAL ASSETS       | <u>8,705,781.43</u> |

#### LIABILITIES & FUND BALANCES

|                                    |               |
|------------------------------------|---------------|
| Current Liabilities                |               |
| Accounts Payable                   | (595.00)      |
| Events/Weddings/Memorials Clearing | 32,665.00     |
| Accrued Vacation                   | 73,867.19     |
| WB Fund Payable                    | <u>291.00</u> |

Total Current Liabilities 106,228.19

#### Long Term Liabilities

|                              |                   |
|------------------------------|-------------------|
| Burn the Mortgage Foundation | 163,851.09        |
| Deferred Lease Revenue       | <u>374,456.00</u> |

Total Liabilities 644,535.28

#### Fund Balances

|                                                   |                 |
|---------------------------------------------------|-----------------|
| Fund Equity Operating                             | 431,305.46      |
| Fund Equity General Capital                       | (155,052.72)    |
| Fund Equity Salmon Street                         | 592,187.80      |
| Fund Equity Buchan Building                       | 6,460,969.76    |
| Fund Equity Commemoration                         | 18,310.89       |
| Fund Equity                                       | 76,140.49       |
| Fund Equity MJS Lecture Series                    | 127,202.01      |
| Fund Equity Hessler Deale                         | 23,807.75       |
| Fund Equity Hollingsworth Anniversary Fund        | 15,015.00       |
| Fund Equity Program Designate                     | 180,966.88      |
| Fund Equity Mark Sleger's Fund for Music Ministry | 32,597.46       |
| Rental Income Reserve                             | 60,000.88       |
| Fund Equity Pledges                               | (3,511.76)      |
| Reserved Funds                                    | 643,296.50      |
| Profit (Loss) Year to Date                        | (451,532.76)    |
| Unrealized Gains (Losses)                         | <u>9,542.51</u> |

Total Fund Balance 8,061,246.15

TOTAL LIABILITIES AND FUND BALANCES 8,705,781.43

| <b>First Unitarian Church</b>                                                        |                                                                                 |                       |            |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------|------------|
| <b>Notes to Financials -June 2019 (department transactions greater than \$2,000)</b> |                                                                                 |                       |            |
| <b>OPERATING INCOME</b>                                                              |                                                                                 |                       |            |
| Pledge income                                                                        | below budget YTD; includes non-pledge                                           |                       | (52,893)   |
|                                                                                      | above budget for the month                                                      |                       | 48,032     |
| Program Income                                                                       |                                                                                 |                       |            |
| Admin                                                                                | Church Mutual Insurance reimbursement for flood damage                          |                       | 129,651    |
| Rental Income                                                                        |                                                                                 |                       |            |
| Tenants                                                                              | no shelter payment                                                              |                       | 26,711     |
| Events                                                                               |                                                                                 |                       | 14,867     |
|                                                                                      | cancelation refund to clients due to building flooding                          |                       | (4,843)    |
| Other Income                                                                         |                                                                                 |                       |            |
| Sexton reimbursement from renters' events                                            |                                                                                 |                       | 5,160      |
| <b>OPERATING COSTS</b>                                                               |                                                                                 |                       |            |
| Occupancy                                                                            |                                                                                 |                       |            |
| Contract services                                                                    |                                                                                 |                       | 1,560      |
| Repairs & Maintenance                                                                |                                                                                 |                       | 5,678      |
| Utilities                                                                            |                                                                                 |                       | 6,354      |
| Program Expenses                                                                     |                                                                                 |                       |            |
| Board                                                                                |                                                                                 |                       | 2,380      |
| Admin                                                                                | Kennedy Restoration for flood damage                                            |                       | 127,734    |
| Rental                                                                               | Partial refund to Northwest Academy for unusable spaces during restoration      |                       | 12,538     |
|                                                                                      | **see Prepaid Rent on Balance Sheet                                             |                       |            |
|                                                                                      | reimbursement expected from Church Mutual                                       |                       |            |
| <b>DASHBOARD</b>                                                                     |                                                                                 |                       |            |
| New members                                                                          |                                                                                 |                       | 4          |
| New pledges received                                                                 |                                                                                 |                       | 3          |
| <b>CASH/SECURITIES BALANCE</b>                                                       |                                                                                 |                       |            |
| Buchan Building Capital<br>(Burn the Mortgage)                                       | payments received in May                                                        |                       | 8,092.00   |
|                                                                                      | transferred to the Foundation                                                   |                       | (8,092.00) |
|                                                                                      | payments received in Jun                                                        |                       | 1,392.00   |
|                                                                                      |                                                                                 | Balance as of 6/30/19 | 1,392.00   |
| MJS Lecture Series                                                                   | Investment gain                                                                 |                       | 2,091      |
| Special Project                                                                      | remainder from Church Mutual reimbursement after payment to Kennedy Restoration |                       | 1,916      |
| Hessler-Deale                                                                        | expenses for Mira's ordination                                                  |                       | 2,091      |
| Fund 49 (Designated)                                                                 |                                                                                 |                       |            |
| Auction                                                                              | payments receipts                                                               |                       | 38,940     |
| YRUU                                                                                 | pilgrimage receipts                                                             |                       | 10,186     |
| Children's Chalice Camp                                                              | registrations                                                                   |                       | 4,182      |

| <b>First Unitarian Church</b>                                                        |                                       |  |            |
|--------------------------------------------------------------------------------------|---------------------------------------|--|------------|
| <b>Notes to Financials -July 2019 (department transactions greater than \$2,000)</b> |                                       |  |            |
| <b>OPERATING INCOME</b>                                                              |                                       |  |            |
| Pledge income                                                                        | below budget YTD; includes non-pledge |  | (17,759)   |
| Program Income                                                                       |                                       |  |            |
| Rental Income                                                                        |                                       |  |            |
| Tenants                                                                              | no shelter payment                    |  | 26,711     |
| Events                                                                               |                                       |  | 1,088      |
| Other Income                                                                         |                                       |  |            |
| Sexton reimbursement from renters' events                                            |                                       |  | 5,160      |
| <b>OPERATING COSTS</b>                                                               |                                       |  |            |
| Occupancy                                                                            |                                       |  |            |
| Contract services                                                                    |                                       |  | 3,961      |
| Repairs & Maintenance                                                                |                                       |  | 2,227      |
| Utilities                                                                            |                                       |  | 4,790      |
| Program Expenses                                                                     |                                       |  |            |
| <b>DASHBOARD</b>                                                                     |                                       |  |            |
| New members                                                                          |                                       |  | 4          |
| New pledges received                                                                 |                                       |  | 3          |
| <b>CASH/SECURITIES BALANCE</b>                                                       |                                       |  |            |
| Buchan Building Capital<br>(Burn the Mortgage)                                       | payments received in Jun              |  | 1,392.00   |
|                                                                                      | transferred to the Foundation         |  | (1,392.00) |
|                                                                                      | payments received in Jul              |  | 11,420.60  |
|                                                                                      | Balance as of 7/31/19                 |  | 11,420.60  |
| MJS Lecture Series                                                                   | Investment gain                       |  | 1,617      |
| Hessler-Deale                                                                        | expenses for Abigail's ordination     |  | 1,015      |
| Required Loan Reserve                                                                |                                       |  |            |
|                                                                                      | Energy Trust Rebate                   |  | 9,369      |
| Fund 49 (Designated)                                                                 |                                       |  |            |
| Auction                                                                              | payments receipts                     |  | 2,317      |
| YRUU                                                                                 | pilgrimage receipts                   |  | 18,734     |
|                                                                                      | pilgrimage expenses                   |  | (16,463)   |
| Children's Chalice Camp                                                              | program expenses                      |  | (5,401)    |



|                                           |                        |                     |                          |                  |                     |
|-------------------------------------------|------------------------|---------------------|--------------------------|------------------|---------------------|
| <b>First Unitarian Church</b>             |                        |                     |                          |                  |                     |
| <b>Dashboard Report</b>                   |                        |                     |                          |                  |                     |
| July 2019                                 |                        |                     |                          |                  |                     |
| <b>CAMPAIGN MONTHLY TRACKING</b>          |                        |                     |                          |                  |                     |
| <b>Pledge Drive Statistics</b>            | <b>2020 AFD</b>        | <b>2019 AFD</b>     | <b>2018 AFD</b>          | <b>2017 AFD</b>  |                     |
| <b>As Of</b>                              | <b>07/30/19</b>        | <b>07/30/18</b>     | <b>07/30/17</b>          | <b>07/30/16</b>  |                     |
| <b>All Members--</b>                      |                        |                     |                          |                  |                     |
| Pledge Goal                               | -                      | 1,459,000           | 1,545,000                | 1,500,000        |                     |
| Pledges Received                          | -                      | 1,448,399           | 1,421,611                | 1,505,195        |                     |
| Percent of Goal                           | 0.00%                  | 99.27%              | 92.01%                   | 100.35%          |                     |
| Pledging Households                       | -                      | 954                 | 982                      | 967              |                     |
| Average Pledge Received                   | -                      | 1,518               | 1,448                    | 1,557            |                     |
| Payments Received                         | -                      | 791,500             | 766,845                  | 799,133          |                     |
| Total                                     |                        |                     |                          |                  |                     |
| Percent of Pledge                         | #DIV/0!                | 54.6%               | 53.9%                    | 53.1%            |                     |
| <b>Attendance</b>                         | <b>Jul'19</b>          | <b>***Jul'18</b>    |                          | <b>***Jul'17</b> | <b>***Jun'16</b>    |
| For the month (in sanctuary + livestream) | 1,514                  | 2,132               | -28.99%                  | 2,172            | 2,122               |
| Total LiveStream (included above)         | 280                    | 391                 | -28.39%                  | 334              | 241                 |
| Total for the Fiscal Year                 | 1,514                  | 2,132               | -28.99%                  | 2,172            | 2,122               |
| Average per Sunday for month              | 379                    | 426                 | -11.23%                  | 434              | 424                 |
| Average per Sunday YTD                    | 379                    | 426                 | -11.23%                  | 434              | 424                 |
| ** = 5-Sunday month                       |                        |                     |                          |                  |                     |
| <b>Christmas Eve</b>                      |                        |                     |                          |                  |                     |
| <b>New Members</b>                        | <b>Jul '19 -Jun'20</b> |                     | <b>Jul '18 - Jun '19</b> |                  |                     |
| Enrolled                                  | 2                      | 100.00%             | 1                        |                  |                     |
| Number of Pledges Received                | 1                      | 0.00%               | 1                        |                  |                     |
| Total Amount of Pledges Received          | 250                    | 108.33%             | 120                      |                  |                     |
| Average Pledge                            | 250                    | 108.33%             | 120                      |                  |                     |
| <b>Plate Contributions</b>                | <b>FY20</b>            | <b>Recipient(s)</b> |                          | <b>FY20</b>      | <b>Recipient(s)</b> |
| Jul                                       | 2,297                  | ACLU                |                          | Jan              |                     |
| Aug                                       |                        |                     |                          | Feb              |                     |
| Sep                                       |                        |                     |                          | Mar              |                     |
| Oct                                       |                        |                     |                          | Apr              |                     |
| Nov                                       |                        |                     |                          | May              |                     |
| Dec                                       |                        |                     |                          | Jun              |                     |
|                                           |                        |                     |                          | Fiscal YTD       | 2,297               |

First Unitarian Church of Portland  
Cash/Securities Balances  
July 31, 2019

|                        |                                   | June 30, 2019               | July 31, 2019           |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------------|----------------------|---------------------|------------------------|---------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------|--------------------------------|----------------------------|-----------------------|
| Dept                   | Fund Name                         | General Ledger Fund Balance | Change from Prior Month | General Ledger Fund Balance | 1010 WF Business Checking | 1011 WF Money Market | 1020 UBS Investment | 1035-10 WF SUI Deposit | 1060 Federated & Franklin | 1012-10 Wells Fargo HYS | 1060-42 Chas Schwab (MJS Lecture) | 1014-10 Wells Fargo Tax Rebate | On Point Anniversary | 1015-10 Justice Begins At Home | 1017-50 Slegers Music Fund | Rental Income Reserve |
| 10                     | Cash for Operation                | 24,256.02                   | (7,528.22)              | 16,727.80                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                        | <b>Sub-Total Operating Fund</b>   | <b>24,256.02</b>            |                         | <b>16,727.80</b>            | <b>(18,918.21)</b>        | <b>35,646.01</b>     |                     |                        | -                         | -                       | -                                 |                                | -                    |                                |                            |                       |
| 3412                   | Annual Operating Reserve          | 52,265.54                   | 4,000.25                | 56,265.79                   |                           | 56,265.79            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3414                   | Major Donor Reserve Fund          | 64,000.00                   | -                       | 64,000.00                   |                           | 64,000.00            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3415                   | Sabbatical Reserve                | 1,000.00                    | -                       | 1,000.00                    |                           | 1,000.00             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3423                   | Special Projects Reserve          | 1,916.56                    | -                       | 1,916.56                    |                           | 1,916.56             |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3430                   | Major Repairs & Equipment Reserve | 189,934.63                  | -                       | 189,934.63                  |                           | 189,934.63           |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3413                   | Safety Reserve                    | 140,235.22                  | -                       | 140,235.22                  |                           | 140,235.22           |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 1012-10                | Required Loan Reserve             | 21,340.71                   | 9,369.12                | 30,709.83                   |                           |                      |                     |                        |                           | 30,709.83               | -                                 |                                | -                    |                                |                            |                       |
| 1015-10                | Justice Begins at Home            | 14,302.24                   | 1.22                    | 14,303.46                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      | 14,303.46                      |                            |                       |
| 1018-51                | Rental Income Reserve             | 60,021.89                   | -                       | 60,021.89                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 60,021.89             |
| 3424                   | Reserve Tax Rebate                | 42,623.50                   | 2.17                    | 42,625.67                   |                           |                      |                     |                        |                           |                         |                                   | 42,625.67                      |                      |                                |                            |                       |
| 1010-49                | Program Designated                | 199,590.52                  | (2,587.58)              | 197,002.94                  | 197,002.94                |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                        | <b>Sub-Total Reserve Funds</b>    | <b>787,230.81</b>           | <b>10,785.18</b>        | <b>798,015.99</b>           | <b>197,002.94</b>         | <b>453,352.20</b>    | -                   | -                      | -                         | <b>30,709.83</b>        | -                                 | <b>42,625.67</b>               | -                    | <b>14,303.46</b>               |                            | <b>60,021.89</b>      |
| 30                     | General Capital                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 34                     | Buchan Bldg Capital               | 1,392.00                    | 10,028.60               | 11,420.60                   | 11,420.60                 |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                        | <b>Sub-Total Capital Funds</b>    | <b>1,392.00</b>             | <b>10,028.60</b>        | <b>11,420.60</b>            | <b>11,420.60</b>          | -                    | -                   | -                      | -                         | -                       | -                                 | -                              | -                    |                                |                            |                       |
| 1011-40                | Commemoration                     | 18,971.89                   | -                       | 18,971.89                   |                           | 18,971.89            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 41                     | Chesney-Deale (Intern Minister)   | 76,368.29                   | (106.85)                | 76,261.44                   |                           | 59,158.84            |                     |                        | 17,102.60                 |                         |                                   |                                |                      |                                |                            |                       |
| 42                     | MJS Lecture Series                | 133,376.67                  | 1,617.48                | 134,994.15                  |                           | -                    |                     |                        |                           |                         | 134,994.15                        |                                |                      |                                |                            |                       |
| 43                     | Hessler-Deale (Women in Ministry) | 22,397.77                   | (1,015.15)              | 21,382.62                   |                           | 11,148.99            |                     |                        | 10,233.63                 |                         |                                   |                                |                      |                                |                            |                       |
| 46                     | Anniversary                       | 15,162.55                   | 0.65                    | 15,163.20                   |                           |                      |                     |                        |                           |                         |                                   |                                | 15,163.20            |                                |                            |                       |
| 50                     | Slegers Fund for Music Ministry   | 32,599.10                   | 0.83                    | 32,599.93                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 32,599.93             |
| 1035-10                | State Unemployment Insurance      | 22,337.19                   | 0.57                    | 22,337.76                   |                           |                      |                     | 22,337.76              |                           |                         |                                   |                                |                      |                                |                            |                       |
|                        | <b>Sub-Total Restricted Funds</b> | <b>321,213.46</b>           | <b>497.53</b>           | <b>321,710.99</b>           | -                         | <b>89,279.72</b>     | -                   | <b>22,337.76</b>       | <b>27,336.23</b>          | -                       | <b>134,994.15</b>                 | -                              | <b>15,163.20</b>     | -                              | <b>32,599.93</b>           |                       |
|                        | Total All Funds                   | 1,134,092.29                | 13,783.09               | 1,147,875.38                | 189,505.33                | 578,277.93           | -                   | 22,337.76              | 27,336.23                 | 30,709.83               | 134,994.15                        | 42,625.67                      | 15,163.20            | 14,303.46                      | 32,599.93                  | -                     |
|                        | <b>Per Bank Rec.</b>              | <b>\$1,134,092.29</b>       | <b>13,783.09</b>        | <b>1,147,875.38</b>         | <b>189,505.33</b>         | <b>578,277.93</b>    | <b>-</b>            | <b>22,337.76</b>       | <b>27,336.23</b>          | <b>30,709.83</b>        | <b>134,994.15</b>                 | <b>42,625.67</b>               | <b>15,163.20</b>     | <b>14,303.46</b>               | <b>32,599.93</b>           | <b>60,021.89</b>      |
|                        | Petty Cash                        | 500.00                      |                         | 500.00                      |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                        |                                   | 1,134,592.29                | \$13,783.09             | \$1,148,375.38              | -                         |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| <b>Lines of Credit</b> |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |

# First Unitarian Church

## Statement of Cash Flows

For the Month Ending 7/31/2019

|                                                 |                     |
|-------------------------------------------------|---------------------|
| <b>Beginning Cash &amp; Equivalents Balance</b> | <b>1,134,592.29</b> |
| <b>Receipts</b>                                 |                     |
| Pledges & Contributions Received                | 86,048.49           |
| Events/Weddings/Memorials                       | 549.00              |
| Rents Received                                  | 37,299.02           |
| Program Receipts                                | 27,335.27           |
| Miscellaneous Receipts                          | 1,390.38            |
| Interest/Gain-Loss on Investments               | 1,591.19            |
| Increase/Decrease Accounts Receivable           | (887.00)            |
| Energy Credit                                   | 9,368.00            |
| Buchan Building Receipts                        | 11,420.60           |
| <b>Total Receipts</b>                           | <b>174,114.95</b>   |
| <b>Payments</b>                                 |                     |
| Payroll/Taxes/Benefits                          | (129,731.82)        |
| Operating Expenses                              | (26,067.12)         |
| Program Expenses                                | (28,683.16)         |
| Increase/Decrease Prepaid Expenses              | 6,649.60            |
| Acquisition of Property & Equipment             | 380.00              |
| Increase/Decrease Accounts Payable              | 18,714.67           |
| Miscellaneous Expenses                          | (202.03)            |
| Charles Schwab Burn the Mortgage                | (1,392.00)          |
| <b>Total Payments</b>                           | <b>-160331.86</b>   |
| <b>Net Cash In/(Out)</b>                        | <b>13,783.09</b>    |
| <b>Ending Cash &amp; Equivalents Balance</b>    | <b>1,148,375.38</b> |

**First Unitarian Church  
Balance Sheet  
Operating Fund  
7/31/2019**

ASSETS

Cash

|                                     |            |
|-------------------------------------|------------|
| Petty Cash                          | 500.00     |
| Wells Fargo Checking                | 189,505.33 |
| Wells Fargo Money Market            | 578,277.93 |
| Wells Fargo Required Loan Reserve   | 30,709.83  |
| Wells Fargo Tax Rebate              | 42,625.67  |
| Wells Fargo Justice Begins at Home  | 14,303.46  |
| OnPoint Anniversary                 | 15,163.20  |
| WF Sleger's Fund for Music Ministry | 32,599.93  |
| Rental Income Reserve               | 60,021.89  |
| Wells Fargo MM SUI                  | 22,337.76  |
| Investments                         | 162,330.38 |

Total Cash

1,148,375.38

Current Assets

|                                                   |             |
|---------------------------------------------------|-------------|
| Prepaid Expenses                                  | 6,552.50    |
| Prepaid Insurance                                 | 3,502.64    |
| Prepaid Rent                                      | 18,989.01   |
| Accounts Receivable Events/Weddings/<br>Memorials | 14,292.00   |
| Pledge Receivable Allowance Uncollectable         | (86,260.34) |
| Bookstore Inventory                               | 16,595.25   |
| Pledges Receivable Operating Pledges              | 675,526.66  |
| Pledges Receivable Capital Buchan Building        | 239,048.21  |

Total Current Assets

2,036,621.31

Fixed Assets

|                                                 |                |
|-------------------------------------------------|----------------|
| Furniture & Equipment                           | 522,081.56     |
| Property 1011 SW 12th                           | 1,070,285.58   |
| Property 1211 SW Main St. Sanctuary             | 758,685.24     |
| Property SW Salmon                              | 6,993,838.75   |
| Property 1030 SW 13th House                     | 28,000.00      |
| Property 1126 32 SW 13th Outside In Real Estate | 332,755.00     |
| Property 1034 SW Main Office                    | 483,545.50     |
| Improvements                                    | 1,807,193.83   |
| Accumulated Depreciation                        | (5,329,938.85) |
| Lease Origination Costs                         | 15,000.00      |
| Accumulated Amortization                        | (4,646.00)     |

|                                                   |                                   |
|---------------------------------------------------|-----------------------------------|
| Total Fixed Assets                                | 6,676,800.61                      |
| Other Assets                                      | <hr/>                             |
| <b>TOTAL ASSETS</b>                               | <b><u><u>8,713,421.92</u></u></b> |
| <b>LIABILITIES &amp; FUND BALANCES</b>            |                                   |
| <b>Current Liabilities</b>                        |                                   |
| Accounts Payable                                  | 26,510.58                         |
| Events/Weddings/Memorials Clearing                | 36,282.00                         |
| Accrued Vacation                                  | 73,867.19                         |
| WB Fund Payable                                   | <hr/> 80.42                       |
| Total Current Liabilities                         | 136,740.19                        |
| <b>Long Term Liabilities</b>                      |                                   |
| Burn the Mortgage Foundation                      | 162,459.09                        |
| Deferred Lease Revenue                            | <hr/> 364,956.00                  |
| Total Liabilities                                 | 664,155.28                        |
| <b>Fund Balances</b>                              |                                   |
| Fund Equity Operating                             | 242,962.04                        |
| Fund Equity General Capital                       | (475,351.72)                      |
| Fund Equity Salmon Street                         | 592,187.80                        |
| Fund Equity Buchan Building                       | 6,503,174.61                      |
| Fund Equity Commemoration                         | 18,921.89                         |
| Fund Equity                                       | 76,418.29                         |
| Fund Equity MJS Lecture Series                    | 133,376.67                        |
| Fund Equity Hessler Deale                         | 22,397.77                         |
| Fund Equity Hollingsworth Anniversary Fund        | 15,162.55                         |
| Fund Equity Program Designate                     | 199,590.52                        |
| Fund Equity Mark Sleger's Fund for Music Ministry | 32,599.10                         |
| Rental Income Reserve                             | 60,021.89                         |
| Fund Equity Pledges                               | (3,511.76)                        |
| Reserved Funds                                    | 647,296.75                        |
| Profit (Loss) Year to Date                        | (17,394.66)                       |
| Unrealized Gains (Losses)                         | <hr/> 1,414.90                    |
| Total Fund Balance                                | <hr/> 8,049,266.64                |
| <b>TOTAL LIABILITIES AND FUND BALANCES</b>        | <b><u><u>8,713,421.92</u></u></b> |

| <b>First Unitarian Church</b>                                                        |                                       |  |            |
|--------------------------------------------------------------------------------------|---------------------------------------|--|------------|
| <b>Notes to Financials -July 2019 (department transactions greater than \$2,000)</b> |                                       |  |            |
| <b>OPERATING INCOME</b>                                                              |                                       |  |            |
| Pledge income                                                                        | below budget YTD; includes non-pledge |  | (17,759)   |
| Program Income                                                                       |                                       |  |            |
| Rental Income                                                                        |                                       |  |            |
| Tenants                                                                              | no shelter payment                    |  | 26,711     |
| Events                                                                               |                                       |  | 1,088      |
| Other Income                                                                         |                                       |  |            |
| Sexton reimbursement from renters' events                                            |                                       |  | 5,160      |
| <b>OPERATING COSTS</b>                                                               |                                       |  |            |
| Occupancy                                                                            |                                       |  |            |
| Contract services                                                                    |                                       |  | 3,961      |
| Repairs & Maintenance                                                                |                                       |  | 2,227      |
| Utilities                                                                            |                                       |  | 4,790      |
| Program Expenses                                                                     |                                       |  |            |
| <b>DASHBOARD</b>                                                                     |                                       |  |            |
| New members                                                                          |                                       |  | 4          |
| New pledges received                                                                 |                                       |  | 3          |
| <b>CASH/SECURITIES BALANCE</b>                                                       |                                       |  |            |
| Buchan Building Capital<br>(Burn the Mortgage)                                       | payments received in Jun              |  | 1,392.00   |
|                                                                                      | transferred to the Foundation         |  | (1,392.00) |
|                                                                                      | payments received in Jul              |  | 11,420.60  |
|                                                                                      | Balance as of 7/31/19                 |  | 11,420.60  |
| MJS Lecture Series                                                                   | Investment gain                       |  | 1,617      |
| Hessler-Deale                                                                        | expenses for Abigail's ordination     |  | 1,015      |
| Required Loan Reserve                                                                |                                       |  |            |
|                                                                                      | Energy Trust Rebate                   |  | 9,369      |
| Fund 49 (Designated)                                                                 |                                       |  |            |
| Auction                                                                              | payments receipts                     |  | 2,317      |
| YRUU                                                                                 | pilgrimage receipts                   |  | 18,734     |
|                                                                                      | pilgrimage expenses                   |  | (16,463)   |
| Children's Chalice Camp                                                              | program expenses                      |  | (5,401)    |

**First Unitarian Church  
Finance Committee Minutes  
September 25, 2019**

**Attending:**

Committee Members: Leila Wrathall, Kathy Ludlow, Andy Wilson

Board Members and Congregants: Linda Craig, Stan Jewett, Ed McClaran

Staff: Kathryn Estey, Zaida Cooper

**Call to Order:** 5:00 pm

**Reading:** Leila provided a reading.

**Date and Time for Next Regular Meeting:** October 29, 2019, 5:00 – 6:30

**Meeting Schedule for Year: December 3; no meeting post-Christmas. Starting January 28<sup>th</sup>, revert back to 4<sup>th</sup> Tuesday of the month from 5:00 – 6:30 pm.**

**Announcements and Reports:**

Leila reviewed Agenda.

**Motions/Approval:**

**M/S/C:** Approve May 28th Minutes.

**June 30, 2019 (End of Year) Financial Review - Discussion**

| June -19         | YTD          | Budget YTD   |
|------------------|--------------|--------------|
| Operating Income | \$ 2,350,559 | \$ 2,400,159 |
| Operating Costs  | \$ 2,453,473 | \$ 2,352,156 |
| Reserve Deposits | \$ 48,003    | \$ 48,003    |
| Investment       | \$ 2,340     | --           |
| Net Cash Effect  | \$ (64,767)  | \$ -0-       |

**July 31, 2019 Financial Review - Discussion**

| July -19         | YTD         | Budget YTD  |
|------------------|-------------|-------------|
| Operating Income | \$ 127,015  | \$ 151,836  |
| Operating Costs  | \$ 157,519  | \$ 174,965  |
| Reserve Deposits | \$ 4,000    | \$ 4,000    |
| Investment       | \$ 20       | --          |
| Net Cash Effect  | \$ (34,485) | \$ (26,987) |

**Discussion: June End of Year Financial Report:** Rental income ended the year in pretty good shape despite the flood. There was about 3% shrinkage in pledge payments for the last fiscal year, the Church usually figures about 4% potential shrinkage. This does not tell us whether pledge payments were off in the second half of CY 2018 or the first half of CY 2019. Note: the AFD payment year is calendar year whereas the budget is based on July – June fiscal year. The FY ending June 30<sup>th</sup> shows a deficit of \$64,767. This is being covered through reserve funds, primarily the Annual Reserve Fund. Cash flow is also tight. The end of June Report indicates a net cash flow of -\$30,887.23.

“Other income” include monies from Church Mutual to reimburse the Church for flood restoration work and Admin Expenses contains monies used to pay Kennedy Restoration for their work. The Church was fortunate to have used Kennedy Restoration because they worked closely with Church Mutual resulting in prompt reimburses. Preview: the August Financial Report will note reimbursement by Church Mutual for flood related lost rental income.

**July Financial Report:** Pledge income is also down for July; it is about \$19,000 below last year and \$17,000 below projected for this year. The July operating deficit is \$34,505. (Note: Budget YTD figures are an approximation of the amount the Church projects for income and expenses given the time of year; they could be seen as roughly seasonally adjusted figures. They are not 1/12<sup>th</sup> of the budget.)

There will probably be some changes to the format of Financial Report next fiscal year to provide better explanation of special projects and more appropriately reflect reserve fund usage. Currently reserve funds that are used are entered under Operating Income. Since they are actually income that has been previously earned, they should be entered differently on the Financial Report. Most of the expenditures reported as “Reimbursible Expenses” under Operating Expenditures should really be captured as Capital Expenses.

### **Updates – Kathryn**

**Annual Fund Drive:** Kathryn reported that the mailing sent to congregants for the AFD will be much small this year. When Rev. Sinkford met with a group of congregants about the AFD to discern why “failed AFD” in previous years, he learned that people did not read most of the materials they received in the mail. Theme this year is Each of Us and All of Us. The goal is \$1.6 million to avoid using reserves.

**Banking:** Banking Advisory Task Force has narrowed potential new banks down to 2. The banks will be meeting with Zaida to look at the Church’s accounts. Sometime in near future a decision will be made regarding new bank. Kathryn hasn’t said anything to Wells Fargo yet, therefore does not yet want to share names of banks being considered.

**Auditor Selection and Accounting Advisory Team:** The new audit firm the Church will be using is Kern Thompson; Cheryl Morgan is the auditor who will be working with the Church. Linda Craig has worked with Kern Thompson and Cheryl as a member of another non-profit Board. Kern Thompson is more than prior audit firm, although not as much as anticipated. Once Kern Thompson has some actual experience with the Church, it is possible its fees could be adjusted upward however. The Accounting Advisory Team will be working with Zaida and Kathryn to prepare information for the audit using a format supplied by the auditors. This will help



reduce costs. Following the review this year, and full audit the subsequent year, if there are recommendations for procedurally changes, the Team can work with staff to assist with making those changes.

The Team will also be working with staff and the Church's outside accountant on the modifications to the Financial Reports noted above.

**Block Development:** This is under consideration, the committee made a presentation to the Board which includes different options including ¼ block, ½ block and just existing buildings. The Board will be considering a proposal to authorize spending up to \$50,000 on next steps of information gathering and conceptual design for this project.

**Rental Update:** Kudos for Heather, rental manager, for her work on keeping/getting rentals through Buchan flood period. Outside In had previously expressed an interest in the Buchan basement area. For unknown reasons, possibly recent leadership change, they have not responded definitely regarding interest in rental of this space. The Church has notified them it needs to rent the space. Social Justice groups have been asked to put out feelers for potential renters with values consistent with ours. Portland Family Homeless Solutions notified the Church that it is unlikely to use this space for a winter shelter this year. It wants a 24/7 shelter.

**Solar Project:** Per Linda Craig and Kathryn this should start soon. They are still waiting for the electrical permit, which should not be a problem, and materials ordered from California to be delivered. They have the structural permit which was the major holdup. The panels will face a little differently, east-west instead of south, due to changes mandated by the City. Investors have recently been notified of progress.

Leila indicated the stewardship subgroup met during the summer. Subgroup consisted of Ed McClaran, Jo Ann Foor, Evie Zaic and Leila. Kathryn related that although the ET clarified that this is within their area of authority not the Finance Committee's, they are open to working with a group of congregants. One concern is that prior iterations of stewardship committees have not been viable long-term entities. (Post meeting – Leila and Kathryn will meet to discuss this further prior to the next meeting.)

Leila read the closing reading.

Volunteer for next meeting: Kathy

Meeting adjourned at 6:20 pm.

Minutes submitted by Leila.

## **Proposal for Audit Committee for First Unitarian**

### **Description**

An audit committee at First Unitarian is proposed as a subcommittee of the Finance Committee. It would have no independent authority; it would be advisory to the Finance Committee.

Its function would be to help with oversight for the church's financial statements and the church's relationship with its outside CPA firm. It would provide advice to the Finance Committee and staff on the following:

- a) In years when a new CPA firm is sought for auditing or reviewing the church's financial statements, preparation of RFP and review of responses from CPA firms who apply.
- b) Advise staff, as requested, on preparation of internal documents and financial statements to be submitted to the CPA firm.
- c) Review of adjustments proposed by the CPA firm to the internally prepared financial statements.
- d) Review of draft financial statements presented by the CPA firm after their review or audit.
- e) Review of management letter or letter on internal controls prepared by the CPA firm and advice to Finance Committee and staff about changes or resolutions.
- f) Recommendation to the Finance Committee for acceptance of financial statements and management letters prepared by the CPA firm.

### **Purpose**

The purpose of this proposal is to establish a small committee of people in the church with professional qualifications as CPAs, CMAs or the equivalent to help the Finance Committee and the Board of Directors with oversight of financial reporting. The Finance Committee does not always have members with this kind of expertise, and the members of the church who do have this expertise may not have time or desire to serve as regular members of the Finance Committee. People with the needed expertise would be willing to serve on the subcommittee because it would provide valuable support to the church with a limited time commitment.

*Proposal by Linda Craig*

*May 10, 2019*