

First Unitarian Church of Portland
Board of Trustees Meeting - January 2, 2020 - Agenda
Board Meeting - 7 - 9pm - Buchan Reception Room

Board Meeting

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

Board Roles:

- Process Observer: ?
- Timekeeper: Cindy
- Words: Mindy

7:00 **Convene**

- Opening Words - Mindy
- 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 - January 12, April 19

Consent Agenda

- 7:50 Affirm approved Search Committee Member Criteria

Action Item -

- 7:55 Discuss desired attributes of next year's Moderator.

Closed Session/Discussion

- 8:15

Meeting Wrap-up

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

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## **Our Church 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 Church Vision:**

First Unitarian Church is a beacon of hope for us and our community, a Spiritual center in the heart of the 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.

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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

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**First Unitarian Church Portland Oregon
Board of Trustees Meeting - FINAL
December 5, 2019**

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

Absent:

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

Absent: Rev. Tom Disrud

Timekeeper: Andy Wilson

Assistant note taker: Dotti Chidester

Process Observer: Ryan Deibert

Congregants present: Mark Turpel, Nominating Committee

The board meeting convened at 6:00 PM. Kathy lit the Chalice.

Opening words: Ryan Deibert read a poem by William Stafford, "You Reading This, Be Ready."

Kathy determined that there was a quorum.

Process observer review: Theo reviewed last month's meeting. He raised the concern that several people felt rushed at the end of the meeting when we had to make a decision and suggested that we need to have a process for making decisions that is less rushed and consider how we make decisions when we run short on time.

Review agenda:

Agenda was reviewed. Two items were added:

- Church membership criterion for being on the search committee (voting members)
- Question of staff serving on the search committee

Review and Approve previous meeting's minutes:

There were no changes. Leila Wrathall moved to approve the minutes, Randy Russell seconded the motion and it passed by unanimous vote.

Congregant Comment:

None

ET updates: ET Updates were presented by Kathryn Estey and Bill Sinkford

- Significant dates to calendar: Forum dates for the church year: Jan. 12, April 19
- Updates
 - The Banking Advisory Task Force recommended that the church move its banking from Wells Fargo to Beneficial State Bank, which has values in keeping with the church's values.

- Our new auditing firm, Kern Thompson, has started work.
- The slider on the main web page with all the holiday activities is up.
- The Solstice Service is 12/20 at 7:00 pm.
- There will be the usual three services on Christmas Eve: 4:00 Family Service, 8:00 and 10:00 pm, Candlelight Services.
- Seminary for a Day will be January 25. The Rev. Robert Hardies of All Souls Unitarian Church in Washington, D.C. will be the keynote Speaker. He will also preach with Rev. Bill the Sunday following Seminary for a Day. This event is open for registration.
- Other guest preachers who will be coming include Rev. Kathryn Bert of the Vancouver, WA Unitarian Universalist Church and Rev. Jennifer Nordstrom of the First Unitarian Society of Milwaukee.
- The Real Estate Task Force has chosen Architect Scott Edwards to do the Phase 0 drawings. He is working pro bono, but we will be paying any subcontractors who do work on the assessment of the current buildings. The Task Force has also identified a consultant to help it assess the fundraising capacity of the church.
- Outside In has asked the ET to recommend member of First Church who would be willing to serve on their board of trustees. There has been a First Church member on their board in the past.
- AFD
 - As of today, we are just under 85% of our goal. This is less than last year, but last year there was another week in the campaign.
 - We are seeing the same trend as last year; pledges are higher but there are fewer of them.
 - The ET may do one more selective ask before Christmas.

Committee Reports are included in the board packet and included here by reference.

Action Items:

- The board reconfirmed that to serve on the Ministerial Search Committee a person must be a voting member of the church.
- The board reconfirmed that members of the board, the nominating committee and staff are not eligible to serve on the Search Committee.
- The staff will have the opportunity to give input to the Search Committee.
- A discussion of the logistics of the Board Forum followed and decisions were made about using slides and how the forum would be conducted. The Search Committee criteria and the application to be a member of the Search Committee will be on the Non Comm web page.

Communication Check:

Randy will create slides for the board forum.

Process Observations:

- There was a high level of engaged conversation.
- The flow of the discussion was well-managed, and all were able to speak.
- One of the behaviors of white supremacy culture is that undue power is given to the written word. The group did a good job acknowledging that things we have written can be more fully understood in a discussion.

Closing Words: Ryan read a poem by W.S. Merwyn, "To the New Year."

Meeting adjourned at 7:05 pm.

Minutes respectfully submitted: Mindy Clark, board secretary

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**First Unitarian Church  
Finance Committee Minutes  
December 3, 2019**

**Attending:**

Committee Members: Leila Wrathall, Andy Wilson, Kathy Ludlow

Non-Voting Board Members, Committee Members and Congregants: Linda Craig, Ed McClaran, Josh Soske

Staff: Kathryn Estey, Zaida Cooper

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

**Reading:** Kathy provided a reading.

**Date and Time for Next Regular Meeting:** January 28, 2020; 5:00 – 6:30 PM

**Meeting Schedule for Year: 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.**

**Finance & Budget Quarterly Forums: February 2, 2020 & May 3, 2020; 10:30 – 11:10 am**

**Announcements and Reports:**

Leila reviewed Agenda. Date of February Forum is changing to February 2<sup>nd</sup>.

**Motions/Approval:**

**M/S/C:** Approve October 29th Minutes.

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

| <b>October -19</b>      | <b>YTD</b>  | <b>Budget YTD*</b> |
|-------------------------|-------------|--------------------|
| <b>Operating Income</b> | \$ 616,054  | \$ 680,059         |
| <b>Operating Costs</b>  | \$ 689,759  | \$ 730,730         |
| <b>Reserve Deposits</b> | \$ 15,432   | \$ 15,432          |
| <b>Investment</b>       | \$ 84       | --                 |
| <b>Net Cash Effect</b>  | \$ (95,733) | \$ (62,727)        |

\*Budget YTD is an estimate of amount of income received and expenditures that are projected for this point in time. The amount varies by month, e.g. pledge income is consistently lower in summer.

**Discussion: October Financial Report:** Rental income is doing okay. November and December rental income should be higher. Heather is doing a good job of strategic marketing, trying to determine additional niche marketing strategies, e.g. music in Eliot Chapel. Pledge income is down, it is also below last year's receipts by \$10,000. That is better than last month's report. The October Report indicates a net cash effect of (\$89,053). Slight improvement from last month.

There was some discussion about attendance per Sunday being down significantly this October compared to last. One weekend was the choir retreat which results in a significant reduction in numbers.

### **Updates – Kathryn**

**Annual Fund Drive:** Kathryn reported that they added a chart to the congregant mailing that shows the target number of pledging households, 1,000, in addition to the goal of \$1.6 million. As of December 3rd, Church has received 725 pledges, \$1,321,477. This is a little ahead of last year. This averages at \$1,823/pledge, higher than last year. Erin sent out f/u emails on pledges and got an immediate response of 13 pledges.

**Banking Task Force:** Made recommendation, will be public in a couple weeks.

**Block Development:** Committee is continuing to work on this. Board approved committing auction funds to explore this further.

**Review by Auditor:** Staff and outside accountant met with Cheryl Morgan, auditor, on November 21<sup>st</sup>. She will be getting back to them in about 2 weeks.

### **OTHER ITEMS:**

**Finance Committee Website:** Leila asked Andy Wilson if he would take on the project of putting items on the website. He has agreed and hopes to bring in initial ideas next month. We discussed what would be good to put on the website:

- Informational charts
- Link back to Board packets for financial reports
- Visuals re: finance related items
- Budget link
- Audited financial statements

Volunteer readings for next meeting: Linda

Meeting adjourned at 6:45 pm.

Minutes submitted by Leila.

| <b>First Unitarian Church</b>                       |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
|-----------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------|-----------------------------------------------|-------------------------------------------|-----------------------------------|----------------|
| <b>Year-To-Date Operating Summary</b>               |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| <b>10/31/2019</b>                                   |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
|                                                     | <b>ACTUAL<br/>OPERATIONS<br/>YEAR TO DATE<br/>10/31/2019</b> | <b>ACTUAL<br/>OPERATIONS<br/>YEAR TO DATE<br/>10/31/2018</b> | <b>ACTUAL<br/>VARIANCE<br/>FY 2020 TO 2019</b> | <b>BUDGET<br/>YEAR TO DATE<br/>10/31/2019</b> | <b>BUDGET<br/>VARIANCE<br/>10/31/2019</b> | <b>ANNUAL<br/>BUDGET<br/>FY20</b> |                |
| <b>Church Operations</b>                            |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| <b>Operating Income</b>                             |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| Pledge Income                                       | 388,403                                                      | 399,073                                                      | (10,670)                                       | 463,990                                       | (75,587)                                  | 1,432,226                         |                |
| Contributions                                       | 20,899                                                       | 28,831                                                       | (7,931)                                        | 25,528                                        | (4,629)                                   | 95,826                            |                |
| Program Income                                      | 29,566                                                       | 38,875                                                       | (9,309)                                        | 15,636                                        | 13,930                                    | 54,322                            |                |
| Rental Income                                       | 142,717                                                      | 158,648                                                      | (15,932)                                       | 162,159                                       | (19,442)                                  | 467,476                           |                |
| Other Income                                        | 34,469                                                       | 16,627                                                       | 17,842                                         | 12,746                                        | 21,723                                    | 35,500                            |                |
| Foundation gift                                     |                                                              |                                                              |                                                |                                               |                                           | 69,000                            |                |
| <b>Total Operating Income</b>                       | <b>616,054</b>                                               | <b>642,055</b>                                               | <b>(26,001)</b>                                | <b>680,059</b>                                | <b>(64,005)</b>                           | <b>2,154,350</b>                  |                |
| <b>Operating Costs</b>                              |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| Payroll Expenses                                    | 525,151                                                      | 522,868                                                      | (2,283)                                        | 532,765                                       | 7,614                                     | 1,634,155                         |                |
| Reimbursible Expenses                               | -                                                            | 103,804                                                      | 103,804                                        | -                                             | -                                         |                                   |                |
| Occupancy Expense                                   | 83,385                                                       | 81,968                                                       | (1,418)                                        | 83,189                                        | (197)                                     | 258,151                           |                |
| Program Expense                                     | 58,486                                                       | 99,403                                                       | 40,917                                         | 76,666                                        | 18,181                                    | 269,723                           |                |
| Rental Expense                                      | 8,292                                                        | 2,951                                                        | (5,342)                                        | 6,240                                         | (2,052)                                   | 18,720                            |                |
| Administration Expense                              | 13,636                                                       | 22,122                                                       | 8,487                                          | 29,915                                        | 16,279                                    | 60,760                            |                |
| Other Expense                                       | 809                                                          | 1,989                                                        | 1,180                                          | 1,955                                         | 1,146                                     | 2,700                             |                |
| <b>Total Operating Costs</b>                        | <b>689,759</b>                                               | <b>835,104</b>                                               | <b>145,345</b>                                 | <b>730,730</b>                                | <b>40,971</b>                             | <b>2,244,209</b>                  |                |
| <b>Net Church Operations</b>                        | <b>(73,705)</b>                                              | <b>(193,049)</b>                                             | <b>119,345</b>                                 | <b>(50,671)</b>                               | <b>(23,034)</b>                           | <b>(89,859)</b>                   |                |
| <b>Reserve Account Deposits</b>                     |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| Annual Operating Reserve                            | 15,432                                                       | 16,001                                                       | 569                                            | 15,432                                        | (0)                                       |                                   |                |
| <b>Total Reserve Deposits</b>                       | <b>15,432</b>                                                | <b>16,001</b>                                                | <b>569</b>                                     | <b>15,432</b>                                 | <b>(0)</b>                                | <b>46,296</b>                     |                |
| <b>Net Church Operations After Reserve Deposits</b> | <b>(89,137)</b>                                              | <b>(209,050)</b>                                             | <b>119,913</b>                                 | <b>(66,103)</b>                               | <b>(23,034)</b>                           | <b>(136,155)</b>                  |                |
| <b>Investment Income</b>                            |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| Dividend & Interest Income                          | 84                                                           | 96                                                           | (13)                                           | -                                             | 84                                        |                                   |                |
| <b>Net Investment Income (Loss)</b>                 | <b>84</b>                                                    | <b>96</b>                                                    | <b>(13)</b>                                    | <b>-</b>                                      | <b>84</b>                                 |                                   |                |
| <b>Operating Surplus (Deficit)</b>                  | <b>(89,053)</b>                                              | <b>(208,954)</b>                                             | <b>119,901</b>                                 | <b>(66,103)</b>                               | <b>(22,950)</b>                           |                                   |                |
| <b>Reserve Account Transfers</b>                    |                                                              |                                                              |                                                |                                               |                                           |                                   |                |
| <b>Total Reserve Deposits</b>                       | <b>-</b>                                                     | <b>-</b>                                                     | <b>-</b>                                       | <b>-</b>                                      | <b>-</b>                                  |                                   |                |
| <b>Net Church Operations After Reserve Deposits</b> | <b>(89,053)</b>                                              | <b>(208,954)</b>                                             | <b>119,901</b>                                 | <b>(66,103)</b>                               | <b>(22,950)</b>                           |                                   |                |
| <b>Transfer from Reserves</b>                       |                                                              |                                                              |                                                |                                               |                                           |                                   | <b>136,155</b> |
| <b>Budgeted Surplus (Deficit)</b>                   |                                                              |                                                              |                                                |                                               |                                           |                                   | <b>-</b>       |



| <b>First Unitarian Church</b>                       |                                 |                                                |                                          |                                             |                                     |                            |
|-----------------------------------------------------|---------------------------------|------------------------------------------------|------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------|
| <b>Monthly Operating Summary</b>                    |                                 |                                                |                                          |                                             |                                     |                            |
| <b>10/31/2019</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<br/>MONTH</b> | <b>BUDGET<br/>VARIANCE</b> |
| <b>Church Operations</b>                            |                                 |                                                |                                          |                                             |                                     |                            |
|                                                     | <b>Operating Income</b>         |                                                |                                          |                                             |                                     |                            |
|                                                     | Pledge Income                   | 134,310                                        | 89,857                                   | 44,453                                      | 131,113                             | 3,197                      |
|                                                     | Contributions                   | 6,388                                          | 6,918                                    | (530)                                       | 10,676                              | (4,289)                    |
|                                                     | Program Income                  | 5,162                                          | 10,926                                   | (5,763)                                     | 4,474                               | 688                        |
|                                                     | Rental Income                   | 36,541                                         | 36,590                                   | (49)                                        | 38,165                              | (1,624)                    |
|                                                     | Other Income                    | 14,128                                         | 2,315                                    | 11,812                                      | 5,673                               | 8,455                      |
|                                                     | <b>Total Operating Income</b>   | <b>196,528</b>                                 | <b>146,605</b>                           | <b>49,923</b>                               | <b>190,100</b>                      | <b>6,427</b>               |
|                                                     | <b>Operating Costs</b>          |                                                |                                          |                                             |                                     |                            |
|                                                     | Payroll Expenses                | 129,534                                        | 135,938                                  | 6,404                                       | 131,716                             | 2,182                      |
|                                                     | Occupancy Expense               | 34,607                                         | 15,536                                   | (19,071)                                    | 21,104                              | (13,502)                   |
|                                                     | Program Expense                 | 15,845                                         | 22,671                                   | 6,826                                       | 21,234                              | 5,389                      |
|                                                     | Rental Expense                  | 2,327                                          | 1,334                                    | (993)                                       | 1,560                               | (767)                      |
|                                                     | Administration Expense          | 3,071                                          | 5,340                                    | 2,268                                       | 16,528                              | 13,457                     |
|                                                     | Other Expense                   | 627                                            | -                                        | (627)                                       | 50                                  | (576)                      |
|                                                     | <b>Total Operating Costs</b>    | <b>186,010</b>                                 | <b>180,818</b>                           | <b>(5,192)</b>                              | <b>192,192</b>                      | <b>6,182</b>               |
| <b>Net Church Operations</b>                        |                                 | <b>10,517</b>                                  | <b>(34,213)</b>                          | <b>44,731</b>                               | <b>(2,092)</b>                      | <b>12,609</b>              |
|                                                     | <b>Reserve Account Deposits</b> |                                                |                                          |                                             |                                     |                            |
|                                                     | Annual Operating Reserve        | 3,858                                          | 3,858                                    | -                                           | 3,858                               | -                          |
|                                                     | <b>Total Reserve Deposits</b>   | <b>3,858</b>                                   | <b>3,858</b>                             | <b>-</b>                                    | <b>3,858</b>                        | <b>-</b>                   |
| <b>Net Church Operations After Reserve Deposits</b> |                                 | <b>6,659</b>                                   | <b>(38,071)</b>                          | <b>44,731</b>                               | <b>(5,950)</b>                      | <b>12,609</b>              |
|                                                     | <b>Investment Income</b>        |                                                |                                          |                                             |                                     |                            |
|                                                     | Dividend & Interest Income      | 20                                             | 24                                       | 4                                           | -                                   | 20                         |
| <b>Net Investment Income (Loss)</b>                 |                                 | <b>20</b>                                      | <b>24</b>                                | <b>4</b>                                    | <b>-</b>                            | <b>20</b>                  |
| <b>Operating Surplus (Deficit)</b>                  |                                 | <b>6,679</b>                                   | <b>(38,047)</b>                          | <b>44,735</b>                               | <b>(5,950)</b>                      | <b>12,629</b>              |
|                                                     | <b>Reserve Account Deposits</b> |                                                |                                          |                                             |                                     |                            |
|                                                     | <b>Total Reserve Deposits</b>   | <b>-</b>                                       | <b>-</b>                                 | <b>-</b>                                    | <b>-</b>                            | <b>-</b>                   |
| <b>Net Church Operations After Reserve Deposits</b> |                                 | <b>6,679</b>                                   | <b>(38,047)</b>                          | <b>44,735</b>                               | <b>(5,950)</b>                      | <b>12,589</b>              |

|                                           |                        |                                 |                          |                  |                     |
|-------------------------------------------|------------------------|---------------------------------|--------------------------|------------------|---------------------|
| <b>First Unitarian Church</b>             |                        |                                 |                          |                  |                     |
| <b>Dashboard Report</b>                   |                        |                                 |                          |                  |                     |
| October 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>10/31/19</b>        | <b>10/31/18</b>                 | <b>10/31/17</b>          | <b>10/31/16</b>  |                     |
| <b>All Members--</b>                      |                        |                                 |                          |                  |                     |
| Pledge Goal                               | 1,600,000              | 1,506,750                       | 1,459,000                | 1,545,000        |                     |
| Pledges Received                          | 510,021                | 294,767                         | 410,757                  | 609,699          |                     |
|                                           |                        |                                 |                          | -                |                     |
| Percent of Goal                           | 31.88%                 | 19.56%                          | 28.15%                   | 39.46%           |                     |
| Pledging Households                       | 228                    | 120                             | 229                      | 322              |                     |
| Average Pledge Received                   | 2,237                  | 2,456                           | 1,794                    | 1,893            |                     |
| Payments Received                         | 27,410                 | 16,975                          | 37,053                   | 16,349           |                     |
| Percent of Pledge                         | 5.4%                   | 5.8%                            | 9.0%                     | 2.7%             |                     |
| <b>Attendance</b>                         | <b>Oct 19</b>          | <b>'Oct'18</b>                  |                          | <b>**'Oct'17</b> | <b>***'Oct'16</b>   |
| For the month (in sanctuary + livestream) | 2,418                  | 2,863                           | -15.54%                  | 3,908            | 3,878               |
| Total LiveStream (included above)         | 354                    | 455                             | -22.20%                  | 490              | 429                 |
| Total for the Fiscal Year                 | 8,704                  | 10,774                          | -19.21%                  | 11,015           | 10,215              |
| Average per Sunday for month              | 605                    | 716                             | -15.54%                  | 782              | 776                 |
| Average per Sunday YTD                    | 512                    | 599                             | -14.46%                  | 612              | 568                 |
| ** = 5-Sunday month                       |                        |                                 |                          |                  |                     |
| <b>Christmas Eve</b>                      |                        |                                 |                          |                  |                     |
| <b>New Members</b>                        | <b>Jul '19 -Jun'20</b> |                                 | <b>Jul '18 - Jun '19</b> |                  |                     |
| Enrolled                                  | 9                      | -10.00%                         | 10                       |                  |                     |
| Number of Pledges Received                | 7                      | 40.00%                          | 5                        |                  |                     |
| Total Amount of Pledges Received          | 2,625                  | -2.56%                          | 2,694                    |                  |                     |
| Average Pledge                            | 375                    | -30.40%                         | 539                      |                  |                     |
| <b>Plate Contributions</b>                | <b>FY20</b>            | <b>Recipient(s)</b>             |                          | <b>FY20</b>      | <b>Recipient(s)</b> |
| Jul                                       | 2,297                  | ACLU                            |                          | Jan              |                     |
| Aug                                       | 2,594                  | Don't Shoot Portland            |                          | Feb              |                     |
| Sep                                       | 5,033                  | Bahamas Relief; Rahab's Sisters |                          | Mar              |                     |
| Oct                                       | 3,850                  | FirstU Coming of Age; UU-UNO    |                          | Apr              |                     |
| Nov                                       |                        |                                 |                          | May              |                     |
| Dec                                       |                        |                                 |                          | Jun              |                     |
|                                           |                        |                                 |                          | Fiscal YTD       | 13,774              |

| First Unitarian Church of Portland |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|------------------------------------|-----------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------------|----------------------|---------------------|------------------------|---------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------|--------------------------------|----------------------------|-----------------------|
| Cash/Securities Balances           |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| October 31, 2019                   |                                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | September 30, 2019          |                         | October 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                | 44,655.97                   | (6,073.99)              | 38,581.98                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Operating Fund</b>   | <b>44,655.97</b>            |                         | <b>38,581.98</b>            | <b>4,003.75</b>           | <b>34,578.23</b>     |                     |                        | -                         | -                       | -                                 |                                | -                    |                                |                            |                       |
| 3412                               | Annual Operating Reserve          | 15,836.79                   | 3,858.00                | 19,694.79                   |                           | 19,694.79            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 3414                               | Major Donor Reserve Fund          | 47,236.00                   | -                       | 47,236.00                   |                           | 47,236.00            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 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             | 30,712.90                   | 1.57                    | 30,714.47                   |                           |                      |                     |                        |                           | 30,714.47               | -                                 |                                | -                    |                                |                            |                       |
| 1015-10                            | Justice Begins at Home            | 14,305.85                   | 1.21                    | 14,307.06                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      | 14,307.06                      |                            |                       |
| 1018-10                            | Rental Income Reserve             | 60,026.43                   | -                       | 60,026.43                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 60,026.43             |
| 3424                               | Reserve Tax Rebate                | 42,629.94                   | 2.18                    | 42,632.12                   |                           |                      |                     |                        |                           |                         |                                   | 42,632.12                      |                      |                                |                            |                       |
| 1010-49                            | Program Designated                | 155,627.06                  | (6,284.97)              | 149,342.09                  | 149,342.09                |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Reserve Funds</b>    | <b>699,461.38</b>           | <b>(2,422.01)</b>       | <b>697,039.37</b>           | <b>149,342.09</b>         | <b>400,017.20</b>    | -                   | -                      | -                         | <b>30,714.47</b>        | -                                 | <b>42,632.12</b>               | -                    | <b>14,307.06</b>               |                            | <b>60,026.43</b>      |
| 30                                 | General Capital                   |                             |                         |                             |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 34                                 | Buchan Bldg Capital               | 3,892.00                    | (2,200.00)              | 1,692.00                    | 1,692.00                  |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Capital Funds</b>    | <b>3,892.00</b>             | <b>(2,200.00)</b>       | <b>1,692.00</b>             | <b>1,692.00</b>           |                      | -                   | -                      | -                         | -                       | -                                 | -                              | -                    |                                |                            |                       |
| 1011-40                            | Commemoration                     | 18,971.89                   | -                       | 18,971.89                   |                           | 18,971.89            |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
| 41                                 | Chesney-Deale (Intern Minister)   | 76,207.19                   | 120.00                  | 76,327.19                   |                           | 59,105.14            |                     |                        | 17,222.05                 |                         |                                   |                                |                      |                                |                            |                       |
| 42                                 | MJS Lecture Series                | 135,631.81                  | 1,721.28                | 137,353.09                  |                           | -                    |                     |                        |                           |                         | 137,353.09                        |                                |                      |                                |                            |                       |
| 43                                 | Hessler-Deale (Women in Ministry) | 20,420.16                   | 59.86                   | 20,480.02                   |                           | 10,085.33            |                     |                        | 10,394.69                 |                         |                                   |                                |                      |                                |                            |                       |
| 46                                 | Anniversary                       | 15,164.48                   | 0.65                    | 15,165.13                   |                           |                      |                     |                        |                           |                         |                                   |                                | 15,165.13            |                                |                            |                       |
| 50                                 | Slegers Fund for Music Ministry   | 32,601.56                   | 0.83                    | 32,602.39                   |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            | 32,602.39             |
| 1035-10                            | State Unemployment Insurance      | 22,338.88                   | 0.57                    | 22,339.45                   |                           |                      |                     | 22,339.45              |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    | <b>Sub-Total Restricted Funds</b> | <b>321,335.97</b>           | <b>1,903.19</b>         | <b>323,239.16</b>           | -                         | <b>88,162.36</b>     | -                   | <b>22,339.45</b>       | <b>27,616.74</b>          | -                       | <b>137,353.09</b>                 | -                              | <b>15,165.13</b>     | -                              | <b>32,602.39</b>           |                       |
|                                    | Total All Funds                   | 1,069,345.32                | (8,792.81)              | 1,060,552.51                | 155,037.84                | 522,757.79           | -                   | 22,339.45              | 27,616.74                 | 30,714.47               | 137,353.09                        | 42,632.12                      | 15,165.13            | 14,307.06                      | 32,602.39                  | -                     |
|                                    | <b>Per Bank Rec.</b>              | <b>\$1,069,345.32</b>       | <b>(8,792.81)</b>       | <b>1,060,552.51</b>         | <b>155,037.84</b>         | <b>522,757.79</b>    | -                   | <b>22,339.45</b>       | <b>27,616.74</b>          | <b>30,714.47</b>        | <b>137,353.09</b>                 | <b>42,632.12</b>               | <b>15,165.13</b>     | <b>14,307.06</b>               | <b>32,602.39</b>           | <b>60,026.43</b>      |
|                                    | Petty Cash                        | 500.00                      |                         | 500.00                      |                           |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |
|                                    |                                   | 1,069,845.32                | (\$8,792.81)            | \$1,061,052.51              | -                         |                      |                     |                        |                           |                         |                                   |                                |                      |                                |                            |                       |

# **First Unitarian Church**

## Statement of Cash Flows

**For the Month Ending 10/31/2019**

|                                                 |                     |
|-------------------------------------------------|---------------------|
| <b>Beginning Cash &amp; Equivalents Balance</b> | <b>1,069,845.32</b> |
| <b>Receipts</b>                                 |                     |
| Pledges & Contributions Received                | 140,697.14          |
| Events/Weddings/Memorials                       | 1,040.00            |
| Rents Received                                  | 35,500.60           |
| Program Receipts                                | 18,654.78           |
| Special Events                                  | 347.50              |
| Miscellaneous Receipts                          | 6,017.69            |
| Interest/Gain-Loss on Investments               | 1,921.41            |
| Increase/Decrease Accounts Receivable           | 1,710.40            |
| Buchan Building Receipts                        | 1,692.00            |
| <b>Total Receipts</b>                           | <b>207,581.52</b>   |
| <b>Payments</b>                                 |                     |
| Payroll/Taxes/Benefits                          | (129,533.71)        |
| Operating Expenses                              | (52,520.95)         |
| Program Expenses                                | (15,252.72)         |
| Special Events                                  | (700.00)            |
| Increase/Decrease Prepaid Expenses              | 1,608.08            |
| Acquisition of Property & Equipment             | 380.00              |
| Increase/Decrease Accounts Payable              | (16,252.14)         |
| Miscellaneous Expenses                          | (210.89)            |
| Charles Schwab Burn the Mortgage                | (3,892.00)          |
| <b>Total Payments</b>                           | <b>(216,374)</b>    |
| <b>Net Cash In/(Out)</b>                        | <b>(8,792.81)</b>   |
| <b>Ending Cash &amp; Equivalents Balance</b>    | <b>1,061,052.51</b> |

| <b>First Unitarian Church</b>                                                            |                                                |                                            |            |
|------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------|------------|
| <b>Notes to Financials - October 2019 (department transactions greater than \$2,000)</b> |                                                |                                            |            |
| <b>OPERATING INCOME</b>                                                                  |                                                |                                            |            |
|                                                                                          | Pledge income                                  | below budget YTD; includes non-pledge      | (75,587)   |
|                                                                                          |                                                | above budget for the month                 | 3,197      |
|                                                                                          | Program Income                                 |                                            |            |
|                                                                                          | General & Admin                                | SAIF dividend                              | 2,158      |
|                                                                                          | Rental Income                                  |                                            |            |
|                                                                                          | Tenants                                        |                                            | 26,808     |
|                                                                                          | Events                                         |                                            | 8,693      |
|                                                                                          | Other Income                                   |                                            |            |
|                                                                                          | Sexton reimbursement from renters' events      |                                            | 2,775      |
| <b>OPERATING COSTS</b>                                                                   |                                                |                                            |            |
|                                                                                          | Occupancy                                      |                                            |            |
|                                                                                          | Utilities                                      |                                            | 5,040      |
|                                                                                          | Contract services                              |                                            | 2,185      |
|                                                                                          | Custodial supplies                             |                                            | 2,007      |
|                                                                                          | Repairs & Maintenance                          |                                            | 21,137     |
|                                                                                          | Program Expenses                               |                                            |            |
| <b>DASHBOARD</b>                                                                         |                                                |                                            |            |
|                                                                                          | New members                                    |                                            | 4          |
|                                                                                          | New pledges received                           |                                            | 3          |
| <b>CASH/SECURITIES BALANCE</b>                                                           |                                                |                                            |            |
|                                                                                          | Special Project                                | received Shelter Rock Matching Fund grant  | 8,763      |
|                                                                                          | Buchan Building Capital<br>(Burn the Mortgage) |                                            |            |
|                                                                                          |                                                | payments received in Sep                   | 3,892.00   |
|                                                                                          |                                                | transferred to the Foundation              | (3,892.00) |
|                                                                                          |                                                | payments received in Oct                   | 1,692.00   |
|                                                                                          |                                                | Balance as of 10/31/19                     | 1,692.00   |
|                                                                                          | MJS Lecture Series                             | Investment gain                            | 1,721      |
|                                                                                          | Hessler-Deale                                  | remainder of Abigail's ordination expenses | (120)      |
|                                                                                          | Fund 49 (Designated)                           |                                            |            |
|                                                                                          | Auction                                        | balance as of 9/30/19                      | 26,155.80  |
|                                                                                          |                                                | receipts                                   | 390.00     |
|                                                                                          |                                                | AV project expenses                        | (6,795.75) |
|                                                                                          |                                                | balance as of 9/30/19                      | 19,750.05  |