



Board of Trustees Budget Planning Meeting

May 5, 2016 ~ 7:00pm

Minutes prepared by Arianna Lambie

Board Members Present:

Arianna Lambie	President
Joan Pederson	President-Elect
Beverly Bennett	
Kent Richmond	
Jim Proctor	
Finley Campbell	Alternate

Others in Attendance

Rev. David Schwartz	Co-Minister
Rev. Teri Schwartz	Co-Minister
Joanne Michalski	Treasurer

The meeting began at approximately 7:10 with a brief chalice lighting and opening words.

Joanne guided everyone through the budget sheets (see attached). A summary of her verbal comments and attendees' responses follows:

- Current pledges are at \$251,454.
- The hope is to be \$265,000-\$268,000.
- \$255,000-260,000 is most realistic
- With current plan, we're short ~\$16,000.

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- Most items are keeping the same budget as last year, with a few small cuts where possible.
- There is a projected increase in plate offerings of \$1000.
- There is a projected increase in space use (LPLC and hopefully weddings) of \$10,000.
- We have added a pool to save for ministers' sabbatical.
- There are small wage increases for Mike (administrator) and Laura (DRE).
- The worship budget was increased in anticipation of more costs over the summer.
- The Program council and communications budget was cut b/c we are now done with the website redesign.
- Benevolence and Denominations has increased to allow us to contribute an amount closer to our share of dues to the national and regional organizations.
- The administration budget has increased because of health insurance and pension costs.
- The property budget has increased to include a \$15,000 reserve.

Attendees asked questions about:

- Sabbatical - It was clarified that \$7000 is to be put aside every year so that when the ministers take their sabbatical, which they become eligible for after 6 years on the job, the saved funds can pay for a replacement minister.
- Administrator - The line item is not just one person's salary, but all administrative expenses.
- Give away the plate - There are separate lines for give away the plate and internal plate offerings
- Social justice - according to Finley, the \$227 was probably used for program council, unity party.

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- A small error needs correction: Increase Mntr-at-Large Honorarium one dollar a year. It is correct on the previous summary page.

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- This is Jeff's first year, so the numbers from 2016 aren't necessarily predictive of next year.

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- Alter decorations are over budget a little this year, probably from Christmas
- We are keeping the A/V budget the same, even though this year's expenses were low, in case we have issues in the future.

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- Savings on DRE b/c she's taking unpaid maternity leave. We need to remember to put her salary back up to the full amount (including the 3% increase) next year.
- RE Revenue of \$500 is from families paying for class enrolment.
- OWL training is done for now. The same line item now is for a junior youth teacher, to try to retain the seemingly dwindling participation by middle school youth.

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- Most of the increase is admin's health insurance and pension.
- There are savings on our financial secretary b/c the treasurer and administrator are doing more.
- There are some savings on our copy machine lease now.
- Jim announced that his company is donating a black and white copier.

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- We anticipate more weddings this year, which will increase income.

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- A lot of work has gone into custodial salaries and plans. It works out to a small increase over last year.
- Cleaning services under line 9300 are down because of the custodial plan.
- Boiler maintenance is way over budget this year, but much of it is being covered by Schug funds.

- The landscaping line 9750 now includes snow removal. It used to be in 9690: other repairs /maintenance.
- We are adding a significant amount as a property reserve (9900 - Major Maintenance and Improvement).

Joan P. brought a recommendation from the MidAmerica Region assembly to remove the Major Maintenance from the operating budget and call it capital, because the UUA is going to begin charging dues based on operating budget, not per person. Joanne explained that it really should be categorized as operating, because it will go to cover maintenance and repairs not consistent with the label “capital” projects.

Page 10: Possible Adjustments

The three columns represent three different pledge scenarios and proposed adjustments to the previously described budget.

Joan P. suggested that we not cut any of RE. A discussion ensued about whether money is the limiting factor in RE. Looking at the \$260,000 column, a \$3,000 cut from the aspirational budget is actually a \$600 cut from this year’s budget. A new suggestion would be to change the RE cut to \$2400, Music to \$2800, Worship to \$1,800.

There was a discussion about making another ask to increase pledges. Joan P. mentioned that previously, one focused ask after explaining our shortfalls brought in another \$20,000. Finley suggested a congregational discussion about the benefits of a membership coordinator. Others suggested that the annual meeting would be a good time to push this concept.

In looking at the budget Joanne just presented and the three different scenarios, we agreed that we want to ask for \$15,000 more in our pledges. We have 12 days. Given that, one option is for each board member to take on the responsibility of asking one or two people for more money.

The following alternative was proposed: we will send out an email blast explaining our \$15,000 gap, then provide inserts in the order of service to “increase your pledge by \$10/month” or something similar. This was agreed upon as the next step.

Finley moved that we approve the proposed budget and potential adjustments as indicated in the \$265,000 column as written, and with the new \$260,000 column as follows:

Music - \$2800
Worship - \$1900
RE - \$2400
Denomination - \$1000

Jim seconded the motion.
It passed unanimously.

The meeting adjourned shortly after 9:00pm.

FIRST UNITARIAN SOCIETY OF CHICAGO

Budget Summary FY14 Budget, 9 months Actual FY14, FY Budget

Acct. #	Category	FY16 Annual Budget	9 months Actual 2016	FY17 Budget	
4000	Pledges				
4010	Current Fiscal Year	251,749	191,081.00	251,454	Need \$268,700
4010a	Estimate of uncollected pledges 6%'17,5%'16	(12,587)		(15,087)	
4010b	Net pledges	239,162	191,081.00	236,367	
4020	Prior Year & Augmented	3,000	2,803.00	3,000	
4000	Pledge Subtotal	242,162	193,884.00	239,367	
	Fundraising				
4110	Auction!	7,500	444.00	10,000	
4300	Activities	3,500	3,122.00	3,500	
4130	Church Fundraising	2,000	347.00	-	
	Fundraising	13,000	3,913	13,500	
	Contributions				
4200	Contributions/Bequests	5,000	3,989.00	3,000	
	Minister's Discretionary Fund	1,500	3,097.00	2,000	
4750	Social Mission-Give Away the Basket	10,000	12,632.00	15,000	
4700	Plate Offerings	4,480	5,026.00	6,000	
	Contributions	20,980	24,744	26,000	
5000	Space Use	174,610	129,275.00	184,100	
	Space & Other Revenue	174,610	129,275	184,100	
	Transfers				
5100	Endowment (Income)	46,000	35,305.00	46,000	
	Total Operating Income	496,752	387,121	508,967	
	Operating Expense				
6000	Senior Ministers	125,859	97,314.00	132,859	Includes \$7000 for Sabbatical Accrual
	Minister's Discretionary fund	1,500	809.00	2,000	
6260	Mntr-at-Large Honorarium	39	-	40	
	Subtotal	127,398	98,123	134,899	
6410	Music Directors	37,195	28,436.00	38,729	1.5% wage increase
6500	Worship	4,500	3,316.00	5,300	
6600	Music	6,847	5,336.00	6,847	
7000	Board & Committees	1,075	64.00	1,000	
7100	Program Council & Comm	5,000	3,655.00	1,500	
7300	Activity expense	3,750	2,774.00	3,750	
7200	Social Justice Council	-	227.00	-	
6700	Social Mission-Give Away the Basket	10,000	6,914.00	15,000	
7400	Benevolence & Denom.	2,483	2,697.00	4,200	
7500	Director of Religious Education	48,371	36,606.00	43,041	3% increase/1 Mo. Maternity leave
7600	RE Program Exp	8,583	5,723.00	10,383	Net of \$500 revenue
8000	Church Administration	84,708	68,679.00	97,617	1.5% increase, pension, health ins.
9000	Property Expenses	156,842	126,087.00	162,895	
	Total Operating Expense	369,354	290,514	390,262	
	Total Expense	496,752	388,637	525,161	
	Net Income (Loss)	(0)	(1,516)	(16,194)	

First Unitarian Society of Chicago

Acct. #	Minister	Name	FY16 Annual Budget	9 mos Actual FY 2016	FY17 Annual Budget
Senior Ministers--Compensation					
		Senior Ministers Salary & Housing	85,850	88,728	85,850
		Taxes & Benefits	29,159	-	29,159
			115,009	88,728	115,009
					Actual Taxes/Benefits included in Salary etc.
6260	Minister--Other Exp.				
6265		SM Professional Expense	10,850	8,586	10,850
6270		SM Discretionary Funds	1,500	809	2,000
		Subtotal	12,350	9,395	12,850
		Sabbatical Accrual	-	-	7,000
		Ministers Subtotal	127,359	98,123	134,859
6260	Mntr-at-Large Honorarium		39	-	39
		Total Minister Expense	127,398	98,123	134,898

First Unitarian Society of Chicago

Acct. #	Name	Fy16 Budget	9 mos Actual 2016	Fy 17 Budget	
Music					
6400	Director of Music				
6410	Director of Music	\$30,000	\$28,436	\$30,450	1.5% increase
6420	Benefits & taxes	\$5,695	\$0	\$6,679	
6450	Professional Expense	\$1,500	\$0	\$1,600	
	Subtotal	37,195.00	28,436.23	38,729.00	
Keyboardist					
6500	Music Expense				
6550	Guest Musicians/Vocalists	5,500	2,350	3,500	
6555	Youth Music Program	0	0	0	
6560	Sheet Music, Supplies	847	1,561	847	
6570	Organ/Piano Maintenance	2,500	1,426	2,500	
	Subtotal	8,847	5,336	6,847	
	Cuts	(2,000)			
		6,847			
	Total Music Expenses	44,042.00	33,772.60	45,576.00	

First Unitarian Society of Chicago

Acct. #	Name	Fy16 Budget	9 mos Actual 2016	Fy 17 Budget
	Worship			
6500	Worship Expense			
6510	Altar Decorations	500	540	500
6530	Guest Speakers	2,500	2,250	2,800
	Other Worship	1,000	483	1,000
	Audio/Visual	1,500	43	1,000
	Subtotal	5,500	3,316	5,300
	Cuts	<u>(1,000)</u>		
		4,500		

First Unitarian Society of Chicago

Acct. #	Name	FY16 Annual Budget	9 mos Actual 2016	FY17Annual Budget	
RELIGIOUS EDUCATION PROGRAM					
7500	DRE Compensation & Ins.				
7510	Dir of Religious Ed. Salary	35,000.00	27,184.60	30,504.00	3% increase./1 mo. Unpaid maternity leave
	Benefits and taxes	12,370.50	8,467.87	11,537.00	
	Subtotal	47,370.50	35,652.47	42,041.00	
7600	DRE.--Other				
7610	DRE Prof Exp	1,000.00	953.36	1,000.00	
	Total DRE	48,370.50	36,605.83	43,041.00	
	RE Revenue			500.00	
7700	Re Assisstant	-	-	-	
7830	Nursery & Childcare	6,708.00	4,649.50	6,708.00	
7910	Furniture,Equipment,Books	500.00	42.00	775.00	
7920	Programs & Materials	1,000.00	36.54	1,000.00	
	Books & Curriculum	275.00	-	-	
7930	Teacher Training	-	-	-	
7935	Background Checks	300.00	-	300.00	
7940	Parent Meetings	500.00	238.78	500.00	
7950	Youth Programming	500.00	17.06	500.00	
	Owl payments	-	(610.00)	-	
	Owl Facilatators/Junior Youth	1,000.00	1,349.55	900.00	Junior Youth teacher 2016/17
	Safe Congregations	200.00	-	200.00	
7970	Special Events	-	-	-	
	Adult RE	-	-	-	
7991	RE Council	-	-	-	
	Subtotal	10,983.00	5,723.43	10,383.00	
	Cuts	(2,400.00)			
		8,583.00			
	Total RE Operating Expense	56,953.50	42,329.26	53,424.00	

First Unitarian Society of Chicago

Acct. #	Name	FY15 Annual Budget	9mos Actual 2016	FY17 Annual Budget
7000	Board & Committees			
7010	Board of Trustees/Retreat	75	-	-
7020	Leadership Training/Conf.		-	
7030	Membership Committee	500	64	500
7040	Congreg. Part. Committee		-	
7070	Stewardship	500	-	500
	Subtotal	1,075	64	1,000
7100	Program Council & Committees			
7110	Program Council	-	227	-
7150	Communications Committee	5,000	3,655	1,500
7180-7985	Young Adult & Campus Min	-	-	-
	Subtotal	5,000	3,882	1,500
7200	Social Justice Council	-	-	-
	Total Committee/Council Expenses	6,075	3,947	2,500
7300	Activity Expense	3,750	2,774	3,750
6700	Social Mission Program	10,000	6,914	15,000
7400	Benevolence & Denominational Gifts			
7410	UUA Dues	2,283	2,533	4,000
7420	CMD Dues	-	-	- Included in 7420
7430	CAUUC	200	164	200
7475	Hyde Park/Kenwood Interfaith	-	-	-
	Total Benevolence & Denominational Gift	2,483	2,697	4,200

Acct. #	Name	FY16 Annual Budget	9 mos Actual 2016	FY17 Annual Budget	
8000	Church Administration				
8010	Church Admin'r. Salary	50,000	49,596	51,258	
8020	Benefits and Payroll taxes	10,158	-	24,065	Pension, Health
	Subtotal	60,158	49,596	75,323	
8400	Professional Fees				
8410	Auditor/Accountant				
8420	Financial Secretary	5,000	5,706	2,500	
8460	Payroll Service	2,700	2,210	2,700	
8440	Temporary Support	-	-	-	
	Subtotal	7,700	7,916	5,200	
8500	Admin Supplies				
8510	Office Supplies	1,500	1,476	3,100	
8520	Computer Supp./Software	1,000	479	1,000	
8550	Copy/Printing Supplies	1,600	679	-	
	Subtotal	4,100	2,634	4,100	
8600	Communications				
8610	Telephone	3,000	2,146	4,200	\$1200 for phone system
8630	Internet Service/Web Site	1,000	638	1,000	
8650	Postage	750	517	750	
	Subtotal	4,750	3,301	5,950	
8700	Equipment				
8720	Computer Equipment	1,000	739	1,000	
8750	Copy Machine Lease	3,800	2,719	4,844	
8755	Copy Machine Maintenance	2,000	1,046	-	
8770	Office Equipment/Furniture	-	-	-	
	Subtotal	6,800	4,504	5,844	
8800	Misc Admin Expenses				
	Misc bank & processing fees	1,200	728	1,200	
	Subtotal	1,200	728	1,200	
	Total Admin. Expense	84,708	68,679	97,617	

First Unitarian Society of Chicago

Acct. #	Name	FY65 Annual Budget	9 mos 2016 Actual	FY17 Annual Budget
Operating Income Detail				
5000 Yearly Lease - Space Use				
5020	Little People Learning Cntr	75,180.00	56,385	79,690.00
5030	Dance School	67,536.00	51,646	69,216.00
5040	Rhythm & Moves	3,500.00	1,804	2,400.00
5065	Chicago Chorale	9,600.00	4,800	7,200.00
	Subtotal	155,816.00	114,635	158,506.00
5200 Part Year - Space Use				
5210	Chicago Children's Choir	3,294.00	2,562	3,294.00
5220	Parent Support Network	2,100.00	-	2,100.00
5240	Meadville Lombard	-	-	-
	Subtotal	5,394.00	2,562	5,394.00
5600 Rites of Passage - Space Use				
5610	Child Dedication	-	-	-
5630	Weddings	7,500.00	4,250	9,000.00
5680	Memorials	1,500.00	1,150	2,800.00
5690	Other	-	-	-
	Subtotal	9,000.00	5,400	11,800.00
5700 Other Space Use				
5710	One Time/Occasional Users	2,000.00	4,878	6,000.00
5750	Parking Fees	2,400.00	1,800	2,400.00
	Subtotal	4,400.00	6,678	8,400.00
	Total Property Income	174,610	129,275	184,100

Operating Expense Detail

9100 Head Custodian				
9110	Custodian Salaries	21,632	26,395	32,205
9120	Benefits and Payroll taxes	4,168	4,497	6,740
	Subtotal	25,800	30,892	38,945
9200 Assistant Custodian				
9210	Asst Cust Salary	8,450	-	-
9220	Benefits and Payroll taxes	746	-	-
	Subtotal	9,196	-	-
	Total Salaries	34996.48	30892.25	38945

First Unitarian Society of Chicago

Acct. #	Name	FY65 Annual	9 mos	FY17 Annual
9300 Services				
9310	Exterminating	2,200.00	1,648	2,200.00
9330	Security Systems	650.00	348	650.00
9340	Cleaning Services	18,450.00	13,905	12,300.00
9390	Misc. Property Exp.	1,600.00	3,279	1,600.00
	Subtotal	<u>22,900.00</u>	19,179	16,750.00
9400 Utilities				
9410	Electricity	12,000.00	8,307	10,800.00
9430	Water & Sewer	1,750.00	1,512	1,750.00
9460	Garbage	2,000.00	1,146	2,000.00
9470	Recycling	400.00	-	400.00
9450	Fuel (Gas)	16,000.00	10,955	16,000.00
	Subtotal	<u>32,150.00</u>	21,920	30,950.00
9500 Supplies				
9510	Cleaning Supplies	2,000.00	1,901	2,000.00
9520	Paper Supplies	1,800.00	1,607	1,800.00
9550	Tools/Equipment	900.00	228	900.00
9590	Misc Parts/Supplies	4,000.00	1,960	4,000.00
	Subtotal	<u>8,700.00</u>	5,696	8,700.00
9600 Repairs & Maintenance				
9610	Boiler Maintenance	10,000.00	20,834	10,000.00
9630	Electrical	3,000.00	350	3,000.00
9650	Painting/Plastering	-	790	-
9660	Plumbing	3,700.00	1,090	3,700.00
9670	Roofs & Gutters	1,750.00	-	1,750.00
9690	Other Repairs/Maintenance	8,350.00	6,410	8,350.00
	Subtotal	<u>26,800.00</u>	29,474	26,800.00
9700 Improvements (Annual)				
9720	Interiors	3,000.00	1,669	3,000.00
9750	Landscaping	750.00	1,585	750.00
	Subtotal	<u>3,750.00</u>	3,255	3,750.00
9800 Insurance				
9810	Property & Liability Insur.	21,000.00	13,064	19,300.00
9820	Workers Comp/Custodial	5,000.00	2,607	2,700.00
9880	Subtotal	<u>26,000.00</u>	15,670	22,000.00
9900	Major Maint. & Improve.	1,546.00	-	15,000.00
Total Operating Expense Detail		156,842	126,087	162,895

Possible Cuts	Possible cuts		
	\$255,000.00	\$260,000.00	\$265,000.00
Music Program	4500	2500	750
Worship Program	2800	1500	750
Rel. Education	4200	3000	1500
Denomination	1500	1000	500
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	\$13,000.00	\$8,000.00	\$3,500.00

We have \$251,454 in confirmed pledges. The budget voted on at the annual meeting will have actual pledges received by Thursday, May 18th. We will vote tonight on a guideline for the areas to be cut.

YrtoYrchanges

Increases:

Office Administrator Pension	\$5,000.00
Office Administrator Health	\$8,000.00
Sabbatical Accrual	\$7,000.00
Restore RE budget	\$2,400.00
Building Repair reserve	\$13,500.00
	<u>\$35,900.00</u>

Reductions:

Communications (website complete)	\$3,500.00
Cleaning Service	\$6,150.00
	<u>\$9,650.00</u>

Difference \$26,250.00

How we will cover the difference

Increased pledges	\$17,000.00 if we hit \$268,700
increased rental	\$9,500.00 soft
	<u>\$26,500.00</u>