Winchester Unitarian Society

Standing Committee – Minutes

April 15, 2020

Zoom present: Rev Heather, James P, Judy M, Sue K, Betsy B, Terry C, Sheila P, Patrick D, Patty C, Robbie, and Mike H.

- 1-) Opening Words and 2-) Check-in
- 3-) Consent Agenda motion to accept, passed.
 - a. Standing Committee Minutes from March meeting
 - b. Executive Committee Minutes
 - c. Staff Reports from the Office
 - d. Committee Reports from the Office
- 4-) Treasurers Financial Update March Month End budget is done.

Whatever we do now (mid pandemic) about next budget can be revisited later in the summer, fall, in person, etc. We can make changes as needed.

Cottage/Zoom Meetings - Judy/Sue When all was said and done, Option 5 had the most support, so we go with that for Annual Meeting. **Motion passed.**

- 5-) CORE Committee Report Patty Visioning Team is meeting twice a month, so November report back is a realistic goal.
- 6-) Status of Building Thomas Sextons have created a map of electrical circuits, where electrical breaker boxes are noted also.
- 7-) Heather Staff are trying to provide "what we need" during this pandemic.
- 8-) Pledge Drive Update Robbie reports 345K in pledges for next year.
- 9-) LIVE SERVICE discussion how are we doing? Two thumbs up!
- 10-) Annual Meeting lots of discussion about legality of zoom meeting for our annual meeting, resulting in consensus that Gov Baker's state of emergency covers us for no in person gatherings of large groups no quarum if we meet in person. Our bylaws would be in conflict with state regulations, so zoom will be the best we can do. Include everyone, and go the extra mile by reaching out to people who don't get electronic newsletter to be sure they know to call in to

zoom meeting. Zoom meeting will follow church services on zoom. Date of meeting will be May 31st, which gives us time to prepare. Thomas will reach out to Committee Chairs who don't get annual reports in by Friday. Announcements about annual meeting will be included in coming worship services. Information about annual meeting will be sent to congregation electronically, with paper going to those who don't get electronic newsletter. James P. will work with moderator, Martin Newhouse, to sort out details of how to run the zoom meeting. SC approved by **motion to support made and passed**.

11-) New Business

Carol Delaney is looking to do 50 hours of pastoral care to fulfill requirements of her program studies. SC will reflect on this and tentatively **approves motion to allow/support**, unless someone shares a concern or reservation by Sunday. (note: no concerns raised)

Town Day will tentatively happen on September 25th and if it works out, WUS will reschedule our fundraiser for that date also. Fritzie says keep making those items to sell in our boutique.

Personnel Committee has discussed extra hours worked by Sam and Haley. Haley has been paid for her hours. LONG discussion followed about what/if/how to compensate Sam for his extra hours. No consensus of the group at this time. Rev Heather will go back to Sam and discuss this further.

12-) Gratitudes

Next Standing Committee – May 20th

Adjourn

Winchester Unitarian Society FY20 Budget vs. Actuals

September 1 through March 31, 2020

September 1 through March 31, 2020										
	Actual	Budget	Remaining	% of Budget	Projected Year-end					
Income										
4100 Individuals										
4110 Current Year Pledges	274,656.98	370,000.00	95,343.02	74.23%	360,000.00					
4150 Prior Year Pledges (Late Payments)	9,162.50	5,100.00	-4,062.50	179.66%	9,162.50					
4160 Contributions - non-pledge	8,873.00	9,000.00	127.00	98.59%	9,000.00					
4170 Sunday Collection - non-pledge	8,484.10	8,484.10 11,500.00 3,01		73.77%	9,500.00					
4180 Sunday Collection - Share the Plate	11,738.60	15,000.00	3,261.40	78.26%	13,000.00					
4190 Electronic Funds Fees	-630.92	-1,350.00	-719.08	46.73%	-1,100.00					
Total 4100 Individuals	\$ 312,284.26	\$ 409,250.00	\$ 96,965.74	76.31%	\$ 399,562.50					
4200 Investments										
4210 Bank Interest	1,822.77	2,225.00	402.23	81.92%	2,225.00					
4220 Downs Income	9,255.00	12,340.00	3,085.00	75.00%	12,340.00					
4230 Meyer Income	33,600.00	57,672.50	24,072.50	58.26%	57,600.00					
4240 Trustees PermFunds - Unrestricted	48,000.00	95,833.00	47,833.00	50.09%	95,833.00					
4250 Trustees PermFunds - Building	802.25	793.74	-8.51	101.07%	802.25					
4260 Trustees PermFunds - Cook Funds	8,189.58	8,102.72	-86.86	101.07%	8,189.58					
4270 Trustees PermFunds - Student Minister	13,111.00	13,111.00	0.00	100.00%	13,111.00					
Total 4200 Investments	\$ 114,780.60	\$ 190,077.96	\$ 75,297.36	60.39%	\$ 190,100.83					
4300 Building Use										
4310 Winchester Coop Nursery School	29,400.00	29,400.00	0.00	100.00%	29,400.00					
4320 Chinese After-School Program	14,080.00	16,500.00	2,420.00	85.33%	16,500.00					
4340 Other Building Use	3,510.00	8,000.00	4,490.00	43.88%	5,000.00					
Total 4300 Building Use	\$ 46,990.00	\$ 53,900.00	\$ 6,910.00	87.18%	\$ 50,900.00					
4400 Other Sources										
4410 Fundraising	55.56	25,000.00	24,944.44	0.22%	55.56					
4420 Concert Series		8,000.00	8,000.00	0.00%	8,000.00					
Total 4400 Other Sources	\$ 55.56	\$ 33,000.00	\$ 32,944.44	0.17%	\$ 8,055.56					
Total Income	\$ 474,110.42	\$ 686,227.96	\$ 212,117.54	69.09%	\$ 648,618.89					
Gross Profit	\$ 474,110.42	\$ 686,227.96	\$ 212,117.54	69.09%	\$ 648,618.89					
Expenses										
5000 Staff										
5100 Ministerial										
5110 Lead Minister										
5111 Salary	43,189.80	102,056.43	58,866.63	42.32%	102,056.43					
5112 Housing	20,192.25		-20,192.25							
5113 Benefits	12,558.13	29,328.66	16,770.53	42.82%	29,328.66					
5114 Professional Expenses	4,666.08	10,210.00	5,543.92	45.70%	10,210.00					
Total 5110 Lead Minister	\$ 80,606.26	\$ 141,595.09	\$ 60,988.83	56.93%	\$ 141,595.09					
5120 Student Minister	9,584.69	13,111.00	3,526.31	73.10%	13,111.00					
5130 Summer Minister		2,153.00	2,153.00	0.00%	2,153.00					
5140 Sunday Speakers		1,000.00	1,000.00	0.00%						
Total 5100 Ministerial	\$ 90,190.95	\$ 157,859.09	\$ 67,668.14	57.13%	\$ 156,859.09					
5200 Administration										
5210 Administrator										

	Actual			Budget	Re	emaining	% of Budget	Projected Year-end	
5211 Salary		27,344.20		52,450.00		25,105.80	52.13%		49,000.00
5212 Benefits		6,881.12		10,314.82		3,433.70	66.71%		12,536.34
5213 Professional Expenses		102.50		1,000.00		897.50	10.25%		1,000.00
Total 5210 Administrator	\$	34,327.82	\$	63,764.82	\$	29,437.00	53.84%	\$	62,536.34
5220 Administrative Assistant									
5221 Salary		14,040.40		18,843.60		4,803.20	74.51%		18,843.60
5222 Benefits		1,077.93		1,441.54		363.61	74.78%		1,441.54
Total 5220 Administrative Assistant	\$	15,118.33	\$	20,285.14	\$	5,166.81	74.53%	\$	20,285.14
5230 Sextons									
5231 Salary		21,692.54		36,728.01		15,035.47	59.06%		36,728.01
5232 Benefits		1,673.32		2,771.44		1,098.12	60.38%		2,771.44
Total 5230 Sextons	\$	23,365.86	\$	39,499.45	\$	16,133.59	59.15%	\$	39,499.45
Total 5200 Administration	\$	72,812.01	\$	123,549.41	\$	50,737.40	58.93%	\$	122,320.93
5300 Religious Education									
5310 Director Religious Education									
5311 Salary		39,570.75		65,951.53		26,380.78	60.00%		65,951.53
5312 Benefits		9,834.72		15,642.03		5,807.31	62.87%		15,990.00
5313 Professional Expenses		26.00		4,500.00		4,474.00	0.58%		4,500.00
Total 5310 Director Religious Education	\$	49,431.47	\$	86,093.56	\$	36,662.09	57.42%	\$	86,441.53
5330 F8th in Action				2,066.88		2,066.88	0.00%		
5340 RE Program Assistant		851.28		1,254.66		403.38	67.85%		1,254.66
5350 RE Teachers and Aides		3,444.48		8,625.38		5,180.90	39.93%		5,525.38
Total 5300 Religious Education	\$	53,727.23	\$	98,040.48	\$	44,313.25	54.80%	\$	93,221.57
5400 Youth									
5410 Youth Director									
5411 Salary		22,244.70		38,557.52		16,312.82	57.69%		38,557.52
5412 Service Trip Stipend				2,000.00		2,000.00	0.00%		2,000.00
5413 Benefits		4,803.58		8,648.04		3,844.46	55.55%		8,648.04
5414 Professional Expenses		430.66		2,000.00		1,569.34	21.53%		2,000.00
Total 5410 Youth Director	\$	27,478.94	\$	51,205.56	\$	23,726.62	53.66%	\$	51,205.56
5420 Youth Assistant									
5421 Salary		4,815.35		6,144.67		1,329.32	78.37%		6,144.67
5422 Service Trip Stipend				2,000.00		2,000.00	0.00%		2,000.00
5423 Benefits		370.29		623.07	_	252.78	59.43%	_	623.07
Total 5420 Youth Assistant	\$		\$		-	3,582.10	59.14%	\$	
Total 5400 Youth	\$	32,664.58	\$	59,973.30	\$	27,308.72	54.47%	\$	59,973.30
5500 Music									
5510 Music Director		00 005 00		00 047 04		10 101 71	F7.000/		00 047 04
5511 Salary		22,065.90		38,247.64		16,181.74	57.69%		38,247.64
5512 Benefits		4,309.15		7,521.78		3,212.63	57.29%		7,521.78
5513 Professional Expenses		06 075 05	•	2,100.00	•	2,100.00	0.00%	•	2,100.00
Total 5510 Music Director	\$	26,375.05	\$	47,869.42	Þ	21,494.37	55.10%	\$	47,869.42
5520 Children's Chorale Director		1 000 00		0.075.00		1 005 00	64.000/		0.075.00
5521 Salary		1,980.00		3,075.00		1,095.00	64.39%	*	3,075.00
Total 5520 Children's Chorale Director	\$,	\$,	*	1,095.00	64.39%	\$	
5530 Soloists and Section Leaders		8,080.00		13,150.00		5,070.00	61.44%		13,150.00
5540 Other Musicians				2,000.00		2,000.00	0.00%		

	Actual	Budget	Re	emaining	% of Budget	rojected ear-end
Total 5500 Music	\$ 36,435.05	66,094.42			55.13%	64,094.42
Total 5000 Staff	 -	505,516.70		219,686.88	56.54%	496,469.31
6000 Building & Grounds						
6110 Grounds	1,979.02	2,800.00		820.98	70.68%	2,800.00
6120 Snow Removal	4,889.69	13,200.00		8,310.31	37.04%	5,000.00
6130 Church Maintenance	15,794.39	36,000.00		20,205.61	43.87%	36,000.00
6140 Furnishings		1,000.00		1,000.00	0.00%	1,000.00
6150 Cleaning & Paper Supplies	1,455.20	1,200.00		-255.20	121.27%	1,200.00
6160 Gas	12,273.39	13,800.00		1,526.61	88.94%	13,800.00
6170 Electricity	5,120.10	8,700.00		3,579.90	58.85%	8,700.00
6180 Water & Sewer	1,700.64	3,000.00		1,299.36	56.69%	3,000.00
Total 6000 Building & Grounds	\$ 43,212.43	\$ 79,700.00	\$	36,487.57	54.22%	\$ 71,500.00
6500 Operations						
6510 Financial						
6512 Insurance	7,978.00	15,350.00		7,372.00	51.97%	15,350.00
6513 Pledge Drive	115.50	500.00		384.50	23.10%	250.00
Total 6510 Financial	\$ 8,093.50	\$ 15,850.00	\$	7,756.50	51.06%	\$ 15,600.00
6520 Office Expenses						
6521 Office Equipment	1,366.76	3,500.00		2,133.24	39.05%	3,500.00
6522 Office Operations	6,031.95	9,000.00		2,968.05	67.02%	9,000.00
6524 Phone & Internet	2,901.93	4,900.00		1,998.07	59.22%	4,900.00
6525 Web, Marketing, Publicity	100.00	600.00		500.00	16.67%	600.00
Total 6520 Office Expenses	\$ 10,400.64	\$ 18,000.00	\$	7,599.36	57.78%	\$ 18,000.00
6540 Staff Hiring & Support						
6541 Staff Meetings, Retreats, Acknowledgements	1,089.23	1,200.00		110.77	90.77%	1,090.00
6542 Search & Transitions		100.00		100.00	0.00%	
6548 Installation, Intern Reception		200.00		200.00	0.00%	200.00
Total 6540 Staff Hiring & Support	\$ 1,089.23	\$ 1,500.00	\$	410.77	72.62%	\$ 1,290.00
6550 Denominational Affairs						
6551 UUA Annual Program Fund	20,504.25	27,338.74		6,834.49	75.00%	27,339.00
6552 Contributions - other organizations		500.00		500.00	0.00%	450.00
Total 6550 Denominational Affairs	\$ 20,504.25	\$ 27,838.74	\$	7,334.49	73.65%	\$ 27,789.00
Total 6500 Operations	\$ 40,087.62	\$ 63,188.74	\$	23,101.12	63.44%	\$ 62,679.00
7000 Programs & Committees						
7212 Chime Playing and Maintenance		500.00		500.00	0.00%	500.00
7215 Organ & Piano Maintenance		800.00		800.00	0.00%	
7217 Choral Music & Supplies	128.99	700.00		571.01	18.43%	250.00
7220 RE Supplies & Curriculum	1,038.38	1,500.00		461.62	69.23%	1,300.00
7227 RE Special Programs	250.00	250.00		0.00	100.00%	250.00
7228 Growth & Learning	-27.29	100.00		127.29	-27.29%	
7230 WUSYG Supplies & Projects	949.40	2,500.00		1,550.60	37.98%	2,500.00
7240 Worship & Flowers & Candles	74.57	500.00		425.43	14.91%	500.00
7250 Fellowship	214.52	200.00		-14.52	107.26%	215.00
7260 Hospitality	605.77	1,400.00		794.23	43.27%	1,000.00
7270 Membership	1,080.01	1,200.00		119.99	90.00%	1,100.00
7280 Grief Group & PCAs	112.71	400.00		287.29	28.18%	150.00
7285 Small Group Ministry		100.00		100.00	0.00%	

		Actual	ı	Budget	Re	emaining	% of Budget		rojected ear-end
7290 Leadership Development				100.00		100.00	0.00%		
7296 Green Sanctuary		201.72		100.00		-101.72	201.72%		202.00
7299 Social Action Supplies		-15.87		100.00		115.87	-15.87%		100.00
7610 Standing Committee				220.00		220.00	0.00%		
7620 SC Projects & Initiatives		194.81		220.00		25.19	88.55%		200.00
7630 SFC - Planned Giving				100.00		100.00	0.00%		
Total 7000 Programs & Committees	\$	4,807.72	\$	10,990.00	\$	6,182.28	43.75%	\$	8,267.00
7800 Grants									
7810 SOC Committee Grants				20,620.90		20,620.90	0.00%		20,620.00
7820 SOC Share the Plate Grants		10,830.00		15,000.00		4,170.00	72.20%		13,000.00
Total 7800 Grants	\$	10,830.00	\$	35,620.90	\$	24,790.90	30.40%	\$	33,620.00
Total Expenses	\$:	384,767.59	\$	695,016.34	\$	310,248.75	55.36%	\$ (672,535.31
Net Operating Income	\$	89,342.83	-\$	8,788.38	-\$	98,131.21		-\$	23,916.42
Other Income									
8020 from Undesignated Capital Reserves				26,455.05		26,455.05	0.00%		17,997.24
8030 from Fundraising Escrow						0.00			14,919.18
Total Other Income	\$	0.00	\$	26,455.05	\$	26,455.05	0.00%	\$	32,916.42
Other Expenses									
9030 to Fundraising Escrow				8,666.67		8,666.67	0.00%		0.00
9040 to Project Escrow				1,000.00		1,000.00	0.00%		1,000.00
9070 to Sabbatical Escrow				8,000.00		8,000.00	0.00%		8,000.00
Total Other Expenses	\$	0.00	\$	17,666.67	\$	17,666.67	0.00%	\$	9,000.00
Net Other Income	\$	0.00	\$	8,788.38	\$	8,788.38	0.00%	\$	23,916.42
Net Income	\$	89,342.83	\$	0.00	-\$	89,342.83		\$	0.00

Winchester Unitarian Society

BALANCE SHEET

As of March 31, 2020

	TOTAL				
	AS OF MAR 31, 2020	AS OF AUG 31, 2019 (PF			
ASSETS					
Current Assets					
Bank Accounts					
1010 Winchester Savings Ops Checking	100,397.31	137,960.0°			
1020 Winchester Savings CDs	85,217.20	84,253.50			
1030 Needham Bank CD 1	0.00	50,182.54			
1040 Needham Bank CD 2	61,888.16	61,155.39			
1050 Winchester Savings MDF checking	4,837.31	3,809.54			
1060 Winchester Savings Money Market	120,126.30				
Total Bank Accounts	\$372,466.28	\$337,360.98			
Total Current Assets	\$372,466.28	\$337,360.98			
TOTAL ASSETS	\$372,466.28	\$337,360.98			
LIABILITIES AND EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
3000 Operating Funds					
3020 Capital Reserves					
3021 Undesignated Capital Reserves	71,592.78	71,592.78			
3022 Project Escrow (Web, Marketing, Audit)	10,350.00	10,350.00			
3023 Stabilization (Snow, Utilities, etc.)	3,663.03	3,663.03			
3024 Sabbatical Escrow	35,917.01	35,917.01			
3025 Fundraising Escrow	14,919.18	14,919.18			
3026 Building Expense Carry-forward	0.00	0.00			
Total 3020 Capital Reserves	136,442.00	136,442.00			
3050 Prepaid Pledges	32,005.00	41,545.10			
3060 Prepaid Close the Gap	0.00	0.00			
Total 3000 Operating Funds	168,447.00	177,987.10			
3100 Building and Grounds					
3120 Michelson Room Redo	1,427.98	1,427.98			
3130 Donald Ellis Fund	0.00	0.00			
3140 from Stone Window Fund	845.39	845.39			
3150 from Meditation Garden Fund	2,142.88	722.88			
3160 Hardscape Upgrades Fund (Meyer)	7,282.57	17,327.28			
Total 3100 Building and Grounds	11,698.82	20,323.53			
3200 Flower Funds					
3210 Flower Fund	310.14	88.66			
3220 from Dawn Kelley Bartlett Fund	1,437.62	1,465.29			
Total 3200 Flower Funds	1,747.76	1,553.95			
3300 Memorial Fund	700.00	2,500.00			
3400 Music Funds	700.00	2,500.00			

TOTAL						
	AS OF MAR 31, 2020	AS OF AUG 31, 2019 (PP)				
3450 Concert Series	12,501.67	1,753.67				
3460 from Parkhurst Organ Fund	0.00	393.18				
3470 from Sue Swap Fund	3,284.00	1,568.31				
3480 Elora Trump Fund	766.05	766.05				
3490 Harpsichord Fund	536.00	536.00				
3491 Cerny/Thomases Fund	873.53	2,336.41				
Total 3400 Music Funds	17,961.25	7,353.62				
3500 Outreach Funds						
3510 Partner Church	2.00	600.00				
3530 Share the Plate	0.00	0.00				
3540 Reach Out	464.88	464.88				
3550 Disaster Relief	50.34	50.34				
3560 Woburn Council	20.00	20.00				
3590 Outreach - other	0.00	0.00				
Total 3500 Outreach Funds	537.22	1,135.22				
3600 RE Funds						
3630 from Nash Nursery Fund	1,996.79	1,996.79				
3640 Our Whole Lives - class balance	859.84	559.84				
3650 Coming of Age & F8th in Action	466.07	466.07				
Total 3600 RE Funds	3,322.70	3,022.70				
3700 Youth Funds						
3710 WUSYG Service Project Fund	15,903.29	7,277.79				
3720 Church School Youth Fund	188.57	165.46				
3730 from Sandy Fries Youth Fund	780.91	780.91				
Total 3700 Youth Funds	16,872.77	8,224.16				
3800 Other Funds						
3805 SC Projects Fund	48,064.84	101,851.68				
3810 Equal Exchange	-34.62	-34.62				
3820 Pastoral Care Ministry	934.85	934.85				
3840 from Student Minister Fund	961.73	800.97				
3850 Green Sanctuary Carbon Offset	500.00	500.00				
3870 Yoga Fund	1,230.33	420.33				
3880 from Downs Fund	3,194.00	3,194.00				
3890 Contra	1,869.44	3,505.90				
3895 Minister Discretionary Fund	4,837.31	3,809.54				
Total 3800 Other Funds	61,557.88	114,982.65				
3900 Uncleared WSB Checks in ChWindows	278.05	278.05				
Total Other Current Liabilities	\$283,123.45	\$337,360.98				
Total Current Liabilities	\$283,123.45	\$337,360.98				
Total Liabilities	\$283,123.45	\$337,360.98				
Equity						
Opening Balance Equity	0.00	0.00				
Retained Earnings	0.00	0.00				
Net Income	89,342.83					
Total Equity	\$89,342.83	\$0.00				
TOTAL LIABILITIES AND EQUITY	\$372,466.28	\$337,360.98				