

## TABLE OF CONTENTS

### October & November Meeting Minutes

1. Executive Committee Meeting Minutes – 11.10.2020	2
2. Standing Committee Meeting Minutes – 10.21.2020	5
3. Building & Grounds Committee Meeting Minutes – 10.26.2020	7
4. Religious Education Committee Meeting Minutes – 11.03.2020	9
5. Social Action & Outreach Committee Meeting Minutes – 11.03.2020	13
6. Co-Treasurers Report for Month-End Financials (Oct) – 11.06.2020	15

WUS - Executive Committee Minutes

11/10/20 at 10:00 AM via zoom

Attending: James, Fritzie, Sue, Judy, Heather, Thomas and Woody

#### TOPICS, ACTION ITEMS AND VOTES

- Heather Sabbatical
  - Review Heather notes and description (see page 2 for copy)
  - Budget is \$10,000 and expect under \$4,000
    - VOTE - Motion to accept plan and budget – motion carries
  - If memorial service than that fee is in addition to compensation above
- SC Agenda topics discussed for November 18, 2020 7pm – yellowed selected for SC agenda - note underlined action items and VOTES
  - Visioning team report – a priority
  - 5 year congregational survey
    - Ask for SC and member volunteers to take this project on and come back with proposal
    - Comments: Discuss the idea of doing interviews; Evaluation of collective ministry rather than satisfaction survey
    - Action – Fritzie to get most recent survey and circulate
  - Spring fund raiser
  - Requests for discrete financial outlays – how handle
  - Financial review needs to be planned
    - Currently not found anyone to conduct review who is not a treasurer
    - Action – James add this to agenda item in December – maybe draft request in highlights
  - By-law committee and annual committees – are designation in line with our mission and vision statement
    - Action – Woody and Thomas follow up re report to State
  - Alternative rental income – shall we pursue
    - James suggest we not pursue in short term
  - Close building policy – shall we put back on agenda
    - James prefer not to put on agenda
  - Treasurer options – shall we reach out to specific individuals or...
    - Action – Sue to write an invitation to all to express interest in becoming treasurer
  - December fund raiser – Heather making soap as fund raiser
    - VOTE - Motion to allow Heather to do soap sale – motion passed

Adjourn at 11:05 AM

Note following pages

**Sabbatical Minister Proposal** [copied here from Heather email]

January – February 13, 2021

The primary tasks of the sabbatical minister are to 1) provide leadership and support to the Sunday morning worship services and to 2) provide pastoral care remotely and support the Pastoral Care Associates in their pastoral ministries.

To fulfill these roles, the Sabbatical Minister will attend the weekly worship planning meeting (Tuesdays at 1:30 EST) and the monthly Pastoral Care Associates meeting (First Wednesdays of the month, 10:15 – 12:15 EST.)

The Sabbatical Minister is not expected to attend other committee meetings except by explicit invitation related to a unique circumstance.

The Sabbatical Minister will design and preach in three Sunday services (1/10, 1/24 and 2/7.) They will also be responsible for the 1/17 Service (MLK) if plans to coordinate a worship “roadtrip” for that day fall through. The Sabbatical Minister will participate in worship each of the remaining Sundays, in collaboration with the other worship leaders and participants.

The Standing Committee Executive Committee will provide supervisory support as needed.

The Sabbatical Minister will be compensated as a salaried employee, based on 20 hours/week at \$30 dollars/hour.

# *Winchester Unitarian Society*

## **Executive Committee Agenda November 10, 2020 10:AM**

- 1) Opening Words – James
  - 2-) Check-in
  - 3-) Review and approve Sabbatical plan and costs Heather & Sue
  - 4-) Set Agenda for November Standing Committee meeting – November 18, 2020 7pm
  - 5-) Treasurers Financial Update – Sue & Judy
  - 6) Updated Bylaws need to be sent to Massachusetts Secretary of State
  - 7) New Business
  - 8) Gratitude's:
- Adjourn

## **WUS Standing Committee Meeting – DRAFT**

October 21, 2020

Minutes by George Wood

**Attending** – James Pidacks, Fritzie Nace, Rev. Heather Janules, Mike Hyde, Robbie Brown, Patty Cameron, Sheila Puffer, Judy Murray, Thomas Slack, Ivan Corriea, Patrick Draine, Sue Kiewra, Terry Currier and George “Woody” Wood

### **Notes, Action Items and Motions**

1. Opening Words – Serving With Grace by Erik Walker Wikstrom
2. Check in – What gives us Joy?
3. Consent Agenda
  - a. Executive Committee Minutes
  - b. Minutes of October 7, 2020 special SC meeting on budget
  - c. VOTE – passed unanimously
4. Claire McNeil request to be on Denominational Affairs committee – official vote
  - a. VOTE – passed unanimously
5. Treasurers Financial Update – Sue & Judy
  - a. Getting promissory note from Needham Bank marked paid
6. Green Sanctuary Motion and Vote (Fritzie)
  - a. Moved to: “Support the Green Sanctuary committee’s exploration of the implications of having the WUS publically commit to having our church at or near the top in a list of “Key Winchester Carbon Neutral Buildings”. Allow the GS to conduct a donations campaign for the “Green Sanctuary Carbon Offset Fund” explicitly separate from and in addition to Church pledges.
  - b. VOTE passed unanimously
7. RE Visioning Committee Status update – Patty
  - a. Update – currently have beginning of draft report; committee meeting weekly; target having draft out a week before the next SC meeting
8. Physical Plant - Status of brickwork repair - Thomas
  - a. Briefing of damage to brickwork at Welcome Garden and outreach to DPW;
  - b. Welcome garden team request to reopening sale/placement of memorial bricks
9. Update Pandemic Task Force - Fritzie/James –
  - a. Reopening congregational polling – targeting one a month
  - b. Haunted House – discussion re COVID procedures and Town feedback
  - c. Renters replacement planning update – notice going in Highlights
  - d. AA groups have reached out to Thomas on possible renting
10. Retreat Re-envisioned:
  - a. Racial Justice TF workshop - Sat. Oct. 24th 9am – 11am
  - b. UUA facilitated identification of goals – What are our next steps? What will we do with these goals?
    - Congregational outreach – discuss several approaches for sharing goals and

getting feedback including SC co-chairs sharing during Sunday service, liaisons sharing with committees, during a Sunday service, possible open SC meeting, conduct another 5 year survey and breakrooms.

- Action items: Fritzie to present to congregation during next service; liaisons will share with respective committees; include summary in Highlights and Mystic Messenger

11. Heather's Sabbatical Update:

- a. 6 weeks in Jan/Feb 2021
- b. Coverage – Kye cover for three Sundays, other three are lay or youth led
- c. Action - Tasks for Kye – Heather, Fritzie, James and Thomas will build list

12. Heather's Evaluation and goal -setting

- a. Action – COSM to present process to SC for December meeting
- b. Recap – Minister report to SC with input from COSM; Goals for Minister set in conjunction with goals of SC/congregation

13. Zoom auction: Please bid and come to Live Zoom-A-Bid on Saturday Oct. 24th! Invite friends!

14. New Business

15. Gratitude's offered

16. Meeting voted to adjourn

Winchester Unitarian Society  
Building and Grounds Committee  
Zoom Meeting Minutes  
October 26, 2020

1. Recently completed projects
  - a. Security access and camera install – Installation done and successful. James to install left over Ring camera to view inside of chapel door and is drafting a policy for access to the camera feeds and saved data.
  - b. Issue remaining from town intersection work – Julie is interacting with the town and its contractor to guide the paving of gap by welcome garden and the displaced memorial bricks.
  - c. Maintenance and inspection of boiler – New vendor (New England Steam Works) completed their boiler service and said boiler is in good shape.
  - d. Adding mixing faucets to downstairs bathroom sinks – Chuck acquired and the morning sexton replaced the old, separate hot and cold faucets with mixing faucets to protect the hands of the nursery school children that use that bathroom daily.
  - e. New carpet in Winsor – The Re-Do Group managed the replacement of the old carpeting in Winsor this summer.
2. Update re on-going projects
  - a. Repair of big bell in tower & inspection of remaining bells – Our largest bell and the one that is rung by the rope, ceased working due to a broken clapper spring. One of the few remaining bell experts (Verdin from Ohio) came this summer, removed the 150-pound clapper spring, shipped it to their factory, and recently returned it. It is due to be re-installed within the next two weeks. They inspected the rest of our 20 or so bells and found all are in good shape. Matthew is overseeing their work.
  - b. Where we are ended 2020 budget & 2021 estimates – Based on a request from the treasurers we ended the year with a surplus in the maintenance budget between \$4 and \$5 K.
3. To be addressed
  - a. HVAC upgrade for sanctuary and chapel – Chuck is working on a plan to upgrade the heating and ventilation for the sanctuary and chapel. Turns out that the original infrastructure was installed ~1900 to work with mostly outside air to avoid contagion from a recent plague (really). The intent is to leverage this infrastructure (the ductwork and embedded steam radiators) and add modern mechanicals and filtering systems to bring it up to state-of-the art, providing maximum recommended outside air exchange and cleanliness. This would not only bring the air in the sanctuary as close to ‘being outside’ as possible but also (finally) provide heat to the chapel. We are also talking with Steve Milt’s new company about being a test site for their new indoor air quality sensors. Stay tuned.
  - b. Braiding end cap on bell pull rope – Tyson to address when he has the time
  - c. Water damage in dungeon – Thomas to have the morning sexton look at as a possible project during this downtime
  - d. Clean out Music Directors office front of sanctuary – James will be seeing John Kramer at the church and will see if he can get a list of the things that John wants for the room
4. Projects not to be forgotten but on hold for now
  - a. Parking lot roof mounted light – This and its sister light were replaced with new LED light clusters on light sensing sensors as part of the security project.

b. Future exterior painting (wood trim and windows)? – Thomas to see if appropriate to add to sextons down time to-do list although we are running out of time for outdoor painting

5. Other business

a. Early stages of special project – Julie briefly mentioned she is working on a possible donor funded project for the MVP side of the church exterior. Details to follow when possible

b. Other – No other business



# November 3, 2020 Minutes

Used Church zoom link

Committee members present: Karen Caputo, Terry Currier, Erin Graham, Ryan Levering, Naomi Magnoni, Sarah Milt

Non Committee members present: JJ Fowler, Reverend Heather Janules, Rebecca Morgan Kelley

Not Present: Lucille Cannava

Started: 4:30ish pm Ended: 6:18pm

## Programming

### *Pageant*

- Who is the lead? What is needed from the RE Committee?
  - Rebecca is the lead
  - RE Cte Members...Need to recruit participants. Good to have folks by the middle of the month. Rebecca sends the script to cte members with a list of roles. She will detail what is being asked of volunteers for each role and ways people can film themselves and participate.
- (Script: 2017 rewrite 3 vignettes with Christmas Tree)
  - Pageant from 3 years ago, a series of vignettes, things that can be filmed at home, the videos stitched together by someone else later in the month.
- Invite speakers in highlights but still need personal reachout (can committee members volunteer?) General ask is going out in Highlights tomorrow.
- Recorded before the end of Thanksgiving weekend, Stitched after Thanksgiving
- How do you feel about one Christmas Eve service this year? A 7PM for everyone.
  - Wouldn't be ideal for the youngest kids but being at home helps

### *In-Person RE (Pre-K - 5th grade):*

- **Gather feedback from past Sunday picnic/gatherings**
  - What time are these supposed to be? Latest announcements say "12:30 to 2:30ish." Previous announcements say "12:00 to 2:00."
    - Plan to communicate "12ish to 2ish" to accommodate different needs
  - Creative when kids get cold about what they can do?
    - We probably have a couple Sundays left before it gets too cold.
    - How could we make things more comfortable? Such as having something to sit on instead of sitting on the cold ground. More blankets for now and then maybe reflectix. Or folding chairs that can be on-site and/or people can bring from home.
- **October event planning Feedback**
  - 10/25 Halloween activity: pumpkin carving in-person
    - Pumpkin carving went well. Kids carved at different paces. Folks stuck around for the pizza. Slideshow: [www.tinyurl.com/WUShalloween2020](http://www.tinyurl.com/WUShalloween2020)

- **Prepare for future events**
  - November Martinmas lantern walk led by Lia
    - Depends on whether Lia can take the lead.
    - Naomi to call. If she doesn't hear back, we will cancel. If we go forward, evening is best because of dusk
    - Naomi texted the next day and she does not have the bandwidth either. So the event is cancelled.
  - Prep for possible cancel if too much Covid. Down to 25 people outdoors
  - December
    - Advent Spiral (Erin):
      - Erin will have an offline conversation with Rebecca re: what church materials are available.
      - Weekend date: 12/20. Nice to have it at night. Would have a more sacred feel.
    - Mitten Tree: Reply to Gordy & the Social Action Committee date?
      - Social Action is reluctant to ask people to go to physical stores so may go the route of gift cards

*Remote RE (Pre-K - 5th grade):*

- **Gather feedback from family worship & other projects**
  - How to gather more feedback? Not certain yet
  - Pew packs work with some families/or monthly packages? May be changing as there is little discussion on use
  - Distributed packages? Yes they went out
  - Chalice lighting
    - During RE: Naomi found this could work
    - Email working: Family & Friends email Ryan seems to get the most response. Rebecca seems to get the least response.
  - Sunday morning breakout room with Juanita
    - We plan to change this by posting links of different Zoom rooms in the chat in lieu of breakout rooms for story time and Family Worship. We will try it this week.
  - Animated pieces
    - They are great! Could we post them to the website? Thomas and Rebecca are on it.
    - Could they have captions? Already do. (Explanation of live transcription access)
    - Thomas may be able to make access to stories on the website
- **Decide on future remote programming expansions**
  - Family worship is done remotely. Are we ready for more?
  - Mitten Tree: Remote?
    - Challenge of not knowing much about the recipients
    - Perhaps have kids paint a number of them and let them know that one/a few will be given away and sort out later if they go to mitten tree donors or just members of the congregation

- Goal is to have them completed by Thanksgiving

*For older kids grades 6-8<sup>th</sup>*

- Update on outreach
  - 4 families have been spoken to; a 5th is taking a hiatus this year from the church
  - Upstander Network in town for Middle school & High school: Possibly reach out to parents.
    - Began with our suggestion that they partner via Karen. Shall we point people to this opportunity? Naomi to follow up?
    - Network for Social Justice: Bystander Intervention Training for Middle and High School aged kids, Nov 17 4-5:30pm. Register on [nfsj.org](https://nfsj.org)  
<https://nfsj.org/events/effectively-speaking-up-against-injustice-youth-bystander-intervention-training/>
  - resource Debby Irving 21 day challenge for youth. [www.debbyirving.com](http://www.debbyirving.com)
- **Crossing Paths** (*what is the name of this program? Is it just Crossing Paths that the group will be following, or is there more/alternative material?*): We'll use Crossing Paths (since we are crossing religious paths, as well as UU paths)
  - Program report from Rebecca
    - First session was November 1st Chicago UU had 6 kids present and 2 leaders along with me (Rebecca) Only 1 WUS kid attended even after Erin did individual outreach.
    - This would be a good way to build authentic relationships outside of our largely white, suburban, affluent setting.
    - Should we re-market to our community? This is different than Neighboring Faiths
    - How to notify the community? Did this method work for our families? Does it need to be "packaged" differently? Is it still worth asking the kids of this age group if and what they would like to do, or did outreach settle the question?
      - Link to the program
      - Description of social activities
      - Link to the other congregation
    - Concern about this age group!
    - Also a parent component - that may work better later on in the year when the group settles and the leaders figure out how to connect two groups of parents/caregivers.
    - As the weather is turning and sports are being cancelled, we may have more interest.
    - Best to keep the outreach internal due to the specific faith-formation elements and one UU congregation building a relationship with another
    - \$225 for program 10 months (10 packets); 4 sessions/month

*OWL*

- **Update on status and plans to finish:**
  - Rebecca- is her training for teaching OWL online complete?
    - AMAZE; exploration of best practices with on-line sex ed

- Would be hard to pick up the OWL group after nine months and put them into a new curriculum
  - Need to plan to do it from the very beginning
- Rebecca, Ryan and Karen: write up summaries of the remaining Owl workshops and share with the participants
  - Current thinking is that families would not be satisfied with summaries; they want the classes
  - One family picked up a book. The rest need to be mailed. Naomi to follow up with Thomas and Jenny to get names.
  - Future planning: WUSYG will pick-up some of the missed pieces in that program's content as time goes on
- Final letter to go families, hard copy, signed by RKM and teachers. Those who did not get the book will have their letter inside the book

### Yearly Business

- Committee Chair Meeting: Sunday November 15 at 1pm
  - Is there anything you would like us to share? Nothing except we do need to be represented.
  - Possibly someone else can go? Ryan will be able go to instead if need be.
- Website update: Start with RE registration update.

### Other: Claire and Vicky with the Racial Justice Planning Group

- Introduction of the work the Racial Justice Planning Group is doing to help move our congregation toward being an actively anti-racism community
  - Review of congregation's work to date
  - \*Note that the RE program has offered City Reach, Common Cathedral, Urban Ministry service days and the Crossing Paths middle school programs- all collaborations with diverse communities/BIOP. Also noted there is resistance from WUS families to participate. Something to consider addressing before bringing on a new hire.
  - Reminder of the arrival of a new staff member and the importance of integrating them into this work.
- Feedback
  - Wish to have opportunities to discuss racial ideas with our children
  - Eager to learn about next steps
  - Kids are teaching us! Could we formalize this process?
  - Could a member of the RJ team join the RE cte? RJ team will be providing resources to committees so they can advance their own work.
  - Plan to schedule a follow up meeting, perhaps Jan or Feb. RJ to connect with the Visioning Team soon.
  - \* see above.

Minutes November 3, 2020

Present: Sue Doubler, Harris Gibson, Gordy McIntosh (chair), Claire McNeill (secretary), Patty Shepard, Martina Werner, and Patrick Draine (Standing Committee Liaison)

We opened by reading the Land Acknowledgment by UUA Pres. Susan Frederick-Gray. October Minutes were accepted.

Coordinating the Thanksgiving Baskets. Sue reported we have 45 baskets promised, with people shopping for 15. Many people took advantage of the option to donate money and have Stop&Shop pack the boxes: \$50 for the food and \$20 for a grocery gift card. S&S is also adding holiday napkins, a tablecloth, plates and a cloth bag. Donors are writing check to S&S, and mailing them to the church. Sue will take the checks to S&S. She arranged with the Council for WUS to pick up the 31 S&S boxes on \_\_\_\_\_ and deliver them directly to the Council. Sue recommends that we work with them again next year.

Shoppers boxes will be brought to the church by Nov. 14, to be taken to the Council on Monday Nov 16.

Gordy is organizing the transportation for both dates. We also hope people will see the note in Highlights and contact him.

Christmas gifts. Gordy will contact the Council, and ask the Children's Center what needs we could fill. We could do either actual purchases, or coordinate gift cards. (Neither local immigrant support group responded.)

Share the Plate. Heather has requested that we add "Adopt a Native Elder," an organization that has been supporting Navajo elders for many years. She would like to designate them for our Thanksgiving offering, on Nov. 29. Approved.

Racial Justice Planning Group. The meeting with SC was held Oct 24<sup>th</sup> as part of their retreat. We gave the same presentation that we gave the SAOC on August 4. Very successful. We decided to move directly to the committees; it made less sense for committee leaders to experience it twice.

This afternoon, Claire and Vicky made a short presentation to the RE committee, explaining our wish to have a longer time soon. We hope to meet with the Visioning group next week, knowing that they are in the process of making recommendations to the SC about the next RE leader.

Phil has already approached Nominating/Leadership.

Banner—text for the UU principle #2: Justice, equity and compassion in human relations.

We reviewed suggestions from Membership: the moral arc of the universe bends towards justice, and from Claire and Patty. Although we had been focusing on "justice" for the text, we decided on a short, clear statement: "**Compassion is the Answer.**" It seems clear that in our politically divided country, people need to know that we are listening to their many different problems. Gordy will contact Membership and suggest that they decide how to phrase our Principle II on the banner.

[It is important to note that on this Election Day evening we did not know who would be elected as President.]

Thinking ahead to our December meeting:

- Consider our grants process: doing it differently? using categories? Claire will send a report on last year's grants.
- Edit our Share the Plate list?

General Discussion:

1. Gordy will follow up with Urban Ministry—How can we help?
2. There will be a vigil on the election on Sunday on Boston Common.
3. We should look into bystander training, and protecting the vote.
4. Patty will invite John Healey to our next meeting.
5. Include an item on the agenda each month that would encourage us to check in on how we, as a committee, are following up on the meeting we had last August with RJTPG
6. Patty will contact someone from **Ujima**, a fund-raising project in Boston, to finance small businesses in communities of color. te and nrastructure class Black, Indigenous, and other communities of color

**From:** Judy Murray and Sue Kiewra  
**Date:** Friday, November 6, 2020  
**To:** WUS Standing Committee  
**Subject:** Month-end financial reports for October 2020

Dear Standing Committee members,

Hope you and yours are all well and surviving this stressful election season. Included are a Budget vs. Actuals Report for FY21 which ended October 31 and Balance Sheet as of October 31<sup>st</sup>.

- We have an operating surplus of \$146,564.84 mostly due to forgiveness of the Payroll Protection Program (PPP) loan by the US Small Business Association. See Other Income line 8100 showing \$89,500 as PPP Grant income. A large surplus is also pretty much normal at the beginning of the fiscal year before we start spending down our resources.
- The WUS Trustees made its annual disbursements from Restricted Funds providing revenue to the general operating fund and increasing balances of multiple special purpose funds on the balance sheet.
- We are through 2 of 12 months of the fiscal year, or 17%. Staff compensation through October was based on freezing salaries at FY20 rates. 2.2% COLA was approved at our congregational Special Meeting. Retroactive pay will be applied in the first payroll cycle of November and will cause percentage of annual comp to be as expected in next month's report.
- On the balance sheet, liability line 3010 shows the PPP loan "paid" as of October 15.

The Auction Fundraiser was a resounding success raising over \$30K. Invoices to bidders have gone out to all bidders and we are awaiting payments which you'll see on our November report.

Questions and comments welcome.

Judy and Sue

**Winchester Unitarian Society**  
**FY21 Budget vs Actuals**  
September - October, 2020

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
<b>4100 Individuals</b>				
4110 Current Year Pledges	100,891.72	340,000.00	-239,108.28	29.67%
4150 Prior Year Pledges (Late Payments)	16,055.00	12,600.00	3,455.00	127.42%
4160 Contributions - non-pledge	1,233.00	9,000.00	-7,767.00	13.70%
4170 Sunday Collection - non-pledge	2,417.80	13,000.00	-10,582.20	18.60%
4180 Sunday Collection - Share the Plate	2,679.80	15,000.00	-12,320.20	17.87%
4190 Electronic Funds Fees	-299.04	-1,800.00	1,500.96	16.61%
<b>Total 4100 Individuals</b>	<b>\$ 122,978.28</b>	<b>\$ 387,800.00</b>	<b>-\$ 264,821.72</b>	<b>31.71%</b>
<b>4200 Investments &amp; Endowments</b>				
4210 Bank Interest	395.81	2,500.00	-2,104.19	15.83%
4220 Downs Income	3,085.00	12,340.00	-9,255.00	25.00%
4230 Meyer Income	4,800.00	57,600.00	-52,800.00	8.33%
4240 Trustees PermFunds - Unrestricted		96,567.00	-96,567.00	0.00%
4250 Trustees PermFunds - Building	716.15	716.00	0.15	100.02%
4260 Trustees PermFunds - Cook Funds	7,310.70	7,310.00	0.70	100.01%
4265 Trustees PermFunds - Baldwins Fund	2,373.20	2,373.00	0.20	100.01%
<b>Total 4200 Investments &amp; Endowments</b>	<b>\$ 18,680.86</b>	<b>\$ 179,406.00</b>	<b>-\$ 160,725.14</b>	<b>10.41%</b>
<b>4300 Building Use</b>				
4310 Winchester Coop Nursery School		30,870.00	-30,870.00	0.00%
4340 Other Building Use		2,000.00	-2,000.00	0.00%
<b>Total 4300 Building Use</b>	<b>\$ 0.00</b>	<b>\$ 32,870.00</b>	<b>-\$ 32,870.00</b>	<b>0.00%</b>
<b>4400 Other Sources</b>				
4410 Fundraising	200.00	10,000.00	-9,800.00	2.00%
4420 Concert Series		8,000.00	-8,000.00	0.00%
<b>Total 4400 Other Sources</b>	<b>\$ 200.00</b>	<b>\$ 18,000.00</b>	<b>-\$ 17,800.00</b>	<b>1.11%</b>
<b>Total Income</b>	<b>\$ 141,859.14</b>	<b>\$ 618,076.00</b>	<b>-\$ 476,216.86</b>	<b>22.95%</b>
<b>Gross Profit</b>	<b>\$ 141,859.14</b>	<b>\$ 618,076.00</b>	<b>-\$ 476,216.86</b>	<b>22.95%</b>
<b>Expenses</b>				
<b>5000 Staff</b>				
<b>5100 Ministerial</b>				
<b>5110 Lead Minister</b>				
5111 Salary	10,316.36	104,301.67	-93,985.31	9.89%
5112 Housing	5,384.60		5,384.60	
5113 Benefits	2,832.45	30,942.45	-28,110.00	9.15%
5114 In Lieu of FICA	1,201.12		1,201.12	
5115 Professional Expenses	491.28	10,400.00	-9,908.72	4.72%
<b>Total 5110 Lead Minister</b>	<b>\$ 20,225.81</b>	<b>\$ 145,644.12</b>	<b>-\$ 125,418.31</b>	<b>13.89%</b>
5119 Substitute during Sabbatical		10,000.00	-10,000.00	0.00%
5130 Summer Minister		2,153.00	-2,153.00	0.00%



	Actual	Budget	over Budget	% of Budget
5140 Sunday Speakers		1,000.00	-1,000.00	0.00%
<b>Total 5100 Ministerial</b>	<b>\$ 20,225.81</b>	<b>\$ 158,797.12</b>	<b>-\$ 138,571.31</b>	<b>12.74%</b>
<b>5200 Administration</b>				
5210 Administrator				
5211 Salary	7,546.50	51,100.00	-43,553.50	14.77%
5212 Benefits	2,135.92	18,718.15	-16,582.23	11.41%
5213 Professional Expenses	237.00	1,000.00	-763.00	23.70%
<b>Total 5210 Administrator</b>	<b>\$ 9,919.42</b>	<b>\$ 70,818.15</b>	<b>-\$ 60,898.73</b>	<b>14.01%</b>
5220 Administrative Assistant				
5221 Salary	2,520.00	20,600.00	-18,080.00	12.23%
5222 Benefits	192.78	1,575.90	-1,383.12	12.23%
<b>Total 5220 Administrative Assistant</b>	<b>\$ 2,712.78</b>	<b>\$ 22,175.90</b>	<b>-\$ 19,463.12</b>	<b>12.23%</b>
5230 Sextons				
5231 Salary	5,447.47	37,527.55	-32,080.08	14.52%
5232 Benefits	416.74	2,832.61	-2,415.87	14.71%
<b>Total 5230 Sextons</b>	<b>\$ 5,864.21</b>	<b>\$ 40,360.16</b>	<b>-\$ 34,495.95</b>	<b>14.53%</b>
<b>Total 5200 Administration</b>	<b>\$ 18,496.41</b>	<b>\$ 133,354.21</b>	<b>-\$ 114,857.80</b>	<b>13.87%</b>
<b>5300 Religious Education</b>				
5310 Director Religious Education				
5311 Salary	10,552.20	67,402.47	-56,850.27	15.66%
5312 Benefits	2,520.86	16,918.07	-14,397.21	14.90%
5313 Professional Expenses	14.31	4,500.00	-4,485.69	0.32%
<b>Total 5310 Director Religious Education</b>	<b>\$ 13,087.37</b>	<b>\$ 88,820.54</b>	<b>-\$ 75,733.17</b>	<b>14.73%</b>
5340 RE Program Assistant		813.83	-813.83	0.00%
5350 RE Teachers and Aides	93.02	4,255.42	-4,162.40	2.19%
<b>Total 5300 Religious Education</b>	<b>\$ 13,180.39</b>	<b>\$ 93,889.79</b>	<b>-\$ 80,709.40</b>	<b>14.04%</b>
<b>5400 Youth</b>				
5410 Youth Director				
5411 Salary	5,931.92	39,405.78	-33,473.86	15.05%
5412 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5413 Benefits	1,177.99	8,862.86	-7,684.87	13.29%
5414 Professional Expenses	310.00	2,000.00	-1,690.00	15.50%
<b>Total 5410 Youth Director</b>	<b>\$ 7,419.91</b>	<b>\$ 52,268.64</b>	<b>-\$ 44,848.73</b>	<b>14.20%</b>
5420 Youth Assistant				
5421 Salary	867.03	6,281.21	-5,414.18	13.80%
5422 Service Trip Stipend		2,000.00	-2,000.00	0.00%
5423 Benefits	66.32	633.51	-567.19	10.47%
<b>Total 5420 Youth Assistant</b>	<b>\$ 933.35</b>	<b>\$ 8,914.72</b>	<b>-\$ 7,981.37</b>	<b>10.47%</b>
<b>Total 5400 Youth</b>	<b>\$ 8,353.26</b>	<b>\$ 61,183.36</b>	<b>-\$ 52,830.10</b>	<b>13.65%</b>
<b>5500 Music</b>				
5510 Music Director				
5511 Salary	5,884.24	39,089.09	-33,204.85	15.05%
5512 Benefits	1,099.99	7,687.26	-6,587.27	14.31%
5513 Professional Expenses		2,150.00	-2,150.00	0.00%
<b>Total 5510 Music Director</b>	<b>\$ 6,984.23</b>	<b>\$ 48,926.35</b>	<b>-\$ 41,942.12</b>	<b>14.27%</b>
5520 Children's Chorale Director				

	Actual	Budget	over Budget	% of Budget
5521 Salary	270.00	3,100.32	-2,830.32	8.71%
5522 Benefits	20.65		20.65	
<b>Total 5520 Children's Chorale Director</b>	<b>\$ 290.65</b>	<b>\$ 3,100.32</b>	<b>-\$ 2,809.67</b>	<b>9.37%</b>
5530 Soloists and Section Leaders	1,937.72	14,155.98	-12,218.26	13.69%
5540 Other Musicians		2,000.00	-2,000.00	0.00%
<b>Total 5500 Music</b>	<b>\$ 9,212.60</b>	<b>\$ 68,182.65</b>	<b>-\$ 58,970.05</b>	<b>13.51%</b>
<b>Total 5000 Staff</b>	<b>\$ 69,468.47</b>	<b>\$ 515,407.13</b>	<b>-\$ 445,938.66</b>	<b>13.48%</b>
<b>6000 Building &amp; Grounds</b>				
6110 Grounds	540.00	3,200.00	-2,660.00	16.88%
6120 Snow Removal		14,400.00	-14,400.00	0.00%
6130 Church Maintenance	1,850.74	35,000.00	-33,149.26	5.29%
6140 Furnishings		1,200.00	-1,200.00	0.00%
6150 Cleaning & Paper Supplies	207.20	1,360.00	-1,152.80	15.24%
6160 Gas	647.95	17,000.00	-16,352.05	3.81%
6170 Electricity	391.14	8,840.00	-8,448.86	4.42%
6180 Water & Sewer		4,000.00	-4,000.00	0.00%
<b>Total 6000 Building &amp; Grounds</b>	<b>\$ 3,637.03</b>	<b>\$ 85,000.00</b>	<b>-\$ 81,362.97</b>	<b>4.28%</b>
<b>6500 Operations</b>				
<b>6510 Financial</b>				
6512 Insurance		17,500.00	-17,500.00	0.00%
6513 Pledge Drive		500.00	-500.00	0.00%
<b>Total 6510 Financial</b>	<b>\$ 0.00</b>	<b>\$ 18,000.00</b>	<b>-\$ 18,000.00</b>	<b>0.00%</b>
<b>6520 Office Expenses</b>				
6521 Office Equipment	459.90	3,000.00	-2,540.10	15.33%
6522 Office Operations	1,072.85	9,200.00	-8,127.15	11.66%
6524 Phone & Internet	719.93	5,300.00	-4,580.07	13.58%
6525 Web, Marketing, Publicity		600.00	-600.00	0.00%
<b>Total 6520 Office Expenses</b>	<b>\$ 2,252.68</b>	<b>\$ 18,100.00</b>	<b>-\$ 15,847.32</b>	<b>12.45%</b>
<b>6540 Staff Hiring &amp; Support</b>				
6541 Staff Meetings, Retreats, Acknowledgements		1,200.00	-1,200.00	0.00%
6542 Search & Transitions		100.00	-100.00	0.00%
<b>Total 6540 Staff Hiring &amp; Support</b>	<b>\$ 0.00</b>	<b>\$ 1,300.00</b>	<b>-\$ 1,300.00</b>	<b>0.00%</b>
<b>6550 Denominational Affairs</b>				
6551 UUA Annual Program Fund	7,518.25	30,073.00	-22,554.75	25.00%
6552 Contributions - other organizations		500.00	-500.00	0.00%
<b>Total 6550 Denominational Affairs</b>	<b>\$ 7,518.25</b>	<b>\$ 30,573.00</b>	<b>-\$ 23,054.75</b>	<b>24.59%</b>
<b>Total 6500 Operations</b>	<b>\$ 9,770.93</b>	<b>\$ 67,973.00</b>	<b>-\$ 58,202.07</b>	<b>14.37%</b>
<b>7000 Programs &amp; Committees</b>				
7212 Chime Playing and Maintenance		500.00	-500.00	0.00%
7215 Organ & Piano Maintenance		800.00	-800.00	0.00%
7217 Choral Music & Supplies		700.00	-700.00	0.00%
7220 RE Supplies & Curriculum	67.00	1,500.00	-1,433.00	4.47%
7227 RE Special Programs		250.00	-250.00	0.00%
7228 Growth & Learning		100.00	-100.00	0.00%
7230 WUSYG Supplies & Projects	946.07	2,500.00	-1,553.93	37.84%
7240 Worship & Flowers & Candles	120.00	750.00	-630.00	16.00%

	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
7250 Fellowship		200.00	-200.00	0.00%
7260 Hospitality		1,500.00	-1,500.00	0.00%
7270 Membership	288.00	1,200.00	-912.00	24.00%
7280 Grief Group & PCAs		200.00	-200.00	0.00%
7285 Small Group Ministry		100.00	-100.00	0.00%
7290 Leadership Development		100.00	-100.00	0.00%
7296 Green Sanctuary		200.00	-200.00	0.00%
7299 Social Action Supplies		100.00	-100.00	0.00%
7610 Standing Committee	175.00	220.00	-45.00	79.55%
7620 SC Projects & Initiatives		220.00	-220.00	0.00%
7630 SFC - Planned Giving		100.00	-100.00	0.00%
<b>Total 7000 Programs &amp; Committees</b>	<b>\$ 1,596.07</b>	<b>\$ 11,240.00</b>	<b>-\$ 9,643.93</b>	<b>14.20%</b>
7800 Social Action Grants				
7810 SOC Committee Grants		18,000.00	-18,000.00	0.00%
7820 SOC Share the Plate Grants	322.00	15,000.00	-14,678.00	2.15%
<b>Total 7800 Social Action Grants</b>	<b>\$ 322.00</b>	<b>\$ 33,000.00</b>	<b>-\$ 32,678.00</b>	<b>0.98%</b>
<b>Total Expenses</b>	<b>\$ 84,794.50</b>	<b>\$ 712,620.13</b>	<b>-\$ 627,825.63</b>	<b>11.90%</b>
<b>Net Operating Income</b>	<b>\$ 57,064.64</b>	<b>-\$ 94,544.13</b>	<b>\$ 151,608.77</b>	<b>-60.36%</b>
<b>Other Income</b>				
8070 from Sabbatical Escrow		10,000.00	-10,000.00	0.00%
8100 US SBA Payroll Protection Program Grant	89,500.00	89,500.00	0.00	100.00%
<b>Total Other Income</b>	<b>\$ 89,500.00</b>	<b>\$ 99,500.00</b>	<b>-\$ 10,000.00</b>	<b>89.95%</b>
<b>Other Expenses</b>				
9070 to Sabbatical Escrow		4,955.87	-4,955.87	0.00%
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 4,955.87</b>	<b>-\$ 4,955.87</b>	<b>0.00%</b>
<b>Net Other Income</b>	<b>\$ 89,500.00</b>	<b>\$ 94,544.13</b>	<b>-\$ 5,044.13</b>	<b>94.66%</b>
<b>Net Income</b>	<b>\$ 146,564.64</b>	<b>\$ 0.00</b>	<b>\$ 146,564.64</b>	

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# Winchester Unitarian Society

## BALANCE SHEET

As of October 31, 2020

	TOTAL	
	AS OF OCT 31, 2020	AS OF AUG 31, 2020 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1010 Winchester Savings Ops Checking	52,626.34	71,569.23
1015 Needham Bank Payroll Checking	20,488.30	5,896.41
1020 Winchester Savings CDs	86,103.29	85,854.30
1030 Needham Bank CD 1	0.00	0.00
1040 Needham Bank CD 2	62,072.78	62,017.68
1050 Winchester Savings MDF checking	7,665.03	7,986.03
1060 Winchester Savings Money Market	120,472.94	120,391.63
1080 Needham Bank Money Market	35,126.42	20,117.75
<b>Total Bank Accounts</b>	<b>\$384,555.10</b>	<b>\$373,833.03</b>
<b>Total Current Assets</b>	<b>\$384,555.10</b>	<b>\$373,833.03</b>
<b>TOTAL ASSETS</b>	<b>\$384,555.10</b>	<b>\$373,833.03</b>

# Winchester Unitarian Society

## BALANCE SHEET As of October 31, 2020

	TOTAL	
	AS OF OCT 31, 2020	AS OF AUG 31, 2020 (PP)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3000 Operating Funds		
3010 Payroll Protection Plan Loan	0.00	89,500.00
3020 Capital Reserves		
3021 Undesignated Capital Reserves	55,117.72	55,117.72
3022 Project Escrow (Web, Marketing, Audit)	11,350.00	11,350.00
3023 Stabilization (Snow, Utilities, etc.)	10,000.00	10,000.00
3024 Sabbatical Escrow	43,917.01	43,917.01
3025 Fundraising Escrow	0.00	0.00
3026 Building Escrow	8,000.00	8,000.00
<b>Total 3020 Capital Reserves</b>	<b>128,384.73</b>	<b>128,384.73</b>
3050 Prepaid Pledges	0.00	60,723.18
3060 Prepaid Close the Gap	0.00	0.00
<b>Total 3000 Operating Funds</b>	<b>128,384.73</b>	<b>278,607.91</b>
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	2,784.63	2,142.88
3160 Hardscape Upgrades Fund (Meyer)	6,922.57	7,102.57
3170 Building Security Enhancements	389.00	389.00
<b>Total 3100 Building and Grounds</b>	<b>12,369.57</b>	<b>11,907.82</b>
3200 Flower Funds		
3210 Flower Fund	699.60	265.14
3220 from Dawn Kelley Bartlett Fund	2,019.74	932.39
<b>Total 3200 Flower Funds</b>	<b>2,719.34</b>	<b>1,197.53</b>
3300 Memorial Fund	5,750.00	3,720.00
3400 Music Funds		
3450 Concert Series	4,571.41	2,246.41
3460 from Parkhurst Organ Fund	306.65	0.00
3470 from Sue Swap Fund	4,094.45	1,884.00
3480 Elora Trump Fund	766.05	766.05
3490 Harpsichord Fund	536.00	536.00
3491 Cerny/Thomas Fund	1,530.73	873.53

# Winchester Unitarian Society

## BALANCE SHEET As of October 31, 2020

	TOTAL	
	AS OF OCT 31, 2020	AS OF AUG 31, 2020 (PP)
<b>Total 3400 Music Funds</b>	<b>11,805.29</b>	<b>6,305.99</b>
3500 Outreach Funds		
3510 Partner Church	2.00	2.00
3530 Share the Plate	285.60	285.60
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
<b>Total 3500 Outreach Funds</b>	<b>822.82</b>	<b>822.82</b>
3600 RE Funds		
3630 from Nash Nursery Fund	1,996.79	1,996.79
3640 Our Whole Lives - class balance	859.84	859.84
3650 Coming of Age & F8th in Action	466.07	466.07
<b>Total 3600 RE Funds</b>	<b>3,322.70</b>	<b>3,322.70</b>
3700 Youth Funds		
3710 WUSYG Service Project Fund	13,273.29	13,473.29
3720 Church School Youth Fund	209.17	188.57
3730 from Sandy Fries Youth Fund	780.91	780.91
<b>Total 3700 Youth Funds</b>	<b>14,263.37</b>	<b>14,442.77</b>
3800 Other Funds		
3805 SC Projects Fund (Baldwins)	46,064.84	46,064.84
3810 Equal Exchange	0.00	0.00
3820 Pastoral Care Ministry	934.85	934.85
3840 from Student Minister Fund	0.00	0.00
3850 Green Sanctuary Carbon Offset	1,100.00	1,100.00
3870 Yoga Fund	1,445.33	1,245.33
3880 from Downs Fund	0.00	0.00
3890 Contra	1,342.59	-3,825.56
3895 Minister Discretionary Fund	7,665.03	7,986.03
<b>Total 3800 Other Funds</b>	<b>58,552.64</b>	<b>53,505.49</b>
3900 Uncleared WSB Checks in ChWindows	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$237,990.46</b>	<b>\$373,833.03</b>
<b>Total Current Liabilities</b>	<b>\$237,990.46</b>	<b>\$373,833.03</b>
<b>Total Liabilities</b>	<b>\$237,990.46</b>	<b>\$373,833.03</b>
Equity		
Opening Balance Equity	0.00	0.00
Retained Earnings	0.00	0.00

# Winchester Unitarian Society

## BALANCE SHEET

As of October 31, 2020

	TOTAL	
	AS OF OCT 31, 2020	AS OF AUG 31, 2020 (PP)
Net Income	146,564.64	
<b>Total Equity</b>	<b>\$146,564.64</b>	<b>\$0.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$384,555.10</b>	<b>\$373,833.03</b>