



**Mission Peak Unitarian Universalist Congregation**

***Proposed Budget - Fiscal Year 2015***

22 May 2014



## MPUUC FY2015 Proposed Budget

- Table 1 compares the proposed FY14 Income Budget with the proposed FY15 Income Budget
- The proposed FY15 Income Budget is \$2,888 lower than the approved FY14 budget
- This reduction is based on FY14 actuals and results of the FY15 canvass

### Table 1: Income

Description	FY14 Budget	FY15 Budget	Change
<b>1000 Donations</b>	<b>\$ 170,588.00</b>	<b>\$ 165,000.00</b>	<b>\$ (5,588.00)</b>
1100 Pledge Income	\$ 163,388.00	\$ 160,000.00	\$ (3,388.00)
1200 Offering Income	\$ 7,200.00	\$ 5,000.00	\$ (2,200.00)
1300 Unrestricted Donations	\$ -	\$ -	\$ -
1400 Temporary Restricted Donations	\$ -	\$ -	\$ -
1500 Restricted Donations	\$ -	\$ -	\$ -
1600 Special Donations	\$ -	\$ -	\$ -
<b>2000 Event and Activity Income</b>	<b>\$ 14,350.00</b>	<b>\$ 15,050.00</b>	<b>\$ 700.00</b>
2100 Black and White Auction	\$ 14,000.00	\$ 14,500.00	\$ 500.00
2200 Garden Share	\$ 200.00	\$ 400.00	\$ 200.00
2300 eScript	\$ 150.00	\$ 150.00	\$ -
2400 Retreat	\$ -	\$ -	\$ -
<b>3000 Other Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
3100 Interest Income	\$ -	\$ -	\$ -
3200 Gain on Stock Sale	\$ -	\$ -	\$ -
3300 Miscellaneous Income	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 184,938.00</b>	<b>\$ 180,050.00</b>	<b>\$ (4,888.00)</b>

Notes:

- 1 FY15 pledge income estimated as of 22 May 2014
- 2 Offering income reduced to match FY13/14 actuals



## MPUUC FY2015 Proposed Budget

- The proposed FY15 budget for Office and Administrative expenses is comparable to the approved FY14 budget
- Facility rent has been raised for FY15 from \$3,100/month to \$3,200/month
- UUA and PCD Fair Share Dues have also increased due to an increase in our membership and the per capita rate for PCD
- The Facility Maintenance & Improvements budget is reduced to cover only routine maintenance (no major improvements planned)
- All other budgets are modified to reflect FY14 actuals

### Table 2: Operating Expenses - Office and Administration

Description	FY14 Budget	FY15 Budget	Change
<b>4000 Office and Administrative</b>	<b>\$ 59,268.00</b>	<b>\$ 59,910.00</b>	<b>\$ 642.00</b>
<b>4100 Affiliation Expenses</b>	<b>\$ 11,267.00</b>	<b>\$ 11,900.00</b>	<b>\$ 633.00</b>
4110 UUA Fair Share Dues	\$ 7,320.00	\$ 7,500.00	\$ 180.00
4120 PCD Fair Share Dues	\$ 3,172.00	\$ 3,625.00	\$ 453.00
4130 Tri-City Interfaith Council Dues	\$ 25.00	\$ 25.00	\$ -
4140 Delegates and Training	\$ 750.00	\$ 750.00	\$ -
<b>4200 Facility Expenses</b>	<b>\$ 40,300.00</b>	<b>\$ 39,600.00</b>	<b>\$ (700.00)</b>
4210 Facility Rent	\$ 37,200.00	\$ 38,400.00	\$ 1,200.00
4220 Facility Maintenance & Improvements	\$ 3,100.00	\$ 1,000.00	\$ (2,100.00)
4230 MPUUC Garden	\$ -	\$ 200.00	\$ 200.00
<b>4300 Financial Expenses</b>	<b>\$ 1,530.00</b>	<b>\$ 1,560.00</b>	<b>\$ 30.00</b>
4310 Accounting Online Service	\$ 480.00	\$ 360.00	\$ (120.00)
4320 Payroll Service	\$ 900.00	\$ 1,000.00	\$ 100.00
4330 Bank Charges	\$ 150.00	\$ 200.00	\$ 50.00
<b>4400 General &amp; Administrative Expenses</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>
4410 Office Supplies	\$ 750.00	\$ 750.00	\$ -
4420 Newsletter Expenses	\$ 750.00	\$ 750.00	\$ -
<b>4500 Insurance Expenses</b>	<b>\$ 2,625.00</b>	<b>\$ 2,800.00</b>	<b>\$ 175.00</b>
4510 Multi-Peril Insurance	\$ 1,700.00	\$ 1,700.00	\$ -
4520 Workers Compensation Insurance	\$ 925.00	\$ 1,100.00	\$ 175.00
<b>4600 Telecommunication Expenses</b>	<b>\$ 2,046.00</b>	<b>\$ 2,550.00</b>	<b>\$ 504.00</b>
4610 Telephone and DSL	\$ 1,536.00	\$ 1,800.00	\$ 264.00
4620 Web Services	\$ 510.00	\$ 750.00	\$ 240.00
<b>Grand Total</b>	<b>\$ 59,268.00</b>	<b>\$ 59,910.00</b>	<b>\$ 642.00</b>

#### Notes:

- 1 UUA Fair Share Dues = \$60/member \* 125 members
- 2 PCD Fair Share Dues = \$29/member \* 125 members (increase of \$3/member)
- 3 Telephone and DSL budget now reflects actual costs
- 4 Web Services includes \$150 for new MPUUC website development



## MPUUC FY2015 Proposed Budget

- The Program Expense budget is \$1,480 less than the approved FY14 budget
- Most of this decrease is due to adjustments based on FY14 actuals

### Table 3: Operating Expenses - Program Expenses

Description	FY14 Budget	FY15 Budget	Change
<b>5000 Program Expenses</b>	<b>\$ 5,630.00</b>	<b>\$ 4,150.00</b>	<b>\$ (1,480.00)</b>
<b>5100 Ministry Program Expenses</b>	<b>\$ 700.00</b>	<b>\$ 550.00</b>	<b>\$ (150.00)</b>
5110 Committee on Ministry	\$ 200.00	\$ 200.00	\$ -
5120 Mental Health Discretionary	\$ 300.00	\$ 300.00	\$ -
5130 Pastoral Associates Committee	\$ 200.00	\$ 50.00	\$ (150.00)
<b>5200 Religious Education Program Exp</b>	<b>\$ 1,225.00</b>	<b>\$ 1,025.00</b>	<b>\$ (200.00)</b>
5210 Adult Education	\$ 250.00	\$ 200.00	\$ (50.00)
5220 CAYRE Discretionary	\$ 350.00	\$ 400.00	\$ 50.00
5230 Curricula	\$ 500.00	\$ 300.00	\$ (200.00)
5240 Youth Discretionary	\$ 125.00	\$ 125.00	\$ -
<b>5300 Social Justice Program Expenses</b>	<b>\$ 980.00</b>	<b>\$ 550.00</b>	<b>\$ (430.00)</b>
5310 IDC Committee	\$ 500.00	\$ -	\$ (500.00)
5320 Social Concerns Committee	\$ 100.00	\$ -	\$ (100.00)
5321 Social Justice Committee	\$ -	\$ 200.00	\$ 200.00
5330 Sandwich Squad	\$ 380.00	\$ 350.00	\$ (30.00)
<b>5400 Worship Program Expenses</b>	<b>\$ 2,725.00</b>	<b>\$ 2,025.00</b>	<b>\$ (700.00)</b>
5410 Aesthetics	\$ 500.00	\$ 300.00	\$ (200.00)
5420 Coffee and Refreshments	\$ 600.00	\$ 500.00	\$ (100.00)
5430 Music	\$ 625.00	\$ 225.00	\$ (400.00)
5440 Speaker Honorarium	\$ 1,000.00	\$ 1,000.00	\$ -
5450 Miscellaneous Expenses	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 5,630.00</b>	<b>\$ 4,150.00</b>	<b>\$ (1,480.00)</b>

#### Notes:

- 1 Pastoral Associates Committee reflects FY14 expenditures
- 2 Curricula adjusted to reflect FY14 actuals and planned FY15 purchases
- 3 IDC Committee and Social Concerns Committee merged in FY15 to form Social Justice Committee
- 4 Music budget reduced to reflect potential reduced choir expenditures



## MPUUC FY2015 Proposed Budget

- The FY15 budget for Staff Expenses is \$1,461.26 less than the FY14 budget
- The primary reduction occurs in the DRE salary - the FY14 budget was established before the DRE was hired and the exact salary was known (it was estimated high)
- The Minister receives a 3.4% salary increase in FY15
- The Office Administrator receives a 3% hourly rate increase in FY15 (from \$17.50/hour to \$18.03/hour)
- The DRE receives a 10% increase in compensation, in the form of retirement benefits beginning in August (this is required by the new UU Organizations Retirement Plan for FY15)

### Table 4: Operating Expenses - Staff Expenses

Description	FY14 Budget	FY15 Budget	Change
<b>6000 Staff Expenses</b>	<b>\$ 130,075.00</b>	<b>\$ 128,613.74</b>	<b>\$ (1,461.26)</b>
<b>6100 Minister</b>	<b>\$ 90,825.00</b>	<b>\$ 94,773.06</b>	<b>\$ 3,948.06</b>
6110 Salary and Housing	\$ 59,700.00	\$ 61,729.80	\$ 2,029.80
6120 Medical and Dental	\$ 13,250.00	\$ 14,586.36	\$ 1,336.36
6130 Retirement	\$ 5,970.00	\$ 6,172.98	\$ 202.98
6140 Life and Disability Insurance	\$ 1,060.00	\$ 1,091.38	\$ 31.38
6150 FICA Tax in Lieu	\$ 4,625.00	\$ 4,769.55	\$ 144.55
6160 Discretionary Expenses	\$ 250.00	\$ 250.00	\$ -
6170 Professional Expenses	\$ 5,970.00	\$ 6,172.98	\$ 202.98
<b>6200 Office Administrator</b>	<b>\$ 12,450.00</b>	<b>\$ 12,806.58</b>	<b>\$ 356.58</b>
6210 Salary	\$ 11,550.00	\$ 11,896.50	\$ 346.50
6220 FICA Tax	\$ 900.00	\$ 910.08	\$ 10.08
6230 Retirement	\$ -	\$ -	\$ -
<b>6300 Director of Religious Education</b>	<b>\$ 26,800.00</b>	<b>\$ 21,034.11</b>	<b>\$ (5,765.89)</b>
6310 Salary	\$ 23,900.00	\$ 17,150.04	\$ (6,749.96)
6320 FICA Tax	\$ 1,900.00	\$ 1,311.98	\$ (588.02)
6330 Professional Expenses	\$ 1,000.00	\$ 1,000.00	\$ -
6340 Retirement	\$ -	\$ 1,572.09	\$ 1,572.09
<b>Grand Total</b>	<b>\$ 130,075.00</b>	<b>\$ 128,613.74</b>	<b>\$ (1,461.26)</b>

#### Notes:

- 1 Office Administrator hourly rate increase of 3.0% over FY14; hours remain capped at 55 hours/month
- 2 Office Administrator not yet eligible for retirement benefits
- 3 DRE now receives 10% employer retirement contribution for 11 months of FY15



## MPUUC FY2015 Proposed Budget

- The FY15 Other Expense budget is \$3,150 lower than the FY14 budget
- The Fellowship Dinner is now removed from the Canvass Committee budget, and may be added by the Board as a special event to be paid for from the Special Fund
- All other adjustments are based on the FY14 actuals

### Table 5: Operating Expenses - Other Expenses

Description	FY14 Budget	FY15 Budget	Change
<b>7000 Other Expenses</b>	<b>\$ 8,950.00</b>	<b>\$ 5,800.00</b>	<b>\$ (3,150.00)</b>
<b>7100 Board Expenses</b>	<b>\$ 1,500.00</b>	<b>\$ 750.00</b>	<b>\$ (750.00)</b>
7110 Board Discretionary Expenses	\$ 1,500.00	\$ 750.00	\$ (750.00)
<b>7200 Other Committee &amp; Group Exp</b>	<b>\$ 4,700.00</b>	<b>\$ 2,650.00</b>	<b>\$ (2,050.00)</b>
7210 Nominating Committee	\$ 200.00	\$ -	\$ (200.00)
7220 Stewardship Committee	\$ -	\$ -	\$ -
7230 Canvass Committee	\$ 3,000.00	\$ 500.00	\$ (2,500.00)
7240 Membership Committee	\$ 500.00	\$ 150.00	\$ (350.00)
7250 Black and White Auction Expenses	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
7260 Retreat Expenses	\$ -	\$ -	\$ -
<b>7300 Service Expenses</b>	<b>\$ 2,750.00</b>	<b>\$ 2,400.00</b>	<b>\$ (350.00)</b>
7310 Childcare	\$ 2,350.00	\$ 2,000.00	\$ (350.00)
7320 Pastoral Care - Minister Vacation	\$ 400.00	\$ 400.00	\$ -
<b>Grand Total</b>	<b>\$ 8,950.00</b>	<b>\$ 5,800.00</b>	<b>\$ (3,150.00)</b>

#### Notes:

- 1 Black and White auction expenses increased to reflect FY14 actuals
- 2 Childcare reduced to reflect FY14 actuals



- The overall proposed Operating Expense budget for FY15 is \$5,449.26 less than the FY14 budget

**Table 6: Operating Expenses - Summary**

Description	FY14 Budget	FY15 Budget	Change
<b>4000 Office and Administrative</b>	<b>\$ 59,268.00</b>	<b>\$ 59,910.00</b>	<b>\$ 642.00</b>
4100 Affiliation Expenses	\$ 11,267.00	\$ 11,900.00	\$ 633.00
4200 Facility Expenses	\$ 40,300.00	\$ 39,600.00	\$ (700.00)
4300 Financial Expenses	\$ 1,530.00	\$ 1,560.00	\$ 30.00
4400 General & Administrative Expenses	\$ 1,500.00	\$ 1,500.00	\$ -
4500 Insurance Expenses	\$ 2,625.00	\$ 2,800.00	\$ 175.00
4600 Telecommunication Expenses	\$ 2,046.00	\$ 2,550.00	\$ 504.00
<b>5000 Program Expenses</b>	<b>\$ 5,630.00</b>	<b>\$ 4,150.00</b>	<b>\$ (1,480.00)</b>
5100 Ministry Program Expenses	\$ 700.00	\$ 550.00	\$ (150.00)
5200 Religious Education Program Exp	\$ 1,225.00	\$ 1,025.00	\$ (200.00)
5300 Social Justice Program Expenses	\$ 980.00	\$ 550.00	\$ (430.00)
5400 Worship Program Expenses	\$ 2,725.00	\$ 2,025.00	\$ (700.00)
<b>6000 Staff Expenses</b>	<b>\$ 130,075.00</b>	<b>\$ 128,613.74</b>	<b>\$ (1,461.26)</b>
6100 Minister	\$ 90,825.00	\$ 94,773.06	\$ 3,948.06
6200 Office Administrator	\$ 12,450.00	\$ 12,806.58	\$ 356.58
6300 Director of Religious Education	\$ 26,800.00	\$ 21,034.11	\$ (5,765.89)
<b>7000 Other Expenses</b>	<b>\$ 8,950.00</b>	<b>\$ 5,800.00</b>	<b>\$ (3,150.00)</b>
7100 Board Expenses	\$ 1,500.00	\$ 750.00	\$ (750.00)
7200 Other Committee & Group Exp	\$ 4,700.00	\$ 2,650.00	\$ (2,050.00)
7300 Service Expenses	\$ 2,750.00	\$ 2,400.00	\$ (350.00)
<b>Grand Total</b>	<b>\$ 203,923.00</b>	<b>\$ 198,473.74</b>	<b>\$ (5,449.26)</b>

Notes:



## MPUUC FY2015 Proposed Budget

- The FY15 budget is again a deficit budget - with a planned deficit of \$18,423.74
- The proposed FY15 deficit is \$561.26 less than that approved for the FY14 budget

### Table 7: Operating Budget Summary

Description	FY14 Budget	FY15 Budget	Change
Income	\$ 184,938.00	\$ 180,050.00	\$ (4,888.00)
Operating Expenses	\$ 203,923.00	\$ 198,473.74	\$ (5,449.26)
<b>Revenue Minus Operating Expenses</b>	<b>\$ (18,985.00)</b>	<b>\$ (18,423.74)</b>	<b>\$ 561.26</b>

Notes:

1 This table compares the FY14 and FY15 budgets (does not reflect FY14 actuals)





## MPUUC FY2015 Proposed Budget

- Proposed FY15 Other Fund expenses are \$2,184.25 greater than that approved for the FY14 budget
- Unspent portions of the Environmental Project and Outreach Coordinator budgets (which were approved in Dec 2013 to be spent over FY14 and FY15) are carried over into the FY15 budget
- The Ministerial Intern is a new expense proposed in the FY15 budget

### Table 8: Other Fund Expenses

Description	FY14 Budget	FY15 Budget	Change
<b>8000 Other Fund Expenses</b>	<b>\$ 40,175.00</b>	<b>\$ 42,359.25</b>	<b>\$ 2,184.25</b>
<b>8100 Special Fund Project Expenses</b>	<b>\$ 39,675.00</b>	<b>\$ 41,859.25</b>	<b>\$ 2,184.25</b>
8110 Interfaith Counseling Center	\$ 6,675.00	\$ 5,000.00	\$ (1,675.00)
8120 Leap of Faith	\$ 7,500.00	\$ -	\$ (7,500.00)
8130 Moving Forward Task Force	\$ 1,500.00	\$ 500.00	\$ (1,000.00)
8140 Accompanist	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00
8150 Twentieth Anniversary Celebration	\$ 2,000.00	\$ -	\$ (2,000.00)
8160 Environmental Project	\$ 7,500.00	\$ 10,000.00	\$ 2,500.00
8170 Outreach Coordinator	\$ 12,500.00	\$ 15,000.00	\$ 2,500.00
8180 Ministerial Intern	\$ -	\$ 7,250.00	\$ 7,250.00
8190 Ministerial Intern FICA	\$ -	\$ 1,109.25	\$ 1,109.25
<b>8200 Seminary Student Fund Exp</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>
8210 Seminary Student Award	\$ 500.00	\$ 500.00	\$ -
<b>Grand Total</b>	<b>\$ 40,175.00</b>	<b>\$ 42,359.25</b>	<b>\$ 2,184.25</b>

#### Notes:

- 1 Interfaith Counseling Center budget as per Connections formal request
- 2 Leap of Faith discontinued in FY15 (was an FY14 activity only)
- 3 Accompanist budget adequate for 2 services/month, for 12 months
- 4 Environmental Project budget set for remaining \$10,000 of original \$15,000 allocation
- 5 Outreach Coordinator budget set for remaining \$15,000 of original \$25,000 allocation
- 6 Ministerial Intern (Salary and FICA) are new expenses for FY15



- A summary of our current year (FY14) financials is provided in Tables 9-12 below
- This summary is based on FY14 actuals through April 2014 and projections for May and June 2014
- MPUUC received a \$20,000 donation in December 2013, which is reflected in the Donations
- Had we not received this donation, we would have had a revenue shortfall of \$14,376
- Operating Expenses for FY14 are projected to come in \$9,768.88 less than planned

**Table 9: FY14 Financials - Income**

Description	FY14 Budget	FY14 Projection	Projection - Budget
1000 Donations	\$ 170,588.00	\$ 176,211.80	\$ 5,623.80
2000 Event and Activity Income	\$ 14,350.00	\$ 16,111.00	\$ 1,761.00
3000 Other Income	\$ -	\$ 343.50	\$ 343.50
<b>Grand Total</b>	<b>\$ 184,938.00</b>	<b>\$ 192,666.30</b>	<b>\$ 7,728.30</b>

**Table 10: FY14 Financials - Operating Expenses**

Description	FY14 Budget	FY14 Projection	Budget - Projection
4000 Office and Administrative	\$ 59,268.00	\$ 60,092.52	\$ (824.52)
5000 Program Expenses	\$ 5,630.00	\$ 3,935.47	\$ 1,694.53
6000 Staff Expenses	\$ 130,075.00	\$ 122,803.91	\$ 7,271.09
7000 Other Expenses	\$ 8,950.00	\$ 7,322.22	\$ 1,627.78
<b>Grand Total</b>	<b>\$ 203,923.00</b>	<b>\$ 194,154.12</b>	<b>\$ 9,768.88</b>

**Table 11: FY14 Financials - Other Fund Expenses**

Description	FY14 Budget	FY14 Projection	Budget - Projection
<b>8000 Other Fund Expenses</b>	<b>\$ 40,175.00</b>	<b>\$ 25,517.22</b>	<b>\$ 14,657.78</b>
8100 Special Fund Project Expenses	\$ 39,675.00	\$ 25,017.22	\$ 14,657.78
8200 Seminary Student Fund Exp	\$ 500.00	\$ 500.00	\$ -
<b>Grand Total</b>	<b>\$ 40,175.00</b>	<b>\$ 25,517.22</b>	<b>\$ 14,657.78</b>

**Table 12: FY14 Financials - Operating Budget Summary**

Description	FY14 Budget	FY14 Projection	Budget - Projection
Income	\$ 184,938.00	\$ 192,666.30	\$ (7,728.30)
Operating Expenses	\$ 203,923.00	\$ 194,154.12	\$ 9,768.88
<b>Revenue Minus Operating Expenses</b>	<b>\$ (18,985.00)</b>	<b>\$ (1,487.82)</b>	<b>\$ (17,497.18)</b>

Notes:

1. FY14 Operating Income includes \$20,000 donation which was later transferred to the Special Fund



## MPUUC FY2015 Proposed Budget

- By the end of FY15 we are projecting net assets of \$39,651
- Approximately \$17,214 will have to be transferred from the Special Fund to the General Fund to cover the projected Operating Expenses

### Table 13: Asset Summary

Description	FY14 Start	FY14 End (Projected)	FY15 End (Projected)
Building Fund	\$ 9,692.82	\$ 9,692.82	\$ 9,692.82
General Fund	\$ 20,374.09	\$ (790.55)	\$ (19,214.30)
Ministers Discretionary Fund	\$ 529.73	\$ 239.73	\$ 239.73
Retreat Fund	\$ 373.88	\$ 373.88	\$ 373.88
Seminary Student Fund	\$ 996.84	\$ 996.84	\$ 996.84
Special Fund	\$ 91,559.65	\$ 87,921.30	\$ 45,562.05
<b>Grand Total</b>	<b>\$ 123,527.01</b>	<b>\$ 98,434.02</b>	<b>\$ 37,651.02</b>