



**UNITARIAN
UNIVERSALIST**
— SOCIETY OF —
GREATER SPRINGFIELD

**Annual Meeting of the Congregation:
June 1, 2019 @ 4PM**

Meeting Materials included:

- Proposed Bylaw Revision to Reflect Adjusted Fiscal Year
- 2019 Six-Month Budget w/ notes

Notes about Proposed Bylaw Revision - Fiscal Year:

For years now, we have heard comments about how confusing our pledge calendar can be. With a fiscal year that has run from July through June, annual giving numbers regularly don't match people's expectations. (For example, pledging \$2000 in 2017-18 and \$3000 in 2018-19 would result in a tax receipt for 2018 reflecting \$2500 in donations.) This is unnecessarily confusing. Further, it reflects an outdated form of UU ministry in New England when congregations - especially smaller ones - would "take the summers off." What research shows, however, is that congregations like ours lose people over the summer when nothing is offered. People are still navigating births and deaths and transitions over the summer. Put plainly, we - that is, the combined love and support of a congregational community - are still needed over the summer months. By changing the fiscal year to match the calendar year, not only will pledge payments be simplified but we will also have a chance to explore year-round ministry (in ways that still afford staff and lay leaders plenty of flexibility and vacation). So...

- A change to the Bylaws (Article V) is needed to reorient the fiscal year: from "July 1 - June 30"... to "January 1 through December 31". Even small edits like these to the bylaws require a congregational vote to effect. (And if we find in future years that we hate the change, we can always go back.)
- Other implications of this change include:
 - Annual meetings will likely occur in the Fall now (in preparation for a new year beginning January 1).
 - Current Board members will add 6 months to their terms, so as to complete their terms in time for election of new officers in Fall of 2020.
 - Current active social justice teams will continue through the Fall before renewing in Fall 2019.

Notes about Proposed 2019 Six-Month Budget:

The Minister and the Board of Trustees made every effort to include in this budget the priorities and comments that were offered at congregational listening sessions. Among priorities heard were: fair compensation, programming growth, communication, & facility needs (i.e., capital expenses). The ET's initial draft budget was presented to the Board of Trustees in early May; the final version, including some revisions, was approved by the Board a few weeks later. The Board is now proud to bring this budget before the congregation. We believe it is responsive to the comments we heard at the listening sessions... and that it positions us well to continue growing, deepening, and having fun together in the year ahead. Here are some highlights:

- Fair compensation continues to be a priority. Adjusted for hours, all staff are paid at least 96% of fair compensation midpoints, as set by the Unitarian Universalist Association. This ensures not only fair treatment of existing staff but also the ability to attract quality applicants following a staff transition.
 - The Coordinator of Congregational Life position has been expanded significantly (20 hours per week) so as to also take on some administrative and communications tasks.
 - Marie's role is Bookkeeper (10 hours per week), which is no longer an administrative lead. Her portfolio is primarily financial.
- Most other non-personnel expenses were projected based upon half of previous year amounts, with adjustments due to weather (i.e., plowing), fundraising (i.e., auction, in January), etc.
- A new lease between UUSGS and Playful Minds was signed by both parties in May. Payments are reflected in: base rent, utility contribution (50%), and shared maintenance cost.

		Budget
Ordinary Income/Expense		
Income		
100 · Individual Contribution		
	110 · Pledges	108,000.00
	119 · Uncollected pledge & CC fees	(3,780.00)
	120 · Plate	2,000.00
	121 · Plate income-designated*	8,000.00
	125 · General Fund/new or old pledges	4,000.00
Total 100 · Individual Contribution		118,220.00
160 · Fund Raising		
	161 · Service Auction	
	167 · Folk Music Series	200.00
	168 · Book Sales	100.00
	169 · Fund Raising Other	100.00
Total 160 · Fund Raising		400.00
180 · SPECIAL EVENTS		
	181 · Musical Productions	6,000.00
Total 180 · SPECIAL EVENTS		6,000.00
200 · ENDOWMENT Contributions		8,500.00
210 · Trust Fund Income		
	240 - Jordan Trust	6,500.00
	220 · UUA Pool A & B	300.00
	230 · Yaeger Trust	2,600.00
Total 210 · Trust Fund Income		9,400.00
300 · Rentals		
	312 · Rental - Playful Minds	
	313 · Utilities & Maintenance*	10,800.00
	312 · Rental - Playful Minds - Other	21,537.60
Total 312 · Rental - Playful Minds		32,337.60
	315 · Rentals - weekly/monthly	100.00
	317 · Rentals - Events	500.00
	330 · Sexton/Custodian added duties	8,194.86
Total 300 · Rentals		41,132.46
Total Income		183,652.46
Gross Profit		183,652.46
Expense		
1200 · Membership & Programs		
	1210 · Membership misc.	200.00
	1220 · Alliance	100.00
	1240 · Membership Materials	100.00
	1250 · Coffee/Hospitality	750.00
	1260 · Soulful Suppers	100.00
	1270 · Membership database	400.00
	1280 · Pastoral Care	100.00
	1290 · Mem'l Garden / Plaques	-

				1300 · Social Outreach	
				1310 · Loaves and Fishes	350.00
				1330 · Social Action	400.00
				1340 · Pioneer Valley Project	
				1380 · Offering Disbursement	8,000.00
				Total 1300 · Social Outreach	8,750.00
				1400 · Adult Education & Enrichment	
				1410 · Library	100.00
				1420 · Speakers & Events	200.00
				1400 · Adult Education & Enrichment - Other	250.00
				Total 1400 · Adult Education & Enrichment	550.00
				1500 · Membership personnel	
				1510 · Membership Coordinator	8,160.00
				1525 · Membership Prof. Expenses	500.00
				Total 1500 · Membership personnel	8,660.00
				Total 1200 · Membership & Programs	19,710.00
				2000 · Ministry & Worship	
				2100 · Minister salary items	
				2110 · Salary (Paycheck)	19,862.50
				2120 · Housing & utilities allowance	19,862.50
				2130 · Min SECA/FICA	3,500.00
				Total 2100 · Minister salary items	43,225.00
				2200 · Pension	3,972.50
				2220 · MIN Prof. Expenses	3,972.50
				2230 · MIN Disability Insurance	300.00
				2240 · MIN Life Insurance	200.00
				2250 · MIN Health Insurance	10,000.00
				2251 · MIN insurance w/h	(4,200.00)
				2300 · Intern salary items	
				2310 · Intern salary	
				2315 · Intern Prof. Expense	
				Total 2300 · Intern salary items	-
				2500 · Sabbatical FUND***(annual xfer)	
				2700 · Religious Services	
				2710 · Guest Worship Leaders	700.00
				2750 · Supplies	200.00
				2780 · Summer Services	500.00
				2790 · Worship Associates expense	100.00
				Total 2700 · Religious Services	1,500.00
				Total 2000 · Ministry & Worship	58,970.00
				3000 · Religious Education Program	
				3010 · Food & events	200.00
				3015 · Materials & supplies	400.00
				3020 · Teacher Development	
				3025 · Safe Congregation	300.00
				3030 · Teacher Recognition	
				3040 · Religious Education Other	100.00

			3050 · Coming of Age Expense	
			3060 · OWL Program Expense	50.00
			3070 · Youth Group Expense	200.00
			3100 · Religious Education personnel	
			3110 · Director	
			3111 · DFam Salary	14,500.00
			3112 · DFam Prof. Ed.	725.00
			3114 · DFam Pension	1,450.00
			Total 3110 · Director	16,675.00
			3200 · Youth Advisor	
			3201 · Youth Advisor Salary	2,500.00
			3210 · Youth Adv Prof Ed	250.00
			Total 3200 · Youth Advisor	2,750.00
			3300 · Teachers	
			3310 · Teachers (Sun)	750.00
			3320 · Nursery (Sun)	1,400.00
			3330 · Child Care (Wed & Events)	1,400.00
			3300 · Teachers - Other	300.00
			Total 3300 · Teachers	3,850.00
			Total 3100 · Religious Education personnel	23,275.00
			Total 3000 · Religious Education Program	24,525.00
			4000 · Music Program	
			4100 · Choir Supplies	500.00
			4150 · Hired musicians	500.00
			4170 · Accompanist	300.00
			4200 · Instrument Maintenance	800.00
			4310 · Musical Productions-Expense	3,000.00
			4400 · Music Director	
			4410 · Music Director Salary	15,000.00
			4420 · Music Dir. Pension	1,500.00
			4430 · Music Director Prof. Exp.	750.00
			Total 4400 · Music Director	17,250.00
			Total 4000 · Music Program	22,350.00
			5000 · Administration	
			5010 · Auction Expenses	
			5100 · Information Technology	
			5120 · IT training & support	1,500.00
			5130 · Internet	600.00
			5140 · Network equip lease & website	
			Total 5100 · Information Technology	2,100.00
			5200 · Office Supplies & Equip.	
			5210 · Computer equip/supplies	100.00
			5220 · Printer&Copier Maint./Supplies	200.00
			5230 · Paper/Envelopes/Office Supplies	200.00
			5240 · Postage	200.00
			5255 · Riso Service/Maint.	200.00
			5280 · Other	100.00

			Total 5200 · Office Supplies & Equip.	1,000.00
			5310 · Telephone	700.00
			5320 · Television	100.00
			5360 · Service Charges (Bank/others)	50.00
			5500 · Administration personnel	
			5510 · Bookkeeper Salary	5,280.00
			5520 · Bookkeeper Pension	528.00
			5530 · Bookkeeper Prof Exp	250.00
			5550 · Bookkeeper Assistance	
			Total 5500 · Administration personnel	6,058.00
			5800 · Staff Management	
			5820 · Payroll Expenses	750.00
			5830 · Staff FICA	4,000.00
			5860 · Workers comp.	1,000.00
			5899 · Staff Annual Planning	500.00
			Total 5800 · Staff Management	6,250.00
			Total 5000 · Administration	16,258.00
			6200 · Promotion & Development	
			6210 · Bd of Trustees Discretionary	100.00
			6220 · Board Measurement	
			6230 · External Communication	100.00
			6250 · Planned Giving	100.00
			6260 · Stewardship expenses	200.00
			Total 6200 · Promotion & Development	500.00
			6600 · Congregational Memberships	
			6620 · UUA Pledge	4,500.00
			6630 · Interfaith	200.00
			Total 6600 · Congregational Memberships	4,700.00
			7000 · Facilities	
			7100 · Supplies & Equipment	2,000.00
			7200 · Grounds	
			7210 · Rubbish Removal	1,600.00
			7230 · Snow Removal	4,000.00
			7250 · Recycling	750.00
			Total 7200 · Grounds	6,350.00
			7300 · Building	
			7310 · Building Code Enforcement	500.00
			7320 · Insurance	5,000.00
			7330 · Licenses for Rental Operations	200.00
			7340 · Lift Permit, Inspection, Repair	100.00
			7350 · Maintenance & Repairs	2,000.00
			7360 · Pest Control	750.00
			7370 · Security System	250.00
			7390 · Contribution to LT CAPITAL FD	
			Total 7300 · Building	8,800.00
			7400 · Utilities	
			7420 · Electric	6,000.00

								7440 · Gas	3,000.00
								7460 · Water & Sewer	750.00
								Total 7400 · Utilities	9,750.00
								7800 · Facilities Management	
								7810 · Facilities Management	3,700.00
								7850 · Custodian Expenses	6,000.00
								Total 7800 · Facilities Management	9,700.00
								7900 · LOC	
								7930 · Line of Credit Principal	
								7940 · Line of Credit Interest	
								Total 7900 · LOC	-
								Total 7000 · Facilities	36,600.00
								Total Expense	183,613.00
								Net Ordinary Income	39.46