

2021-22 FINAL DRAFT		2019-20 Budget	6/30/2020 Actuals	2020-21 Budget	4/30/2021 Actuals	ESTIMATE total through 6/30/21	BOARD ENDORSED 2021-22 Budget	NOTES
1	INCOME							
2								
3	Donations - Non Pledge :		14,950	4,050				Funds on this line were mis-categorized - should have been assigned to specific Income line items.
4	Bequests, Wills, Memorials, and Gifts	0	0	0	10,000	10,000	0	Non-specified funds are entered here for the general budget. Dedicated and Restricted funds are entered in the Blue Section on line 113, 114, or 115.
5	OWL participation	1,050	0	1,050	0	0	900	IF offered in 2021-22; Suggested donation \$150 per non-VIUF family member participant; est paying participants = 6
6	Service Collection for VIUF	7,500	2,184	0	2,215	2,570	3,000	30 collections per year for VIUF (estimated average = \$100/service).
7	Fund Raising :							
8	Miscellaneous	50	15	45	75	90	75	Amazon Smile; Other
9	Garden Party	3,000	0	0	0	0	0	Not certain event will occur in 2021-22
10	Luna Bella Clothing/Rock It Clothing	50	0	0	134	100	100	VIUF account #6716 at Luna Bella (Tessa, new owner, payment via PayPal 1 206 463-2668). VIUF account #1754 at Rock It (Alena is new owner).
11	Sunday Market	800	829	800	0	0	700	Assumes VIUF will resume meeting in Lewis Hall
12	Thriftway/IGA Receipts	950	489	950	339	600	700	Name and phone # on top receipt, initial others, fasten them together; expire after one year
13	TUUC Fundraiser (Auction Items)	1,000	2,960	1,000	0	0	0	Not certain event will occur in 2021-22
14	Interest Earned (PSCCU)	40	981	40	55	65	65	2019-20 amount includes interest earned in Bernice Black Scholarship Fund
15	Pledges	67,035	47,432	65,000	49,285	54,410	58,428	2021-22 Pledge Units - Members: 59, Friends: 15. If budgeted pledge amount is not reached then funds will need to be drawn from reserve account to cover shortfall.
16								
17								
18	TOTAL INCOME	81,475	69,840	72,935	62,103	67,835	63,968	
19								

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20								
21	EXPENSES							
22								
23	Administrative Expenses							
24	Bank Charges :							
25	Purchase Checks			0	35	35	35	
26	Returned Check Fee	50	0	50	0	0	35	
27	Board Discretionary Fund	3,800	0	1,500	0	0	0	Cover unexpected expenses
28	Board Emergency Member Assistance			1,000	0	0	0	\$500 limit per person; hardship; 1 time only
29	Conferences & Training	2,000	0	2,000	700	2,000	1,000	UUA delegates, Regional conferences, Board training, etc. UUGA June 23-27 2021, virtual, \$200 per person registration
30	Dues & Contributions :							
31	UUA Annual Program Fund	5,246	6,757	4,721	4,721	4,721	4,249	Based on data submitted by VIUF on the 2021 UUA Congregational Certification report (Feb 2021)
32	Emergency/Contingency Reserve Account addition	6,000	0	6,000	12,000	12,000	0	By the end of FY 2021-22, the total amount in this fund should be \$18,000. See Budget line #113.
33	Facilities :							
34	Rent/Lease	12,000	8,800	12,000	5,250	6,000	9,000	As per expected written agreement with Burton Church; adjusted lower in 2020-21 due to COVID
35	Utilities	2,000	1,022	1,500	0	0	1,500	
36	Fidelity Bond						0	FinCom P&P #10; not currently purchased
37	Fund Raising	600	0	0	0	0	80	Materials/supplies used for fund-raising activities
38	Insurance	900	870	900	1,090	1,090	1,200	Property and Liability
39	IT :							
40	Domain Name	40	80	40	0	40	40	
41	Hosting	100	0	0	82	82	82	Free hosting with DreamHost for non-profits; Zoom account (\$82 annually)
42	Icon Systems	275	275	275	275	275	275	Member roster maintenance
43	Newsletter (Emma program)	210	0	210	0	210	210	Newsletter management tool (is ADMIN using this?)
44	QuickBooks	750	820	1,000	820	820	75	QB Premier On-line; possible TechSoup account - need to check with Greg
45	PayPal Transacton Fee			0	83	100	100	PayPal transaction fee 501(c)(3) rate: 2.2% plus 30 cents per transaction (Rough calculation = \$30 fees per \$1000 in PayPal transactions)

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46	Payroll :							
47	Administrator	4,800	9,390	9,000	7,835	9,500	11,232	Net Amount; as per contract agreement
48	Payroll Processing Fee	1,500	960	1,250	1,334	1,600	1,125	ADP program
49	R.E. Teacher (1)	3,500	2,358	4,000	0	0	2,000	Net Amount; as per contract agreement
50	R.E. Coordinator (1)	8,000	6,935	7,000	3,112	3,500	10,000	Net Amount; as per contract agreement
51	Employer Taxes Paid	3,500	4,230	4,000	3,023	3,700	4,300	
52	Postal Fees :							
53	PO Box Rental	120	140	120	0	120	120	
54	Postage	100	8	100	55	75	75	stamps, envelopes
55	Printing/Copying	800	605	800	0	0	500	Vashon Print & Design or other location
56	Professional Expenses :							
57	Bookkeeper/Accounting	2,100	1,841	2,000	717	1,300	1,000	Barnett Cole Accounting, began Jan. 2019; Kimberly Davis (bookkeeper for Raven - started Feb 2021); need written agreement
58	Tahoma UU Contracted Services	5,250	6,752	3,000	5,040	4,480	2,500	Minister, Intern Minister, & RE Director, Soul Matters Linda Hart (sabbatical begs?); as per contract agreement
59	Web Site Consultant	350	0	50	0	0	0	
60	Publicity :							
61	Newspaper Ads	650	324	500	348	425	450	Beachcomber; The Loop
62	Other Publicity		0	0	0	400	600	Vashon Events
63	Supplies & Equipment	500	1,591	1,250	1,237	1,237	1,750	Poss for 21-22: chairs; technology to allow services to be Zoom broadcast from Lewis Hall
64	Taxes WA Annual Report	10	10	10	10	10	10	To keep VIUF corporation name registered
65								
66	Total Administrative Expenses	65,151	53,768	64,276	47,767	53,720	53,543	
67								

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68	Committee Expenses							
68a	Committee expense fund						200	Covers expenses for: Caring, Communication, Facilities, Finance, Hospitality, Lay Pastoral Care, Membership, Ministry (CoM), Nominating, and Stewardship committees
69	Caring	250	0	25	0	0	0	
70	Communication	25	0	25	0	0	0	
71	Facilities	25	0	25	0	0	0	
72	Finance	25	0	25	0	0	0	
73	Hospitality	800	141	400	0	0	0	Snacks, supplies
74	Lay Pastoral Care	100	0	100	0	0	0	Flowers, cards, special events
75	Membership	75	0	75	0	0	0	Handouts, visitor book, name tags, new members
76	Ministry (CoM)	0	0	0	0	0	0	
77	Nominating	25	0	25	0	0	0	
78	Program :							
79	Music	1,500	975	1,200	545	725	2,000	20 services x \$100 per service
80	Speakers Fees	5,000	3,050	4,500	2,700	3,200	5,500	Includes travel expenses: Ferry ticket + mileage
81	Supplies and Materials	100	173	100	6	25	100	Candles, batteries, lighters, birthday pencils
82	Religious Exploration (R.E.) :							
83	Adult R.E. Expenses	250	0	100	0	0	75	Chalice Circles, BYOBS, Spirit Groups
84	Children's R.E. Supplies and Materials	450	249	300	197	260	400	Art supplies, books, awards, posters, etc
85	R.E. Training & Professional Development	1,000	0	0	0	0	0	
86	OWL :							IF offered in 2021-22
87	Supplies and Materials	350	0	250	0	0	150	
88	OWL Teacher Stipends (for 2 teachers)	1,400	0	1,400	0	0	1,400	Teacher stipend in 2018-19 was \$700 per teacher x 2 teachers)
89	OWL Teacher Training	300	0	300	0	0	300	
90	RE Director Development	0	0	0	0	0	0	TUUC Contracted Service
91	Young Family Support	1,000	0	0	0	0	0	RE Committee discretion
92	Seabeck	89	0	0	0	0	0	Printing, materials, supplies
93	Social Justice	200	0	500	0	0	300	Postcard mailings, detention center visits, signs
94	Stewardship	50	0	25	0	0	0	
95								
96	Total Committee Expenses	13,014	4,588	9,375	3,448	4,210	10,425	
97								
99	TOTAL EXPENSES	78,165	58,356	73,651	51,215	57,930	63,968	
100								
101	NET OPERATING INCOME (LOSS)	3310	11484	-716	10888	9905	0	
102								

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103	OTHER FINANCIAL INFORMATION - not part of Budget							
104								
105	General Funds Available for Expenses							Funds used to pay budget expenses
106	PayPal account							Treasurer promptly transfer PP funds into PSCCU
107	Puget Sound Cooperative Credit Union :							
108	Share (Savings) Account		4,539		12,788			
109	Checking Account		58,684		70,732			Amount will constantly change as income is received and expenses are paid.
110	Total Available Funds		63,223		83,520			
111								
112	Dedicated / Restricted Funds							VIUF Finance Committee Manual Policy/Procedure #3, Funds limited to specified purpose.
113	Emergency/Contingency Reserve Account				12,005			Emergency/Contingency Reserve Account described in Finance Committee Policy #4. Goal of Account is \$18,000 - enough to cover three months of VIUF Expenses by end of 2021-22.
114	Capital Fund		0		0			Not yet established - draft proposal in Finance Committee folder on OneDrive
115	Endowment Fund		0		0			Not yet established
116								
117	Pass Through Donations							Donations Collected = Donations Made
118	Community Service Donations Collected		1,849	1,350	955			One Sunday collection per month (10 collections per Service Year) Passthrough (collection = donation)
119	Community Service Donations Made		1,849	1,350	955			
120	Seabeck Campership Donations Collected		0		0			Designated donation collected from members, friends, and guests
121	Seabeck Campership Donations Made		0		0			
122	TUUC Fundraiser (Paddle Raise) Donations Collected		815		0			Designated to be fully spent on a specific non-budgeted item i.e. Audio System
123	TUUC Fundraiser (Paddle Raise) Donations Spent		815		0			
124								

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125	Non Budgeted Carryover Expense							
126	Seabeck Retreat Deposit		2,991					Unclear if we will have Seabeck retreat in 21-22; Seabeck should have VIUF deposit which was paid in August 2019 - deposit is paid year in advance from funds collected for current year participants. Deposit and reservation status need to be confirmed by Seabeck Committee.
127								
128	Custodial Account - Funds do not belong to VIUF							
129	Bernice Black Memorial Scholarship Fund		46,896		58,090			Established 2000; funds moved from American Century Investments to the Unitarian Universalist Common Endowment Fund (UUCEF) in January 2020
130	Bernice Black Memorial Scholarship Award (Awarded in February)		-1,000		-1,000			Annual award through Vashon Community Scholarship Foundation; scholarships awarded beginning of Feb; amount determined annually by VIUF Treasurer

SUMMARY of Current and Recent Pledge Efforts

2021-22 PLEDGE DRIVE - ONGOING	
PledgeDrive Goal:	60,000
Amount Pledged as of 4/30/2021:	56,529
Number of Pledge Forms received as of 4/30/2021:	48
Number of Member Pledge Units:	59

Pledge Payment Status 2020-21 - CURRENT and ONGOING	
Final Amount Pledged 2020-21	64,566
Pledge Amount Collected as of 4/30/2021	49,885
Number of Pledge Units making payment as of 4/30/2021	40
Number of Pledge Forms received during 2020-21 Pledge Drive	48
Number of Member Pledge Units during 2020-21 Service Year	57

Pledge Status 2019-20 - Final	
Final Amount Pledged 2019-20	67,035
Final Pledge Amount Collected:	39,325
Number of Pledge Units making payment	43
Number of Pledge Forms received	48
Number of Member Pledge Units	56