

UUFBR Board of Trustees Meeting

Minutes November 2021

Date: November 16, 2021

Time: 7:00 PM

In Attendance:

Board Members:

Barb Jensen
Louis Merlin
Paul Libert
Ron Roth
Sandy Troiano
Patrick Larson
John Tilton
Barbara Messick

Guests:

Reverend Harris
Betty Tilton
Celia Hirsch
Mitch Major
Patricia Rogers

Agenda Item 1: Called to Order 7:03 PM

Called to order by Sandy Troiano with 8 board members present.

Agenda Item 2: Approval of Minutes

Barb Jensen made a motion for approval of the minutes. Sandy Troiano seconded. The motion passed unanimously.

Old Business Agenda Item 3: New Filing System

Louis Merlin presented on a recommended folder and file structure for storing documents in the cloud with Google Drive. This will ensure easier access to documents in the future and cloud back up of all UUFBR documents.

The board also discussed whether videos of Board meeting should be preserved indefinitely. No vote was taken, but the general sentiment of the Board is that videos only need to be saved for the short term, i.e., a couple of months.

Old Business Agenda Item 2: Discord

Ron Roth and Louis Merlin reported that there is no new information about Discord at this time, but that they plan to bring more information at a future Board meeting.

Agenda Item 3: Minister's Report

Reverend Harris Riordan reports that Solstice and Christmas services will be indoors with RSVP required and attendance capped at 100. The Christmas service will also be available by Zoom.

She is planning a carol sing with a fire in the fire pit on the patio on Saturday, December 11th.

Harris encouraged the Board to send out a Christmas card to all members and friends. She will take pictures this Sunday 11/21 for those who are interested.

Agenda Item 4: VP-Facilities Report

Patrick Larson reported we have received three estimates for repair of attic wiring. High bid of \$7000+ low bid is \$3100 by Go Electric. Go Electric's bid is open-ended labor + material bid, not a fixed bid. \$3875 Canner Electric is the middle bid, a fixed-cost bid. Sandy moved that we approve Canner Electric pending her contract review and sufficient capital funds available. Paul seconded. The motion passed unanimously.

Patrick reported on the replacement of the Federal Pacific Circuit Breaker panel which current presents a fire risk. Three bids were received. High of \$4573, low of \$3000 with Canner Electric. He recommended Canner Electric. Sandy moved that we approve Canner Electric pending her contract review and sufficient capital funds available. Paul seconded. The motion passed unanimously.

We also need a fire alarm monitoring contract for the RE building. We have had Group One but the VP and Treasurer have not been with them. We solicited four proposals, received three, all between \$1100-\$1200. Sandy moved that we approve the Bass proposal pending Sandy's contract review and sufficient capital funds available. Paul seconded. The motion passed unanimously.

In terms of trash service, FCC environmental services is lowest cost of three bids and has also been the most flexible about contract provisions. Their bid includes a monthly cost of \$167/month for trash and recycling with a three-year contract. Sandy moved that we approved the FCC trash and recycling proposal. Louis seconded. The motion passed unanimously.

Patrick discussed our fire protection options for the Sanctuary building. We have a bid for a bare bones system without smoke alarms throughout the building of \$19,775. This proposal includes 3 smoke alarms and 1 carbon monoxide system, but it lacks any duct detector. Caribbean also offered a proposal for a system they claim would meet NFPA standards. This second proposal would include 21 smoke alarms throughout the building and would cost over \$31,000. Neither proposal ensures the building's safety because we do not have a sprinkler system installed in the Sanctuary building.

We need a fire watch for any in-person assemblies. John Tilton would be willing to be on the committee but does not want to be the entire committee. It is unknown how many occupants must be present before a fire watch is required. We could hire off-duty firefighters or even young adults to conduct our fire watch for us.

Agenda Item 5: Treasurer's Report

Paul Libert offered a detailed report of pledges and receipts for the Capital Campaign. He also noted that based on current trends the projects in the white paper will cost \$259,000, rather than estimated \$240,000, so we may need to raise more than our original goal.

Agenda Item 6: Finance Committee Report

Patricia Rogers reported that due to their involvement in other UUFBR efforts, the Finance Committee canceled its last meeting. At their next meeting, they plan to work on the budget for the upcoming fiscal year.

Agenda Item 7: Sharex Committee Report

UUFBR has obtained approval from the City of Boca to continue running COVID testing in the parking lot after Harris contacted the Mayor.

The Hubert Arts foundation now using the Sanctuary for rehearsals and performances. They will perform the play Scrooge at UUFBR three times in December. In February, they will hold a conservatory. They also plan a summer camp in May-July 2022.

Agenda Item 8: RE Building Rental Report

Patricia Rogers reported that negotiations are ongoing with French School. The Board encouraged her to hire a new realtor if the French School does not commit to a lease before December 1st.

Agenda Item 9: Membership Committee

Ron Roth described a new part of service called "Sharing from the Heart" where members will talk about their experiences with UUFBR. The first one will be this upcoming Sunday (11/21) with Barrie Byron and this segment will continue to be part of the service once a month. Also, the main Zoom room will become a UU welcome session with a designated host each week.

Agenda Item 10: Religious Education Council Report

Louis Merlin provided an update on planned RE Council events. They will hold a camping event on January 28-30 at Quiet Waters Park. Envisioning Community for UUFBR Families events planned for January and February. They may hold a waterway cleanup event in March, a bridging ceremony in May, and a pool party in June.

Agenda Item 11: Landscape Committee Report

Celia Hirsch reported that the Landscape Committee is working on tree rings for the front yard trees. Due to Brenda Smith's donation, they will be able to put in 3 more sage bushes in the Memorial Garden.

Agenda Item 12: Healing Justice Report

Sandy Troiano had no report for Healing Justice. Harris Riordan is working on service concerning the Dixie Manor redevelopment.

Old Business Item 1: Interim Minister Report

Barbara Messick and Betty Tilton reported initial contact with UUA. They have planned a December 7th meeting, They will ask about necessary Bylaws revisions at that meeting. A larger interim minister search committee will be formed at a later date.

New Business

Sandy Troiano reported that on Friday, February 25th UUFBR will hold a Mardi Gras fundraiser celebration with live music.

The next Board of Trustees meeting will be Thursday, December 16th.

Board Welcome during Service

December 5 Louis
December 12 Sandy
December 19 Paul
December 26 John

The Board Secretary being knackered, the meeting adjourned at 9:17 PM

Respectfully submitted,
Louis Merlin

1. St. Andrews

Thanks to Carole Stephens and Sharon Drew, we have a satellite community growing at St. Andrews. Both are now attending the membership Committee and they are working on strengthening and tightening that connection. Like the response to the CC, this energy is something to celebrate and nurture.

2. Holiday Card

Last year the staff did one. And we included peace cranes. Would the Board be interested in doing one this year? This would be sent snail mail to members friends, visitors and alums. Not a small mailing list, but a good way to stay connected and fight the covid drift.

On the inside we could have holiday wishes and a list of the holiday festivities at UUFBR, as well as info on the capital campaign and what's ahead for 2022. I would like to include the date of my last service (either the first or second Sunday in June)

You would need to take a selfie, of you alone or you and your family, with some sort of holiday theme. A santa hat, a lit menorah whatever your imagination comes up with. Send them to me and I can put them together into the front of the card. We'd need to get this out by Dec. 1.

3. The Holidays and beyond at UUFBR

We worship outside because it is safest. As the numbers come down it will become almost as safe to worship inside. So the time has come to plan for this transition back into the building and into our new hybrid normal.

Getting into the green zone will be the all clear for everyone, and I hope by the spring we will be there. But I do think the numbers are low enough now to move indoors for our 2 big holiday services.

From The CovidActNow Web site:

Severe risk (Dark Red)	Over 75 cases per 100,000
Very high risk (Red)	25-75 per 100,000
High risk1(Orange)	10 - 25 per 100,000
Medium risk (Yellow)	1- 10 per 100,000
Low risk. (Green)	Under 1 per 100,000

Covidactnow has our positive test rate at 3.8%. (We are at 6.9 cases per

100,000.) Palm Beach County Health Department has our new case positivity at 2.9%.

Ours is a careful crowd. We were early to get the shots, early to get the boosters and most of us still wear masks. There is not a stampede to meet in person. While some are zoomed out, some are finding that zoom is a convenient way to participate and stay connected. As the pandemic subsides, I expect we will discover that we have already become a hybrid community. And we will have to adjust our expectations to that fact, finding ways to ensure that those on zoom are really connected.

Right now what I see is a reluctant and slow to change congregation. We need to find ways to draw people out of their bubbles, reestablishing an in person community. Could, should we use the holidays to do that?

My thought is to do Solstice and Xmas Eve inside. Inside with decorations we have a chance at creating 2 more uplifting services. To make them Covid safe we would require.

- ★ only vaccinated folks in person - not vaccinated on zoom
- ★ masks indoors
- ★ distanced seating - (limit capacity to 100, take reservations)

SOLSTICE December 21

This service has never gotten more than 75 folks. Some years way less. Which is well under half the occupancy of the room. So if we ask vaccinated folks to come, I think it would be ok. The glitch is that we can't zoom this service without changing it, because it is too dark for a camera to work. Could we live with that? For the folks who would like a Solstice Service, but are reluctant or unable to come to the building, we might be able to share last year's service which was zoom only.

CHRISTMAS EVE December 24

The Christmas Eve service used to be packed. A full Sanctuary triggers my nerves. But if we limited this to 100 folks plus zoom I think it would work. I had considered doing 2 services on xmas eve to increase in person participation, but not all of our musicians are willing to do so. So that Idea is not feasible.

To move inside even for these two services we would have to find or create a reservation system, and decide if we want ushers at the doors to watch that, or if we are on the honor system. We would need volunteers to be the Fire Watch for those two nights. (Here's where folks can start volunteering,) And we will need to print up another outdoor sign for the holidays. There is some cost to that.

If we move inside for Solstice and Xmas eve, could we, should we also move inside for Sunday, Dec 19th? This is traditionally our Family Christmas, a service of carols and

stories meant to be intergenerational. Could it be a way to attract more families? If so, who would we reach out to? How would we reach out? Or is it too early for families of young kids to feel safe enough to come inside, and we'd do better staying on the patio on the 19th, but advertising it to all the families we can find. Is there some way to entice them? A visit from Santa maybe?

In January the Sanctuary will be off limits for a while as the mold remediation work takes place. We need to think of our next possible opportunity for moving indoors as late January. Think sometime after MLK Day, January 23 at the earliest.

At the moment this is how I envision out holidays running

November 28th Hanukkah Service patio and zoom

Dec 5 patio and zoom

Dec 12 patio and zoom

Dec 19 Family Christmas patio or inside?

Dec 21 Solstice in person - no zoom (service too dark for a camera to work)

Dec 24 inside and on zoom

Dec 26 patio and zoom

Jan 2 patio and zoom Stay outside as work is completed in the sanctuary. When the work is done look at the numbers and make another decision.

There isn't a Holiday Dinner this year. I suggest we do a Carol Sing on the Sanctuary patio on Friday Dec 10, or Sat Dec 11? We could bring out the fire pit have mulled wine and mulled cider and Christmas cookies.

Again I am looking for ways to bribe folks into showing up, so I would be willing to do a treat exchange on Sunday, December 5. I will swap a box of homemade Latkes with anyone who brings in a plate of Christmas Cookies. (Dec 5 is the last night of Hanukkah) We'll freeze the cookies in the new freezer and bring them out at the Carol Sing.

VP Report – UUFBR meeting of Board of Trustees, November 16th, 2021

Patrick Larson

Recent maintenance items, volunteers:

1. Bill Jensen continued the Tuesday work parties. Thank you! Several volunteers have showed up recently, and I apologize that I have lost track of the names.
2. Celia Hirsch and the Landscaping committee have selected final design and materials for the tree rings for the Buttonwood trees. We await a quote from the hardware store.
3. Paul Libert and Patrick have solicited and evaluated additional work estimates for capital projects.
4. Alison Rognas has nearly completed updates on the digitized site plans and floor plans. These plans will be used to solicit bids for the fire alarm system.
5. Patrick ran Ethernet cable to the RE building and set up a Wi-Fi router. At present, these are used by the Tai-Chi group (ShareX partner).
6. Patricia Rogers shopped for a new freezer. It was delivered today.

Recent maintenance items, hired:

1. GO Electric's subcontractors completed the concrete work and boring under the south driveway. The conduits are in place. The project is ready for the electricians to do their part.
2. Home Angels repaired the urinal in the RE building. (The seal between the urinal and the wall is compromised.)
3. DuraDrain jetted the sewer lines and pumped the septic tank.

Pending items:

1. **Power-Line Burial** –
 - a. GO Electric will connect conduits to the service boxes and install the wire.
 - b. FPL is awaiting the above work to be completed, then it will show up and run cable down the pole to the box (“hand hole”).
2. *Replacement of Federal Electric “Stab Lok” Load Center* – We have received enough estimates. See Action Items.
3. *Electrical repairs in Main attic* - We have received enough estimates. See Action Items.
4. **Replacement of flat roof at N Sanctuary** – Harrington & Sons: was hired. Job is awaiting permit.
5. **Trash & Recycling service** – Paul has obtained 3 quotes, and we found info for a 4th company online. Patrick helped to evaluate them.
 - a. We will be ready to resume this service after the power-line project is done (see above).
 - b. The quotes and a worksheet were sent to the BOT for review (prior to the last meeting).
 - c. Please refer to the worksheet for details.
 - d. Sandy has reviewed the various agreements, as they tend to include auto-renewals and right-of-first refusal clauses. In other words, the companies make it difficult to leave once a contract is signed.
 - i. Paul and Patrick **recommend FCC Environmental Services**, as it has the lowest cost, and it has worked with us to negotiate more favorable terms such as omitting the right-of-first refusal clause.
6. **Mold remediation in Sanctuary** – J & R Restoration was hired. The job is scheduled for January 3rd-16th (as written in the contract).

7. *Fire alarm system for Sanctuary & Main* – This is moving forward, albeit at a slower pace, as our higher priority projects are on the “front burner” right now. Based on capital-campaign cash flow projections, we estimate to start this job in late January at the earliest.
8. *Purchase new refrigerator* – Patricia Rogers has volunteered to shop for this much-needed equipment.
9. Develop a list of maintenance items for which volunteers are needed.
10. Pressure wash the sidewalks.
11. Remove the carpet from the storage room (Olin room) south of the kitchen.

Action items:

- 1. Authorize contract for repair of wiring in attic of Main building?**
 - a. Boca Electrical Works: **\$7,016**
 - b. Caner Electric: **\$3,875**
 - c. GO Electric: Company gave a “time and materials” quote due to the nature of the job. The best-case was verbally estimated at \$1,040 plus materials, and the worst-case was verbally estimated at **\$3,120 plus materials**.
 - d. As GO Electric *could be* the least expensive option, it is not a fixed cost, thus Patrick **recommends Caner Electric**.
- 2. Authorize contract for Circuit Breaker Panel replacement?**
 - a. Boca Electrical Works: **\$4,573**
 - b. GO Electric: **\$3,760**
 - c. Caner Electric: **\$3,000**
 - d. Patrick **recommends Caner Electric** based on cost as well as the perceived competence and capability of the company.
- 3. Fire Alarm System for Sanctuary, Osias, Main building: Solicit bids for “bare bones” system or “full-featured” system?**
 - a. Based on Donna’s efforts, the city agreed on basic requirements for a system. This “bare bones” system has for example, 3 smoke alarms (only in unoccupied mechanical rooms).
 - b. A “full-featured” system, in contrast, would have 21 smoke alarms (plus other features.)
 - c. We have in hand proposals from one company for each option:
 - i. Bare-bones: \$18,775
 - ii. Full-featured: \$30,380
 - d. The full-featured system is much more expensive, and although there are theoretical benefits, there have been doubts raised regarding the benefit (i.e. small benefit at high cost = poor value).
 - e. The individual contractor that provided the two estimates is of the opinion that the bare-bones system does not meet NFPA requirements.
- 4. Fire Watch: Implement a person or subcommittee to do this function for indoor assemblies (until a Fire Alarm system is completed)?**
 - a. ShareX, particularly Hubert Arts Foundation (HAF), will also need a Fire Watch. Possibly we could provide this.
 - b. Should HAF have a Fire Watch for rehearsals?
 - c. Should other ShareX groups have a Fire Watch, such as Southern Palm Zen?

Capital Campaign Pledge Report Oct. 31, 2021

	<u>Pledge FY</u> 2021-22	<u>Paid YTD</u>	<u>Bal. Due</u>	<u>Pledge FY</u> 2022-23	<u>Pledge FY</u> 2023-24	<u>Total</u> Pledges	<u># of</u> Pledging <u>Units</u>
	200.00	200.00	0.00			200.00	1
	150.00	0.00	150.00			150.00	1
	1,000.00	1,000.00	0.00			1,000.00	1
	5,000.00	5,000.00	0.00			5,000.00	1
	500.00	0.00	500.00			500.00	1
	5,000.00	5,000.00	0.00			5,000.00	1
	20,000.00	0.00	20,000.00	20,000.00	20,000.00	60,000.00	1
	1,000.00	1,000.00	0.00			1,000.00	1
	5,000.00	5,000.00	0.00			5,000.00	1
	2,000.00	2,000.00	0.00	2,000.00	2,000.00	6,000.00	1
	1,000.00	0.00	1,000.00			1,000.00	1
	3,500.00	3,500.00	0.00	2,500.00	2,000.00	8,000.00	1
	1,000.00	1,000.00	0.00			1,000.00	1
	5,000.00	5,000.00	0.00			5,000.00	1
	410.00	410.00	0.00			410.00	1
	3,000.00	3,000.00	0.00	1,000.00	1,000.00	5,000.00	1
	1,000.00	1,000.00	0.00			1,000.00	1
	20,000.00	0.00	20,000.00			20,000.00	1
	15,000.00	15,000.00	0.00			15,000.00	1
	1,000.00	0.00	1,000.00			1,000.00	1
	1,000.00	1,000.00	0.00	1,000.00	1,000.00	3,000.00	1
	3,000.00	3,000.00	0.00	1,000.00	1,000.00	5,000.00	1
	500.00	500.00	0.00			500.00	1
	200.00	0.00	200.00	200.00	200.00	600.00	1
	16,869.00	16,869.00	0.00			16,869.00	1
	112,329.00	69,479.00	42,850.00	27,700.00	27,200.00	167,229.00	25

Capital Campaign Inc Expense Report Oct. 31, 2021

		<u>FY 2021-22</u>	<u>YTD Budget</u>	<u>Actual</u>		<u>Annual</u>	<u>Proj. Diff.</u>	<u>Est. Start &</u>	
		<u>Budget</u>	<u>10/31/21</u>	<u>10/31/21</u>	<u>Difference</u>	<u>Projected</u>	<u>From</u>	<u>End Dates</u>	<u>Comments</u>
	<u>Year 1 (FY 2021-22)</u>						<u>Budget</u>		
4000	Income Year 1								
4291-116	Pledges	73,870.00	47,619.16	56,979.00	-9,359.84	112,329.00	38,459.00		
4291-117	Endowment Match	34,310.00	21,184.50	21,184.50	0.00	34,000.00	-310.00		
4000	Total Income Year 1	108,180.00	68,803.66	78,163.50	-9,359.84	146,329.00	38,149.00		
5000	Expenses Year 1								
8101	Trash - Powerlines	25,000.00	11,727.57	11,727.50	0.07	29,500.00	-4,500.00	December	
8102	Fire Alarm System	22,500.00	2,900.00	2,900.00	0.00	32,900.00	-10,400.00	January	Save \$11,800 with basic system
8103	Electrical	5,500.00	1,100.00	1,100.00	0.00	7,975.00	-2,475.00	December	
8104	Roof/Mold								
8104-001	Roof Replacement	20,000.00	5,000.00	0.00	5,000.00	9,975.00	10,025.00	Dec. 16 - 17	\$9,975 (includes permit fee)
8104-002	Mold Remediation	20,000.00	10,000.00	0.00	10,000.00	37,100.00	-17,100.00	Jan. 2 - 15	\$27,071 + cost of drywall restoration (est. \$10,000)
8104	Subtotal Roof/Mold	40,000.00	15,000.00	0.00	15,000.00	47,075.00	-7,075.00		
8105	Termites	9,000.00	0.00	0.00	0.00	9,000.00	0.00	March	
8106	Refrigerator/Freezer	3,000.00	0.00	0.00	0.00	2,500.00	500.00		Freezer received
8114	Overrun	5,000.00	0.00	0.00	0.00	0.00	5,000.00		
8100	Total Expenses Year 1	110,000.00	30,727.57	15,727.50	15,000.07	128,950.00	-18,950.00		
	Surplus/Deficit Year 1	-1,820.00	38,076.09	62,436.00	-24,359.91	17,379.00	57,099.00		
	<u>Year 2 (FY 2022-23)</u>								
4000	Income Year 2								
4291-116	Pledges	43,355.00				39,207.74	4,147.26		
4291-117	Endowment Match	22,496.00				15,255.53	7,240.47		
4000	Total Income Year 2	65,851.00				54,463.27	11,387.73		
	Expenses Year 2								
	Flooring	20,000.00				20,000.00	0.00		
	Furniture	3,000.00				3,000.00	0.00		
	A/C in RE Bldg.	11,000.00				11,000.00	0.00		

Capital Campaign Inc Expense Report Oct. 31, 2021

	<u>FY 2021-22</u>	<u>YTD Budget</u>	<u>Actual</u>		<u>Annual</u>	<u>Proj. Diff.</u>		
	<u>Budget</u>	<u>10/31/21</u>	<u>10/31/21</u>	<u>Difference</u>	<u>Projected</u>	<u>From</u>	<u>Est. Start &</u>	<u>Comments</u>
						<u>Budget</u>	<u>End Dates</u>	
Painting	10,000.00				10,000.00	0.00		
Parking Lot Lights	8,000.00				8,000.00	0.00		
Technology	8,000.00				8,000.00	0.00		
Overrun	5,000.00				5,000.00	0.00		
Total Expenses Year 2	65,000.00				65,000.00	0.00		
Surplus/Deficit Year 2	851.00				-10,536.73	11,387.73		
Year 3 (FY 2023-24)								
Income Year 3								
Pledges	44,001.00				39,207.73	-4,793.27		
Endowment Match	21,968.00				0.00	-21,968.00		
Total Income Year 3	65,969.00				39,207.73	-26,761.27		
Expenses Year 3								
Roof Reserve	15,000.00				15,000.00	0.00		
Painting Reserve	10,000.00				10,000.00	0.00		
Parking Lot Reserve	10,000.00				10,000.00	0.00		
Sanctuary A/C Reserve	9,000.00				9,000.00	0.00		
Sewage Hook -up Reserve	6,000.00				6,000.00	0.00		
Furniture Reserve	5,000.00				5,000.00	0.00		
Landscaping	5,000.00				5,000.00	0.00		
Overrun	5,000.00				5,000.00	0.00		
Total Expenses Year 3	65,000.00				65,000.00	0.00		
Surplus/Deficit Year 3	969.00				-25,792.27	-26,761.27		
All Years								
Income	240,000.00				240,000.00	0.00		
Expenses	240,000.00				258,950.00	-18,950.00		
Surplus/Deficit	0.00				-18,950.00			

UUFBR Balance Sheet

Oct. 31, 2021

<u>Acct. #</u>		<u>Fund 01- General</u>	<u>EOY FY 2020-21</u>	<u>Difference</u>	<u>Fund 02- Capital</u>	<u>All Funds</u>
		<u>Fund</u>			<u>Fund</u>	
1000	ASSETS					
1100	CURRENT ASSETS					
1130	UNRESTRICTED					
1131	Main - 0987	40,852.80	94,078.33	(53,225.53)	2,200.00	43,052.80
1132	Debit Card - 2520	327.82	165.71	162.11		327.82
1134	TD Ameritrade	0.00	5,520.00	(5,520.00)		0.00
1130	Subtotal Unrestricted Current Assets	41,180.62	99,764.04	(58,583.42)	2,200.00	43,380.62
1140	RESTRICTED					
1144	Restricted Check - 6539	31,171.22	44,706.05	(13,534.83)	60,523.58	91,694.80
1140	Subtotal Restricted Current Assets	31,171.22	44,706.05	(13,534.83)	60,523.58	91,694.80
1100	Subtotal Current Assets	72,351.84	144,470.09	(72,118.25)	62,723.58	135,075.42
1300	LONG TERM ASSETS					
1330	Fidelity - Capital Improvements	20,497.32	20,000.00	497.32	0.00	20,497.32
1340	Fidelity - D. Hughes Operating	13,328.80	0.00	13,328.80	0.00	13,328.80
1350	Vanguard - Endowment	448,605.07	422,054.70	26,550.37	0.00	448,605.07
1300	Subtotal Long Term Assets	482,431.19	442,054.70	40,376.49	0.00	482,431.19
1500	FIXED ASSETS					
1550	BUILDINGS & LAND					
1551	Main Building	1,119,584.81	1,119,584.81	0.00	0.00	1,119,584.81
1555	Additions to Main Bldg.	3,785.00	3,785.00	0.00	0.00	3,785.00
1550	Subtotal Buildings & Land	1,123,369.81	1,123,369.81	0.00	0.00	1,123,369.81
1500	Subtotal Fixed Assets	1,123,369.81	1,123,369.81	0.00	0.00	1,123,369.81
	TOTAL ASSETS	1,678,152.84	1,709,894.60	(31,741.76)	62,723.58	1,740,876.42

UUFBR Balance Sheet

Oct. 31, 2021

<u>Acct. #</u>		<u>Fund 01- General</u>	<u>EOY FY 2020-21</u>	<u>Difference</u>	<u>Fund 02- Capital</u>	<u>All Funds</u>
		<u>Fund</u>			<u>Fund</u>	
2000	LIABILITIES					
2100	CURRENT LIABILITIES					
2200	PAYROLL DEDUCTIONS					
2210	TAXES PAYABLE					
2211	Federal Withholding	476.44	615.57	(139.13)	0.00	476.44
2212	Social Security	464.30	857.92	(393.62)	0.00	464.30
2213	Medicare	108.64	200.68	(92.04)	0.00	108.64
2210	Subtotal Taxes Payable	1,049.38	1,674.17	(624.79)	0.00	1,049.38
2230	OTHER DEDUCTIONS					
2232	Health Insurance Withheld	236.65	27.19	209.46	0.00	236.65
2234	Retirement Withheld	689.83	1,440.07	(750.24)	0.00	689.83
2235	Disability Ins. Withheld	119.16	536.22	(417.06)	0.00	119.16
2230	Subtotal Other Deductions	1,045.64	2,003.48	(957.84)	0.00	1,045.64
2200	Subtotal Payroll Deductions	2,095.02	3,677.65	(1,582.63)	0.00	2,095.02
2400	OTHER CURRENT LIABILITIES					
2415	Keys Deposit	225.00	0.00	225.00	0.00	225.00
2420	Pledges - Prepaid	0.00	59,623.29	(59,623.29)	0.00	0.00
2400	OTHER CURRENT LIABILITIES	225.00	59,623.29	(59,398.29)	0.00	225.00
2100	Subtotal Current Liabilities	2,320.02	63,300.94	(60,980.92)	0.00	2,320.02
2600	LONG-TERM LIABILITIES					
2610	MORTGAGES & LOANS					
2610-001	Endowment Loan	364,344.79	367,560.14	(3,215.35)	0.00	364,344.79

UUFBR Balance Sheet

Oct. 31, 2021

Acct. #		Fund 01- General	EOY FY 2020-21	Difference	Fund 02- Capital	All Funds
		Fund			Fund	
2610-003	SBA PPP Loan - 2	0.00	16,165.00	(16,165.00)	0.00	0.00
2610	Subtotal Mortgages & Loans	364,344.79	383,725.14	(19,380.35)	0.00	364,344.79
2600	Subtotal Long-term Liabilities	364,344.79	383,725.14	(19,380.35)	0.00	364,344.79
	TOTAL LIABILITIES	366,664.81	447,026.08	(80,361.27)	0.00	366,664.81
3000	EQUITY					
3200	DONOR RESTRICTED					
3210	TEMPORARILY RESTRICTED					
3210-003	Family Promise Equity	87.46	87.46	0.00	0.00	87.46
3210-005	PEACE Fund Equity	189.00	189.00	0.00	0.00	189.00
3210-006	Music Fund Equity	7,279.60	7,760.60	(481.00)	0.00	7,279.60
3210-007	OWL Equity	2,669.54	2,669.54	0.00	0.00	2,669.54
3210-011	Playground Fund est. 2017	1,023.07	1,023.07	0.00	0.00	1,023.07
3210-014	Uber - Transportation	1,093.72	1,093.72	0.00	0.00	1,093.72
3210-015	Technology	3,040.00	3,040.00	0.00	0.00	3,040.00
3210-016	Landscaping Improvements	1,638.88	1,638.88	0.00	0.00	1,638.88
3210-018	Healing Justice Equity	1,641.47	1,641.47	0.00	0.00	1,641.47
3210-021	Plate - Charity Equity	1,671.54	546.51	1,125.03	0.00	1,671.54
3210-022	Thanksgiving Box Equity	50.00	50.00	0.00	0.00	50.00
3210-023	Minister's Prof Inc Equity	584.97	2,934.55	(2,349.58)	0.00	584.97
3210-024	Discretionary Fund Equity	3,196.34	4,396.34	(1,200.00)	0.00	3,196.34
3210-027	Parking Lot Lights	1,000.00	1,000.00	0.00	0.00	1,000.00
3210-030	Artglass, Bricks, Labyrinth	1,147.60	1,147.60	0.00	0.00	1,147.60
3210-032	Women's Alliance Fund	322.34	322.34	0.00	0.00	322.34
3210-033	Memorial Garden Equity	2,431.73	2,331.73	100.00	0.00	2,431.73
3250	Capital Campaign	0.00	0.00	0.00	62,723.58	62,723.58
3210	Subtotal Temporarily Restricted	29,067.26	31,872.81	(2,805.55)	62,723.58	91,790.84

UUFBR Balance Sheet

Oct. 31, 2021

Acct. #		Fund 01- General	EOY FY 2020-21	Difference	Fund 02- Capital	All Funds
		Fund			Fund	
3310	PERMANENTLY RESTRICTED					
3310-001	Fidelity - Capital Improvements	20,497.32	20,000.00	497.32	0.00	20,497.32
3310-002	Fidelity - D. Hughes Operating	13,328.80	0.00	13,328.80	0.00	13,328.80
3310-003	Vanguard - Endowment	448,605.07	422,054.70	26,550.37	0.00	448,605.07
3310	Subtotal Permamantly Restricted	482,431.19	442,054.70	40,376.49	0.00	482,431.19
3200	Donor Restricted	511,498.45	473,927.51	37,570.94	62,723.58	574,222.03
3510	Unrestricted Equity	799,989.58	776,101.63	(23,887.95)		799,989.58
	TOTAL EQUITY	1,311,488.03	1,250,029.14	(61,458.89)	62,723.58	1,374,211.61
	TOTAL LIABILITIES AND EQUITY	1,678,152.84	1,697,055.22	(141,820.16)	62,723.58	1,740,876.42

<u>Acct. #</u>		<u>Approved Budget 2021- 22</u>	<u>Year to Date Budget 10/31/21</u>	<u>Year to Date Actual 10/31/21</u>	<u>YTD Budget Difference</u>
4000	<u>INCOME</u>				
4024	Pledges				
4024-001	Current Year	167,000.00	122,908.00	132,169.34	9,261.34
4024-002	Prior Year			351.15	351.15
4024	Subtotal Pledges	167,000.00	122,908.00	132,520.49	9,612.49
4026	Sharex				
4026-001	AA Women's Monday	1,200.00	450.00	785.00	335.00
4026-002	AA Agnostics	800.00	400.00	0.00	-400.00
4026-003	A Course in Miracles	750.00	180.00	0.00	-180.00
4026-004	Boca Raton Symphonia	1,950.00	400.00	400.00	0.00
4026-007	Kol Ami	6,000.00	2,000.00	1,200.00	-800.00
4026-010	Sharex Other	1,425.00	831.25	0.00	-831.25
4026-012	Zen Group	12,300.00	7,175.00	7,175.00	0.00
4026-013	Summer Theatre Camp	200.00	200.00	0.00	-200.00
4026-015	Open Door Acupuncture	5,050.00	2,945.81	1,742.25	-1,203.56
4026-016	Tai Chi	850.00	495.81	705.00	209.19
4026-019	Hubert Arts Foundation	6,600.00	6,600.00	0.00	-6,600.00
4026-020	WellHealth Works		0.00	7,500.00	7,500.00
4026	Subtotal Sharex	37,125.00	21,677.87	19,507.25	-2,170.62
4027	Fundraising				
4027-004	Flea Markets	7,150.00	4,150.00	0.00	-4,150.00
4027-005	Auction	8,500.00	0.00	0.00	0.00
4027-007	I Give Amazon Smile	100.00	93.91	93.91	0.00
4027-009	Concerts	750.00	125.00	0.00	-125.00
4027-010	Fundraising Misc.	3,350.00	1,954.19	575.00	-1,379.19
4027-016	Holiday Dinner	200.00	0.00	0.00	0.00
4027-021	Summer Fundraisers	1,400.00	1,400.00	0.00	-1,400.00
4027-022	Chair Yoga	725.00	422.94	1,460.00	1,037.06
4027-023	Ukelele Group	1,000.00	100.00	0.00	-100.00
4027-025	Book Sale	0.00	0.00	6.00	6.00
4027	Subtotal Fundraising	23,175.00	8,246.04	2,134.91	-6,117.13
4028	Other Income				
4028-002	Plate - UUFBR	7,300.00	4,258.31	2,008.50	-2,249.81
4028-003	Gifts and Donations	9,100.00	5,308.31	4,058.13	-1,250.18
4028-004	Int. & Other Income	0.00	0.00	0.18	0.18
4028-006	Misc. Income	250.00	145.81	0.00	-145.81
4028-008	SBA PPP Grant	16,100.00	16,100.00	16,165.00	65.00

4028-009	Close the Gap				
4028	Subtotal Other Income	32,750.00	25,812.43	22,231.81	-3,580.62
4000	INCOME	260,050.00	178,644.34	176,394.46	-2,249.88
5000	<u>EXPENSES</u>				
5040	COMPENSATION				
5050	Salaries				
5051	Minister				
5051-001	Salary	47,766.00	27,557.33	27,469.59	87.74
5051-002	Housing	24,580.00	14,180.70	14,180.70	0.00
5051-003	Health Insurance	2,654.00	1,531.13	1,707.03	-175.90
5051	Subtotal Minister	75,000.00	43,269.16	43,357.32	-88.16
5052	Music Director - Salary	14,300.00	8,250.00	8,250.00	0.00
5053	RE Director - Salary	18,000.00	10,384.64	9,000.00	1,384.64
5054	RE Teachers & Child Care	800.00	123.08	0.00	123.08
5055	Ofc Mgr/Bookkeeper Salary	14,500.00	8,365.35	8,365.50	-0.15
5056	Adm Asst Salary	17,500.00	10,096.13	10,578.00	-481.87
	Subtotal Other Employees	65,100.00	37,219.20	36,193.50	1,025.70
5050	Subtotal Salaries	140,100.00	80,488.36	79,550.82	937.54
5100	Benefits				
5102	Minister - Health Ins	2,650.00	1,528.87	1,707.03	-178.16
5103	Minister - Prof Exp	4,000.00	2,333.31	450.00	1,883.31
5104	Minister - Retirement	7,500.00	4,326.90	4,326.90	0.00
5106	Admin Asst - Retirement	1,750.00	1,009.64	807.72	201.92
5107	RE Director - Retirement	1,800.00	1,038.45	900.00	138.45
5108	Music Dir - Retirement	1,450.00	836.55	825.00	11.55
5109	RE Director - Health Ins	4,350.00	2,509.64	1,923.11	586.53
5100	Subtotal Benefits	23,500.00	13,583.36	10,939.76	2,643.60
5300	Other Employer Expenses				
5305	Soc. Sec. & Medicare	5,000.00	2,884.64	2,621.90	262.74
5308	Workers Comp	900.00	525.00	555.27	-30.27
5300	Subtotal Other Employer Exp.	5,900.00	3,409.64	3,177.17	232.47
5050	COMPENSATION	169,500.00	97,481.36	93,667.75	3,813.61
5400	ADMINISTRATION				

5420	Office Related				
5421	Bank Charges	50.00	29.19	72.12	-42.93
5422	Credit Card Charges	1,400.00	816.69	479.83	336.86
5424	Postage	400.00	233.31	0.00	233.31
5426	Office Expenses	700.00	408.31	197.12	211.19
5427	Copier Lease	1,550.00	904.19	924.00	-19.81
5428	Copies	900.00	525.00	10.87	514.13
5429	Copier Property Tax	100.00	0.00	0.00	0.00
5420	Subtotal Office Related	5,100.00	2,916.69	1,683.94	1,232.75
5430	Taxes & Fees	2,050.00	0.00	50.00	-50.00
5440	Information Technology				
5441	Software -ePublications	600.00	350.00	350.00	0.00
5442	Software -Admin & Finan	500.00	291.69	279.65	12.04
5443	Software - Other	500.00	291.69	336.00	-44.31
5444	Cable Services	2,750.00	1,604.19	1,590.89	13.30
5445	Website	300.00	175.00	17.99	157.01
	Subtotal Information Technology	4,650.00	2,712.57	2,574.53	138.04
5400	SUBTOTAL ADMIN EXP	11,800.00	5,629.26	4,308.47	1,320.79
5600	BUILDING & GROUNDS				
5630	Utilities				
5632	Elec - Main Bldg	6,600.00	3,850.00	3,082.28	767.72
5633	Elec - RE Bldg	1,450.00	845.81	906.17	-60.36
5634	Elec - Parking Lot	200.00	116.69	121.18	-4.49
5635	Water	1,300.00	866.64	995.67	-129.03
5636	Gas	550.00	320.81	171.41	149.40
5637	Garbage & Recycling	950.00	149.00	0.00	149.00
5630	Subtotal Utilities	11,050.00	6,148.95	5,276.71	872.24
5640	Building Maintenance				
5640-001	Janitorial Supplies	500.00	291.69	83.98	207.71
5640-002	Cleaning Service	5,600.00	3,266.69	2,618.00	648.69
5640-003	Pest Control	300.00	175.00	235.00	-60.00
5640-005	A/C	1,000.00	583.31	1,200.00	-616.69

5640-006	Electrical	150.00	87.50	0.00	87.50
5640-007	Misc	1,800.00	1,050.00	153.13	896.87
5640-008	Plumbing	500.00	291.69	109.00	182.69
5640-009	Repairs - Fascia		0.00		0.00
5640-011	Equipment & Tools	100.00	58.31	0.00	58.31
5640-012	Fire Safety	2,500.00	1,458.31	6,636.50	-5,178.19
5640-014	Inspections			1,200.00	-1,200.00
5640	Subtotal Bldg Maintenance	12,450.00	7,262.50	12,235.61	-4,973.11
5650	Grounds Maintenance				
5651	Landscape Improvements	5,000.00	2,916.69	6,400.00	-3,483.31
5652	Lawn Service	6,000.00	3,500.00	3,205.00	295.00
5654	Irrigation	1,000.00	583.31	1,397.05	-813.74
5655	Tree Trimming	6,000.00	3,500.00	0.00	3,500.00
5656	Landscape Clean up	250.00	145.81	0.00	145.81
5650	Subtotal Grounds Maint.	18,250.00	10,645.81	11,002.05	-356.24
5660	Kitchen				
5661	Supplies	700.00	408.31	0.00	408.31
5660	Subtotal Kitchen	700.00	408.31	0.00	408.31
5600	BLDGS & GROUNDS	42,450.00	24,465.57	28,514.37	-4,048.80
5700	Loan Payments				
5701	Endowment Loan Principal		0.00	3,215.35	-3,215.35
5702	Endowment Loan Interest	6,950.00	4,054.19	4,058.56	-4.37
5610	LOAN PAYMENTS*	6,950.00	4,054.19	7,273.91	-3,219.72
5900	INSURANCE				
5901	Umbrella	350.00	350.00	350.00	0.00
5902	Multi-Peril	8,300.00	4,841.69	5,390.27	-548.58
5904	Dividend				
5900	INSURANCE	8,650.00	5,191.69	5,740.27	-548.58

6000	PROGRAMS/COMMITTEES				
6010	Membership & ABD				
6011	Membership	1,000.00	583.31	0.00	583.31
6012	ABD	250.00	0.00	0.00	0.00
6010	Subtotal Membership & ABD	1,250.00	583.31	0.00	583.31
6200	Religious Education				
6202	Supplies	100.00	58.31	0.00	58.31
6203	Gifts	50.00	29.19	0.00	29.19
6204	Programs	100.00	58.31	0.00	58.31
6205	Misc	200.00	116.69	0.00	116.69
6200	Subtotal Religious Education	450.00	262.50	0.00	262.50
6451	Ministerial Services				
6457	Sabbatical Ministers	1,400.00	1,400.00	1,400.00	0.00
	Event Expenses				
6451	Subtotal Ministerial Services	1,400.00	1,400.00	1,400.00	0.00
6000	PROGRAMS/COMMITTEES	3,100.00	2,245.81	1,400.00	845.81
7000	DUES				
7001	UUA	17,200.00	17,200.00	12,000.00	5,200.00
7002	Cluster	200.00	0.00	0.00	0.00
7003	Misc	200.00	0.00	0.00	0.00
7000	DUES	17,600.00	17,200.00	12,000.00	5,200.00
8000	OTHER EXPENSES				
8001	Accounting Adjustment	0.00	0.00	0.00	0.00
8002	Sale of Securities	0.00	0.00	-235.56	235.56
8000	OTHER EXPENSES	0.00	0.00	-235.56	235.56
	TOTAL EXPENSES	260,050.00	156,267.88	152,669.21	3,598.67
	SURPLUS/DEFICIT	0.00	22,376.46	23,725.25	-1,348.79

Unencumbered Cash in Oper.
 Accts 3/31/21
 Proj. Surplus/Deficit 3/31/22

<u>YTD Budget</u> <u>Pct.</u>	<u>YTD Prior Year</u>	<u>Comments</u>	<u>Projected</u> <u>Cash Flow</u>
107.54%	120,134.97	95% of pledges	172,264.00
	0.00		351.15
105.74%	120,134.97		172,615.15
174.44%	80.00	Pro-rated based on 7 mos.	1,345.71
	0.00	\$390 per qtr. X 2	0.00
	0.00	\$30 per wk for 26 wks	0.00
100.00%	0.00	Avg of FYs 2018-20	1,950.00
60.00%	4,800.00	\$200 per mo.	1,200.00
0.00%	0.00		0.00
100.00%	7,175.00	\$1,025 per mo.	12,300.00
0.00%	0.00		0.00
59.14%	885.75	FY 20 - 56.4% of total inc recd in first 7 mos.	3,089.10
142.19%	370.83	FY 20 - 52.6% of total inc recd in first 7 mos	1,340.30
0.00%	0.00		1,260.00
		\$2,500 per mo for 3 mos	7,500.00
89.99%	13,311.58		29,985.11
	0.00	Actual	5,106.59
	0.00	Finance Comm. Estimate	5,500.00
100.00%	61.25	YTD Actual + Nov - Mar FY 20	129.91
	0.00		0.00
29.42%	8.50	Pro-rated based on 7 mos of inc	985.71
	0.00		200.00
	0.00		0.00
345.20%	446.00		1,460.00
	0.00		0.00
	0.00		6.00
25.89%	515.75		13,388.21
47.17%	2,485.59	FY 20 - 61.2% of total inc recd in first 7 mos.	3,281.86
76.45%	3,410.00	Pro-rated based on 7 mos	6,956.79
	0.00		0.18
0.00%	6.42		0.00
100.40%	0.00		0.00

	617.60	0.00
86.13%	6,519.61	10,238.84
98.74%	140,481.91	226,227.32
99.68%	27,659.76 \$2,141.84 bi-wkly	47,375.04
100.00%	14,180.70 \$945.38 bi-wkly	24,580.00
111.49%	1,428.84 \$102.06 bi-wkly X 6 pp, \$121.63 20 pp	3,044.96
100.20%	43,269.30	75,000.00
100.00%	8,249.42 \$549.42 bi-wkly	14,300.00
86.67%	10,384.65 Resigned	9,000.00
	780.00	0.00
100.00%	8,365.50 \$557.69 bi-wkly	14,500.00
104.77%	10,095.00 \$750 bi-wkly	18,828.00
97.24%	37,874.57	56,628.00
98.84%	81,143.87	131,628.00
111.65%	1,428.84 \$102.08 bi-wkly X 6 pp, \$112.29 X 20 pp	3,044.96
19.29%	700.00	4,000.00
100.00%	4,326.90 \$288.46 bi-wkly	7,500.00
80.00%	1,009.65 Resigned	807.72
86.67%	1,038.45 Resigned	900.00
98.62%	824.94 \$55.00 bi-wkly	1,430.00
76.63%	2,451.75 Resigned	1,923.11
80.54%	11,780.53	19,605.79
90.89%	2,710.13 7.65% of salaries (less minister, less health ins)	4,182.64
105.77%	526.33 \$75.89 per mo	935.00
93.18%	3,236.46	5,117.64
96.09%	96,160.86	156,351.43

247.07%	57.00	150.00
58.75%	776.88 YTD Actual + Nov - Mar FY 20	1,090.83
0.00%	0.00 Two rolls of 100 stamps estimated for remainder of FY	110.00
48.28%	89.61 YTD Actual + Nov - Mar FY 20	670.12
102.19%	1,603.00 \$132 mo.	1,584.00
2.07%	61.57 YTD Actual + Nov - Mar FY 20 less 40% contract new reduction	359.32
	0.00	0.00
57.73%	2,588.06	3,964.27
	61.25	2,050.00
100.00%	350.00 \$50 per mo. (Constant Contact)	600.00
95.87%	279.65 \$39.95 per mo. (Power Church)	479.40
115.19%	216.00 Microsoft licenses	336.00
99.17%	987.47 Pro-rated based on 7 mos. data	2,727.24
10.28%	280.02 Based on last yr. less the triennial payment	17.99
94.91%	2,113.14	4,160.63
76.54%	4,762.45	10,174.90
80.06%	3,848.10 YTD Actual + Nov - Mar FY 20	5,785.28
107.14%	1,056.12 YTD Actual + Nov - Mar FY 20	1,367.17
103.85%	115.35 YTD Actual + Nov - Mar FY 20	205.18
114.89%	880.66 YTD Actual + Nov - Mar FY 20	1,448.67
53.43%	175.93 YTD Actual + Nov - Mar FY 20	489.41
	1,083.88 Based on proposal of \$167.37 per mo for 5 mos + \$100 delivery charge	936.85
85.81%	7,160.04	10,232.56
28.79%	65.97 YTD Actual + Nov - Mar FY 20	485.98
80.14%	2,618.00 \$374 per mo.	4,488.00
134.29%	0.00 \$270 for pest control, \$320 for rodent control	590.00
205.72%	0.00 No addl exp projected	1,200.00

0.00%	0.00	Budgeted amount	150.00
14.58%	1,119.93	Pro-rated based on 7 mos	262.51
37.37%	0.00	\$2,665 septic tank & sewer lines clean out cost pd in Nov.	3,000.00
	2,200.00		
0.00%	0.00	Replace vacuum cleaner	350.00
455.08%	2,754.65	Fire safety panel monitoring existing contract - \$1,449, anticipated main bldg panel monitoring at \$362 (1 time this FY), \$5,222 for safety equip (extinguishers, exit signs, kitchen equip, \$404.70 permit costs for previous projects	7,437.70
	0.00	YTD, no addl expenses projected	1,200.00
168.48%	8,758.55		19,164.19
219.43%	0.00	Re-sodding, no addl exp projected	6,400.00
91.57%	2,905.00	\$415 per mo. + \$300 moldicide application	5,280.00
239.50%	0.00	Irr. pump, controller	1,577.00
0.00%	0.00	Nov. invoice	5,764.32
0.00%	0.00		
103.35%	2,905.00		19,021.32
0.00%	0.00	YTD Actual + Nov - Mar FY 20	98.00
0.00%	0.00		98.00
116.55%	18,823.59		48,516.07
	0.00	Based on amort. sched.	5,533.94
100.11%	4,890.11	Based on amort. sched.	6,935.62
179.42%	4,890.11		6,935.62
100.00%	350.00	\$350 per yr.	350.00
111.33%	13,096.51	\$779 Oct - Nov, \$857 Dec. - Mar, (assumes 10% increase effective December)	9,597.15
			-838.00
110.57%	13,446.51		9,109.15

0.00%	0.00	1,000.00
	0.00	0.00
0.00%	0.00	1,000.00
0.00%	0.00 Based on avg of FYs 2018-20	0.00
0.00%	0.00 Based on avg of FYs 2018-20	0.00
0.00%	0.00 Based on avg of FYs 2018-20	0.00
0.00%	0.00 Seminar	0.00
0.00%	0.00	0.00
100.00%	0.00	1,050.00
		1,000.00
100.00%	0.00	2,050.00
62.34%	0.00	3,050.00
69.77%	4,700.00 Based on UUA calculation	17,136.00
	0.00	200.00
	0.00	0.00
69.77%	4,700.00	17,336.00
	0.56	
	124.11	-235.56
	124.67	-235.56
97.70%	142,908.19	251,237.61
	-2,426.28	-25,010.29
		40,140.75
		15,130.46