

Proposed Treasurer's Report Layout

Monthly Treasurer's Summary Report to the Board of Trustees MONTH Financials (x% of the fiscal year) Prepared for the DATE Board Meeting

Overview of current and projected status:

Request for Motions:

Request for Clarifications to existing policy:

Income and Expense

- a. BUF has received x% of its YEAR income, with Pledge at x% and Rental x%. List any notable anomalies to expected income.
- a. Overall expenses is x%.

Cash on Hand

- a. Checking balance is \$x, up/down from previous month's balance.
- a. Total Checking/Savings is \$x (\$x last month).
- a. Cash less liabilities (cash on hand) is \$x, \$x last month and \$x the prior month. BUF's goal remains an average of \$x.

Funds Activity Report

Total Restricted Bank Account Funds: \$x. Last month \$x.
Total Other Restricted Funds: \$x.
Total Designated Funds: \$x.
Total in all funds: \$139,341.

Fundraising Summary

FUNDRAISING EVENT	INCOME GOAL	INCOME TO DATE	% of Goal
TOTAL FUNDRAISING			

Status of the Board's \$x Board Contingency Fund

Board Approved Expenditures		Pending Possible Needs	
Total Allocated Board Contingency Funds			

Other Status Updates/Requests/Documentation:

Full set of Monthly Financial Reports to be in Dropbox once Dropbox is reorganized and the upload procedure is in place. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attach

YTD Income and Expense Budget Comparison Detail (x%)

Cash on Hand Report

Funds Activity Report

Monthly Treasurer's Summary Report to the Board of Trustees
End of Year 2015-16 Financials (100% of the fiscal year)
Prepared for the August 25, 2016 Board Meeting

1. 2015-16 EOY Reports
 - a. Annual Income and Expense (Reference YTD Income and Expense Budget Comparison Detail 100%)
 - i. Annual income credits were within expected budget numbers except for Fundraising which brought in only 37% of budget (\$8,678)
Rental income that exceeded budget by 38% (\$7,891)
Ended year with net loss of \$906
 - ii. This annual budget also included a one-time income funding of \$17,133 transferred from the reserve fund. This was designated by the previous board to be applied to employee expense
 - b. Finance Team and Treasurer have reviewed the final End of Year Reports submitted by Administration and inform the Board that the bookkeeper is directed to close out the 2015-16 financial reporting year
2. Moving forward into this fiscal year with financial reporting
 - a. Adding building and physical asset depreciation information into our monthly financial reports (Reference Balance Sheet)
 - b. Reporting the monthly reduction of the mortgage principle as payments are made opposed to the current posting it in a lump sum at the end of the year
3. June 2016 Financials (Reference Cash In Hand)
 - a. Checking account balance is \$42,936, down 19% from the previous month
 - b. Total Checking and Savings Account balance is \$113,805, down 9% from the previous month
 - c. Total Cash in Hand is \$30,769, half of the recommended level
 - d. Total in Designated Funds \$71,332
4. Status of Mortgage refinance – In informational gathering stage with Treasurer and Finance Team
5. Status of development of procedures on funding requests – in progress with Treasurer and Finance Team

Please let me know if you have questions about anything contained in this report or any of the Financial Reports referenced below.

Anne Newman, Treasurer

Full set of Monthly Financial Reports to be in Dropbox once Dropbox is reorganized and the upload procedure is in place. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

Attached 6/30/2016 financial reports dated 8/19/2016
YTD Income and Expense Budget Comparison Detail 100%
June Balance Sheet
June Cash In Hand

BUF Minister's Report to the Board, August 2016

- Administrator's report
- Quilt/stone
- BLM process
- Useful meeting structure document
- Prioritizing and communicating the following:

Major Projects to do list: Minister/Administrator/Admin Team

1. Policies of the Admin Team needed (write, post)
 - a. Policy on policies (format, distinction from other documents, processes)
 - b. Admin Team self-government (agenda setting, conflicts of interest, mutual expectations)
 - c. delegated responsibilities/authority to minister
 - d. delegated responsibilities/authority to administrator
 - e. delegated responsibilities/authority to At-Large member
 - f. delegated responsibilities/authority to Finance member
 - g. delegated responsibilities/authority to B&G member
 - h. Team/group/committee
 - i. Naming conventions, formation process
 - ii. expectations
 1. Formation document/charter, annual renewal
 2. Document management (archiving, file naming)
 3. Scheduling and preparing their own meetings, minutes and documents, providing these to staff or admin team
 4. Providing info to staff to publicize meetings and activities
 5. Financial management
 6. To what degree are groups to be self-sustaining?
 - iii. Privileges/limits
 1. Publicity, building use, copier, office supplies, equipment
 2. Staff support
 3. permission to raise funds, budget line item, fund accounts, bank accounts
 - i. Comprehensive Building use policies/procedures
 - i. Rental A/R & Bookkeeping Forms, Process/Procedures
 - ii. Intake form
 - iii. Contract, including expectations of renters
 - iv. Brochure, webpages
 - v. key sign out and walk thru forms
 - vi. user guide and check-out forms
 - vii. price grid
 - j. physical safety policy
 - i. and safety plan (fire, other)
 - k. conflict management/disruptive persons policy
 - i. and flow chart re who to go to with what questions/complaints

- l. Fundraising – who can, when, for what
 - m. Records – what to keep
 - n. Aesthetics and Permanent changes
 - o. Speaking for the congregation/signage/distributing materials/Social media
 - p. Money management/bookkeeping
2. Review “not yet exhaustive list,” organize and post online what’s applicable
 3. Update and start using chart 4a
 4. Sort drop box, google drive
 5. Place committee minutes, documents on website
 6. New Charters for each committee/team/group
 - a. Training via leadership council
 7. Volunteers Needed - Survey Creation or Signup genius scheme
 8. Build a New website
 9. Integrate/clarify ownership and expectations for all blogs, mailing lists, Facebook pages
 10. Integrate/replace online calendars
 11. Front door security
 12. New copier contract, copier user’s codes
 13. New phone contract
 14. New membership database software / integrate with financial software
 15. Expand on-line organizational chart/info
 - a. Names, contact info, tenure of group leaders
 - b. Names of group members
 - c. Committee descriptions including major subgroups, tasks, events
 - d. Volunteer job descriptions, event how-to’s
 - e. Volunteer/leadership vacancies
 16. Annual calendars for
 - f. Each committee and volunteer position
 - g. Each staff member
 - h. MWU
 17. Fill leadership/volunteer vacancies
 18. Expand chalice circles or similar as means of connecting ALL members

REPORT FOR BOT MEETING, 08/25/2016

Administrator – Tammy Jo Meyer

Accomplishments / In Process / Future Plans

- **Building Updates:** All carpets cleaned, except Library; Top Floor Blinds – still sourcing, expensive; Door Locks – Set for September install; Witter Mtg Room / Custodial Closet Projects need volunteer labor to move forward.
- **Summer Clean-up of building** – Admin & Building Steward worked to “scrub” the RE floor [pulled all curriculum materials and placed in DLL office, for example]; Music Director has made improvements to the Music Room; Green Room is “storage” for items that will find new homes soon, as well as, items that will be better organized; Meeting called w/ Worship arts regarding better storage of their materials /supplies.
- **Rentals:** We have contracts in over budget; Our Tree House found our rates unattainable for their budget; Bham Repair Café is going out of business so they will not be here unless their status changes; ShirShaShalom – still tentative; Great success thus far w/new renter – The Natural Learning Center – seems to be a good fit.
- **Bequest:** EK Butler – executor originally said “best and highest use” but then changed to Endowment fund.
- **Transition of Dll** is going well. All staff transitions require extra Admin Resources.
- Requests for **Chalice Circles** ongoing.
- Requests for **Adult Education options** ongoing.
- **Archiving / Document Management:** We now need a Board Committee to guide BUF’s Archival retention policy & Align it with Administrations document handling & retention policy.
- **Accounting Process** needs more attention: Financials – Working on easier to read financial reports out of QuickBooks; Need to implement an A/R Billing System.
- Administrator needs **cross trained** “back up” staff positions [not minister, dll, director of music].
- **BUF Organizational Structure** – as recognized – now allows for BUF to systematically pull together all paper and electronic documents and store and make them available to BUF in an organized manner [once the records archival and document retention policies are in place]. Once all existing documents/ archives can be stored and easily retrieved, it will be easier to move forward with identifying existing, valid Policies & Procedures, Recognized Group Charters, Process Forms, and other important BUF documents, and move forward in a strategic way.
- **Concerns** - Volunteerism at BUF – Burnout, Need for recruiting, Proper Recognition of all the Service completed; Safety Team is gathering members. Volunteer Chair is due to report in September.

Proposal: Revise the Admin Team composition to include one or two representatives from the Social and Environmental Justice Committee (see actual proposed language underlined in an excerpt of the Governing Policies below).

Rationale:

- 1) There have been two major and a series of minor communication gaps between the SEJC and Administration. This would help prevent this problem
- 2) SEJC's membership is huge--if all Team/affiliate memberships are included, easily more than 1/2 the congregation. This is a group that should be well represented on the managing body
- 3) SEJC's mission is very core to the covenant of our fellowship. SEJC representation should be included in core leadership groups that oversee BUF
- 4) The Admin Team was originally devised (by me if you can believe it)--with the goal of better integrating SEJC's mission and activities into the life and operations of the congregation and church
- 5) Aside from renters and Sunday services, I believe that SEJC and its affiliates are by far the heaviest user of the BUF space. SEJC use of space ties right in with many things the Admin Team works on.

Bellingham Unitarian Fellowship - Governing Policies 1-14-2010
page 40

Policy H: Administration Team Composition, Authority & Duties

VERSION DATED: ____/____/____ BOARD APPROVAL: ____
____/____/____

PURPOSE: To define the composition, authority & duties of the Bellingham Unitarian Fellowship [BUF] Admin Team.....

COMPOSITION: The Admin Team shall be comprised of BUF's

(1) Minister, (2) Administrator, (3) Treasurer, or their designee, (4) A Building & Grounds Committee Chair, or their designee, (5) A BUF Member as appointed, annually, by the BoT to a 1 year min/3 year maximum term (6) One to two Social and Environmental Justice Committee representatives, selected by the SEJC Executive Team.

The Minister, Administrator, Treasurer/Designee, SEJC representative(s) and the B&G/Designee terms of service do not expire.....

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