



# Unitarian Universalist

CONGREGATION OF COLUMBIA

## 2012-2013 ANNUAL REPORT

Strengthened by our common humanity  
and inspired by our seven principles, we promise:

to be a safe and welcoming community,  
to nurture each other's hearts and spirits,  
to delight in the beauty of our diversity,  
to struggle together on our spiritual journeys, and  
to challenge each other to live our values.

Thus, we pledge our time and vigor to the continuing celebration of spirit,  
of the world, and of humankind.

**Distributed at the Annual Meeting  
June 2, 2013**



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## UUC Board of Officers and Trustees

Steve Parr, President	2011-2013
Karen Walsh, 1 <sup>st</sup> Vice President	2011-2014
Sally Ann Cooper, 2 <sup>nd</sup> Vice President	2012-2015
Steve McGovern, Treasurer	2012-2015
Laurie Alderman, Secretary	2011-2013
Karl Branting, Trustee At-Large	2011-2014
Melissa Affolter, Trustee At-Large	2012-2015

## UUC Staff

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Unitarian Universalist Congregation of Columbia  
Annual Meeting  
June 2, 2013

**AGENDA**

1. Confirmation of Quorum
2. Call to Order
3. Opening Words and Chalice Lighting
4. Reading and Approval of the Minutes
5. Reports
  - a. President, Steve Parr
  - b. Treasurer, Steve McGovern
  - c. Building Design Committee
6. New Business
  - a. Election of Officers
  - b. Bylaws Approval
  - c. Budget Approval
  - d. Other New Business
7. Announcements
8. Adjournment

# SLATE OF NOMINEES

## **Unitarian Universalist Congregation of Columbia Proposed Slate of Officers and Members of Boards – 2013-2014**

The Nominating Committee of UUCC proposes the following candidates for election at the June 2013 Annual Meeting of the congregation:

### **Endowment Board – 3 Year Term**

*To Be Announced*

### **Nominating Committee – 2 Year Term**

Steve Parr – Chair

Tim Lattimer

Dave Titman

### **Board of Trustees – 3 Year Term**

Phil Webster – 2<sup>nd</sup> Vice President

Karl Branting – Secretary (switching from At-Large to Secretary for the final year of his term)

Mike Glasgow – At-Large

# **PRESIDENT'S REPORT**

Submitted by Steve Parr

We had another great year at UUCC! Our ministry and executive staffing enhancements are in line with our need and our ability to fund. Our programming through Lifespan Growth and Learning, Music Ministry, Social Action, and connecting with the larger UU community and the public continues to be excellent. Our Fiscal Year 2012-13 and Fiscal 2013-14 finances are solid. Final numbers won't come in until we close out our fiscal year at the end of June, but we are on target for a surplus for FY2012-13. Our pledges for FY2013-14 are also ahead of our budget. Our capital campaign was very successful and enabled us to proceed with more detailed planning for the building expansion. In short, the state of the Unitarian Universalist Congregation of Columbia is outstanding.

Our adaptation of Policy Governance continues to serve us well. The Board expresses what it would like the Executive to accomplish through Ends and Limits that it sets. Both the Ends and Limits have been very stable through this year illustrating that the Board and Executive are communicating and on the same page. The Ends Monitoring Report and Ends Monitoring Data are included in this Annual Report. They are a great way to understand at a high level what UUCC did this year, and how we're doing. Each of the eight Ends is numbered, and is referred to throughout this report.

Our staffing continues to be top notch. Page 5 lists our staff; page 27 shows our Organizational Chart. This year we have improved our Ministry staffing. The Rev. Paige Getty's title was changed to Senior Minister, and her reach extended by providing additional Ministry support. We brought on our Assistant Minister, the Rev. Kären Rasmussen this year, whose focus has been on the "Path to Engagement" and "The Stepping Stones to Membership" (Ends 1 and 6). Kären will be with us ½ time in FY2013-14 and ¾ time through FY2014-15 and FY2-15-16. Our first Intern Minister, Debbie Cole, finished her 2 year term. Our Executive Director Maureen Harris will be full time starting in July 1. We continue to be well served by our Leadership Council and the ongoing hard work of our extraordinary volunteers.

Our Programming continues to be one of our great strengths, with Lifespan Growth and Learning (LGL), Music, Social Action, and Connecting with the larger UU community and the public. LGL provides classes for children, young adults, and adults (Ends 2 and 3). In addition to classes, some of the youth represented us at the United Nations (through UU-UNO), and will go on an Appalachian service trip this summer. This year we also had an Adult Quest class. Our Music program continues to be world class under the able leadership of Tom Benjamin, Michael Adcock, and Alison Gatwood, with the Chalice Choir, Chalice Lights, Chalice Fires, and Chalice Messengers musical groups. Social Action continues to be robust and effective (End 7). We hosted the Warm Welcome Shelter for the third year and helped get both the Dream Act and Standing On the Side of Love affirmed in ballot questions. We continue to connect with the larger UU community (End 4) and the public (End 8). This year we hosted visiting UU Clergy Jason Shelton, and Don Southworth, and produced professional Get Connected videos representing the variety of our offerings and activities.

Our finances are solid. For FY2012-13, we're on path to meet our budget targets for this year. We're actually running a surplus. Any extra income above the budget for this year will go into our operating reserve account, for years where we aren't running ahead of budget. There is more detail on this year's finances in the Treasurer's Report. Thanks to the excellent leadership of Ken Crandell and Jim Reiser, we are ahead of our Annual Budget Drive funding for FY2013-14. This is great news and has allowed us to fund all of our priorities for FY2013-14 year. There is more detail in the FY2013-14 budget.

Last year our initial Capital Campaign raised \$2.2M towards our targeted \$2.8M. This year we've made major steps to moving our building expansion forward. Fundraising, design, and planning continues, with groundbreaking expected in fall or winter 2013 (End 6). More information is available in the Building Design Committee section on the UUCC website.

It has been an honor and a pleasure to serve such an active and engaged group!

Steve Parr  
President, Unitarian Universalist Congregation of Columbia



# **ENDS MONITORING REPORT**

Submitted by the Rev. Paige Getty and Maureen Harris, Executive Director

Dear UUCC Community,

The Board of Trustees has established eight Ends that define the difference UUCC aims to make in the world. As part of our policy-based governance process, the Board monitors UUCC's progress on those Ends through a semi-annual Ends Monitoring Report prepared by the Executive Team. In that report, the Board asks the Executive Team to provide (1) a summary of the "key and notable" means which have contributed to achieving the benefits described in the Ends, and (2) an assessment of the achievement of those benefits. After writing the first such report in April 2011, we concluded that it provided such a complete picture of UUCC's recent progress and future goals that it should serve as the substance of the Annual Report.

In this, our fifth semi-annual Ends Monitoring report – with input from and review by members of staff and Leadership Council – we continue our effort to highlight new progress and mostly to avoid repetition. We focus on activities and initiatives that

- (1) are new since our last report (October 2012);
- (2) address specific short term foci from that report and/or growing edges from earlier reports;
- (3) address the Board's 2011-13 focus on furthering and deepening congregational engagement among our members.

Additionally, we have added with each End a section called "past progress" – i.e., summarizing highlights and trends from the past two years' worth of reports.

Among the growing edges, you will see highlights from the list of dreams shared at the March 3, 2013, Living into Abundance workshop with Don Southworth. A date in parentheses next to a growing edge indicates when that particular item was first included in an Ends report. Once we have taken steps to address one of those items, we have described the progress made and removed it from the short term focus or growing edge list.

We notice that there continue to be fewer foci and growing edges in this report. This trend (if it is a trend) seems a natural one as we continue to progress and mature in our ministries; plus, different Ends demand more attention at different times.

Data that we report varies depending on when it is reported. This report contains data for the 2012-13 program year through mid-March 2013. Some comments about that data:

- The number of Certified Members is back to its highest level in 6 years.
- The number of New Visitors has declined in the last two years. Anecdotally, we are seeing many new visitors, but not everyone completes a Visitor card. We do have new green Visitor Packets that are at the Welcome Table and in other key locations; these are numbered so that we know how many are being taken. The Membership Committee will be looking at additional ways to make a firmer connection (and get a firmer count) with New Visitors.
- Children's average LGL attendance has declined; Carla Miller observes that an increasing number of families have *less consistent* attendance. At the same time, total LGL enrollment continues to increase.
- Our number of pledge units declined from 2011-12 to 2012-13. We believe this decline may be attributed to the continued slow economy and reluctance by a small group of individuals to participate in the combined Annual Budget Drive/Capital Campaign for 2012-13. However, the number of pledge units is rebounding for 2013-14.
- Our number of "Members Lost" continues to remain at a normal, healthy level.

Respectfully,

Maureen Harris & Paige Getty

## **1. UUCC exists to provide a connected community of people where members experience a sense of home and family.**

### **Summary of Past Progress:**

- Opportunities to connect have grown—sometimes intentionally, sometimes organically: parents of UUCC youth (formal & informal discussion groups and get-togethers), elders (luncheons), all ages and types of families (Wholly Family service; multigenerational potlucks), Young(ish) Adult group, and more.
- Evolution of Small Group Ministry.
- Hiring an Assistant Minister to, among other responsibilities, help us delineate the Path to Engagement.

### **Progress since last report (October 2012):**

- The “Path to Engagement” refers to the UUCC lifespan – from when a person walks through the door to whatever their endpoint at UUCC might be.  
The actual membership process has been renamed “The Stepping Stones to Membership”, as becoming a member is a piece of the whole lifespan. The Stepping Stones include:
  - The welcome at the door for visitors.
  - Newcomers’ Chats.
  - Get Connected Class.
  - One hour membership session with Paige.
  - New Member recognition ceremony in worship.
- We are already seeing results from this new Stepping Stones model – combined attendance at the Get Connected class and one hour membership session thus far this year already exceeds total Membership Orientation attendance for 2011-12.
- In January, we hired Amanda Bates, our new Sunday Coordinator. Her energy is wonderful, and she is providing both volunteer coordination and Sunday morning “customer service”.
- The Chalice Lights youth choir continues to grow in numbers, but also in community, as they not only sing together on Sundays, but engage in social activities outside of UUCC, such as a recent bowling outing.
- Youth Director Lisa Kehle and the YRUU Parents and Teens have established an active Facebook site for the Young Religious Unitarian Universalists (YRUU), now with a separate site for the Parents of YRUU. This use of social media has greatly improved communication among parents, advisors, and Lisa, building greater community and parent involvement in YRUU.
- One Leadership Council member shared the story of speaking with a new family who said that more people talked with them in one month at UUCC than in eight years at their former church.

### **Short-Term Focus:**

- The Parents of Young Children group is slowly emerging – with assistance of Jill King, Lifespan Growth & Learning (LGL) Assistant – and is planning for “play dates” at Lake Elkhorn monthly after services, beginning in April.
- We will continue to make a concerted effort to reach out to all the visitors who come to UUCC and find points of entry for them into our community. In particular, explore ways to reach out to first-time visitors, since coffee hour is such a crush of space. (Shared with End #6)
- We will continue to monitor and analyze data about conversion of visitors to members. (When she first arrived at UUCC and analyzed attendance data, Kären concluded that attrition is not a major problem for UUCC. However, we do seem to struggle to convert visitors to Members. There are *many* new visitors each year, and a relatively small percentage become Members.)
- After a person becomes a member, what is the next step in the Path to Engagement?

### **Ongoing Growing Edges:**

- As we build and grow, let's continue to maintain a relational community, and to engage the congregation as fully as possible – newcomers and long-timers alike. – from our list of Dreams at the Living Into Abundance workshop (March 2013)
- Continue to nurture small, demographically-oriented groups. Do we – and if so, how – need to be even more deliberate about identifying such groups’ needs? (April 2013)
- How are we using the web (uucolumbia.net, Facebook, Twitter) more intentionally to build community in this changing culture? (April 2012)

## **2. UUCC exists to provide members with opportunities to grow intellectually, emotionally, and spiritually throughout their lives.**

### **Summary of Past Progress:**

- We continually offer a variety of adult LGL classes in response to various interests and issues that arise in the congregation.
- Growth opportunities are offered both in a traditional learning setting and an experiential one—a class on Immigration as a Moral Issue in conjunction with advocating for the DREAM Act, or a Sunday Forum on Homelessness in Howard County in conjunction with hosting the Warm Welcome Shelter.
- The Music Ministry features numerous growth opportunities for participants.
- Groups that foster growth often develop organically at UUCC, and staff and leaders do their best to support them (Creature Connection, Lesbian, Gay, Bisexual, Transgender (LGBT) and Friends, etc.)

### **Progress since last report (October 2012):**

- Under the guidance of UUCC member Jean Joklik, who is training to be certified as an Appreciative Inquiry facilitator, UUCC members are participating in an AI process to develop a strategic communications plan for the congregation.
- Our 2-year-olds now have their own class at 11 AM on Sundays, with leadership of Cheryl Evans and consistent assistance of parents and of Madelyn Harris. They are participating in social and creative activities, stories and a simple chalice-lighting ritual which build a foundation for a liberal faith.
- Members and friends continue to express their musical creativity as composers and performers in worship services and concerts, which showcase adult and youth talent.
- The Social Action Council (SAC) helped to organize a Sunday workshop with the author of *Behind the Kitchen Door*, to raise awareness of the lack of health care benefits in the restaurant industry.
- Several new and engaging Adult Growth & Learning offerings have been well-received: The New Jim Crow discussion series (February 2013); the Women's Retreat (February 2013); and the Adult Quest class (March 2013).
- Turning Circle, UUCC's pagan spirituality group, meets about twice each month. The group, which averages 17 participates in attendance, practices rituals, engages in book discussions, dances, chants, drums, and more.
- We initiated rolling start dates for Reflection Groups – instead of starting only in October, which can exclude new people, we started both an evening group and a daytime group in January. Both new groups are well attended. There will be a summer group offered as well.
- The Third Thursday theological discussion group of approximately 15 regular participants (varying from 12 to 30) continues to meet for monthly discussion and has explored topics this winter which included Democracy and Faith, Growing up Mormon, and faith and social justice in Haiti.

### **Short-Term Focus:**

- Our Wholes Lives (OWL – lifespan human sexuality curricula):  
UUCC will host a district-wide training for OWL facilitators at the Owen Brown Interfaith Center (OBIC) the weekend of August 9-11, 2013. We will be seeking applications from UUCC members interested in being trained to teach at any age level of the OWL program.  
K-1 OWL was not offered this year, but parent input and further conversations among OWL leaders are spurring the formation of an OWL steering committee and planning team, and talk of a summer camp program for children's OWL.
- SAC is having informal discussions about ways to promote "compassionate consumption" by our members – in particular, by identifying and communicating to members which local restaurants provide health care benefits to their employees.

**Ongoing Growing Edges:** *none to note at this time*

**3. UUCC exists to prepare our children to enter the adult world as independent thinkers with strong moral compasses grounded in the Unitarian Universalist faith tradition.**

**Summary of Past Progress:**

- We have expanded staff positions that support this End—LGL Assistant and Youth Director.
- UUCC youth take advantage of leadership opportunities at UUCC and in the denomination. YRUU graduates continue to express their UU identity and participate in the UU faith community.
- The curricula and programs that we employ with our children and youth are periodically reviewed and assessed in order to use the most effective tools to prepare our children for the adult world.

**Progress since last report (October 2012):**

- Lisa Kehle, Youth Director, and the SAC leadership are planning a week-long YRUU service trip for June 2013 and have already successfully fundraised nearly the full amount needed for our congregation to sponsor this trip. This trip will include more opportunities for reflecting on the meanings we make of this work and sharing them with our congregation (addressing a “growing edge” from October’s report).
- Several YRUU members and their adult chaperones will attend the UU-United Nations Office (UU-UNO) Spring Seminar in NYC in April 2013.
- A group of middle schoolers has formed a new music group called The Chalice Fires. These six musicians sing and play guitar together. We expect them to begin performing music in worship services in Fall 2013.
- Plans are nearly complete for our Rebuilding Together project on April 27. This will be a one-day rehab project of a county home. All work will be done by YRUU students with assistance from adult mentors.
- Rae Millman and Cindy Williams of SAC have organized monthly hands-on social action experiences for children and families to make connections between what we learn here at UUCC and do in the world.
- College-aged YRUU graduates continue to express their UU identity through their chosen areas of study, service trip participation, chalice tattoos, Facebook posts, and more.
- UUCC youth demonstrate connections with the congregation *beyond* their formal LGL classes.
- Peggy Fulda, who grew up at UUCC and is now a young adult, will be leading a workshop entitled “Poetry, Prose, and Passion: Reflections on Young Adult Engagement and Leadership in Growth” at the Joseph Priestley District spring conference.

**Short-Term Focus:** *none to note at this time*

**Ongoing Growing Edges:**

- YRUU still aims to connect with youth of other faiths at OBIC and across Columbia, and in particular build relationships around shared social justice work. This initiative needed more leadership from both youth and adults than we could provide this year. (April 2013)

#### **4. UCC exists to provide stimulating, challenging, and inspirational worship.**

##### **Summary of Past Progress**

- Sustained professional leadership from both clergy and musicians resulting in consistently high worship service quality throughout the year.
- Continually increasing worship attendance.
- Creative worship services and a diversity of perspectives—from Rev. Peter Morales to blanket-making; from Wholly Family to Recovery Ministry to Rev. Jason Shelton.

##### **Progress since last report (October 2012):**

- With two clergy and an intern minister on staff, UCC has been able to offer professional worship leadership more consistently throughout the past year. Additionally, we have taken advantage of opportunities to hear from other visiting clergy, such as Jason Shelton (October 2012) and Don Southworth (March 2013).
- Also this year, the lay participation in worship has been exceptional – the Winter Solstice service (December 2012), the Recovery Ministry's service (January 2013), and the Wholly Family service (February 2013) were all inspirational, engaging, and very well received.
- This year's "Wholly Family" worship, led by Debbie Cole and Carla Miller, was the second such service and has established this service as a new tradition, offering a meaningful exploration of families and relationships, and building multigenerational community through both the planning meetings and the worship experience of this service.
- Three of our Middle School youth – Cristin von Schlag, Anjali Das Sarma, and Eva Miller – wrote and directed an original and very successful Christmas pageant for this year's early Christmas Eve service. "Christmas in SeUUsville", based on the story of the Grinch who stole Christmas by Dr. Seuss, incorporated our UU principles and the meanings of Christmas for our religious community.
- As we've grown to expect, UCC's Music Ministries continue to enhance the congregation's worship services – especially this year by drawing on the variety of talent within our congregation.
- On Sunday, December 16, 2013, we again chose to gather for blanket-making and gift-wrapping (for families in need). This non-worship activity was again well-attended and rewarding.
- Worship attendance continues to increase (321 this year compared to 302 last year).
- from a UCC member to Paige following the January 20, 2013, worship service:  
"I could barely contain my grin at this morning's hymn selection, Precious Lord, Take My Hand! I thank you and all involved in broadening our UU virtue of tolerance. Twenty years ago last month we split, in part, because we were not addressing the spiritual needs of a segment of our congregation. Back then, we clearly disliked the use of the G word (God) and would never even think of saying over-the-top words like the J word (Jesus) or Lord. ... The group that left was frank... They wanted to draw on all sources to address their interest in being more spiritual, including Christianity. They were equally clear that they were not Christian. Thanks for continuing to develop our spirit and for drawing on multiple sources, including our Judeo-Christian roots without a singular focus on any one. I cannot imagine us singing that hymn twenty years ago. What a great journey we have made."

**Short-Term Focus:** *none to note at this time*

##### **Ongoing Growing Edges:**

- Offer different styles and types of worship services. – from our list of Dreams at the Living Into Abundance workshop (March 2013)
- As the professional staff grows, how do we continue best to nurture lay worship leadership? Rev. Paige Getty intended to develop – with the assistance of some of UCC's experienced lay preachers – plans for enhanced training for laity who wish to write sermons and lead full worship services. This plan currently is on hold. (April 2012 / October 2012)

## **5. UUCC exists to minister to members in times of need and times of joy.**

### **Summary of Past Progress:**

- Continued growth and development of the Karuna care-giving team.
- With clergy setting the tone and example, UUCC paid staff offers a pastoral presence to members of the congregation.
- Many UUCC members minister to each other outside of UUCC's formal structures.
- We have expanded our ordained clergy in support of this End (as well as End #1, 4, and others).
- Ritual of sharing Joys & Sorrows in worship continues to serve as a weekly reminder that we are called to minister to one another.

### **Progress since last report (October 2012):**

- The Recovery Ministry's SMART (Self-Management And Recovery Training) Family & Friends group has grown into a weekly meeting averaging 15 participants per week, and with an active mailing list of 25 people. This ongoing support group is now structured around the newly-published SMART Family & Friends handbook. (The handbook includes an attribution to Carla Miller, as facilitator of the first such group in the U.S. Our pilot project has now spawned six other Family & Friends meetings nationwide and is no longer considered a "pilot" as new facilitators are being trained each month.)
- The Karuna care-giving team has strengthened its outreach to members by carefully reviewing joys and sorrows each week, with more concerted follow up of concerns. There are plans for closer ties with families with children and our seniors.
- The Rev. Kären Rasmussen has been offering more frequent and consistent training (both formal and informal) to Karuna caregivers.
- In February 2013, we celebrated the passage of Maryland's marriage equality legislation with a renewal-of-vows ceremony for same-sex couples in worship.

### **Short-Term Focus:**

- The evolution of the Karuna ministry – recruiting new members, strengthening its training and support systems, etc. – is ongoing.

**Ongoing Growing Edges:** *none to note at this time*

## **6. UUCC exists to welcome anyone who shares our Unitarian Universalist principles.**

### **Summary of Past Progress:**

- Building expansion—fundraising, design, and planning continues, with groundbreaking expected in fall 2013.
- Myriad efforts to increase our welcome: hiring an Assistant Minister, moving the Welcome Table downstairs, revising the website so that it is more welcoming to newcomers in general and LGBT persons in particular, etc.

### **Progress since last report (October 2012):**

- The building expansion is progressing, and we expect to break ground in late summer or early fall 2013.
- The Rev. Kären Rasmussen has enhanced and strengthened UUCC's Path to Engagement, addressing specifically the early Stepping Stones to membership (see End #1).
- The hiring of a new Sunday Coordinator (January 2013) will allow us to offer a more consistent and intentional welcoming presence on Sunday mornings.
- The Executive Team has ordered a Principles and Purposes Poster from the UUA Bookstore and plans to frame it and hang it in our OBIC lobby. (In response to an earlier short-term term focus: "The Leadership Council asks, "How do newcomers know what our U.U. principles are if we don't post them anywhere?" We'll explore options both in the short-term and in our anticipated new space.")

### **Short-Term Focus:**

- Continue to make a concerted effort to reach out to all the visitors who come to UUCC and find points of entry for them into our community. In particular, explore ways to reach out to first-time visitors, since coffee hour is such a crush of space. (Shared with End #1)
- In its review of the October 2012 Ends report, the UUCC Board of Trustees said we should begin planning in Fall 2013 for bolder marketing and outreach efforts (i.e., about a year before we expect to open the new building). (Shared with End #8)

### **Ongoing Growing Edges:**

- Making ourselves known to those who share our UU principles. (April 2011) *We have long recognized this growing edge, but are not giving it direct attention until after the building expansion is complete.*

## **7. UUCC exists to promote justice, equality and social responsibility throughout the world.**

### **Summary of Past Progress:**

- Warm Welcome Shelter
- Organizing people and organizing money (especially Second Sunday Outreach Offerings (SSOO)) for a variety of issues, organizations, and community programs.
- Efforts to make our social justice work multigenerational.

### **Progress since last report (October 2012):**

- In partnership with other faith groups, we witnessed the success of UUCC's efforts when, on November 6, 2012, both question 4 (preserving the Maryland DREAM Act) and question 6 (preserving the Civil Marriage Protection Act) passed.
- UUCC and four other OBIC congregations successfully hosted the Grassroots' Warm Welcome Shelter for the third year in a row, December 10-17, 2012, and are already scheduled to host again December 9-16, 2013.
- SAC has updated its brochure for use at the Welcome Table, and will continue working to improve SAC's web presence.
- SAC initiated UUCC's first annual participation in MLK National Service Day. We completed two projects at the Howard County Conservancy and promoted other projects at the Maryland Food Bank and the Arc of Howard County.
- Hands-On projects—see End #3.
- Especially in the two-plus years since we first hosted the Warm Welcome Shelter, UUCC has developed a reputation for being a congregation that not only cares about social justice and outreach, but that knows how to mobilize efficiently and effectively to "get things done".
- UUCC is participating with People Acting Together in Howard (PATH) in particularly reaching out to parents in an effort to improve children's health in Howard County and reduce the availability of sugary drinks.
- Children's LGL classes are participating in Operation Welcome Home, welcoming troops in to Baltimore Washington International Airport and providing care packages and handmade welcome cards from our congregation's children.
- Carla Miller has presented from her recent service learning experiences in Haiti to the congregation at an LGL Adult Forum and in the Third Thursday Theology group, and will be bringing this experience to the congregation in an upcoming service, including a special collection for the UU Service Committee's partners in Haiti.
- UUCC continues to support, through membership and financial resources, the UU Service Committee, which has recognized UUCC as a member congregation of its *Creating Justice Society*.

### **Short-Term Focus:**

- UUCC's Executive Team and SAC leaders believe that community service and social justice work are ideal vehicles for serving the goal of more fully involving all members of the congregation. So, we will continue to explore ways to make these activities and opportunities more broadly accessible and more broadly known.

### **Ongoing Growing Edges:**

- SAC leadership and the Executive Team believe that PATH is an ideal vehicle for expressing our religious values politically, and also that PATH has a lot of guidance to offer for leadership development and organizing at UUCC. Because of the deepening relationship between UUCC and PATH, we need to consider increasing the amount of our membership dues. The expected contribution from each PATH member organization is 1% of the organization's operating budget. (April 2012)



## **8. UUCC exists to extend the reach of Unitarian Universalism.**

### **Summary of Past Progress:**

- Building expansion—fundraising, design, and planning continues, with groundbreaking expected in fall 2013.
- Continued improvements to the website and a growing social media presence.
- Partnering with local organizations to impact our community.
- Adult LGL classes help members articulate their faith.
- UUCC programs (summer camp, Chalice Concerts, etc.) attract individuals who are not already members of our community.

### **Progress since last report (October 2012):**

- Building expansion is progressing.
- The March 2013 LGL class, Adult Quest, is a 4-session program to help individuals articulate their personal credo statement.
- From Lake Elkhorn Middle School Principal Jennifer Peduzzi, in the March 15, 2013, school newsletter: "I also want to personally thank the Unitarian Universalist Congregation of Columbia for their generous contribution to Lake Elkhorn and Cradlerock Elementary. I can't begin to tell you how many students will benefit from your kindness." (UUCC donated \$2,800 in gift cards for needy students via SSOO.)
- UUCC members participated in (and helped organize transportation to) the Forward On Climate Rally in Washington, DC to oppose the XL Pipeline and encourage climate-friendly energy policies.
- The new "Get Connected" video is on YouTube and UUCC's homepage.

### **Short-Term Focus:**

- In its review of the October 2012 Ends report, the UUCC Board of Trustees said we should begin planning in Fall 2013 for bolder marketing and outreach efforts (i.e., about a year before we expect to open the new building). (Shared with End #6)
- During our building expansion process, we will continue to be a voice for Unitarian Universalism in relatively small venues – through our PATH work and other legislative efforts on a local and state level, and by encouraging our members to live and speak their values every day. And, of course, we will welcome newcomers in our midst.
- The Pat Fort Memorial Animal Fair will be held at UUCC on Saturday, May 4. While outreach is not a central goal of the Fair, the community will be invited and welcomed.

### **Ongoing Growing Edges:**

- We want to be well-known in the community as a vibrant, active congregation that works in the world to make it better. – from our list of Dreams at the Living Into Abundance workshop (March 2013)
- Helping members to feel comfortable talking about their religious community – explaining what Unitarian Universalism is, and what their own personal faith is – without worrying that they'll be accused of proselytizing. (April 2011)

## **AT WHAT COST?**

The most obvious cost of achieving these Ends is a perennial cost – the cost of human resources, both volunteer and paid. Especially as we work to strengthen and deepen connections to and within UUCC, every leader must be invested in the effort.

In terms of monetary costs, the Executive Team is most focused on the costs related to (1) expanding our professional staff, and (2) expanding the building.

In order to successfully manage transitions, the most critical elements are trust and communication among the congregation, Board of Trustees, and staff (paid and volunteer). With these two elements continuously maintained, the costs of these changes—both monetary and otherwise—will be all the more worthwhile.

## **ENDS MONITORING DATA**

Compiled and Submitted by the Executive Team

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13***</b>
Worship Attendance	271	261	247	269	302	321
Children's LGL Attendance	61	43	58	62	76	61
Youth LGL Attendance	32	30	42	50	63	62
Total Children & Youth LGL Enrollment				145	170	180
Adult LGL Attendance			124	59 *	321**	240
Small Group Ministry Participation	85	85	85	56	100	89
Annual Mtg Attendance	123	156	175	109	180	2-Jun
Fellowship Dinner Attendance	70	139		130	200+	130
Mailchimp Subscribers				725	725	746
Membership Orientation Attendance		60	30	52	42	see below
Get Connected Attendance						29
Membership Session w/Paige Attendance						17
Certified Members	409	415	421	432	421	432
New Members	41	51	18	45	29	19
New Friends	32	19	36	19	58	32
New Visitors	182	148	225	226	155	108
Pledge units	282	304	290	284	288	270
Members lost due to:						
Death			3	6	2	1
Move			23	5	18	7
Other			32	10	13	14
Budgeted pledges	\$465,532	\$487,515	\$528,791	\$533,500	\$554,184	\$531,995
Actual pledges at end of FY	\$477,572	\$511,510	\$535,738	\$566,001	\$567,154	\$555,295
Average Pledge	\$1,693	\$1,683	\$1,847	\$1,993	\$1,969	\$2,049
Pledges collected	\$441,127	\$457,602	\$495,140	\$526,029	\$532,342	\$405,325
% of Pledges collected	92%	94%	94%	99%	96%	76%

\* Fall 2010 only

\*\* Including Sunday Forums (earlier years did not include them)

\*\*\*Through mid-March 2013

# **ASSISTANT MINISTER'S REPORT**

Submitted by the Rev. Kären Rasmussen

It has been a wonderful first year for me at UUCC! I want to thank everyone for welcoming me so warmly and truly embracing the addition of a part-time second minister into your community. I have learned so much this year and look forward to the great work we can do together in the next church year.

The major portions of my portfolio include Membership, Pastoral Care (Karuna), Reflection Groups (small group ministry) and participation in Worship. I've included just a few of the highlights below.

## Membership

Twenty-eight new members this year (as of May 28<sup>th</sup>)! We created the "Get Connected" video highlighting many aspects of UUCC and we use this video in a number of ways. If you haven't seen it, check it out on the homepage of the UUCC website.

We've enhanced the membership process naming it the "Stepping Stones to Membership" and the "steps" include the Newcomer Chat, a three hour "Get Connected" class, an hour membership class with Paige (where the membership book can be signed) and New Member Recognition Ceremonies included in Worship. The new Path has now been through several evolutions and is working out well.

Next church year we are focusing on adding new members to the membership committee and then really reaching out to our new members to be sure they have every opportunity to stay engaged and become integrated into our community.

## Pastoral Care (Karuna)

As always our work in pastoral care is discreet and often under the radar—as it should be. But know our team is there providing a listening ear, comfort in the hard times and celebrating in the good ones. We also provided numerous rides and meals when requested.

Next year we are going to begin a very specific outreach to families with children as well as some specific events to include our seniors.

## Reflection Groups

In addition to having six groups with over sixty- eight participants, we added "rolling start dates" this year. We had our traditional reflection groups starting in the fall and then added two more groups in January, offering the opportunity for twenty more people to join groups. Many of these were new members.

For the future we will continue to offer rolling start dates, the opportunity for more daytime reflection groups, a summer group, and groups that cover a specific topic. The enhancement of opportunities and options for our Reflection Groups is so important to the engagement of our community.

## Worship

What a gift it is to be a part of the UUCC worship team. Not only is it great being a part of such a talented staff, but both leading and participating in worship at UUCC is helping me to grow and challenge myself as a minister as well.

## **INTERN MINISTER'S REPORT**

Submitted by Debbie Cole

This last year of my two-year, part-time internship has provided a great opportunity to get to know and to work with the congregation in different ways: through multi-generational worship opportunities; adult LGL class offerings; discussing the UUA Common read, *The New Jim Crow*; and spending the whole year with Quest including their Boston adventure. It has been a time of great self-learning and depth.

The strong youth program here at UUCC has been inspirational in my ministerial formation. I have discovered an inner enthusiasm for working with youth and young adults. This was an area I had not previously explored before this internship. It has been a beautiful unfolding and a continued area of exploration. I look forward to continuing in this direction via campus ministry at the University of Maryland in College Park, MD this next year. I have deep gratitude to Lisa Kehle, our part-time Youth Director, and Carla Miller, our dedicated Director of Lifespan Growth and Learning, for shepherding me through this process – both exciting and grounding my enthusiasm – inspiring at every turn. I also have tremendous gratitude for the adult advisor teams with both Quest and YRUU who have been so supportive of my involvement – especially Montgomery Young and Terry Paul.

I would also be remiss if I didn't mention the wonderful opportunity to work with such a polished music program. It is probably no secret that Tom Benjamin and I do things differently and often have a different perspective when it comes to music, but it has been a great opportunity for me to learn to hear things in a different way and appreciate his many years of experience. Sometimes it is good to provide a different perspective and sometimes things are done a particular way for a reason. He has been so generous with his time and patient with my learning, even when it meant I had to learn what NOT to do before I settled on a better plan!

Rev. Paige is so knowledgeable about this congregation! Her thoughtful poise and gentle guidance toward UUCC shows her commitment to the loving growth of this community even as she manages to be fully present to her own young family. Working with Rev. Paige has brought up important issues of boundaries and self-care, areas in which I feel I have learned so much – especially in the last few months. Taking care of myself and having healthy boundaries allows me to be more fully present with the congregation I am here to serve. We embarked on this learning process together and have both grown wiser in the process.

My dear Intern Committee has challenged me and been supportive of me as I have danced to the music of ministerial formation. They have helped me learn patience regarding change; helped me clarify my theological groundings in hope, empowerment, and unlimited possibilities; helped navigate communication challenges; and helped me explore other ways of understanding (even as I try not to step on toes). The dance is not over, but it is time to change partners with a big THANK YOU to Alan Coltri, Glennor Shirley, Elliot Hazard, Montgomery Young, and Cyndy Parr. Working with you all has been a blessing.

This whole congregation has played an important role in my ministerial formation. I hope I am but the first of many intern ministers on this congregation's journey toward being an experienced teaching congregation.

# TREASURER'S REPORT

(As of April 2013)

Submitted by Stephen McGovern, Treasurer, Board of Trustees

			Budget	Actuals Apr '13)	Over/(Under) Budget
<b>Income</b>	<b>4000 · Canvass &amp; Offering</b>				
		Donation	10,000	18,124	8,124
		Loose Offering	5,833	7,893	2,059
		Canvass Expense	(833)	(1,844)	(1,011)
		Pledge <sup>1</sup>	443,329	479,416	36,086
	Uncollectible Pledge Income		(22,167)	(22,167)	
	Post-Canvass Pledge Income <sup>2</sup>		21,393	6,435	(14,958)
	Prior Year Pledge income <sup>2</sup>		8,333	3,200	(5,133)
	<b>Total Canvass &amp; Offering</b>		<b>465,889</b>	<b>497,706</b>	<b>31,817</b>
		Auction <sup>2</sup>	41,500	38,700	(2,800)
	<b>Total Income</b>		<b>546,556</b>	<b>570,064</b>	<b>23,508</b>
<b>Expenses</b>					
	Operating Expenses		536,052	534,154	1,897
	Other Expenses		10,505	10,576	(71)
	<b>Total Expenses</b>		<b>546,557</b>	<b>544,730</b>	<b>1,826</b>
	<b>Net surplus/(loss)<sup>4</sup></b>			<b>25,333</b>	

<b>Asset Accounts</b>	Apr-13	Apr-12
Operating Accounts	363,308	240,287
Restricted Reserve	31,779	24,079
Scrip Accounts <sup>3</sup>	1	70,667
Building Fund Account	858,331	0
Endowment Accounts	324,035	305,155
<b>Total Assets</b>	<b>1,577,453</b>	<b>640,189</b>
<b>Liabilities</b>		
Renovation Mortgage	35,051	47,665
Self Financed Liability	373,897	373,897
<b>Total Long-term liabilities</b>	<b>408,948</b>	<b>421,561</b>

**Notes:**

1 Pledge prepayment leading to being ahead of budget

2 Budget used is for full year

3 Scrip balance was transferred to the building fund account

4 Overall surplus due to prepayment of pledges plus additional income from donations/loose offering

The Unitarian Universalist Congregation of Columbia continues in good financial health. On the preceding page, I have highlighted key categories from the overall budget.

A few items of note:

- Our expenses have been carefully managed in all categories and are essentially flat against budget.
- Income is running slightly ahead of budget. This is primarily due to pre-payment of pledges (90% received vs. 83% of year elapsed) and larger than planned contributions from donations/loose offerings.
- Donations and Loose Offering is running 65% ahead of budget. This is an additional indicator of our healthy attendance at worship and the continuing generosity of our visitors and friends.
- We continue to maintain prudent balances in our operating account enabling us to manage cash flows and meet our commitments.
- The endowment account grew this year thanks in large part due to favorable markets. This growth happened despite making their first contribution (according to plan) to the operating budget of \$13,000.
- The building fund account has grown to \$858,000 in its first ten months. With only 28% of the scheduled three-year payment window elapsed, 40% of pledges have been received. Early payment of pledges reduces the amount of money that will need to be borrowed during construction. Thank you for your continued generosity.
- We continue to pay down our existing long-term debt. Last year we reduced principal by \$12,613.

In summary, our overall financial status remains strong.

Respectfully submitted,  
Stephen McGovern

# ENDOWMENT BOARD REPORT

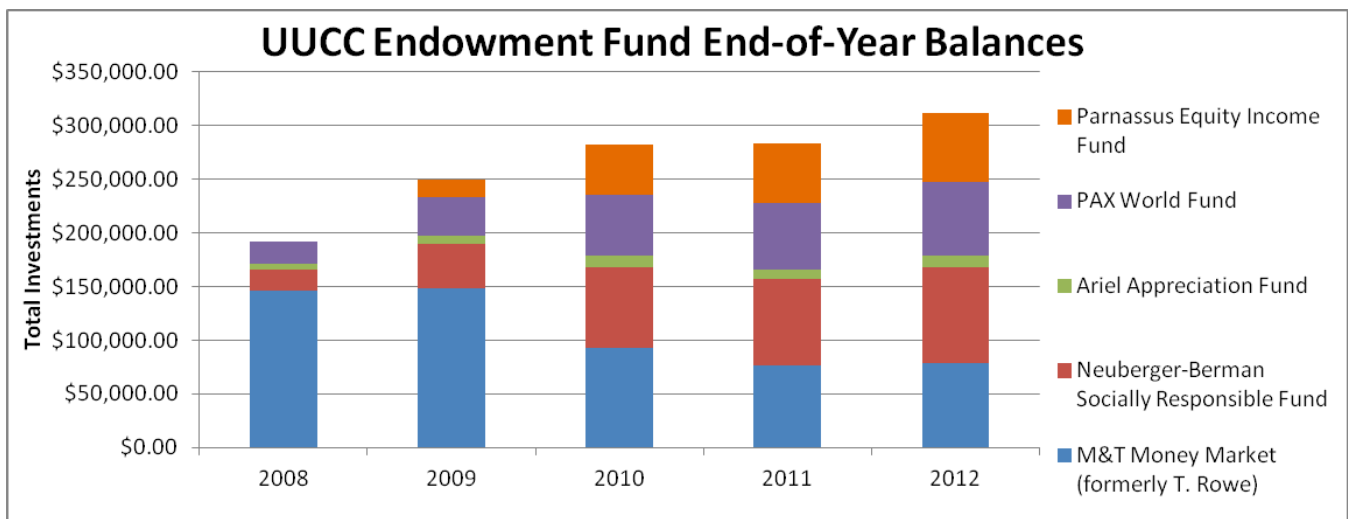
Submitted by Julie Boughn, Acting Chair, Endowment Board

As of the quarter ending March 31, 2013, the Endowment Fund ("Fund") had a total of just over **\$324,000**. Approximately 80% of the total is invested in socially responsible mutual funds (per Endowment Board policies) and the remainder, about \$64,700 is in a money market fund. So far this fiscal year, the Fund has received gifts totaling \$11,145, including one \$10,000 bequest.

The Fund is making its second annual distribution for the benefit of the congregation. Following the "Harvard Model" for endowment funds, the Endowment Board has been tracking the quarterly balance of the UCC Endowment Fund since 2008. For the 13 quarters ending March 31, 2013, the average quarterly balance was just over **\$280,000**. A 5% distribution, therefore, is **\$14,000**, which is the amount of the distribution for this year. By Policy, the Board of Trustees is empowered to make decisions about the use of the funds from the annual distribution.

Even these relatively small distributions (\$12,000 last fiscal year) demonstrate the power that comes from a fund that is invested for long-term growth, with distributions largely occurring from accrued interest and capital gains. This year's 5% distribution is occurring solely from growth and income that have occurred over time. We hope that this distribution will help to encourage all of us to consider planned giving to the Endowment Fund as we make decisions regarding our wills and estates.

A reinvigorated Endowment Board began meeting earlier in 2013 and has begun to work to raise awareness of the UCC Endowment Fund. You have already seen a well-attended will planning seminar held in April and a message about the Endowment Fund on the Annual Budget Drive pledge form. In coming weeks and months, you will hear testimonials during services and see Endowment Board members visible after services with information about giving to the Fund. We hope that the combination of these types of activities will lead to greater planned giving and gifts to the Endowment Fund in the future.





# **CRADLEROCK CHILDREN'S CENTER**

## **YEAR END REPORT**

Submitted by Rich Dean, CCC Board of Directors

The Cradlerock Children's Center is an independent outreach effort of the Unitarian Universalist Congregation of Columbia. The center provides childcare and preschool programs for children from infancy through 5 years of age in our Owen Brown Interfaith Center space. This is our 8th year of operation.

Our program is built on three foundational elements:

- A quality program that prepares children for life
- Excellent staff who are paid a living wage
- Diversity, and support for disadvantaged children

Highlights of recent activities include:

Our program continues to grow. Our Infant, Toddler and 2 Year-olds rooms are full, and we are at 85% of capacity in our 3 & 4 Year-old rooms. With the expansion of OBIC we expect to be able to enhance our program with an additional room for 2 Year-old and another room for pre-school. This will expand our services and help us stay in the black.

Our staff is our program. They create the environment and the program that delivers our mission. Our Directors, Diana Chaffee and Amanda Morton, are dedicated experts who manage the center with great care. Our Board includes two parents and a member from Christ United Methodist Church. This upcoming year we plan to offer a subsidized health care plan to our employees, most of whom cannot afford care. This will be a challenge, but the benefits to our staff will be substantial.

We continue to maintain our goal of having 25% of our children supported by scholarship, the Department of Social Services, or staff subsidy. Our afternoon program for 3 & 4 year-old local Latino children has grown to become our most successful outreach effort. We provide an intense immersion in language and literacy, and our graduates are fully ready for Kindergarten. We expanded our enrollment to 8 children this year, and a new pre-school classroom will allow us to expand it further

Our center has a budget of more than \$650,000 per year. The center continues to pay off our startup debt. Several people have converted their loans to donations and we have paid down to just \$30,000 of the original \$100,000 UUCC-sponsored loans. Last year we received a \$12,000 grant from the UUA Social Justice program, \$3,000 from the Columbia Foundation and more than \$10,000 from UUCC.

As we approach our 10th anniversary we can be proud that this center truly reaches out to our neighboring community and provides an excellent program to prepare children for life. We are seen as one of the best programs in Howard County and reflect our UU values in action.

## **APPENDICES**

**A – UUCU Organization Chart**

**B – UUCU FY12-13 Third Quarter Balance Sheet**

**C – UUCU Current/Proposed Budget Comparison Report**

**D – UUCU FY11-12 Year-End Balance Sheet**

**E – UUCU FY11-12 Year-End Budget vs. Actual Report**

**F – OBIC 2012 Budget vs. Actual Report**

**G – OBIC 2012 Balance Sheet**

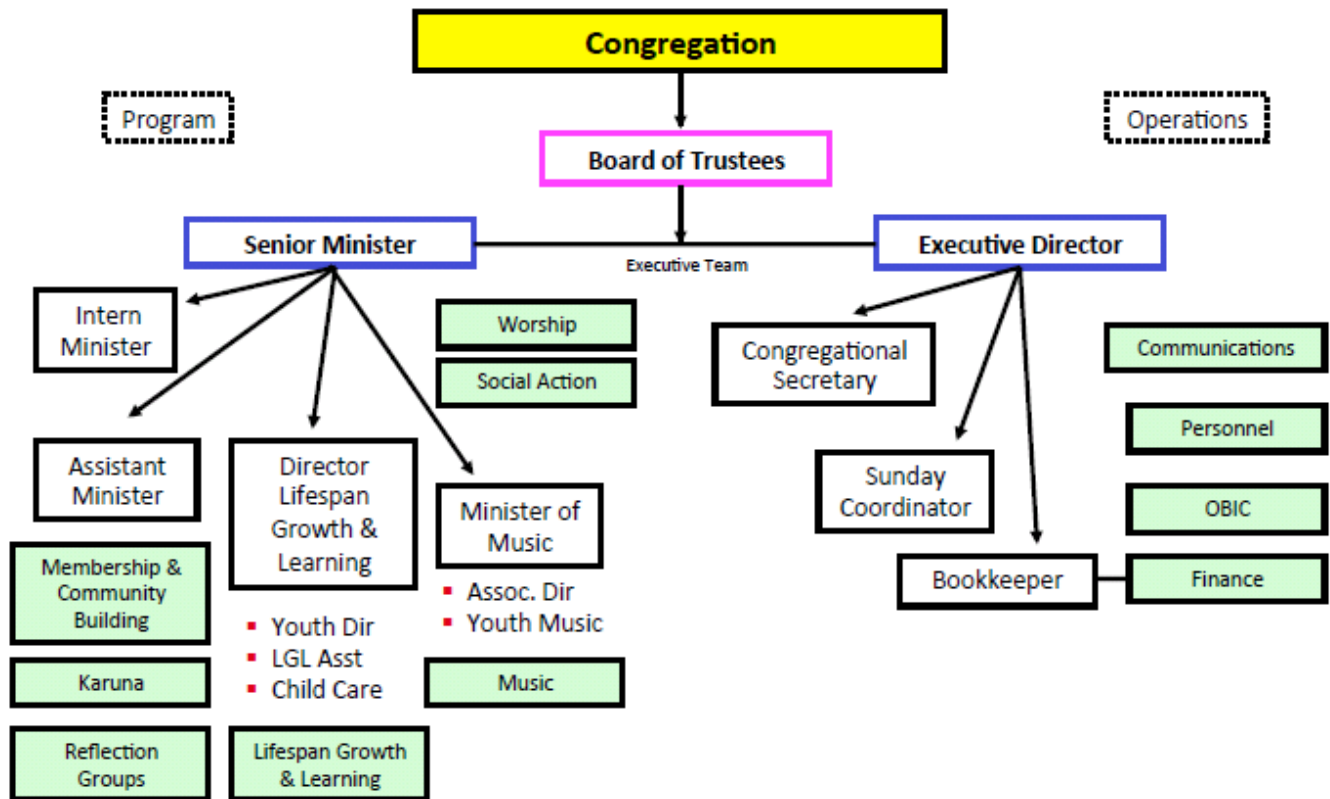
**H – Attendance – Fiscal Year Comparison**

**I – Minutes of the 2012 UUCU Annual Meeting**



**Unitarian Universalist Congregation of Columbia Org Chart**

adopted August 2008



Updated 7/2012

## APPENDIX B

### UNITARIAN UNIVERSALIST CONGREGATION OF COLUMBIA FY12-13 THIRD QUARTER BALANCE SHEET As of March 31, 2013

	<u>Mar 31, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · Operating Accounts</b>	
1003 · Oper Surplus (Vanguard 2895)	77,340.79
1014 · Operating Checking (M&T 9074)	202,933.55
1020 · Operating Checking (PNC 8825)	<u>3,594.22</u>
<b>Total 1000 · Operating Accounts</b>	283,868.56
<b>1050 · Restricted Reserve (M&amp;T 7149)</b>	29,776.10
<b>1100 · Scrip Accounts</b>	
1005 · Scrip Saving (Vanguard 8208)	<u>0.98</u>
<b>Total 1100 · Scrip Accounts</b>	0.98
<b>1200 · Building Fund Accounts</b>	
1006 · Building Fund (Vanguard 8952)	0.32
1072 · Building Fund (Howard 5772)	<u>787,960.17</u>
<b>Total 1200 · Building Fund Accounts</b>	787,960.49
<b>1300 · Other Accounts</b>	
1004 · Petty Cash	<u>1.00</u>
<b>Total 1300 · Other Accounts</b>	1.00
<b>1400 · Win-Win Self-Fin Initiative</b>	
1401 · Win-Win Checking (M&T 0040)	1,794.15
1402 · Win-Win Reserve (M&T 4839)	<u>85,363.71</u>
<b>Total 1400 · Win-Win Self-Fin Initiative</b>	<u>87,157.86</u>
<b>Total Checking/Savings</b>	1,188,764.99
<b>Other Current Assets</b>	
1008 · Scrip Inventory	18,900.00
1013 · Scrip Receivable	400.00
1015 · Bookstore Inventory	1,907.87
1018 · Bulk Mail Postage Account	<u>-30.82</u>
<b>Total Other Current Assets</b>	<u>21,177.05</u>

<b>Total Current Assets</b>	1,209,942.04
<b>Fixed Assets</b>	
15000 · Building Renovation	<u>1,617,573.42</u>
<b>Total Fixed Assets</b>	1,617,573.42
<b>Other Assets</b>	
1500 · Endowment Accounts	
1007 · Endowment (T Rowe Price)	-2.32
1302 · Endowment (Neuberger)	102,364.76
1303 · Endowment (Ariel Appreciation)	13,076.66
1304 · Endowment (PAX World)	71,799.66
1305 · Endowment (Parnassus)	72,066.90
1306 · Endowment (M & T 9301)	<u>64,723.65</u>
<b>Total 1500 · Endowment Accounts</b>	<u>324,029.31</u>
<b>Total Other Assets</b>	<u>324,029.31</u>
<b>TOTAL ASSETS</b>	<u><u>3,151,544.77</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2004 · Capital One Credit Card	<u>6,088.74</u>
<b>Total Credit Cards</b>	6,088.74
<b>Other Current Liabilities</b>	
2001 · Advance Pledges	1,300.00
2005 · Accrued Expenses	85.19
2006 · Sales Tax Collected	10.51
2100 · Payroll Liabilities	79.99
2101 · Payroll Liability (Retirement)	<u>1,800.00</u>
<b>Total Other Current Liabilities</b>	<u>3,275.69</u>
<b>Total Current Liabilities</b>	9,364.43
<b>Long Term Liabilities</b>	
2500 · Renovation Mortgage	36,141.58
2600 · Self-Financing Liability	
2601 · S-F Liab 6 months	-103.41
2606 · S-F Liab 3 years	<u>374,000.00</u>
<b>Total 2600 · Self-Financing Liability</b>	373,896.59

	<u>410,038.17</u>
<b>Total Long Term Liabilities</b>	
<b>Total Liabilities</b>	419,402.60
<b>Equity</b>	
<b>10000 · Building Fund</b>	
10001 · Architect Fees	-50,166.18
4703 · Building Fund Donations	847,654.49
8016 · New Building Expense	<u>-23,674.65</u>
<b>Total 10000 · Building Fund</b>	773,813.66
3000 · Opening Bal Equity	130,308.78
3001 · Operating Fund Principal	1,659,905.80
<b>3900 · Short-Term Restricted Accounts</b>	
3904 · UNICEF	25.00
3906 · YRUU	2,166.06
3907 · Quest	-2,189.45
3913 · Minister Discretion Fund	3,773.33
3925 · Fair Trade / Banner Neighborhd	0.91
3928 · Self-Financing	-1,659.95
3929 · Annual Camping Trip	1,210.97
3935 · Summer Camp	2,114.81
3937 · MAD Middle School Group	543.97
3941 · Women's Retreat Account	595.96
3942 · Recovery Ministry	107.00
3999 · Clearing Account	<u>-15.51</u>
<b>Total 3900 · Short-Term Restricted Accounts</b>	6,673.10
<b>3950 · Long-Term Restricted Accounts</b>	
3919 · Music Contingency Reserve Fund	3,388.41
3933 · CCC Reserve Fund	21,940.24
3934 · Sabbatical Reserve	3,999.05
3939 · Music Instrument Repair Fund	<u>100.00</u>
<b>Total 3950 · Long-Term Restricted Accounts</b>	29,427.70
<b>Net Income</b>	<u>132,013.13</u>
<b>Total Equity</b>	<u>2,732,142.17</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,151,544.77</u></u>

**UNITARIAN UNIVERSALIST CONGREGATION OF COLUMBIA  
CURRENT/PROPOSED BUDGET COMPARISON REPORT  
June 1, 2013**

	<u>Jul '12 - Jun 13</u>	<u>Jul '13 - Jun 14</u>	<u>Difference</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Canvass &amp; Offering</b>			
4002 · Donation	12,000.00	15,000.00	3,000.00
4003 · Loose Offering	7,000.00	8,000.00	1,000.00
4004 · Canvass Expense	-1,000.00	(1,000.00)	-
<b>4100 · Pledge Income</b>			
4001 · Pledge	531,995.00	600,842.88	68,847.88
4006 · Uncollectible Pledge Income	-26,599.75	-30,042.14	(3,442.39)
4007 · Post-Canvass Pledge Income	25,671.56	15,000.00	(10,671.56)
4601 · Prior Year Pledge	10,000.00	10,000.00	-
<b>Total 4100 · Pledge Income</b>	<u>541,066.81</u>	<u>595,800.74</u>	<u>54,733.93</u>
<b>Total 4000 · Canvass &amp; Offering</b>	559,066.81	617,800.74	58,733.93
<b>4300 · Music Income</b>			
4301 · Chalice Concert Revenue	9,000.00	10,000.00	1,000.00
4302 · Chalice Concert Expense	-3,500.00	(3,750.00)	(250.00)
4305 · Other Concert Revenue	2,000.00	1,000.00	(1,000.00)
4306 · Other Concert Expense	-500.00	(250.00)	250.00
<b>Total 4300 · Music Income</b>	7,000.00	7,000.00	-
<b>4400 · Fundraisers</b>			
<b>Auction</b>			
4401 · Auction Revenue	44,000.00	44,000.00	-
4402 · Auction Expense	-2,500.00	(3,000.00)	(500.00)
<b>Total Auction</b>	41,500.00	41,000.00	(500.00)
<b>Bookstore</b>			
4203 · Bookstore Revenue	2,500.00	3,000.00	500.00
4204 · Bookstore Expense	-2,000.00	(2,250.00)	(250.00)
<b>Total Bookstore</b>	500.00	750.00	250.00

4413 · New Fundraiser Revenue	1,500.00	-	(1,500.00)
<b>Total 4400 · Fundraisers</b>	<b>43,500.00</b>	<b>41,750.00</b>	<b>(1,750.00)</b>
<b>4500 · Misc. Income</b>			
4502 · OBIC Lawn Maintenance			
4516 · OBIC Lawn Maint Income	5,300.00	5,300.00	-
4517 · OBIC Lawn Maint Expenses	<u>-100.00</u>	<u>(100.00)</u>	<u>-</u>
<b>Total 4502 · OBIC Lawn Maintenance</b>	<b>5,200.00</b>	<b>5,200.00</b>	<b>-</b>
4503 · Interest Rec'd - Operating	100.00	500.00	400.00
4519 · Online Advertising	<u>1,000.00</u>	<u>500.00</u>	<u>(500.00)</u>
<b>Total 4500 · Misc. Income</b>	<b>6,300.00</b>	<b>6,200.00</b>	<b>(100.00)</b>
<b>Endowment Disbursement</b>	<b>13,000.00</b>	<b>14,022.00</b>	<b>1,022.00</b>
<b>Transfer from Surplus</b>	<b>27,000.00</b>	<b>-</b>	<b>-</b>
<b>Total Income</b>	<b>655,866.81</b>	<b>686,772.74</b>	<b>30,905.93</b>
<b>Expense</b>			
5000 · Ministry & Worship			
Music			
5003 · Guest Musicians	700.00	700.00	-
5101 · Music Supplies	1,900.00	1,900.00	-
5102 · Music Maintenance	<u>1,000.00</u>	<u>1,000.00</u>	<u>-</u>
<b>Total Music</b>	<b>3,600.00</b>	<b>3,600.00</b>	<b>-</b>
5001 · Guest Speakers & Ministers	0.00	0.00	-
5004 · Worship Supplies	300.00	300.00	-
5103 · Coffee Hour Supplies	500.00	500.00	-
5104 · I&U Training and Supplies	300.00	300.00	-
5105 · Karuna Ministry	100.00	100.00	-
8023 · Sound & Lighting Maint	<u>500.00</u>	<u>200.00</u>	<u>(300.00)</u>
<b>Total 5000 · Ministry &amp; Worship</b>	<b>5,300.00</b>	<b>5,000.00</b>	<b>(300.00)</b>
6000 · Religious Education			
6001 · Meeting Expenses/Events	600.00	600.00	-
6002 · Arts, Crafts & Classroom Supps	1,000.00	1,500.00	500.00
6005 · Curriculum Materials	800.00	300.00	(500.00)



6006 · Adult RE Program	800.00	300.00	(500.00)
6010 · RE - Administration	200.00	200.00	-
6011 · Teacher Training	200.00	200.00	-
6012 · RE Professional Training	850.00	1,550.00	700.00
6014 · RE Outreach Marketing Materials	200.00	200.00	-
6015 · Summer Youth Intern	0.00	0.00	-
6016 · Youth Program Activities	500.00	500.00	-
<b>Total 6000 · Religious Education</b>	<b>5,150.00</b>	<b>5,350.00</b>	<b>200.00</b>
<b>6500 · Membership &amp; Community Bldg</b>			
6501 · Volunteer Appreciation	100.00	100.00	-
7001 · Membership & Comm Bldg Exp	200.00	200.00	-
7203 · Congregational Dinners	100.00	100.00	-
7204 · Congregational Special Events	100.00	100.00	-
9001 · Young Adult Events	100.00	100.00	-
<b>Total 6500 · Membership &amp; Community Bldg</b>	<b>600.00</b>	<b>600.00</b>	<b>-</b>
<b>6600 · Visitors &amp; New Members</b>			
6601 · Visitors & New Members Expense	185.00	1,000.00	815.00
7002 · Volunteer (Training)Membership	150.00	150.00	-
7007 · Congregational Pamphlets	100.00	100.00	-
<b>Total 6600 · Visitors &amp; New Members</b>	<b>435.00</b>	<b>1,250.00</b>	<b>815.00</b>
<b>7500 · Communications &amp; Info Tech</b>			
7403 · Publicity & Advertising	1,000.00	1,000.00	-
7407 · Website Maintenance	600.00	600.00	-
7408 · Website Hosting	0.00	0.00	-
7409 · UUC and UUA Pamphlets	200.00	200.00	-
<b>Total 7500 · Communications &amp; Info Tech</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>-</b>
<b>7700 · Leadership Development</b>			
8006 · Bd of Trustees Expense	500.00	500.00	-
8007 · Leadership Development	500.00	500.00	-
8027 · Legal and Professional Expenses	0.00	-	-
8034 · Sabbatical Set-Aside	2,000.00	-	(2,000.00)
<b>Total 7700 · Leadership Development</b>	<b>3,000.00</b>	<b>1,000.00</b>	<b>(2,000.00)</b>
<b>7800 · Cradlerock Children's Center</b>			
8506 · CCC Scholarships	3,500.00	7,000.00	3,500.00

<b>Total 7800 · Cradlerock Children's Center</b>	3,500.00	7,000.00	3,500.00
<b>7900 · Facilities Management / OBIC</b>			-
<b>8013 · OBIC Assessment</b>	88,805.00	83,892.16	(4,912.84)
<b>8029 · OBIC Reserve</b>	<u>12,813.00</u>	<u>12,813.00</u>	<u>-</u>
<b>Total 7900 · Facilities Management / OBIC</b>	101,618.00	96,705.16	(4,912.84)
<b>8000 · Administration</b>			
<b>8001 · Office Supplies</b>	1,800.00	1,800.00	-
<b>8002 · Duplicating</b>	3,500.00	4,000.00	500.00
<b>8003 · Postage</b>	1,000.00	900.00	(100.00)
<b>8005 · Bank Fees</b>	250.00	200.00	(50.00)
<b>8008 · Insurance</b>	2,500.00	3,000.00	500.00
<b>8011 · Equip/Softw/Maint.</b>	2,500.00	3,000.00	500.00
<b>8012 · Telephone</b>	<u>700.00</u>	<u>700.00</u>	<u>-</u>
<b>Total 8000 · Administration</b>	12,250.00	13,600.00	1,350.00
<b>8100 · Debt Service</b>			
<b>8025 · Debt Srvc (Mortgage Interest)</b>	3,089.00	2,130.56	(958.44)
<b>8036 · Debt Service (WW Interest)</b>	<u>56,907.00</u>	<u>10,000.00</u>	<u>(46,907.00)</u>
<b>Total 8100 · Debt Service</b>	59,996.00	12,130.56	(47,865.44)
<b>8500 · Social Action Council</b>			
<b>7102 · Community Outreach - General</b>	5,000.00	5,000.00	-
<b>7105 · Social Justice Impact Committee</b>	5,350.00	5,350.00	-
<b>8504 · Broad-Based SAC Project</b>	2,750.00	2,750.00	-
<b>8505 · Social Action Administration</b>	0.00	0.00	-
<b>Welcoming Congregation</b>	500.00	500.00	-
<b>8509 · Environmental Activities Comm</b>	<u>500.00</u>	<u>500.00</u>	<u>-</u>
<b>Total 8500 · Social Action Council</b>	14,100.00	14,100.00	-
<b>8700 · Denominational Affairs</b>			
<b>7301 · UUA Assessment</b>	24,418.00	25,920.00	1,502.00
<b>7303 · JPD Assessment</b>	<u>5,500.00</u>	<u>11,664.00</u>	<u>6,164.00</u>
<b>Total 8700 · Denominational Affairs</b>	29,918.00	37,584.00	7,666.00
<b>9500 · Finance Council</b>			
<b>9502 · Pledge Collection (EFT) Fees</b>	1,000.00	1,000.00	-
<b>9509 · Stock Gain/Loss</b>	<u>0.00</u>	<u>-</u>	<u>-</u>
<b>Total 9500 · Finance Council</b>	1,000.00	1,000.00	-

99000 · Personnel

90010 · Minister

90011 · Salary - Minister	44,884.31	51,860.00	6,975.69
90013 · FB - Minister			
900131 · FB - Minister Retirement	8,882.41	9,266.00	383.59
900132 · FB - Minister Life & Disability	1,524.67	1,683.23	158.56
	<u>1,524.67</u>	<u>1,683.23</u>	<u>158.56</u>
Total 90013 · FB - Minister	10,407.08	10,949.23	542.15
90014 · Prof Exp - Minister	6,000.00	6,000.00	-
90015 · Housing - Minister	43,939.80	40,800.00	(3,139.80)
	<u>43,939.80</u>	<u>40,800.00</u>	<u>(3,139.80)</u>
Total 90010 · Minister	105,231.19	109,609.23	4,378.04

90020 · Executive Director

90021 · Salary - Exec Dir	44,632.99	60,078.00	15,445.01
90022 · FICA - Exec Dir	3,414.42	4,595.97	1,181.54
90023 · FB - Exec Dir			
900231 · FB - Exec Retirement	4,463.30	6,008.00	1,544.70
900232 · FB - Exec Dir Life & LTD	446.33	601.00	154.67
	<u>4,463.30</u>	<u>6,008.00</u>	<u>1,544.70</u>
	<u>446.33</u>	<u>601.00</u>	<u>154.67</u>
Total 90023 · FB - Exec Dir	4,909.63	6,609.00	1,699.37
90024 · Prof Exp - Exec Dir	2,000.00	2,000.00	-
	<u>2,000.00</u>	<u>2,000.00</u>	<u>-</u>
Total 90020 · Executive Director	54,957.04	73,282.97	18,325.92

90030 · DLRE

90031 · Salary - DLRE	49,440.00	50,430.00	990.00
90032 · FICA - DLRE	3,782.16	3,857.90	75.74
90033 · FB - DLRE			
900331 · FB - DLRE Retirement	4,944.00	5,043.00	99.00
900332 · FB - DLRE Life & LTD	494.40	504.30	9.90
	<u>4,944.00</u>	<u>5,043.00</u>	<u>99.00</u>
	<u>494.40</u>	<u>504.30</u>	<u>9.90</u>
Total 90033 · FB - DLRE	5,438.40	5,547.30	108.90
90034 · Prof Exp - DLRE	4,700.00	4,700.00	-
	<u>4,700.00</u>	<u>4,700.00</u>	<u>-</u>
Total 90030 · DLRE	63,360.56	64,535.20	1,174.64

90040 · Music Director

90041 · Salary - Music Dir	28,685.50	29,260.00	574.50
90042 · FICA - Music Dir	2,194.44	2,238.39	43.95
90043 · FB - Music Dir			-
900431 · FB - Music Dir Retirement	2,868.55	2,926.00	57.45
900432 · FB - Mus Dir Life & LTD	286.86	292.60	5.75
	<u>2,868.55</u>	<u>2,926.00</u>	<u>57.45</u>
	<u>286.86</u>	<u>292.60</u>	<u>5.75</u>
Total 90043 · FB - Music Dir	3,155.41	3,218.60	63.19

90044 · Prof Exp - Music Dir	500.00	500.00	-
<b>Total 90040 · Music Director</b>	<b>34,535.35</b>	<b>35,216.99</b>	<b>681.64</b>
<b>LGL Assistant/Childcare Coordinator</b>			
Salary - LGL Asst./Childcare Coord	11,154.00	12,444.00	1,290.00
FICA - LGL Asst./Childcare Coord.	853.28	951.97	98.69
<b>Total LGL Asst./Childcare Coord.</b>	<b>12,007.28</b>	<b>13,395.97</b>	<b>1,388.69</b>
<b>90060 · Assoc Music Director</b>			
90061 · Salary - Assoc MD	28,685.50	29,260.00	574.50
90062 · FICA - Assoc MD	2,194.44	2,238.39	43.95
90063 · FB - Associate Music Director			
900631 · FB - Assoc Music Dir Retirement	2,868.55	2,926.00	57.45
900632 · FB - Assoc Music Dir Life & LTD	286.86	292.60	5.75
<b>Total 90063 · FB - Associate Music Director</b>	<b>3,155.41</b>	<b>3,218.60</b>	<b>63.19</b>
90064 · Prof Exp - Assoc MD	500.00	500.00	-
<b>Total 90060 · Assoc Music Director</b>	<b>34,535.35</b>	<b>35,216.99</b>	<b>681.64</b>
<b>90070 · Sunday Attendant</b>			
90071 · Salary - Sunday Attendant	5,429.95	5,540.00	110.05
90072 · FICA - Sunday Attendant	415.39	423.81	8.42
<b>Total 90070 · Sunday Attendant</b>	<b>5,845.35</b>	<b>5,963.81</b>	<b>118.46</b>
<b>90110 · Youth Choir Director</b>			
90111 · Salary - Youth Choir	2,364.88	3,350.00	985.12
90112 · FICA - Youth Choir	180.91	256.28	75.36
<b>Total 90110 · Youth Choir Director</b>	<b>2,545.79</b>	<b>3,606.28</b>	<b>1,060.48</b>
<b>90150 · Congregational Secretary/Bookkeeper</b>			
90151 · Salary - Cong Secretary	29,149.00	31,110.00	1,961.00
90152 · FICA - Cong Secretary	2,229.90	2,379.92	150.02
90153 · FB - Cong Secretary			
901531 · FB - Cong Secretary Retirement	2,914.90	3,111.00	196.10
Professional Expenses - Cong Secretary	250.00	250.00	-
901532 · FB - Cong Secy Life & LTD	291.49	311.10	19.61
<b>Total 90153 · FB - Cong Secretary</b>	<b>3,456.39</b>	<b>3,672.10</b>	<b>215.71</b>
<b>Total 90150 · Congregational Secretary</b>	<b>34,835.29</b>	<b>37,162.02</b>	<b>2,326.73</b>
<b>90160 · Youth Director</b>			
90161 · Salary - Youth Director	10,634.75	12,338.00	1,703.25

<b>90162 · FICA - Youth Director</b>	<u>813.56</u>	<u>943.86</u>	<u>130.30</u>
<b>Total 90160 · Youth Director</b>	11,448.31	13,281.86	1,833.55
<b>Ministerial Intern</b>	<u>8,000.00</u>	<u>-</u>	<u>(8,000.00)</u>
<b>Part-time Assistant Minister</b>			-
<b>Salary</b>	24,152.00	24,640.00	488.00
<b>FICA</b>	1,847.63	1,884.96	37.33
<b>Prof Expenses</b>	<u>4,000.00</u>	<u>4,000.00</u>	<u>-</u>
<b>Total</b>	29,999.63	30,524.96	525.33
<b>90200 · Casual Labor</b>			
<b>90201 · Nursery</b>	<u>4,543.00</u>	<u>4,543.00</u>	<u>-</u>
<b>Total 90200 · Casual Labor</b>	4,543.00	4,543.00	-
<b>99900 · Miscellaneous Personnel</b>			
<b>99002 · Payroll Expenses</b>	1,500.00	1,500.00	-
<b>99999 · Personnel Contingency</b>	<u>1,250.00</u>	<u>1,250.00</u>	<u>-</u>
<b>Total 99900 · Miscellaneous Personnel</b>	<u>2,750.00</u>	<u>2,750.00</u>	<u>-</u>
<b>Total 99000 · Personnel</b>	<u>404,594.50</u>	<u>429,089.26</u>	<u>24,494.75</u>
<b>Total Expense</b>	<u>643,261.50</u>	<u>626,208.98</u>	<u>(17,052.53)</u>
<b>Net Ordinary Income</b>	12,605.31	60,563.76	47,958.45
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>Outreach</b>			
<b>Fifth Sunday (CCC)</b>			
<b>Fifth Sunday Payout</b>	-5,000.00	-4,000.00	
<b>Fifth Sunday Receipts</b>	<u>5,000.00</u>	<u>4,000.00</u>	
<b>Total Fifth Sunday (CCC)</b>	0.00	0.00	
<b>Second Sunday Outreach Offering</b>			
<b>SSOO Payout</b>	-23,000.00	-23,000.00	
<b>SSOO Receipts</b>	<u>23,000.00</u>	<u>23,000.00</u>	
<b>Total Second Sunday Outreach Offering</b>	<u>0.00</u>	<u>0.00</u>	
<b>Total Outreach</b>	<u>0.00</u>	<u>0.00</u>	
<b>Total Other Income</b>	0.00	0.00	
<b>Other Expense</b>			

<b>Debt Service Other Expense</b>			
8031 · Debt Srvc (Principal)	12,605.31	13,563.76	958.45
8035 · Debt Service (WW P&I Set-Aside)	<u>0.00</u>	<u>47,000.00</u>	<u>47,000.00</u>
<b>Total Debt Service Other Expense</b>	12,605.31	60,563.76	47,958.45
<b>Misc Transfers</b>			
9504 · Operating Surplus Set-Aside	<u>0.00</u>	<u>0.00</u>	
<b>Total Misc Transfers</b>	<u>0.00</u>	<u>0.00</u>	
<b>Total Other Expense</b>	<u>12,605.31</u>	<u>60,563.76</u>	
<b>Net Other Income</b>	<u>-12,605.31</u>	<u>(60,563.76)</u>	
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	

**UNITARIAN UNIVERSALIST CONGREGATION OF COLUMBIA  
FY11-12 YEAR-END BALANCE SHEET  
FINAL as of June 30, 2012**

	<u>Jun 30, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>1000 · Operating Accounts</b>	
1003 · Oper Surplus (Vanguard 2895)	104,318.79
1014 · Operating Checking (M&T 9074)	79,609.89
1020 · Operating Checking (PNC 8825)	<u>3,460.74</u>
<b>Total 1000 · Operating Accounts</b>	187,389.42
<b>1050 · Restricted Reserve (M&amp;T 7149)</b>	29,762.12
<b>1100 · Scrip Accounts</b>	
1005 · Scrip Saving (Vanguard 8208)	<u>70,674.41</u>
<b>Total 1100 · Scrip Accounts</b>	70,674.41
<b>1200 · Building Fund Accounts</b>	
1006 · Building Fund (Vanguard 8952)	0.32
1072 · Building Fund (Howard 5772)	<u>84,029.80</u>
<b>Total 1200 · Building Fund Accounts</b>	84,030.12
<b>1300 · Other Accounts</b>	
1004 · Petty Cash	<u>1.00</u>
<b>Total 1300 · Other Accounts</b>	1.00
<b>1400 · Win-Win Self-Fin Initiative</b>	
1401 · Win-Win Checking (M&T 0040)	1,794.15
1402 · Win-Win Reserve (M&T 4839)	<u>42,601.74</u>
<b>Total 1400 · Win-Win Self-Fin Initiative</b>	<u>44,395.89</u>
<b>Total Checking/Savings</b>	416,252.96
<b>Other Current Assets</b>	
1008 · Scrip Inventory	18,900.00
1013 · Scrip Receivable	400.00
1015 · Bookstore Inventory	1,907.87
1018 · Bulk Mail Postage Account	<u>-30.82</u>
<b>Total Other Current Assets</b>	<u>21,177.05</u>

<b>Total Current Assets</b>	437,430.01
<b>Fixed Assets</b>	
15000 · Building Renovation	<u>1,617,573.42</u>
<b>Total Fixed Assets</b>	1,617,573.42
<b>Other Assets</b>	
1500 · Endowment Accounts	
1007 · Endowment (T Rowe Price)	-2.32
1302 · Endowment (Neuberger)	82,921.79
1303 · Endowment (Ariel Appreciation)	10,292.70
1304 · Endowment (PAX World)	64,336.32
1305 · Endowment (Parnassus)	59,050.22
1306 · Endowment (M & T 9301)	<u>68,691.00</u>
<b>Total 1500 · Endowment Accounts</b>	<u>285,289.71</u>
<b>Total Other Assets</b>	<u>285,289.71</u>
<b>TOTAL ASSETS</b>	<u><u>2,340,293.14</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2004 · Capital One Credit Card	<u>1,488.81</u>
<b>Total Credit Cards</b>	1,488.81
<b>Other Current Liabilities</b>	
2001 · Advance Pledges	19,335.80
2005 · Accrued Expenses	85.19
2006 · Sales Tax Collected	10.51
2100 · Payroll Liabilities	79.99
2101 · Payroll Liability (Retirement)	<u>-200.00</u>
<b>Total Other Current Liabilities</b>	<u>19,311.49</u>
<b>Total Current Liabilities</b>	20,800.30
<b>Long Term Liabilities</b>	
2500 · Renovation Mortgage	45,627.32
2600 · Self-Financing Liability	
2601 · S-F Liab 6 months	-103.41
2606 · S-F Liab 3 years	<u>374,000.00</u>
<b>Total 2600 · Self-Financing Liability</b>	373,896.59



	<u>419,523.91</u>
<b>Total Long Term Liabilities</b>	
<b>Total Liabilities</b>	440,324.21
<b>Equity</b>	
<b>10000 · Building Fund</b>	
10001 · Architect Fees	-47,433.68
4703 · Building Fund Donations	136,931.09
8016 · New Building Expense	<u>-9,781.35</u>
<b>Total 10000 · Building Fund</b>	79,716.06
3000 · Opening Bal Equity	130,308.78
3001 · Operating Fund Principal	1,558,429.20
<b>3900 · Short-Term Restricted Accounts</b>	
3904 · UNICEF	25.00
3906 · YRUU	1,358.89
3907 · Quest	-3,299.97
3925 · Fair Trade / Banner Neighborhd	0.91
3928 · Self-Financing	-1,659.95
3929 · Annual Camping Trip	148.27
3935 · Summer Camp	3,313.15
3937 · MAD Middle School Group	398.03
3999 · Clearing Account	<u>59.11</u>
<b>Total 3900 · Short-Term Restricted Accounts</b>	343.44
<b>3950 · Long-Term Restricted Accounts</b>	
3919 · Music Contingency Reserve Fund	3,755.56
3933 · CCC Reserve Fund	21,940.24
3934 · Sabbatical Reserve	<u>3,999.05</u>
<b>Total 3950 · Long-Term Restricted Accounts</b>	29,694.85
<b>Net Income</b>	<u>101,476.60</u>
<b>Total Equity</b>	<u>1,899,968.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,340,293.14</u></u>

# APPENDIX E

## UNITARIAN UNIVERSALIST CONGREGATION OF COLUMBIA FY11-12 YEAR-END BUDGET vs. ACTUAL REPORT FINAL – July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Canvass &amp; Offering</b>				
4002 · Donation	11,679.65	12,000.00	-320.35	97.33%
4003 · Loose Offering	10,006.50	7,000.00	3,006.50	142.95%
4004 · Canvass Expense	-993.47	-1,000.00	6.53	99.35%
<b>4100 · Pledge Income</b>				
4001 · Pledge	532,342.12	554,184.00	-21,841.88	96.06%
4006 · Uncollectible Pledge Income	0.00	-27,709.00	27,709.00	0.0%
4007 · Post-Canvass Pledge Income	17,300.55	10,000.00	7,300.55	173.01%
4601 · Prior Year Pledge	<u>7,777.00</u>	<u>8,000.00</u>	<u>-223.00</u>	<u>97.21%</u>
<b>Total 4100 · Pledge Income</b>	<u>557,419.67</u>	<u>544,475.00</u>	<u>12,944.67</u>	<u>102.38%</u>
<b>Total 4000 · Canvass &amp; Offering</b>	578,112.35	562,475.00	15,637.35	102.78%
<b>4300 · Music Income</b>				
4301 · Chalice Concert Revenue	11,797.70	8,250.00	3,547.70	143.0%
4302 · Chalice Concert Expense	-4,326.82	-3,000.00	-1,326.82	144.23%
4305 · Other Concert Revenue	998.00	3,500.00	-2,502.00	28.51%
4306 · Other Concert Expense	<u>-322.01</u>	<u>-500.00</u>	<u>177.99</u>	<u>64.4%</u>
<b>Total 4300 · Music Income</b>	8,146.87	8,250.00	-103.13	98.75%
<b>4400 · Fundraisers</b>				
<b>Auction</b>				
4401 · Auction Revenue	43,110.25	44,000.00	-889.75	97.98%
4402 · Auction Expense	<u>-2,970.41</u>	<u>-2,500.00</u>	<u>-470.41</u>	<u>118.82%</u>
<b>Total Auction</b>	40,139.84	41,500.00	-1,360.16	96.72%
<b>Bookstore</b>				
4203 · Bookstore Revenue	2,916.91	2,500.00	416.91	116.68%
4204 · Bookstore Expense	<u>-2,165.92</u>	<u>-2,000.00</u>	<u>-165.92</u>	<u>108.3%</u>
<b>Total Bookstore</b>	750.99	500.00	250.99	150.2%
4413 · New Fundraiser Revenue	<u>0.00</u>	<u>3,000.00</u>	<u>-3,000.00</u>	<u>0.0%</u>
<b>Total 4400 · Fundraisers</b>	40,890.83	45,000.00	-4,109.17	90.87%

<b>4500 · Misc. Income</b>				
4501 · Piano Rental	200.00			
<b>4502 · OBIC Lawn Maintenance</b>				
4516 · OBIC Lawn Maint Income	5,300.00	5,300.00	0.00	100.0%
4517 · OBIC Lawn Maint Expenses	<u>-88.89</u>	<u>-100.00</u>	<u>11.11</u>	<u>88.89%</u>
<b>Total 4502 · OBIC Lawn Maintenance</b>	5,211.11	5,200.00	11.11	100.21%
4503 · Interest Rec'd - Operating	275.81	100.00	175.81	275.81%
4519 · Online Advertising	<u>200.00</u>	<u>1,000.00</u>	<u>-800.00</u>	<u>20.0%</u>
<b>Total 4500 · Misc. Income</b>	<u>5,886.92</u>	<u>6,300.00</u>	<u>-413.08</u>	<u>93.44%</u>
<b>Total Income</b>	<u>633,036.97</u>	<u>622,025.00</u>	<u>11,011.97</u>	<u>101.77%</u>
<b>Gross Profit</b>	633,036.97	622,025.00	11,011.97	101.77%
<b>Expense</b>				
4008 · Reconciliation Discrepancies	-62.03			
<b>5000 · Ministry &amp; Worship</b>				
<b>Music</b>				
5003 · Guest Musicians	300.00	700.00	-400.00	42.86%
5101 · Music Supplies	2,034.85	1,350.00	684.85	150.73%
5102 · Music Maintenance	<u>435.00</u>	<u>720.00</u>	<u>-285.00</u>	<u>60.42%</u>
<b>Total Music</b>	2,769.85	2,770.00	-0.15	100.0%
5001 · Guest Speakers & Ministers	1,221.08	1,000.00	221.08	122.11%
5004 · Worship Supplies	163.02	300.00	-136.98	54.34%
5103 · Coffee Hour Supplies	852.39	500.00	352.39	170.48%
5104 · I&U Training and Supplies	0.00	300.00	-300.00	0.0%
5105 · Karuna Ministry	239.48	100.00	139.48	239.48%
8023 · Sound & Lighting Maint	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total 5000 · Ministry &amp; Worship</b>	5,245.82	5,470.00	-224.18	95.9%
<b>6000 · Religious Education</b>				
6001 · Meeting Expenses/Events	221.09	150.00	71.09	147.39%
6002 · Arts, Crafts & Classroom Supps	1,025.78	1,000.00	25.78	102.58%
6005 · Curriculum Materials	533.02	1,000.00	-466.98	53.3%
6006 · Adult RE Program	1,003.50	1,000.00	3.50	100.35%
6010 · RE - Administration	130.89	200.00	-69.11	65.45%
6011 · Teacher Training	46.05	200.00	-153.95	23.03%
6012 · RE Professional Training	497.68	850.00	-352.32	58.55%
6014 · RE Outreach Marketing Materials	203.32	200.00	3.32	101.66%
6015 · Summer Youth Intern	0.00	0.00	0.00	0.0%
6016 · Youth Program Activities	<u>515.73</u>	<u>500.00</u>	<u>15.73</u>	<u>103.15%</u>
<b>Total 6000 · Religious Education</b>	4,177.06	5,100.00	-922.94	81.9%

<b>6500 · Membership &amp; Community Bldg</b>				
6501 · Volunteer Appreciation	0.00	100.00	-100.00	0.0%
7001 · Membership & Comm Bldg Exp	55.74	200.00	-144.26	27.87%
7203 · Congregational Dinners	113.47	100.00	13.47	113.47%
7204 · Congregational Special Events	500.00	100.00	400.00	500.0%
9001 · Young Adult Events	0.00	100.00	-100.00	0.0%
<b>Total 6500 · Membership &amp; Community Bldg</b>	<b>669.21</b>	<b>600.00</b>	<b>69.21</b>	<b>111.54%</b>
<b>6600 · Visitors &amp; New Members</b>				
6601 · Visitors & New Members Expense	182.92	185.00	-2.08	98.88%
7002 · Volunteer (Training)Membership	0.00	150.00	-150.00	0.0%
7007 · Congregational Pamphlets	0.00	100.00	-100.00	0.0%
<b>Total 6600 · Visitors &amp; New Members</b>	<b>182.92</b>	<b>435.00</b>	<b>-252.08</b>	<b>42.05%</b>
<b>7500 · Communications &amp; Info Tech</b>				
7403 · Publicity & Advertising	710.00	1,000.00	-290.00	71.0%
7407 · Website Maintenance	737.49	600.00	137.49	122.92%
7408 · Website Hosting	107.64	200.00	-92.36	53.82%
7409 · UUCG and UUA Pamphlets	173.00	400.00	-227.00	43.25%
<b>Total 7500 · Communications &amp; Info Tech</b>	<b>1,728.13</b>	<b>2,200.00</b>	<b>-471.87</b>	<b>78.55%</b>
<b>7700 · Leadership Development</b>				
8006 · Bd of Trustees Expense	1,393.95	260.00	1,133.95	536.14%
8007 · Leadership Development	1,129.60	800.00	329.60	141.2%
8027 · Legal and Professional Expenses	0.00	500.00	-500.00	0.0%
8034 · Sabbatical Set-Aside	2,000.00	2,000.00	0.00	100.0%
<b>Total 7700 · Leadership Development</b>	<b>4,523.55</b>	<b>3,560.00</b>	<b>963.55</b>	<b>127.07%</b>
<b>7800 · Cradlerock Children's Center</b>				
8506 · CCC Scholarships	7,000.00	7,000.00	0.00	100.0%
<b>Total 7800 · Cradlerock Children's Center</b>	<b>7,000.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>7900 · Facilities Management / OBIC</b>				
8013 · OBIC Assessment	85,711.02	82,617.00	3,094.02	103.75%
8029 · OBIC Reserve	15,906.48	19,000.00	-3,093.52	83.72%
<b>Total 7900 · Facilities Management / OBIC</b>	<b>101,617.50</b>	<b>101,617.00</b>	<b>0.50</b>	<b>100.0%</b>
<b>8000 · Administration</b>				
8001 · Office Supplies	1,848.03	1,500.00	348.03	123.2%
8002 · Duplicating	5,023.50	3,000.00	2,023.50	167.45%
8003 · Postage	970.00	700.00	270.00	138.57%
8005 · Bank Fees	158.52	300.00	-141.48	52.84%
8008 · Insurance	2,652.00	2,500.00	152.00	106.08%
8011 · Equip/Softw/Maint.	4,233.79	3,000.00	1,233.79	141.13%
8012 · Telephone	669.36	1,000.00	-330.64	66.94%

<b>Total 8000 · Administration</b>	15,555.20	12,000.00	3,555.20	129.63%
<b>8100 · Debt Service</b>				
8025 · Debt Srvc (Mortgage Interest)	3,838.83	3,690.73	148.10	104.01%
8036 · Debt Service (WW Interest)	<u>56,271.00</u>	<u>56,907.00</u>	<u>-636.00</u>	<u>98.88%</u>
<b>Total 8100 · Debt Service</b>	60,109.83	60,597.73	-487.90	99.2%
<b>8500 · Social Action Council</b>				
7102 · Community Outreach - General	4,004.94	4,400.00	-395.06	91.02%
7105 · Social Justice Impact Committee	5,543.23	5,350.00	193.23	103.61%
8504 · Broad-Based SAC Project	2,700.00	2,750.00	-50.00	98.18%
8505 · Social Action Administration	111.93	0.00	111.93	100.0%
8509 · Environmental Activities Comm	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
<b>Total 8500 · Social Action Council</b>	12,360.10	13,500.00	-1,139.90	91.56%
<b>8700 · Denominational Affairs</b>				
7301 · UUA Assessment	25,056.00	25,056.00	0.00	100.0%
7303 · JPD Assessment	<u>7,815.00</u>	<u>7,815.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total 8700 · Denominational Affairs</b>	32,871.00	32,871.00	0.00	100.0%
<b>9500 · Finance Council</b>				
9502 · Pledge Collection (EFT) Fees	792.89	1,000.00	-207.11	79.29%
9509 · Stock Gain/Loss	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total 9500 · Finance Council</b>	792.89	1,000.00	-207.11	79.29%
<b>99000 · Personnel</b>				
<b>90010 · Minister</b>				
90011 · Salary - Minister	43,577.04	43,577.00	0.04	100.0%
<b>90013 · FB - Minister</b>				
900131 · FB - Minister Retirement	8,608.70	8,623.70	-15.00	99.83%
900132 · FB - Minister Life & Disability	<u>1,524.60</u>	<u>1,524.67</u>	<u>-0.07</u>	<u>100.0%</u>
<b>Total 90013 · FB - Minister</b>	10,133.30	10,148.37	-15.07	99.85%
90014 · Prof Exp - Minister	5,853.94	6,000.00	-146.06	97.57%
90015 · Housing - Minister	<u>42,660.00</u>	<u>42,660.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total 90010 · Minister</b>	102,224.28	102,385.37	-161.09	99.84%
<b>90020 · Executive Director</b>				
90021 · Salary - Exec Dir	43,332.90	43,333.00	-0.10	100.0%
90022 · FICA - Exec Dir	3,314.97	3,314.97	0.00	100.0%
<b>90023 · FB - Exec Dir</b>				
900231 · FB - Exec Retirement	4,333.29	4,333.33	-0.04	100.0%
900232 · FB - Exec Dir Life & LTD	<u>433.32</u>	<u>433.33</u>	<u>-0.01</u>	<u>100.0%</u>
<b>Total 90023 · FB - Exec Dir</b>	4,766.61	4,766.66	-0.05	100.0%
90024 · Prof Exp - Exec Dir	<u>2,008.19</u>	<u>2,000.00</u>	<u>8.19</u>	<u>100.41%</u>

<b>Total 90020 · Executive Director</b>	53,422.67	53,414.63	8.04	100.02%
<b>90030 · DLRE</b>				
<b>90031 · Salary - DLRE</b>	47,999.90	48,000.00	-0.10	100.0%
<b>90032 · FICA - DLRE</b>	3,671.99	3,672.00	-0.01	100.0%
<b>90033 · FB - DLRE</b>				
<b>900331 · FB - DLRE Retirement</b>	4,800.00	4,800.00	0.00	100.0%
<b>900332 · FB - DLRE Life &amp; LTD</b>	480.00	480.00	0.00	100.0%
<b>Total 90033 · FB - DLRE</b>	5,280.00	5,280.00	0.00	100.0%
<b>90034 · Prof Exp - DLRE</b>	4,686.07	4,700.00	-13.93	99.7%
<b>Total 90030 · DLRE</b>	61,637.96	61,652.00	-14.04	99.98%
<b>90040 · Music Director</b>				
<b>90041 · Salary - Music Dir</b>	19,146.90	27,850.00	-8,703.10	68.75%
<b>90042 · FICA - Music Dir</b>	1,464.73	2,130.53	-665.80	68.75%
<b>90043 · FB - Music Dir</b>				
<b>900431 · FB - Music Dir Retirement</b>	1,984.35	2,785.00	-800.65	71.25%
<b>900432 · FB - Mus Dir Life &amp; LTD</b>	278.52	279.00	-0.48	99.83%
<b>Total 90043 · FB - Music Dir</b>	2,262.87	3,064.00	-801.13	73.85%
<b>90044 · Prof Exp - Music Dir</b>	499.64	500.00	-0.36	99.93%
<b>Total 90040 · Music Director</b>	23,374.14	33,544.53	-10,170.39	69.68%
<b>90050 · Bookkeeper</b>				
<b>90051 · Salary - Bookkeepr</b>	2,324.86	10,332.00	-8,007.14	22.5%
<b>90052 · FICA - Bookkeepr</b>	175.57	790.40	-614.83	22.21%
<b>Total 90050 · Bookkeeper</b>	2,500.43	11,122.40	-8,621.97	22.48%
<b>90060 · Assoc Music Director</b>				
<b>90061 · Salary - Assoc MD</b>	36,486.12	27,850.00	8,636.12	131.01%
<b>90062 · FICA - Assoc MD</b>	2,791.19	2,130.53	660.66	131.01%
<b>90063 · FB - Associate Music Director</b>				
<b>900631 · FB - Assoc Music Dir Retirement</b>	3,648.63	2,785.00	863.63	131.01%
<b>900632 · FB - Assoc Music Dir Life &amp; LTD</b>	278.52	279.00	-0.48	99.83%
<b>Total 90063 · FB - Associate Music Director</b>	3,927.15	3,064.00	863.15	128.17%
<b>90064 · Prof Exp - Assoc MD</b>	500.00	500.00	0.00	100.0%
<b>Total 90060 · Assoc Music Director</b>	43,704.46	33,544.53	10,159.93	130.29%
<b>90070 · Sunday Attendant</b>				
<b>90071 · Salary - Sunday Attendant</b>	4,553.50	5,271.80	-718.30	86.38%
<b>90072 · FICA - Sunday Attendant</b>	348.34	403.29	-54.95	86.38%
<b>Total 90070 · Sunday Attendant</b>	4,901.84	5,675.09	-773.25	86.38%

<b>90080 · Child Care Coordinator</b>				
90081 · Salary - Child Care Coord	6,739.99	870.00	5,869.99	774.71%
90082 · FICA - Child Care Coord	<u>541.62</u>	<u>66.56</u>	<u>475.06</u>	<u>813.73%</u>
<b>Total 90080 · Child Care Coordinator</b>	<b>7,281.61</b>	<b>936.56</b>	<b>6,345.05</b>	<b>777.49%</b>
<b>90110 · Youth Choir Director</b>				
90111 · Salary - Youth Choir	2,387.84	2,296.00	91.84	104.0%
90112 · FICA - Youth Choir	<u>182.67</u>	<u>175.64</u>	<u>7.03</u>	<u>104.0%</u>
<b>Total 90110 · Youth Choir Director</b>	<b>2,570.51</b>	<b>2,471.64</b>	<b>98.87</b>	<b>104.0%</b>
<b>90150 · Congregational Secretary</b>				
90151 · Salary - Cong Secretary	28,299.96	28,300.00	-0.04	100.0%
90152 · FICA - Cong Secretary	2,164.95	2,165.00	-0.05	100.0%
<b>90153 · FB - Cong Secretary</b>				
901531 · FB - Cong Secretary Retirement	2,768.06	2,830.00	-61.94	97.81%
901532 · FB - Cong Secy Life & LTD	<u>282.96</u>	<u>283.00</u>	<u>-0.04</u>	<u>99.99%</u>
<b>Total 90153 · FB - Cong Secretary</b>	<b>3,051.02</b>	<b>3,113.00</b>	<b>-61.98</b>	<b>98.01%</b>
90154 · Prof Exp - Cong Secy	<u>48.80</u>			
<b>Total 90150 · Congregational Secretary</b>	<b>33,564.73</b>	<b>33,578.00</b>	<b>-13.27</b>	<b>99.96%</b>
<b>90160 · Youth Director</b>				
90161 · Salary - Youth Director	10,711.80	10,325.00	386.80	103.75%
90162 · FICA - Youth Director	<u>819.45</u>	<u>789.86</u>	<u>29.59</u>	<u>103.75%</u>
<b>Total 90160 · Youth Director</b>	<b>11,531.25</b>	<b>11,114.86</b>	<b>416.39</b>	<b>103.75%</b>
<b>90180 · Ministerial Intern</b>				
90181 · Salary- Ministerial Intern	<u>7,000.00</u>			
<b>Total 90180 · Ministerial Intern</b>	<b>7,000.00</b>			
<b>90200 · Casual Labor</b>				
90201 · Nursery	<u>4,198.25</u>	<u>4,543.00</u>	<u>-344.75</u>	<u>92.41%</u>
<b>Total 90200 · Casual Labor</b>	<b>4,198.25</b>	<b>4,543.00</b>	<b>-344.75</b>	<b>92.41%</b>
<b>99900 · Miscellaneous Personnel</b>				
99002 · Payroll Expenses	1,772.74	1,500.00	272.74	118.18%
99999 · Personnel Contingency	<u>1,236.77</u>	<u>1,250.00</u>	<u>-13.23</u>	<u>98.94%</u>
<b>Total 99900 · Miscellaneous Personnel</b>	<b>3,009.51</b>	<b>2,750.00</b>	<b>259.51</b>	<b>109.44%</b>
<b>Total 99000 · Personnel</b>	<b>360,921.64</b>	<b>356,732.61</b>	<b>4,189.03</b>	<b>101.17%</b>
<b>Total Expense</b>	<b>607,692.82</b>	<b>602,683.34</b>	<b>5,009.48</b>	<b>100.83%</b>
<b>Net Ordinary Income</b>	<b>25,344.15</b>	<b>19,341.66</b>	<b>6,002.49</b>	<b>131.03%</b>

**Other Income/Expense**

**Other  
Income**

**Building Other Income**

4511 · Interest Income - Building Fund 30.47

**Total Building Other Income** 30.47

**Endowment Other Income**

3915 · Endowment Receipts 4,421.53

4510 · Unrealized Gain [Loss] - Endwmt -4,304.07

4514 · Interest Income - Endowment 138.22

**Total Endowment Other Income** 255.68

**Outreach**

**Coffeehouse**

Coffeehouse (MDF) Expense -3,943.09

Coffeehouse (MDF) Revenue 4,079.39

**Total Coffeehouse** 136.30

**Fifth Sunday (CCC)**

Fifth Sunday Payout -3,038.21 -5,000.00 1,961.79 60.76%

Fifth Sunday Receipts 3,038.21 5,000.00 -1,961.79 60.76%

**Total Fifth Sunday (CCC)** 0.00 0.00 0.00 0.0%

**Second Sunday Outreach Offering**

SSOO Payout -22,705.41 -19,000.00 -3,705.41 119.5%

SSOO Receipts 22,383.64 19,000.00 3,383.64 117.81%

**Total Second Sunday Outreach Offering** -321.77 0.00 -321.77 100.0%

**Total Outreach** -185.47 0.00 -185.47 100.0%

**Scrip Other Income**

4508 · Interest Income - Scrip Savings 4.63

4512 · Scrip Income 154,842.55

4518 · Scrip Expense 135,715.00

**Total Scrip Other Income** 19,132.18

**Win-Win Other Income**

4513 · Interest Income (WW Reserve) 22.23

9503 · Bank Fees (Win-Win) -30.00

**Total Win-Win Other Income** -7.77

**Total Other Income** 19,225.09 0.00 19,225.09 100.0%

**Other Expense**



<b>Debt Service Other Expense</b>				
8031 · Debt Srvc (Principal)	11,846.00	15,694.32	-3,848.32	75.48%
8035 · Debt Service (WW P&I Set-Aside)	<u>0.00</u>	<u>3,429.60</u>	<u>-3,429.60</u>	<u>0.0%</u>
<b>Total Debt Service Other Expense</b>	<b>11,846.00</b>	<b>19,123.92</b>	<b>-7,277.92</b>	<b>61.94%</b>
<b>Misc Transfers</b>				
9504 · Operating Surplus Set-Aside	<u>0.00</u>	<u>217.74</u>	<u>-217.74</u>	<u>0.0%</u>
<b>Total Misc Transfers</b>	<b><u>0.00</u></b>	<b><u>217.74</u></b>	<b><u>-217.74</u></b>	<b><u>0.0%</u></b>
<b>Total Other Expense</b>	<b><u>11,846.00</u></b>	<b><u>19,341.66</u></b>	<b><u>-7,495.66</u></b>	<b><u>61.25%</u></b>
<b>Net Other Income</b>	<b><u>7,379.09</u></b>	<b><u>-19,341.66</u></b>	<b><u>26,720.75</u></b>	<b><u>-38.15%</u></b>
<b>Net Income</b>	<b><u><u>32,723.24</u></u></b>	<b><u><u>0.00</u></u></b>	<b><u><u>32,723.24</u></u></b>	<b><u><u>100.0%</u></u></b>

## APPENDIX F

### OWEN BROWN INTERFAITH CENTER FY 2012 FINANCIAL REPORT Budget vs. Actual Report

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Damage Deposits</b>	157.50	600.00	-442.50	26.25%
<b>Owner Cong Payments</b>				
<b>Christ United Methodist</b>	26,934.00	26,934.00	0.00	100.0%
<b>Unitarian-Universalist Cong.</b>	<u>88,805.04</u>	<u>88,804.80</u>	<u>0.24</u>	<u>100.0%</u>
<b>Total Owner Cong Payments</b>	115,739.04	115,738.80	0.24	100.0%
<b>Rental - Related Business</b>				
<b>Eternal Sacred Order</b>	4,818.00	0.00	4,818.00	100.0%
<b>Grace Christian Ministries</b>	28,145.25	6,000.00	22,145.25	469.09%
<b>Restored Church of God</b>	0.00	0.00	0.00	0.0%
<b>Shalom Aleicham</b>	6,421.50	3,780.00	2,641.50	169.88%
<b>Bar/Bat Mitzvah</b>	921.00	2,500.00	-1,579.00	36.84%
<b>Memorial Services</b>	985.00	1,200.00	-215.00	82.08%
<b>Moriah Ministry</b>	0.00	0.00	0.00	0.0%
<b>Hassan, Sayed</b>	5,199.96	3,150.00	2,049.96	165.08%
<b>Sri Sathya Saibaba Ctr</b>	6,000.00	6,000.00	0.00	100.0%
<b>Greater Balto Church of Christ</b>	0.00	0.00	0.00	0.0%
<b>Twin Rivers Church</b>	0.00	0.00	0.00	0.0%
<b>Dar Al Taqua</b>	0.00	0.00	0.00	0.0%
<b>Other - Religious</b>	<u>2,283.75</u>	<u>4,000.00</u>	<u>-1,716.25</u>	<u>57.09%</u>
<b>Total Rental - Related Business</b>	54,774.46	26,630.00	28,144.46	205.69%
<b>Rental-Non-related Business</b>				
<b>Weddings</b>	5,512.50	4,000.00	1,512.50	137.81%
<b>Assoc. of Community Services</b>	2,223.00	1,700.00	523.00	130.77%
<b>Musical Programs, Recitals</b>	900.00	2,000.00	-1,100.00	45.0%
<b>Howard Co. Board of Elections</b>	760.00	700.00	60.00	108.57%
<b>Maryland Coding &amp; Training</b>	2,630.00	4,000.00	-1,370.00	65.75%
<b>Classroom Rentals</b>	3,423.00	5,000.00	-1,577.00	68.46%
<b>Training Meeting</b>	0.00	0.00	0.00	0.0%
<b>Banquets, Dinners</b>	700.00	1,000.00	-300.00	70.0%
<b>Parties</b>	1,318.75	700.00	618.75	188.39%
<b>Receptions, Showers</b>	750.00	1,000.00	-250.00	75.0%
<b>Graduation Parties</b>	1,755.00	1,000.00	755.00	175.5%
<b>Child Dedication</b>	2,122.50	1,600.00	522.50	132.66%

<b>Birthday Parties</b>	1,580.00	3,000.00	-1,420.00	52.67%
<b>East Columbia Library</b>	0.00	0.00	0.00	0.0%
<b>Maryland PNHP</b>	0.00	0.00	0.00	0.0%
<b>Woodlake Assn</b>	875.00	1,200.00	-325.00	72.92%
<b>ALS Association</b>	450.00	540.00	-90.00	83.33%
<b>ISEC, Inc.</b>	3,360.00	1,000.00	2,360.00	336.0%
<b>DDA</b>	711.36	0.00	711.36	100.0%
<b>Columbia Toastmasters</b>	0.00	1,600.00	-1,600.00	0.0%
<b>Maryland Driving School</b>	360.00	2,500.00	-2,140.00	14.4%
<b>Cradlerock Children's Ctr</b>	57,866.92	57,680.00	186.92	100.32%
<b>Heffer Yoga</b>	2,907.00	2,880.00	27.00	100.94%
<b>Business Meetings</b>	13,567.50	15,000.00	-1,432.50	90.45%
<b>Other Rental</b>	<u>2,795.00</u>	<u>4,900.00</u>	<u>-2,105.00</u>	<u>57.04%</u>
<b>Total Rental-Non-related Business</b>	106,567.53	113,000.00	-6,432.47	94.31%
<b>Other Income</b>				
<b>Small Stage Rental/Setup</b>	200.00	0.00	200.00	100.0%
<b>Portable Sound System</b>	480.00	0.00	480.00	100.0%
<b>Credit Card Processing Chgs</b>	190.84	0.00	190.84	100.0%
<b>Telephone Reimbursement</b>	1,941.14	2,004.00	-62.86	96.86%
<b>Internet Access Reimbursement</b>	944.64	948.00	-3.36	99.65%
<b>LCD Projector Rental</b>	240.00	240.00	0.00	100.0%
<b>Recycling</b>	75.59	90.00	-14.41	83.99%
<b>Returned Check Fee</b>	0.00	0.00	0.00	0.0%
<b>Storage Rental</b>	980.00	840.00	140.00	116.67%
<b>Cable access</b>	0.00	0.00	0.00	0.0%
<b>Copier Receipts</b>	11,373.96	11,000.00	373.96	103.4%
<b>Interest Income</b>	64.95	36.00	28.95	180.42%
<b>Misc. Income</b>	<u>1,300.31</u>	<u>0.00</u>	<u>1,300.31</u>	<u>100.0%</u>
<b>Total Other Income</b>	<u>17,791.43</u>	<u>15,158.00</u>	<u>2,633.43</u>	<u>117.37%</u>
<b>Total Income</b>	<u>295,029.96</u>	<u>271,126.80</u>	<u>23,903.16</u>	<u>108.82%</u>
<b>Gross Profit</b>	295,029.96	271,126.80	23,903.16	108.82%
<b>Expense</b>				
<b>Utilities</b>				
<b>Electricity &amp; Gas</b>	25,133.31	28,000.00	-2,866.69	89.76%
<b>Water-Sewer Usage</b>	<u>2,629.82</u>	<u>3,000.00</u>	<u>-370.18</u>	<u>87.66%</u>
<b>Total Utilities</b>	27,763.13	31,000.00	-3,236.87	89.56%
<b>Admin</b>				
<b>Subscriptions</b>	0.00	30.00	-30.00	0.0%
<b>Education for Staff</b>	444.00	1,000.00	-556.00	44.4%
<b>Luncheon-Meetings</b>	102.27	100.00	2.27	102.27%
<b>Overdraft Fee</b>	0.00	0.00	0.00	0.0%

<b>Internet Access</b>	1,335.80	1,260.00	75.80	106.02%
<b>Cable Television</b>	-250.80	-250.00	-0.80	100.32%
<b>Postage</b>	122.52	150.00	-27.48	81.68%
<b>Computer Network Admin</b>	1,681.34	1,500.00	181.34	112.09%
<b>Legal</b>	15.00	0.00	15.00	100.0%
<b>Accounting</b>	6,764.22	4,500.00	2,264.22	150.32%
<b>Bank Charges</b>	495.47	300.00	195.47	165.16%
<b>Finance Charges</b>	0.00	50.00	-50.00	0.0%
<b>Misc Exp</b>	20.29	0.00	20.29	100.0%
<b>Office Supplies</b>	324.86	1,000.00	-675.14	32.49%
<b>Other Administrative</b>	0.00	0.00	0.00	0.0%
<b>Property Taxes</b>	0.00	0.00	0.00	0.0%
<b>Computer / DSL</b>	273.68	500.00	-226.32	54.74%
<b>Marketing</b>	178.64	500.00	-321.36	35.73%
<b>Telephone</b>	<u>5,043.58</u>	<u>5,500.00</u>	<u>-456.42</u>	<u>91.7%</u>
<b>Total Admin</b>	16,550.87	16,140.00	410.87	102.55%
<b>Admin-Copy</b>				
<b>Copier Receipts</b>	0.00	0.00	0.00	0.0%
<b>Supplies, Paper, staples</b>	1,719.52	2,000.00	-280.48	85.98%
<b>Office Equipment Rental</b>	6,998.78	6,564.00	434.78	106.62%
<b>Color Copy Charges</b>	<u>3,708.80</u>	<u>2,436.00</u>	<u>1,272.80</u>	<u>152.25%</u>
<b>Total Admin-Copy</b>	12,427.10	11,000.00	1,427.10	112.97%
<b>Dues</b>				
<b>Howard Co. Chamber of Commerce</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Dues</b>	0.00	0.00	0.00	0.0%
<b>Insurance</b>				
<b>Workers Compensation</b>	1,672.00	1,100.00	572.00	152.0%
<b>Umbrella Liability</b>	350.00	2,250.00	-1,900.00	15.56%
<b>Commercial Multi-Peril</b>	<u>3,416.00</u>	<u>1,850.00</u>	<u>1,566.00</u>	<u>184.65%</u>
<b>Total Insurance</b>	5,438.00	5,200.00	238.00	104.58%
<b>Occupancy (Operating Exp)</b>				
<b>Fire Alarm System Repair/Main</b>	1,858.86	2,275.00	-416.14	81.71%
<b>Misc. Expenses</b>	283.00	0.00	283.00	100.0%
<b>Breakroom Supplies</b>	31.46	0.00	31.46	100.0%
<b>Electrical Repairs</b>	335.49	1,000.00	-664.51	33.55%
<b>Handyman Materials, Supplies</b>	2,012.28	2,000.00	12.28	100.61%
<b>Locks and Keys</b>	406.80	0.00	406.80	100.0%
<b>Tables, Chairs, Mtg Room Equip</b>	1,433.40	600.00	833.40	238.9%
<b>Parking Lot</b>	1,298.84	500.00	798.84	259.77%
<b>Playground, Patio</b>	270.00	1,000.00	-730.00	27.0%
<b>Plumbing</b>	690.02	600.00	90.02	115.0%
<b>Elevator Maintenance/Repairs</b>	2,352.40	2,200.00	152.40	106.93%

<b>Handy Man Services</b>	7,590.00	6,000.00	1,590.00	126.5%
<b>Decorations, seasonal</b>	0.00	0.00	0.00	0.0%
<b>Table Rental</b>	0.00	300.00	-300.00	0.0%
<b>Recycling Pick Up</b>	519.60	520.00	-0.40	99.92%
<b>Laundry/Dry Cleaning</b>	0.00	0.00	0.00	0.0%
<b>Gardening supplies/plants</b>	864.95	200.00	664.95	432.48%
<b>Landscape Maintenance</b>	3,346.87	3,620.00	-273.13	92.46%
<b>Floor strip,wax, polish</b>	705.00	1,000.00	-295.00	70.5%
<b>Cable Access</b>	0.00	0.00	0.00	0.0%
<b>Stage Rental</b>	0.00	0.00	0.00	0.0%
<b>Carpet Cleaning</b>	3,342.03	3,250.00	92.03	102.83%
<b>Heat Pump Maintenance</b>	4,509.00	8,000.00	-3,491.00	56.36%
<b>Janitor Supplies</b>	6,461.50	7,500.00	-1,038.50	86.15%
<b>Janitorial Service</b>	33,007.50	30,000.00	3,007.50	110.03%
<b>Lawn Mowing Service</b>	5,300.00	5,300.00	0.00	100.0%
<b>Pest Control</b>	921.60	960.00	-38.40	96.0%
<b>Piano Payments to CUMC</b>	0.00	0.00	0.00	0.0%
<b>Security Service</b>	2,300.40	3,000.00	-699.60	76.68%
<b>Small Equipment</b>	706.14	500.00	206.14	141.23%
<b>Snow Service</b>	420.00	3,000.00	-2,580.00	14.0%
<b>Trash Collection</b>	1,910.96	6,000.00	-4,089.04	31.85%
<b>Total Occupancy (Operating Exp)</b>	<u>82,878.10</u>	<u>89,325.00</u>	<u>-6,446.90</u>	<u>92.78%</u>
<b>Wages</b>				
<b>Full-time Employee Healthcare</b>	30.00	0.00	30.00	100.0%
<b>Payroll Tax Expenses</b>	8,745.34	8,861.56	-116.22	98.69%
<b>Personnel Health Benefit</b>	1,180.57	3,600.00	-2,419.43	32.79%
<b>Building Managers</b>	70,800.64	65,901.16	4,899.48	107.44%
<b>Custodians</b>	39,949.20	40,099.54	-150.34	99.63%
<b>Total Wages</b>	<u>120,705.75</u>	<u>118,462.26</u>	<u>2,243.49</u>	<u>101.89%</u>
<b>Total Expense</b>	<u>265,762.95</u>	<u>271,127.26</u>	<u>-5,364.31</u>	<u>98.02%</u>
<b>Net Ordinary Income</b>	<u>29,267.01</u>	<u>-0.46</u>	<u>29,267.47</u>	<u>6,362,393.48%</u>
<b>Net Income</b>	<u><u>29,267.01</u></u>	<u><u>-0.46</u></u>	<u><u>29,267.47</u></u>	<u><u>6,362,393.48%</u></u>

## APPENDIX G

### OWEN BROWN INTERFAITH CENTER FY 2012 FINANCIAL REPORT Balance Sheet

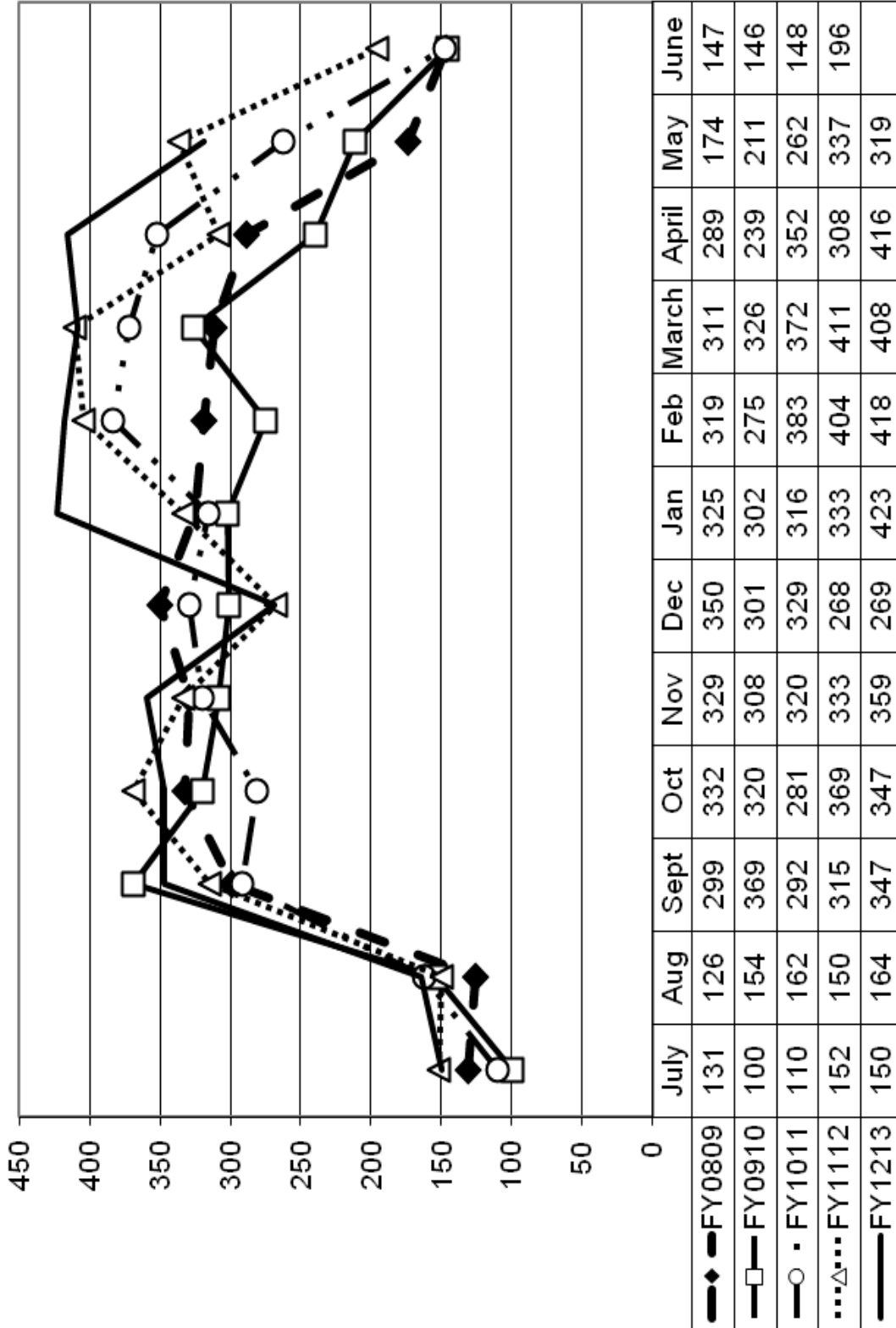
	<u>Dec 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Wells Fargo Merchant Acct	2,512.44
Memorial Garden Account	5,057.47
Wells Fargo RFR	56,600.77
Wells Fargo Payroll	4,342.73
Wells Fargo Checking	<u>33,738.03</u>
<b>Total Checking/Savings</b>	102,251.44
<b>Accounts Receivable</b>	
<b>Receivables</b>	
Receivables - CUMC	958.86
Receivables - Other	<u>5,078.96</u>
<b>Total Receivables</b>	<u>6,037.82</u>
<b>Total Accounts Receivable</b>	6,037.82
<b>Other Current Assets</b>	
Undeposited	<u>375.00</u>
<b>Total Other Current Assets</b>	<u>375.00</u>
<b>Total Current Assets</b>	108,664.26
<b>Fixed Assets</b>	
<b>Building - Net</b>	
Accum. Depr - Facility	1,249,214.41
OBIC Building - Cost	856,491.38
Building - Renovation	<u>1,233,298.59</u>
<b>Total Building - Net</b>	840,575.56
<b>Equipment - Net</b>	
Accum. Depr - Equipment	-85,439.16
Equipment - Office	6,560.57
Equipment Cost (Heat Pump)	83,999.23
Equipment Cost - Computer	<u>5,970.77</u>
<b>Total Equipment - Net</b>	11,091.41

<b>Furniture/Fixtures - Net</b>	
sanctuary chairs	17,744.00
UUCG Partitions	7,429.00
Accum. Depr - Furn/Fixt	-84,242.55
Carpet - Cost	14,850.00
Furniture & Fixtures - Cost	53,089.88
Furniture/Fixtures - Net - Other	<u>718.37</u>
<b>Total Furniture/Fixtures - Net</b>	9,588.70
<b>OBIC</b>	
Land	<u>44,942.00</u>
<b>Total Fixed Assets</b>	<u>906,197.67</u>
<b>TOTAL ASSETS</b>	<b><u><u>1,014,861.93</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Payroll Liabilities	144.36
Deposits Payable	
Piano Rental Fee	135.00
Damage Deposit	<u>2,832.50</u>
<b>Total Deposits Payable</b>	<u>2,967.50</u>
<b>Total Other Current Liabilities</b>	<u>3,111.86</u>
<b>Total Current Liabilities</b>	<u>3,111.86</u>
<b>Total Liabilities</b>	3,111.86
<b>Equity</b>	
Memorial Garden	-5,843.52
Capital Improvement expenditure	-137,887.46
<b>Capital Assessment Accounts</b>	
UUCG Reserve for Replacement	181,959.76
CUMC Reserve for Replacement	<u>55,687.08</u>
<b>Total Capital Assessment Accounts</b>	237,646.84
Open Bal Equity	888,567.20
Net Income	<u>29,267.01</u>
<b>Total Equity</b>	<u>1,011,750.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,014,861.93</u></u></b>

**APPENDIX H**

**UNITARIAN UNIVERSALIST CONGREGATION OF COLUMBIA  
ATTENDANCE – FISCAL YEAR COMPARISON**

(Based on Weekly Attendance Averages)





### **Minutes of the 2012 Annual Meeting of the Unitarian Universalist Congregation of Columbia**

Submitted by L. Karl Branting, Board of Trustees Acting Secretary

The Annual Meeting of the Unitarian Universalist Congregation of Columbia was called to order at approximately 6:32 pm, June 3, 2012 at the Owen Brown Interfaith Center, 7246 Cradlerock Way, Columbia, MD 21045, with President Jim Reiser, Chair, and all other members of Board of Trustees present.

Quorum: The Secretary of the Board of Trustees certified that 180 members of the Congregation were present or represented by proxy, satisfying the proxy requirement. Additional members arrived after this certification and prior to the casting of ballots.

Opening words were offered by the Reverend Paige Getty.

#### **Old Business**

2011-2012 Annual Report: Copies of the Annual Report were placed on each table and had previously been available on the UUCC website.

Minutes of the 2011 Annual Meeting, which had been available on the UUCC website and included as Appendix I in copies of the 2011-2012 Annual Report, was approved without objection on a unanimous voice vote.

**The President's Report** (page 8 of the Annual Report). Jim Reiser discussed the challenges of the new and larger building and congregation. He reviewed the social action accomplishments of UUCC over the last year, described the motivation for hiring a new minister, and touched on the challenges of the coming year, as discussed in the Annual Report.

**The Treasurer's Report** (pages 23-24 of the Annual Report) was presented by Sheldon Pelovitz who explained the format of the report and highlighted important points. He thanked Maureen Harris and his predecessors as Treasurer for their help and guidance. He reported that UUCC is in very good financial health and was operating within its budget. He reported that the average pledge this year was over 11% more than last year, notwithstanding the difficult economic times. In the 2011 fiscal year, 108% of the budgeted income was received, while total expenses were just under 100%, resulting in a surplus. This year, income is running slightly behind expenses, but by the end of the year net surplus should be slightly above zero. The current lag may be because the stewardship drive was delayed to coincide with the capital campaign, so about 5% of typically pledging members have not yet pledged.

## **New Business**

Secretary Laurie Alderman moved that the written ballots be kept for 30 days from today. The motion was passed by unanimous voice vote.

## **Election of Officers**

Chair of the Nominating Committee, Alan Coltri, moved to approve the slate of nominees as printed in the Annual Report, to serve on the Board of Trustees, Endowment Board and Nomination Committee, effective July 1, 2011:

- **Board of Trustees:**
  - Second Vice President: Sally Ann Cooper
  - Treasurer: Steve McGovern
  - At-Large: Melissa Affolter
- **Endowment Board:** Eric Kieley and Sheldon Pelovitz
- **Nominations Committee:** Jim Reiser, Dave Hegmann, and Mary Rodgers

Jim Reiser called the ballot, and the ballots were collected.

Jim Reiser recognized the outgoing members of the Board of Trustees: Jim Reiser, Sheldon Pelovitz, and John Boyle; the outgoing Nominating Committee; and the outgoing Endowment Board.

## **Owen Brown Interfaith Center (OBIC) Bylaws**

Steve Von Hagen-Jamar explained the proposed changes to the OBIC bylaws, including reduction of the number of members and several other minor changes:

- All references to the Columbia Religious Facilities Corporation (CRFC) were removed, as that organization no longer exists.
- Article IV, Management; Section 1. Board of Directors; a. Selection—the number of directors was changed from thirteen (6 UUCC, 6 CUMC, 1 CRFC) to eight (5 UUCC, 3 CUMC).
- Article V, Meetings; Section 6. Quorum of the Board—there must be at least 2 directors present from each congregation.
- Article V, Meetings; Section 7. Board Voting, b. Special Matters—5 votes are required for a majority for special matters; at least 2 directors from each congregation must vote in favor of a special matter.

Jim Reiser called the ballot on the OBIC bylaw changes, which were collected.

## **Budget Approval**

The Fiscal Year 2012-2013 Budget was presented and explained by Executive Director, Maureen Harris, who thanked Sheldon Pelovitz for his service as Treasurer and responded to questions. The budget was set forth starting on page 29 of the Annual Report. The FY2012-13 budget provided for changes in the following areas:

- Staff cost of living increases totaling about \$10,000
- Stipend for ministerial intern of about \$8,000
- Post-canvass pledge income increase from \$10,000 to \$25,671.56

- Transfer from operating surplus increase from \$17,000 to \$27,000 (leaving \$94,000 still in operating surplus)
- Joseph Priestley District assessment reduction from \$11,156.50 to \$5,500
- Cradlerock Children's Center scholarships reduction from \$7,000 to \$3,500

Maureen explained that at the time of the Annual Meeting, almost \$10,000 of post-canvass income had already been pledged, and that the COLA had been postponed for many years, and that the COLA was added this year in response to concerns of the congregation.

Jim Reiser discussed the motivation for decreasing the CCC scholarships. He pointed out that Karen Walsh is both on the CCC board and the Board of Trustees, so the CCC interests were represented before the Board of Trustees, that UUCC has been giving 5<sup>th</sup> Sunday offerings to CCC, and that there will be a CCC fund-raising cruise this year. Because of turnover at CCC, no current scholarship recipients should lose their scholarship.

Julie Boughn, chair of the Endowment Board, spoke on the first distribution of funds from the Endowment Fund. The EB follows the Harvard model (limiting distributions to 5% of the last 13 quarter's growth), which the Board of Trustees will be applying to support a new part-time minister.

Jim Reiser explained the Board's decision to hire a part-time minister to focus on membership, based on the need to help with engagement of new members. The Board decided to directly hire, for 2 years, a part-time minister with funds that include the first Endowment Fund disbursement.

Following the making and seconding of a motion to approve the FY2012-13 budget, Jim Reiser pointed out that our Ministerial Intern is a student and therefore not a substitute for an actual minister. In response to a question by Laurie Coltri concerning the duties of the new part-time minister, Paige Getty described the importance of membership and new-member engagement, probably including Karuna, small groups, and other lay ministry. Paige said that she hoped that this would facilitate Paige's greater outreach and external activities, consistent with the division of activities in other large congregations with multiple ministers.

In response to a question about the motivations for a part-time minister, Jim Reiser said that 150 congregants to one minister is a typical ratio, a much lower ratio than we have at UUCC. Arnold Farley, member of the search committee for the new minister, described additional reasons for having a PT minister. Jill Christianson moved to close debate. Fewer than 2/3 of members in attendance voted in favor of closing debate, so discussion continued.

Cyndy Parr asked what would happen in the future to the Endowment Fund regarding future distributions. Julie Boughn discussed growth plans for the EF. Jim Reiser clarified that the Board did not expect that the EF would continue to support the PT minister.

Jim Reiser called for the vote, a majority of voice votes were in favor of closing the debate, and the ballots on this question were collected.

Jim thanked the Stewardship team for their efforts.

Laurie Alderman announced the results of the written ballots:

Election of Officers

- 197 yes
- 1 no

OBIC bylaw changes

- 199 yes
- 1 no

Chris Crandell spoke on behalf of the Building Design Committee, describing the history of the Building Design development process. She reviewed the 'Spaced-Out Task Force' process, which led to the decision to expand the existing space, and described the selection of an architectural firm that was selected in May 2011. Chris presented the current design, which contained modifications intended to address concerns raised by UUCC members in recent months.

The following motion was presented to the congregation:

Resolved:

That the Unitarian Universalist Congregation of Columbia proceed with the building renovation and expansion in accordance with the Alexander Design Studio plans;

That the UUCC Board is directed to request that the OBIC Board enter into a contract for construction and renovation in accordance with those plans;

That the construction/renovation obligation is not to exceed \$2,800,000; and

That not more than \$700,000 is to be financed through a long-term mortgage.

After a motion to approve the resolution was made and seconded, Maureen Harris explained that the amount of pledges in the Capital Campaign is currently about \$2.1 million, which matches the estimated construction cost of the current design proposal; that while this does not include all AV, chairs, and other important furnishings, this means that there is already sufficient funds for basic construction; and that a \$500,000 loan to provide the remaining amenities could be serviced with only about 20 new pledge units at the current average pledge amount.

A motion was made by Alan Coltri to modify the motion to strike "by a long-term mortgage" from the resolution. There was some discussion that this would increase flexibility. However, Duncan MacDonald opined that the language is simply limiting but doesn't commit to any particular funding method. Sherry Peruzzi suggested that striking the phrase might preclude a construction loan. Ken Crandell agreed with this point. Rich Wachterman asserted out that win-win (self-financed) financing is not a "long-term mortgage." Jim Reiser called the vote on the amended language. By voice vote, the nays prevailed. Jim Reiser then called the vote on the original language. The ballots were collected.

Jim Reiser thanked the Building Design Committee, the Capital Campaign Team, and the

Building Finance Committee for the service to UUCC.

Laurie Alderman announced the vote counts:

**Budget resolution**

- 198 yes
- 1 no

**New building resolution:**

- 187 yes
- 12 no

Incoming Board President Steve Parr thanked previous Board President Jim Reiser, presenting him with a restaurant gift certificate and a bottle of wine.

Jim Reiser announced that the next Annual Meeting will be on June 2, 2013.

The meeting was then adjourned.

Respectfully submitted by L. Karl Branting, on behalf of Board of Trustees Secretary Laurie Alderman.