

UUFBR Board Meeting October 28, 2021

Agenda

1. Chalice lighting
2. Call to order; Determination of Quorum
3. Approval of Minutes
 - a. Secretary's report
 - b. New filing system
4. Minister's report
5. VP-Facilities report
 - a. Fire alarm
 - b. Dumpster – contract approval
 - c. Roof – contract approval
 - d. Mold – contract approval
 - e. Process for approval of other contracts
6. Treasurer's report
7. Finance Committee report
8. Capital Campaign report
9. Sharex Committee report
10. RE building rental
11. Endowment Funds Resolution Committee report
12. Membership Committee report
13. RE Council report
14. Landscape Committee report
15. Healing Justice Committee report
16. Old business
 - a. Interim minister report
 - b. Protocol for reopening
17. New business
 - a. Holiday party
 - b. PEACE
 - c. Status of Nominating Committee
18. Additional items as time allows
19. Date for next meeting
20. Welcome volunteers
21. Adjournment – target on/before 9:00 PM

UUFBR Board of Trustees Meeting

Minutes October 2021

Date: October 28, 2021

Time: 7:00 PM

In Attendance:

Board Members:

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

Guests:

Reverend Harris
Patricia Rogers
Ellen and Charlie Cormier
Norma Goodall
Rick Troiano
Carolyn Brown

Agenda Item 1: Called to Order 7:05 PM

Called to order by Sandy Troiano.

Agenda Item 2: Approval of Minutes

Paul moved that we approve the Sept. 2021 minutes of the Board of Trustees meeting. Barb seconded.
The motion passed unanimously.

Agenda Item 3: Secretary Report

Louis reported that UUFBR now has a Google for Nonprofits account and that we plan to move all important Board of Trustees documents there for safe keeping. He said to expect more reports on this topic in the near future.

Louis and Ron Roth recommend that the Congregation explore using the Discord app to improve communications, including allowing communications between members and allowing focused conversations on particular topics through channels. Discord does not sell user information and is available both on smart devices and on computers. They will present on the benefits of Discord at a future meeting.

Louis also noted that annual meeting minutes must include the slate of candidates for each year, at a minimum.

Charlie asked if we can preserve old documents.

Agenda Item 4: Minister's Report

Sandy moved that the board offer up to \$1000 for Capital Campaign to cover administrative expenses. Barb seconded.

Barbara asked for itemized details of expenses. Harris explained that print materials are needed for capital campaign as well as postage and a brunch at the capital campaign kick-off event.

The motion passed unanimously.

Agenda Item 5: VP-Facilities Report

Patrick offered a detailed report on several ongoing projects to the physical plant.

He noted that there was a gas smell found during the week, and it was found one of the knobs had been turned accidentally. He proposed keeping the gas stove off when not in use.

Patrick reported that the first round of tree pruning is complete. He recommends a second round of structural trimming in a few months (Feb. 2022). A few trees should be removed, and this will be discussed at a future board meeting. After that, an annual tree trimming is recommended for maintenance.

Patrick reported that the powerline burial project is proceeding nicely. A date has been scheduled to coordinate with FPL. The power will be off Nov. 18th and possibly 19th as the power lines are buried.

He provided an update on the replacement of flat roof in north sanctuary. We have received five (5) estimates. He recommends the Harrington and Sons proposal. They offer a full-featured scope of work. They also offer the longest warranty. Their bid is at just under \$10,000.

Sandy moved that the Board approve contract. Barb seconded. The motion passed unanimously.

We can resume trash service after powerline has been buried. We have three (3) quotes on trash service. The cost of a dumpster plus recycling container about is \$170 per month. Recycling is between \$60-70/month. The board discussed whether or not recycling is worth the cost and generally agreed to support recycling at this cost.

The Board will need to vote in November on garbage service.

Patrick reported on the mold remediation project in the sanctuary. UUFBR has three (3) proposals in hand. They are very different proposals and are difficult to compare side-by-side. J&R restoration has the most extensive scope of work and the lowest bid and is recommended. Once this work is done, new drywall will have to be hung. The earliest we could initiate the mold remediation with J&R is mid-December, and it would be 14 days of work. After discussion of scheduling and possible conflicts with other sanctuary activities, the Board agreed on a plan to start the project on or after December 28th.

Sandy proposed we accept the J&R proposal subject to final approval by Paul, Sandy, and Patrick. The motion passed unanimously.

Agenda Item 6: Treasurer's Report

Paul provided an update on the capital campaign. We have about \$120,000 in pledges and we have already received \$51,779 from 14 pledging units. The official opening of capital campaign in Nov. 14th. The Endowment Committee has provided a \$1 for every \$2 raised in September. Paul is going to Endowment monthly with a request for matching funds for the funds raised by the Congregation.

Paul reported that we are still struggling with our Operating Budget and that the rental of the RE building would greatly facilitate an adequate operating budget.

The board has a discussion about the state of the UUFBR sign along St. Andrew's Boulevard. Ron Roth will ask his brother to provide a quote on cleaning the sign. The sidewalk between the two buildings also needs to be power cleaned.

Agenda Item 7: Finance Committee Report

The finance committee recommended that the Board pursue mold remediation and roofing contracts.

Agenda Item 8: Capital Campaign Report

The Capital Campaign working group is incredible! Patricia, Paul, Mitch, Harris, Judy, Ric and Sandy are the Working Group. Their goal is to send out a brochure, pledge cards, and a letter in the 1st week of November by both electronic mail and snail mail. Harris will also send a letter by snail mail to all the alums. The Working Group will also be holding the worship service and a kick-off event on Nov. 14th. They may request assistance from Board members and others in providing testimonials.

Agenda Item 9: Sharex Committee Report

The Sharex committee is expecting new male AA group on Tuesday evenings. They also have a new group interested in using the Sanctuary on Sunday evenings and a weekday evening.

The Sharex committee is also working to accommodate the Hubert Arts group, which is an afterschool kids theatre. The Hubert Arts Group is planning a Christmas show for Dec. 15th, then they will be back in Feb. for two months to put on another play.

Agenda Item 10: RE Building Rental Report

Patricia reported that they fired the 1st realtor who was not being effective seeking tenants. She also noted that a conversation ongoing with the French School who is interested in renting the building.

Agenda Item 11: Membership Report

Ron Roth reported that the Membership Committee meeting is on the 2nd Tuesday of each month. Right now they are focusing on the basics, getting people welcomed and greeted and getting their names down. They are thinking about best practices in how do we follow up with new people.

Ron recommends once a month having someone from UUFBFR speak during the welcome to share something about their experience at UUFBFR and how it benefitted them.

Agenda Item 12: Religious Education Council Report

Louis reported that we will be holding a Trunk-or-Treat Halloween event in the back parking lot of UUFBFR on Friday, October 29th. The RE Council is looking into starting a new Our Whole Lives program, but advice from UUA suggests that this might not be the best way to engage families that have been absent a long time. Louis would like to hold a visioning session with families with children regarding their hopes for an RE community in the post-COVID era. The RE Council has also been discussing some kind of holiday party, but has not coalesced around a particular recommendation.

Agenda Item 13: Healing Justice Report

Carolyn reported that Healing Justice is thinking about more book discussion groups. Possibly "Nice Racism."

The UU Cluster is having Paula Jones come and talk about the 8th principle.

Healing Justice is also interested in working on voter suppression issue.

Old Business

Agenda Item 14: Interim Minister Report

Barbara and Betty have material from the UUA and hope to meet soon. Barbara will reach out to the contact at the UUA on ministerial transitions.

Agenda Item 15: Protocol for Reopening

Harris reported that she is watching on COVID Act Now and will consider reopening the Sanctuary for worship once we are in the green, low-risk zone.

New Business

Agenda Item 16: PEACE

On November 8th at 7pm, PEACE will be hosting the annual Community Problems Assembly on Zoom.

Annual PEACE dues are \$1500 for UUFBR. The Board of Trustees would like to continue our affiliation with PEACE. We hope to fund this through a combination of Share the Plate, \$189 from the PEACE fund, and the operating budget.

We need PEACE volunteers to help organize UUFBR's participation.

Agenda Item 17: Status of the Nominating Committee

Cathy Nelson is the only member currently. Sandy suggested that we start looking for new members because there will be five (5) openings on the Board this next year. She also suggested that we may need a Congregational meeting to appoint new Nominating committee members.

The Board agreed that their next meeting will be Tuesday, November 16th.

Board Welcome during Service

November 7 Louis
November 14 Sandy
November 21 Barbara
November 28 Paul

There being no other business, the meeting adjourned at 9:28 PM

Respectfully submitted,
Louis Merlin

Minister's Report to The Board
October 26, 2021

This week is Flea Market Week and I am focused on helping our stalwart crew set up, so this will be a very short report. . Anyone who has not yet signed up to help during the sale, and who has time on Saturday or Sunday please sign up. We need all hands on deck.

Action Item:

The CCWorking group is doing a terrific job. Two mailings will go out the first week of November. One to all members and friends and one to alums of the congregation.

The Nov 14 kick off will be followed by brunch (quiches, belgian waffles, salad, cake and mimosas) and will include testimonials some recorded and some not. Interested in making your voice heard? Let us know.

We would ask the Board to grant \$1000 budget to the group. This would cover costs of food, printing and postage. While many of the cooks will donate the cost of their creations, the brunch can't be done for free!

OTHER ITEMS

1. The Office

Although her 90 days probation is still in effect, I want to assure all that Karen has already become a trusted staff member. Capable, competent, taking charge of the office and the flow of work.

And I want to thank Paul Liebert for once again being ready and willing to step up, do more than he should and keep UUFBR moving forward. While Robert recovers from heart surgery, Paul has stepped in. He and Patrick are moving our capital projects forward, which sometimes must feel like pushing boulders up hill. We owe them deep appreciation.

2. I'd like to know your thoughts.

The Holidays are coming and with them the question of how can we celebrate. It looks like the numbers may be low enough that we could safely have solstice and xmas eve inside - with some safety precautions. Should we try?

So far the outdoor Sunday morning services have attracted a steady crew of 20 or so. But folks seem comfortable staying on zoom. Do you imagine you would feel safe worshiping in the sanctuary on Christmas Eve? Would you make a reservation for that service? Going inside may mean controlling the numbers. If it was also offered on zoom would you opt for that option?

VP Report – UUFBR meeting of Board of Trustees, October 28th, 2021

Patrick Larson

Recent maintenance items, volunteers:

1. Bill Jensen continued the Tuesday work parties. Thank you!
2. Celia Hirsch and the Landscaping committee have done research about the Buttonwood trees (native species) and selected materials for the tree rings for them. It is looking more likely that we will call on volunteer labor to do the installation, and we will schedule this soon, as the weather cools.
3. Carrie Viles, Ron Roth, Charlie Cormier, and Patrick have continued tech support for our hybrid worship services. We are tracking down an audio bug, but otherwise the complicated setup has been successful.
4. Patrick continued sealing the interior holes. The worst area, the utility closet, is complete. There are a few more holes to seal in the other rooms.
5. Charlie upgraded more light fixtures with LEDs, notably in the Zendo and the front office.
6. Paul Libert and Patrick have solicited and evaluated many work estimates for capital projects.
7. Robert Duchemin and Patrick learned how to light the pilot lights on the gas range. The present plan is to light the range as needed and to otherwise keep the gas to the range turned off.
8. Louis Merlin got a Google Workspace for Nonprofits (GWN) set up for UUFBR, with some help from Mary Wickensheimer, Ron Lovell, and Patrick. Both Ron and Patrick worked to figure out the GWN configuration necessary to allow the system to dovetail with our existing email system, which is hosted by HostGator.
 - a. This will allow new email accounts, such as Facilities@uufbr.org, to be used via Gmail (on the GWN system). (Our old paradigm had individual members using personal email for UUFBR business, and when a given member transitions out of a role, then the email history associated with that role is essentially lost—not accessible to a new person filling the role.)
 - b. We also have Google Drive space in the GWN that can be used to store files. Patrick for example has a great many “Buildings & Grounds” files hosted on his own account that he will move to the UUFBR account (on GWN).
9. Patrick reviewed the site plans and floor plans that Alison Rognas had created for us, and he made “redlines” of additional information and a few corrections to be updated on the plans. Pending the incorporation of these updates, the redlined version is now the most up-to-date, and it will be made available on our GWN.

Recent maintenance items, hired:

1. Bartlett Tree Experts completed pruning of our approximately 60 trees. This round was largely a lifting and thinning operation. In a few months, it would be ideal to perform a round of structural pruning when the trees have had some time to recover from this round.
2. Legacy Lawn Care (Brian Giacobazzi), our lawn mower, noticed signs of fungal growth on the new sod. He said it is a common problem with new sod. Patrick authorized him to treat the lawn with anti-fungal granules. We also reduced the watering cycles to assist in the treatment.
3. South Florida Plumbing and Backflow performed a scheduled inspection our backflow preventer, and the device failed the test. (This device is in the city water line at the front of the property. It

prevents water from flowing back into the city system in the event of pressure loss.) ARI serviced the device, and subsequently the device passed inspection.

Pending items:

1. **Power-Line Burial** –
 - a. GO Electric is scheduling subcontractors for the boring and concrete work.
 - b. FPL is scheduled to **disconnect and reconnect power on November 18th**. There is a chance that power will also be off for part of the following day.
2. *Replacement of Federal Electric “Stab Lok” Load Center* – Patrick has requested bids from yet more contractors. The search continues.
3. *Electrical repairs in Main attic* - Patrick has requested bids from yet more contractors. The search continues.
4. *Pest Control in Main building* –
 - a. To date, no new rodent- or roach activity has been observed.
 - b. We need to replace the weather stripping and threshold seals of the exterior doors.
5. **Replacement of flat roof at N Sanctuary** – Paul and Patrick have evaluated 5 estimates thus far. We sent a worksheet comparing the estimates to the BOT for review.
 - a. Hercules Roofing: \$6,295 – This company was only willing to bid on a limited scope of work to repair patches of the roof.
 - b. Andros/RSM Construction: \$9,500 – This estimate was in the same ballpark as the others, but the estimate itself did not have sufficient detail to be considered.
 - c. Renegade Roofing: \$9,670 – This was a good, detailed estimate, and we were ready to recommend it. However, the company sent an email backing out, ostensibly due to mold being present in the ceiling below the roof.
 - d. Coastal Roofing (Robin Enterprises): \$10,400 – This was a sufficiently detailed estimate, but it had the highest cost. It also included an extra \$1,000 for gutters, which we had not requested in the scope of work. (Even when we subtracted out the gutters, this was still the highest bid.)
 - e. Harrington & Sons: \$9,975 – **This estimate earns our recommendation.**
 - i. It has a full-featured scope of work that also includes replacement of the 3 upper flat roofs (beyond the scopes of other estimates).
 - ii. It is a reasonable cost given that the scope of work exceeds that of the others.
 - iii. The company gives the longest warranty.
 - iv. Sandy reviewed the contract, and the company promptly added conditions specified by her.
6. **Trash & Recycling service** – Paul has obtained 3 quotes, and we found info for a 4th company online. Patrick helped to evaluate them.
 - a. We will be ready to resume this service after the power-line project is done (see above).
 - b. The quotes and a worksheet were sent to the BOT for review (albeit with short notice). Please refer to the worksheet for details. We will review during the meeting.
 - c. Sandy has been reviewing the various agreements, as they tend to include auto-renewals and right-of-first refusal clauses. In other words, the companies make it difficult to leave once a contract is signed.
 - d. Paul and Patrick tentatively **recommend Coastal Waste & Recycling**, as it has nearly the lowest cost, and it has these benefits:

- i. Company is a known entity to us. Our prior experience with the company was satisfactory.
 - ii. Company only requires a single recycling bin. All companies require 96-gallon bins, which are giant! If we chose the lowest bid to save \$8/mo, we would have to deal with 2 of these giant bins.
 - iii. Company does single-stream recycling (single bin), meaning we don't have to police the items that go into different bins. (Some of the other companies offer this as well, but not the lowest bidder.)
 - iv. Company is local, and often this means the company has increased incentive to maintain good will with customers.
- 7. ***Mold remediation in Sanctuary*** – Paul has obtained 3 proposals, and he and Patrick are endeavoring to reconcile the hundreds of line items across the different proposals. (Worksheet will be displayed live during the meeting if the BOT is up for it.) Based on our review, we recommend to select J & R Restoration.
 - a. We are confident the scope of work given meets or exceeds the scopes given by the other companies.
 - b. The cost is the lowest.
 - c. We feel the proposal represents the best value.
 - d. Sandy is helping to review the terms of the contract.
 - e. We propose that the BOT authorize the selection pending Sandy's review.
 - f. Due to scheduled use of the Sanctuary, the earliest possible date for start of work is December 14th. It would be later if we do in-person service for the December holidays.
 - g. Although we will have another BOT meeting about 1 month prior to the possible start date, we feel it would be prudent to hire a company earlier rather than later. It is possible that our favored company would get booked with other jobs, delaying our start date.
- 8. *Fire alarm system for Sanctuary & Main* – This is moving forward, albeit at a slower pace, as our 3 higher priority projects are on the "front burner" right now.
- 9. Seek estimates to repair the urinal in the RE building. (The seal between the urinal and the wall is compromised.)
- 10. Hire plumber, or rent plumbing snake, to clear out the septic drain for the RE building. (Toilets have started draining slowly, as they have done before.)
- 11. Develop a list of maintenance items for which volunteers are needed.

Action items:

1. **Authorize contract for Replacement of Flat Roof?**
2. **Authorize contract for Trash & Recycling Service, pending legal review?**
3. **Authorize contract for Mold Remediation, pending legal review?**

Active Pledge Report Capital Campaign Oct. 27, 2021

<u>Pledge Amount</u>	<u>Period</u>	<u>Paid to Date</u>	<u># Pledging Units</u>
200.00	O	200.00	1
5,000.00	O	5,000.00	1
5,000.00	O	5,000.00	1
60,000.00	T	0.00	1
1,000.00	O	1,000.00	1
1,000.00	O	0.00	1
1,000.00	O	1,000.00	1
5,000.00	A	5,000.00	1
410.00	O	410.00	1
5,000.00	T	0.00	1
1,000.00	O	1,000.00	1
15,000.00	O	15,000.00	1
3,000.00	T	1,000.00	1
500.00	O	500.00	1
16,869.00	O	16,869.00	1
119,979.00		51,779.00	14

Capital Campaign Budget
by year

	<u>Budget</u>	<u>YTD Budget</u> <u>9/30/21</u>	<u>Actual</u> <u>9/30/21</u>	<u>Difference</u>	<u>Pledged</u> <u>YTD</u>	<u>Annual</u> <u>Projected</u>	<u>Proj. Diff.</u> <u>From</u> <u>Budget</u>	<u>Est. Start &</u> <u>End Dates</u>	<u>Comments</u>
<u>Year 1 (FY 2021-22)</u>									
Income									
Pledges	73,870	42,369	42,369	0	69,369	73,870	0		
Endowment Match	34,310	21,185	0	21,185		34,310	0		
Total Income	108,180	63,554	42,369	21,185	69,369	108,180	0		
Expenses									
Trash - Powerlines	25,000	11,728	11,728	0		25,000	0	11/18 - 11/19	
Fire Alarm System	22,500	2,900	2,900	0		32,900	-10,400	January	Addl info needed
Wiring	5,500	1,100	1,100	0		5,500	0	November	
Roof/Mold	40,000	0	0	0		35,205	4,795	Roof - 12/16 - 17, Mold 12/15 - 12/31	Roof - \$9,975 (includes permit fee), mold - \$25,230.38 (no permit req.)
Termites	9,000	0	0	0		9,000	0	March	
Refrigerator/Freezer	3,000	0	0	0		3,000	0		
Overrun	5,000	0	0	0		0	5,000		
Total Expenses	110,000	15,728	15,728	0		110,605	-605		
Surplus/Deficit	-1,820	47,826	26,641	21,185		-2,425	605		
<u>Year 2 (FY 2022-23)</u>									
Income									
Pledges	43,355				20,000	43,355	0		
Endowment Match	22,496					22,496	0		
Total Income	65,851				20,000	65,851	0		
Expenses									
Carpeting	20,000								

Capital Campaign Budget
by year

	<u>Budget</u>	<u>YTD Budget</u> <u>9/30/21</u>	<u>Actual</u> <u>9/30/21</u>	<u>Difference</u>	<u>Pledged</u> <u>YTD</u>	<u>Annual</u> <u>Projected</u>	<u>Proj. Diff.</u> <u>From</u> <u>Budget</u>	<u>Est. Start &</u> <u>End Dates</u>	<u>Comments</u>
Furniture	3,000								
A/C in RE Bldg.	11,000								
Painting	10,000								
Parking Lot Lights	8,000								
Technology	8,000								
Overrun	5,000								
Total Expenses	65,000								
Surplus/Deficit	851								
<u>Year 3 (FY 2023-24)</u>									
Income									
Pledges	44,001								
Endowment Match	21,968								
Total Income	65,969								
Expenses									
Roof Reserve	15,000								
Painting Reserve	10,000								
Parking Lot Reserve	10,000								
Sanctuary A/C Reserve	9,000								
Sewage Hook -up Reserve	6,000								
Furniture Reserve	5,000								
Landscaping	5,000								
Overrun	5,000								
Total Expenses	65,000								
Surplus/Deficit	969								

Capital Campaign Budget
by year

	<u>Budget</u>	<u>YTD Budget</u> <u>9/30/21</u>	<u>Actual</u> <u>9/30/21</u>	<u>Difference</u>	<u>Pledged</u> <u>YTD</u>	<u>Annual</u> <u>Projected</u>	<u>Proj. Diff.</u> <u>From</u> <u>Budget</u>	<u>Est. Start &</u> <u>End Dates</u>	<u>Comments</u>
<u>All Years</u>									
Income	240,000								
Expenses	240,000								
Surplus/Deficit	0								

UUFBR Income and Expense Statement Fund 01

Sept. 30, 2021

Acct. #		Approved Budget 2021- 22	Year to Date Budget 9/30/21	Year to Date Actual 9/30/21	YTD Budget Difference	YTD Budget Pct.	YTD Prior Year	Comments	Projected Cash Flow
4000	INCOME							Based on Oct 30 reopening of sanctuary	
4024	Pledges								
4024-001	Current Year	167,000.00	114,090.00	120,295.40	6,205.40	105.44%	112,473.03	95% of pledges	172,264.00
4024-002	Prior Year			351.15	351.15		0.00		351.15
4024	Subtotal Pledges	167,000.00	114,090.00	120,646.55	6,556.55	105.74%	112,473.03		172,615.15
4026	Sharex								
4026-001	AA Women's Monday	1,200.00	330.00	345.00	15.00	104.55%	0.00	Pro-rated based on 6 mos.	690.00
4026-002	AA Agnostics	800.00	400.00	0.00	-400.00		0.00	\$390 per qtr. X 2	0.00
4026-003	A Course in Miracles	750.00	60.00	0.00	-60.00		0.00	\$30 per wk for 26 wks	0.00
4026-004	Boca Raton Symphonia	1,950.00	400.00	400.00	0.00	100.00%	0.00	Avg of FYs 2018-20	1,950.00
4026-007	Kol Ami	6,000.00	1,200.00	1,200.00	0.00	100.00%	4,800.00	\$200 per mo.	1,200.00
4026-010	Sharex Other	1,425.00	712.50	0.00	-712.50	0.00%	0.00		0.00
4026-012	Zen Group	12,300.00	6,150.00	6,150.00	0.00	100.00%	6,150.00	\$1,025 per mo.	12,300.00
4026-013	Summer Theatre Camp	200.00	200.00	0.00	-200.00	0.00%	0.00		0.00
4026-015	Open Door Acupuncture	5,050.00	2,524.98	1,537.50	-987.48	60.89%	885.75	FY 20 - 49.4% of total inc recd in first 6 mos.	3,112.35
4026-016	Tai Chi	850.00	424.98	555.00	130.02	130.59%	368.00	FY 20 - 34.7% of total inc recd in first 6 mos	1,599.42
4026-019	Hubert Arts Foundation	6,600.00	6,600.00	0.00	-6,600.00	0.00%	0.00		1,260.00
4026-020	WellHealth Works		0.00	5,000.00	5,000.00			\$2,500 per mo for 3 mos	7,500.00
4026	Subtotal Sharex	37,125.00	19,002.46	15,187.50	-3,814.96	79.92%	12,203.75		29,611.77
4027	Fundraising								
4027-004	Flea Markets	7,150.00	0.00	0.00	0.00		0.00	Finance Comm. Estimate	9,000.00
4027-005	Auction	8,500.00	0.00	0.00	0.00		0.00	Finance Comm. Estimate	5,500.00
4027-007	I Give Amazon Smile	100.00	50.00	93.91	43.91	187.82%	61.25	YTD Actual + Oct FY 21 + Nov - Mar FY 20	129.91
4027-009	Concerts	750.00	0.00	0.00	0.00		0.00		0.00
4027-010	Fundraising Misc.	3,350.00	1,675.02	575.00	-1,100.02	34.33%	0.00	Pro-rated based on 6 mos of inc	1,150.00
4027-016	Holiday Dinner	200.00	0.00	0.00	0.00		0.00		200.00
4027-021	Summer Fundraisers	1,400.00	1,400.00	0.00	-1,400.00		0.00		0.00
4027-022	Chair Yoga	725.00	362.52	1,460.00	1,097.48	402.74%	220.00	As per Robert, no addl income expected	1,460.00
4027-023	Ukelele Group	1,000.00	0.00	0.00	0.00		0.00		0.00
4027	Subtotal Fundraising	23,175.00	3,487.54	2,128.91	-1,358.63	61.04%	281.25		17,439.91
4028	Other Income								
4028-002	Plate - UUFBR	7,300.00	3,649.98	1,700.00	-1,949.98	46.58%	1,985.59	YTD Actual + Oct FY 21 + Nov - Mar FY 20	6,082.00
4028-003	Gifts and Donations	9,100.00	4,549.98	3,013.13	-1,536.85	66.22%	3,410.00	Pro-rated based on 6 mos	6,026.26

UUFBR Income and Expense Statement Fund 01

Sept. 30, 2021

<u>Acct. #</u>		<u>Approved Budget 2021- 22</u>	<u>Year to Date Budget 9/30/21</u>	<u>Year to Date Actual 9/30/21</u>	<u>YTD Budget Difference</u>	<u>YTD Budget Pct.</u>	<u>YTD Prior Year</u>	<u>Comments</u>	<u>Projected Cash Flow</u>
4028-004	Int. & Other Income	0.00	0.00	0.18	0.18		0.00		0.18
4028-006	Misc. Income	250.00	124.98	0.00	-124.98	0.00%	6.42		0.00
4028-008	SBA PPP Grant	16,100.00	16,100.00	16,165.00	65.00	100.40%	0.00	Cash received as loan in prior FY, accounting rules require income to be shown upon forgiveness of loan, which occurred this FY	0.00
4028-009	Close the Gap						617.60		
4028	Subtotal Other Income	32,750.00	24,424.94	20,878.31	-3,546.63	85.48%	6,019.61		12,108.44
4000	INCOME	260,050.00	161,004.94	158,841.27	-2,163.67	98.66%	130,977.64		231,775.27
5000	EXPENSES							Based on Oct 30 reopening of sanctuary	
5040	COMPENSATION								
5050	Salaries								
5051	Minister								
5051-001	Salary	47,766.00	23,883.02	23,814.81	68.21	99.71%	23,985.40	\$2,141.84 bi-wkly	47,375.04
5051-002	Housing	24,580.00	12,289.94	12,289.94	0.00	100.00%	12,289.94	\$945.38 bi-wkly	24,580.00
5051-003	Health Insurance	2,654.00	1,326.98	1,463.77	-136.79	110.31%	1,224.72	\$102.06 bi-wkly X 6 pp, \$121.63 20 pp	3,044.96
5051	Subtotal Minister	75,000.00	37,499.94	37,568.52	-68.58	100.18%	37,500.06		75,000.00
5052	Music Director - Salary	14,300.00	7,150.00	7,150.00	0.00	100.00%	7,149.42	\$549.42 bi-wkly	14,300.00
5053	RE Director - Salary	18,000.00	9,000.02	8,971.17	28.85	99.68%	9,000.03	Resigned	9,000.00
5054	RE Teachers & Child Care	800.00	0.00	0.00	0.00		780.00		0.00
5055	Ofc Mgr/Bookkeeper Salary	14,500.00	7,249.97	7,250.10	-0.13	100.00%	7,250.10	\$557.69 bi-wkly	14,500.00
5056	Adm Asst Salary	17,500.00	8,749.98	9,078.00	-328.02	103.75%	8,749.00	\$750 bi-wkly	18,828.00
	Subtotal Other Employees	65,100.00	32,149.97	32,449.27	-299.30	100.93%	32,928.55		56,628.00
5050	Subtotal Salaries	140,100.00	69,649.91	70,017.79	-367.88	100.53%	70,428.61		131,628.00
5100	Benefits								
5102	Minister - Health Ins	2,650.00	1,325.02	1,463.77	-138.75	110.47%	1,224.72	\$102.08 bi-wkly X 6 pp, \$112.29 X 20 pp	3,044.96
5103	Minister - Prof Exp	4,000.00	1,999.98	450.00	1,549.98	22.50%	700.00		4,000.00
5104	Minister - Retirement	7,500.00	3,749.98	3,749.98	0.00	100.00%	3,749.98	\$288.46 bi-wkly	7,500.00
5106	Admin Asst - Retirement	1,750.00	875.02	807.72	67.30	92.31%	875.03	Resigned	807.72
5107	RE Director - Retirement	1,800.00	899.99	897.09	2.90	99.68%	899.99	Resigned	900.00
5108	Music Dir - Retirement	1,450.00	725.01	715.00	10.01	98.62%	714.94	\$55.00 bi-wkly	1,430.00

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5109	RE Director - Health Ins	4,350.00	2,175.02	1,923.11	251.91	88.42%	2,124.85	Resigned	1,923.11
5100	Subtotal Benefits	23,500.00	11,750.02	10,006.67	1,743.35	85.16%	10,289.51		19,605.79
5300	Other Employer Expenses								
5305	Soc. Sec. & Medicare	5,000.00	2,500.02	2,335.43	164.59	93.42%	2,356.73	7.65% of salaries (less minister, less health ins)	4,182.64
5308	Workers Comp	900.00	450.00	479.66	-29.66	106.59%	451.14	\$75.89 per mo	935.00
5300	Subtotal Other Employer Exp.	5,900.00	2,950.02	2,815.09	134.93	95.43%	2,807.87		5,117.64
5050	COMPENSATION	169,500.00	84,349.95	82,839.55	1,510.40	98.21%	83,525.99		156,351.43
5400	ADMINISTRATION								
5420	Office Related								
5421	Bank Charges	50.00	25.02	0.00	25.02	0.00%	46.00	Avg FY 2018 - 2021	0.00
5422	Credit Card Charges	1,400.00	700.02	415.95	284.07	59.42%	663.00	YTD Actual + Oct FY 21 + Nov - Mar FY 20	1,140.95
5424	Postage	400.00	199.98	0.00	199.98	0.00%	0.00	Two rolls of 100 stamps estimated for remainder of FY	110.00
5426	Office Expenses	700.00	349.98	173.59	176.39	49.60%	89.61	YTD Actual + Oct FY 21 + Nov - Mar FY 20	646.59
5427	Copier Lease	1,550.00	775.02	792.00	-16.98	102.19%	1,374.00	\$132 mo.	1,584.00
5428	Copies	900.00	450.00	10.87	439.13	2.42%	61.57	YTD Actual + Oct FY 21 + Nov - Mar FY 20 less 40% contract new reduction	363.69
5429	Copier Property Tax	100.00	0.00	0.00	0.00		0.00		0.00
5420	Subtotal Office Related	5,100.00	2,500.02	1,392.41	1,107.61	55.70%	2,234.18		3,845.23
5430	Taxes & Fees	2,050.00	0.00	0.00	0.00		61.25		2,050.00
5440	Information Technology								
5441	Software -ePublications	600.00	300.00	300.00	0.00	100.00%	300.00	\$50 per mo. (Constant Contact)	600.00
5442	Software -Admin & Finan	500.00	250.02	239.70	10.32	95.87%	239.70	\$39.95 per mo. (Power Church)	479.40
5443	Software - Other	500.00	250.02	336.00	-85.98	134.39%	216.00	Microsoft licenses	336.00
5444	Cable Services	2,750.00	1,375.02	1,364.46	10.56	99.23%	844.97	Pro-rated based on 6 mos. data	2,730.12
5445	Website	300.00	150.00	17.99	132.01	11.99%	280.02	Based on last yr. less the triennial payment	17.99
	Subtotal Information Technology	4,650.00	2,325.06	2,258.15	66.91	97.12%	1,880.69		4,163.51
5400	SUBTOTAL ADMIN EXP	11,800.00	4,825.08	3,650.56	1,174.52	75.66%	4,176.12		10,058.74
5600	BUILDING & GROUNDS								

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5630	Utilities								
5632	Elec - Main Bldg	6,600.00	3,300.00	2,538.53	761.47	76.93%	3,208.29	YTD Actual + Oct FY 21 + Nov - Mar FY 20	5,881.53
5633	Elec - RE Bldg	1,450.00	724.98	762.54	-37.56	105.18%	872.92	YTD Actual + Oct FY 21 + Nov - Mar FY 20	1,406.54
5634	Elec - Parking Lot	200.00	100.02	103.76	-3.74	103.74%	98.55	YTD Actual + Oct FY 21 + Nov - Mar FY 20	204.76
5635	Water	1,300.00	649.98	802.77	-152.79	123.51%	713.40	YTD Actual + Oct FY 21 + Nov - Mar FY 20	1,422.77
5636	Gas	550.00	274.98	171.41	103.57	62.34%	151.65	YTD Actual + Oct FY 21 + Nov - Mar FY 20	539.41
5637	Garbage & Recycling	950.00	0.00	0.00	0.00		928.56	Based on proposal of \$98.20 per mo for 6 mos + \$100 delivery	591.00
5630	Subtotal Utilities	11,050.00	5,049.96	4,379.01	670.95	86.71%	5,973.37		10,046.01
5640	Building Maintenance								
5640-001	Janitorial Supplies	500.00	250.02	0.00	250.02	0.00%	65.97	YTD Actual + Oct FY 21 + Nov - Mar FY 20	402.00
5640-002	Cleaning Service	5,600.00	2,800.02	2,244.00	556.02	80.14%	2,244.00	\$374 per mo.	4,488.00
5640-003	Pest Control	300.00	150.00	150.00	0.00	100.00%	0.00	\$270 for pest control, \$320 for rodent control	590.00
5640-005	A/C	1,000.00	499.98	1,200.00	-700.02	240.01%	0.00	No addl exp projected	1,200.00
5640-006	Electrical	150.00	75.00	0.00	75.00	0.00%	0.00	Replace circuit breaker panel - proposal	3,640.00
5640-007	Misc	1,800.00	900.00	153.13	746.87	17.01%	1,000.00	Pro-rated based on 6 mos	306.26
5640-008	Plumbing	500.00	250.02	0.00	250.02	0.00%	0.00	Based on avg of FYs 2018-21	500.00
5640-009	Repairs - Fascia		0.00		0.00		2,200.00		
5640-011	Equipment & Tools	100.00	49.98	0.00	49.98	0.00%	0.00	Based on avg of FYs 2018-20	100.00
5640-012	Fire Safety	2,500.00	1,249.98	6,064.25	-4,814.27	485.15%	2,754.65	Fire safety panel monitoring existing contract - \$1,449, anticipated main bldg panel monitoring at \$400 (2 times this FY), \$5,222 for safety equip (extinguishers, exit signs, kitchen equip, \$404.70 permit costs for previous projects	7,226.50
5640-014	Inspections			1,200.00	-1,200.00		0.00	YTD, no addl expenses projected	1,200.00
5640	Subtotal Bldg Maintenance	12,450.00	6,225.00	11,011.38	-4,786.38	176.89%	8,264.62		19,652.76
5650	Grounds Maintenance								

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Acct. #		Approved Budget 2021- 22	Year to Date Budget 9/30/21	Year to Date Actual 9/30/21	YTD Budget Difference	YTD Budget Pct.	YTD Prior Year	Comments	Projected Cash Flow
5651	Landscape Improvements	5,000.00	2,500.02	6,400.00	-3,899.98	256.00%	0.00	Re-sodding, no addl exp projected	6,400.00
5652	Lawn Service	6,000.00	3,000.00	2,490.00	510.00	83.00%	2,490.00	\$415 per mo.	4,980.00
5654	Irrigation	1,000.00	499.98	1,397.05	-897.07	279.42%	0.00	Irr. pump, controller	1,577.00
5655	Tree Trimming	6,000.00	3,000.00		3,000.00	0.00%	0.00	Proposal	5,764.32
5656	Landscape Clean up	250.00	124.98		124.98	0.00%	0.00		
5650	Subtotal Grounds Maint.	18,250.00	9,124.98	10,287.05	-1,162.07	112.74%	2,490.00		18,721.32
5660	Kitchen								
5661	Supplies	700.00	349.98	0.00	349.98	0.00%	0.00	YTD Actual + Oct FY 21 + Nov - Mar FY 20	319.00
5660	Subtotal Kitchen	700.00	349.98	0.00	349.98	0.00%	0.00		319.00
5600	BLDGS & GROUNDS	42,450.00	20,749.92	25,677.44	-4,927.52	123.75%	16,727.99		48,739.09
5700	Loan Payments								
5701	Endowment Loan Interest	6,950.00	3,475.02	3,480.95	-5.93	100.17%	4,303.82	Based on amort. Sched.	6,935.62
5702	Endowment Loan Principal			2,753.83	-2,753.83				5,533.94
5610	LOAN PAYMENTS*	6,950.00	3,475.02	6,234.78	-2,759.76	179.42%	4,303.82		12,469.56
5900	INSURANCE								
5901	Umbrella	350.00	350.00	350.00	0.00	100.00%	350.00	\$350 per yr.	350.00
5902	Multi-Peril	8,300.00	4,150.02	4,611.15	-461.13	111.11%	11,225.58	\$779 Oct - Nov, \$857 Dec. - Mar, (assumes 10% increase effective December)	9,597.15
5900	INSURANCE	8,650.00	4,500.02	4,961.15	-461.13	110.25%	11,575.58		9,947.15
6000	PROGRAMS/COMMITTEES								
6010	Membership & ABD								
6011	Membership	1,000.00	499.98	0.00	499.98	0.00%	0.00		1,000.00
6012	ABD	250.00	0.00	0.00	0.00		0.00		0.00
6010	Subtotal Membership & ABD	1,250.00	499.98	0.00	499.98	0.00%	0.00		1,000.00
6200	Religious Education								
6202	Supplies	100.00	49.98	0.00	49.98	0.00%	0.00	Based on avg of FYs 2018-20	0.00
6203	Gifts	50.00	25.02	0.00	25.02	0.00%	0.00	Based on avg of FYs 2018-20	0.00
6204	Programs	100.00	49.98	0.00	49.98	0.00%	0.00	Based on avg of FYs 2018-20	0.00
6205	Misc	200.00	100.02	0.00	100.02	0.00%	0.00	Seminar	0.00
6200	Subtotal Religious Education	450.00	225.00	0.00	225.00	0.00%	0.00		0.00
6451	Ministerial Services								
6457	Sabbatical Ministers	1,400.00	1,400.00	1,400.00	0.00	100.00%	0.00		1,050.00

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6451	Subtotal Ministerial Services	1,400.00	1,400.00	1,400.00	0.00	100.00%	0.00		1,050.00
6000	PROGRAMS/COMMITTEES	3,100.00	2,124.98	1,400.00	724.98	65.88%	0.00		2,050.00
7000	DUES								
7001	UUA	17,200.00	17,200.00	12,000.00	5,200.00	69.77%	4,700.00	Based on UUA calculation	17,136.00
7002	Cluster	200.00	0.00	0.00	0.00		0.00		200.00
7003	Misc	200.00	0.00	0.00	0.00		0.00		0.00
7000	DUES	17,600.00	17,200.00	12,000.00	5,200.00	69.77%	4,700.00		17,336.00
8000	OTHER EXPENSES								
8001	Accounting Adjustment	0.00	0.00	0.00	0.00		0.56		
8002	Sale of Securities	0.00	0.00	-235.56	235.56		124.11		-235.56
8000	OTHER EXPENSES	0.00	0.00	-235.56	235.56		124.67		-235.56
	TOTAL EXPENSES	260,050.00	137,224.97	136,527.92	697.05	99.49%	125,134.17		256,716.41
	SURPLUS/DEFICIT	0.00	23,779.97	22,313.35	1,466.62		5,843.47		-24,941.14

UUFBR Balance Sheet

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<u>Acct. #</u>		<u>Fund 01- General</u>	<u>EOY FY 2020-21</u>	<u>Difference</u>	<u>Fund 02- Capital</u>	<u>All Funds</u>
		<u>Fund</u>			<u>Fund</u>	
1000	ASSETS					
1100	CURRENT ASSETS					
1130	UNRESTRICTED					
1131	Main - 0987	42,451.73	94,078.33	(51,626.60)		42,451.73
1132	Debit Card - 2520	19.62	165.71	(146.09)		19.62
1130	Subtotal Unrestricted Current Assets	42,471.35	94,244.04	(51,772.69)		42,471.35
1140	RESTRICTED					
1144	Restricted Check - 6539	30,654.95	44,706.05	(14,051.10)	26,641.43	57,296.38
1140	Subtotal Restricted Current Assets	30,654.95	44,706.05	(14,051.10)	26,641.43	57,296.38
1100	Subtotal Current Assets	73,126.30	138,950.09	(65,823.79)	26,641.43	99,767.73
1300	LONG TERM ASSETS					
1330	Fidelity - Capital Improvements	20,497.32	20,000.00	497.32	0.00	20,497.32
1340	Fidelity - D. Hughes Operating	13,328.80	0.00	13,328.80	0.00	13,328.80
1350	Vanguard - Endowment	448,605.07	422,054.70	26,550.37	0.00	448,605.07
1300	Subtotal Long Term Assets	482,431.19	442,054.70	40,376.49	0.00	482,431.19
1500	FIXED ASSETS					
1550	BUILDINGS & LAND					
1551	Main Building	1,119,584.81	1,119,584.81	0.00	0.00	1,119,584.81
1555	Additions to Main Bldg.	3,785.00	3,785.00	0.00	0.00	3,785.00
1550	Subtotal Buildings & Land	1,123,369.81	1,123,369.81	0.00	0.00	1,123,369.81
1500	Subtotal Fixed Assets	1,123,369.81	1,123,369.81	0.00	0.00	1,123,369.81
	TOTAL ASSETS	1,678,927.30	1,704,374.60	(25,447.30)	26,641.43	1,705,568.73

UUFBR Balance Sheet

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Acct. #		Fund 01- General Fund	EOY FY 2020-21	Difference	Fund 02- Capital Fund	All Funds
2000	LIABILITIES					
2100	CURRENT LIABILITIES					
2200	PAYROLL DEDUCTIONS					
2210	TAXES PAYABLE					
2211	Federal Withholding	582.25	615.57	(33.32)	0.00	582.25
2212	Social Security	658.58	857.92	(199.34)	0.00	658.58
2213	Medicare	154.06	200.68	(46.62)	0.00	154.06
2210	Subtotal Taxes Payable	1,394.89	1,674.17	(279.28)	0.00	1,394.89
2230	OTHER DEDUCTIONS					
2232	Health Insurance Withheld	236.63	27.19	209.44	0.00	236.63
2234	Retirement Withheld	892.69	1,440.07	(547.38)	0.00	892.69
2235	Disability Ins. Withheld	178.74	536.22	(357.48)	0.00	178.74
2230	Subtotal Other Deductions	1,308.06	2,003.48	(695.42)	0.00	1,308.06
2200	Subtotal Payroll Deductions	2,702.95	3,677.65	(974.70)	0.00	2,702.95
2400	OTHER CURRENT LIABILITIES					
2415	Keys Deposit	150.00	0.00	150.00	0.00	150.00
2420	Pledges - Prepaid	0.00	59,623.29	(59,623.29)	0.00	0.00
2400	OTHER CURRENT LIABILITIES	150.00	59,623.29	(59,473.29)	0.00	150.00
2100	Subtotal Current Liabilities	2,852.95	63,300.94	(60,447.99)	0.00	2,852.95
2600	LONG-TERM LIABILITIES					
2610	MORTGAGES & LOANS					
2610-001	Endowment Loan	364,806.31	367,560.14	(2,753.83)	0.00	364,806.31
2610-003	SBA PPP Loan - 2	0.00	16,165.00	(16,165.00)	0.00	0.00

UUFBR Balance Sheet

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Acct. #		Fund 01- General	EOY FY 2020-21	Difference	Fund 02- Capital	All Funds
		Fund			Fund	
2610	Subtotal Mortgages & Loans	364,806.31	383,725.14	(18,918.83)	0.00	364,806.31
2600	Subtotal Long-term Liabilities	364,806.31	383,725.14	(18,918.83)	0.00	364,806.31
	TOTAL LIABILITIES	367,659.26	447,026.08	(79,366.82)	0.00	367,659.26
3000	EQUITY					
3200	DONOR RESTRICTED					
3210	TEMPORARILY RESTRICTED					
3210-003	Family Promise Equity	87.46	87.46	0.00	0.00	87.46
3210-005	PEACE Fund Equity	189.00	189.00	0.00	0.00	189.00
3210-006	Music Fund Equity	7,279.60	7,760.60	(481.00)	0.00	7,279.60
3210-007	OWL Equity	2,669.54	2,669.54	0.00	0.00	2,669.54
3210-011	Playground Fund est. 2017	1,023.07	1,023.07	0.00	0.00	1,023.07
3210-014	Uber - Transportation	1,093.72	1,093.72	0.00	0.00	1,093.72
3210-015	Technology	3,040.00	3,040.00	0.00	0.00	3,040.00
3210-016	Landscaping Improvements	1,638.88	1,638.88	0.00	0.00	1,638.88
3210-018	Healing Justice Equity	1,641.47	1,641.47	0.00	0.00	1,641.47
3210-021	Plate - Charity Equity	1,363.04	546.51	816.53	0.00	1,363.04
3210-022	Thanksgiving Box Equity	50.00	50.00	0.00	0.00	50.00
3210-023	Rev. Riordan's Prof Inc Equity	2,934.55	2,934.55	0.00	0.00	2,934.55
3210-024	Discretionary Fund Equity	3,196.34	4,396.34	(1,200.00)	0.00	3,196.34
3210-027	Parking Lot Lights	1,000.00	1,000.00	0.00	0.00	1,000.00
3210-030	Artglass, Bricks, Labyrinth	1,147.60	1,147.60	0.00	0.00	1,147.60
3210-032	Women's Alliance Fund	322.34	322.34	0.00	0.00	322.34
3210-033	Memorial Garden Equity	2,331.73	2,331.73	0.00	0.00	2,331.73
3250	Capital Campaign	0.00	0.00	0.00	26,641.43	26,641.43
3210	Subtotal Temporarily Restricted	31,008.34	31,872.81	(864.47)	26,641.43	57,649.77
3310	PERMANENTLY RESTRICTED					

UUFBR Balance Sheet

Sept. 30, 2021

<u>Acct. #</u>		<u>Fund 01- General</u>	<u>EOY FY 2020-21</u>	<u>Difference</u>	<u>Fund 02- Capital</u>	<u>All Funds</u>
		<u>Fund</u>			<u>Fund</u>	
3310-001	Fidelity - Capital Improvements	20,497.32	20,000.00	497.32	0.00	20,497.32
3310-002	Fidelity - D. Hughes Operating	13,328.80	0.00	13,328.80	0.00	13,328.80
3310-003	Vanguard - Endowment	448,605.07	422,054.70	26,550.37	0.00	448,605.07
3310	Subtotal Permamantly Restricted	482,431.19	442,054.70	40,376.49	0.00	482,431.19
3200	Donor Restricted	513,439.53	473,927.51	39,512.02	26,641.43	540,080.96
3510	Unrestricted Equity	797,828.51	776,101.63	(21,726.88)		797,828.51
	TOTAL EQUITY	1,311,268.04	1,250,029.14	(61,238.90)	26,641.43	1,337,909.47
	TOTAL LIABILITIES AND EQUITY	1,678,927.30	1,697,055.22	(140,605.72)	26,641.43	1,705,568.73