



# Channing Memorial Church

## Governing Board 2006 – 2007

### The Year of Decision!



*Meeting Agenda*  
*March 13<sup>th</sup>, 2007, 7 PM – 9 PM, Channing House*

*Thus, while we have heard of blundering swiftness in war, we have not yet seen a clever operation that was prolonged . . . For there has never been a protracted war from which a country has benefited . . . Thus those unable to understand the dangers inherent in employing troops are equally unable to understand the advantageous ways of doing so . . . Those adept in waging war do not require a second levy of conscripts nor more than one provisioning . . .*

*Sun Tzu, The Art of War, approximately 500 B.C.E.*

- I. Check-in (15 min.).
- II. Chalice Lighting and Spiritual Reflection (5 min.).
- III. Appointment of Process Observer (1 min.). *Tom Beall*
- IV. Approval of Minutes (4 min.). *Lissa Fernandez*
- V. Current Business (40 min).
  - A. Environmental Sustainability Resolution (10 min). *Nancy Caswell*
  - B. Treasurer’s Report (10 min). *Dave Banister*
  - C. Tax Credit Update (10 min). *Richard Webb*
  - D. Canvass Update (10 min). *Holly Grosvenor*
- VI. Planning Session.
  - A. Review and further discussion of FY 07 / 08 budget (10 min). *Richard Webb*
  - B. Use of Parish Hall space currently being rented (40 min). *All*
- VII. Evaluation of Meeting and Adjournment (5 min). *Process Observer*

*Upcoming Events:*

- 1. Year of Decision Focus Discussion #3. 14 March
- 2. Coffee House. 23 March
- 3. “Coming of Age” Spaghetti Dinner Fundraiser. 31 March
- 4. Canvass concludes. 01 April
- 5. Rev. Amy Freedman returns from sabbatical. 01 April

**Minutes of the Governing Board Meeting of Channing Memorial Church  
February 13, 2007**

**Attendance:** Nancy Caswell, Maryellen Doherty, Tom Beall, Barbara Russell-Willett, Barbara Nowicki, Bill Hawkins, Richard Webb, Rachel Balaban, John Burnham, and Marsha Francis.

The meeting began at 6:40 pm. Barbara Nowicki was appointed scribe and Nancy Caswell was appointed process observer.

**Minutes:** The Property Committee report from January's meeting was corrected so that the last line reads as follows: "It was decided that the rental amount of the Parish Hall apartment should be referred to the Property Manager for further consideration because the tenant has requested an increase in rent of no more than \$50 per month". With that correction Rachel moved that the minutes from the January meeting be approved. Marsha seconded the motion and it passed.

**Current Business**

**Vacancies on the Endowment Committee:** Tom reported that a special meeting of the congregation will not be called to fill the vacancies on the Endowment Committee because the two individuals who have agreed to join the committee, Coles Mallory and Mary Alice Smith, prefer to be elected to full terms on the committee at the annual meeting in May.

**Appointment of Additional Members to Nominating Committee:** The board voted to approve the appointment of Jake Smith, Rachel Balaban, and Sally Hanchett to the Nominating Committee.

**Year of Decision Update:** Tom reported on the results of the 2<sup>nd</sup> Focus Discussion, held on Saturday February 3 which was quite successful. A total of 26 people and 7 transition team members attended. The transition team will meet this week to summarize and assimilate the results. The focus discussions have created a significant amount of discussion of multiple issues by the congregation, and we have benefited by having all available information gathered to date (including studies done over the past 5 years) posted on the church web site. The next focus discussion is scheduled for Wednesday night March 14<sup>th</sup>.

**Sea Rangers Rent Increase:** Barbara Russell-Willett reported that Sea Rangers is currently paying \$1000 per month in rent, and Channing pays for utilities (Channing currently pays utilities of approx. \$3600 per year for the Parish Hall). Our Rental Management Agency has recommended charging \$1400 per month based on comparable properties in the area, however when approached with our request for a rent increase, Missy, from Sea Rangers, responded with a 2-page letter detailing problems with our buildings and issues with lack of space. Among other improvements, Sea Rangers would like changes made to the Parish Hall exit door, greater cleanliness of the space, more

office and storage space, plastic placed over storm windows, more heat, a long term lease, and has issues with sharing the kitchen with the church. Missy also feels that she can only afford \$1200 per month in rent.

The Property Committee recommends that we renew the Sea Rangers lease in July for 1 year at a rate of \$1200 per month but not to meet their other demands for additional space. The board voted to make Sea Rangers a best and final offer to increase the rent to \$1200 per month for a 1 year renewal of their lease (R.Webb, moved motion, M. Francis seconded, motion carried).

### **Current and Future Property Needs:**

**Fire Code Requirements:** Barbara Russell-Willett reported that Channing must complete mandated fire code updates by a deadline of July 1, 2008. To that end, they have obtained 3 bids. One bid, with Express Electric, did not result in satisfactory communications or contract negotiations and was dropped. A second quote for \$49,000 was obtained from Clark's Security/ FastCo in Fall River, MA. for a conventional "by zone" alarm system. A third quote for \$77,000 (plus \$3,500 for call box) was obtained from Electronic Alarm Systems for an "addressable alarm system". Electronic Alarm systems was then given a list of items provided with the Clark's Security quote to try to determine why the quotes were so different. The discrepancy seems to lie with the fact that these are two different types of alarm systems. The simpler "by zone" conventional system is still acceptable, meets all fire codes, and is considerably cheaper. The board asked Barbara to obtain references for FastCo to be sure that they are a reputable company. The board also asked for more specificity in their contract, including a break down between parts and labor, estimated labor hours, a warranty on parts and labor, and a completion date. We would also like to know how we will be charged for additional work if the fire department deems it necessary following a walk-through and how all 3 buildings will be connected to one single call box.

Subject to 2 positive reference checks, the board authorized the President to sign a contract with Clark's Security/ FastCo of Fall River, MA to install a fire alarm system to meet state fire codes at a proposed cost of \$49,000, with a down payment of up to half of that amount to be paid for in this current fiscal year. (Marsha moved the motion, Rachel seconded, motion carried).

The board authorized the treasurer, if necessary, to use church reserve funds in this year's budget to pay for a 50% down payment for the above discussed fire alarm upgrade. (R. Webb moved the motion, J. Burnham seconded, motion carried).

**Planned Contracted Repairs:** Barbara Russell-Willet summarized the Property Committee's remaining contracted repairs for 2006/2007 (drainage plan, chimney repair, down payment for fire alarm upgrade) and presented budget requirements for property repairs in 2007-2008.

**Finance Report:** Richard presented an initial draft of next year's budget and a plan under consideration by the Finance Committee for meeting the costs of the necessary property repairs and fire code upgrades. The Finance Committee recommends 1) an effort to increase pledge amounts by 15% in this year's canvass and 2) asking the congregation for permission to borrow \$60,000 from the Margit Baum fund with a plan to pay back interest only to the fund in the 1<sup>st</sup> five years, and to pay back the principal plus interest over the following 15 years. Richard points out that the fund will receive the same amount of interest earnings regardless of whether it is paid by the church or by the bank. Although no vote was taken the sense of the meeting was that the board was in general agreement with the proposed plan.

**Religious Education Committee:** Rachel reported that a recent RE service project involving children in the RE classes raised \$503 to be sent to the UU Church of New Orleans. The COA program will sponsor a spaghetti supper fund-raiser on March 31<sup>st</sup> to raise money to provide children in Tanzania with mosquito netting to stop the spread of malaria.

**Annual Canvass:** Marsha reported that this year's canvass committee (Holy Grosvenor, chair, Tom Beall, Bill Hawkins, Mary Alice Smith, Richard Webb, Marsha Francis) has set 3 goals including; 1) to increase the amount raised by 15%, 2) to realize a net gain in pledge units by 20, and 3) to increase the average contribution per member.

The theme of the canvass is "Step up to the Plate" (baseball theme) and it will feature a one-on-one approach to canvassing. The committee has identified 30 canvassers and each will be responsible for 5 or 6 pledge units. They would like to complete the canvass by April 1<sup>st</sup>, to coincide with Amy's return. A training session for canvassers will be held this Saturday, with a kick-off fellowship event on March 4<sup>th</sup>, a canvass speaker (Dan Hotchkiss) on Sunday March 25<sup>th</sup>, and a finale canvass celebration on Sunday April 1<sup>st</sup>.

The board voted to approve a canvass goal of \$165,000, a net increase in pledge units of 20, and the canvass schedule outlined above and distributed to the board. (moved by Nancy, seconded by Maryellen, carried).

Marsha pointed out that we don't currently pay our fair share of UUA or BC dues. The board agreed to discuss this issue further at the next meeting.

The meeting was adjourned at 9:05 pm.

Respectfully submitted:

Barbara Nowicki

## **Draft Environmental Sustainability Resolution**

We, the people of Channing Memorial Church, in response to the Global Climate Change Crisis, resolve: to commit to and strengthen awareness and advocacy for environmentally sustainable practices and to encourage, empower and support our Board and committees in the provision of environmentally responsible decisions, actions and collaborative efforts for our Church and in our community.

Specific practices include, but are not limited to, environmentally sustainable efforts, whenever feasible, for utility usage; alternative "green" energy source investigation, purchase and use; recycling and waste reduction; food, land, water and air protection; use of "green" building materials and methods; encouraging the use of alternative transportation sources to reduce emissions, advocacy in environmental social justice issues and the support of environmentally and socially responsible, businesses and investments.

We further commit to develop and monitor indicators of progress toward environmental sustainability, and to publicize and celebrate these accomplishments.

## Treasurer's Report – 13 March 2007

We had our finance committee meeting last night. Im attaching the updated balance sheet and the profit-loss (Budget) update through 3-12-07.

Items of note:

1. The church community housing has not paid us for the last 2 months, Barbara Richter is going to look into it (\$108 per month interest income)
2. Pledges are at about \$100,000 of \$136,500 budgeted Fiscal YTD
3. Collections are running ahead of projection; Energy costs below projections.
4. Over \$30k spent on property expenses fiscal YTD vs 20,700 budgeted. I calculate about \$6000 in left over reserves (church surplus from prior years) after some of the recent expenditures.
5. Close to putting Payroll into auto-deposit mode, saving time and improving efficiency. Bank Statements are now set up for E-delivery, Smith Barney on E-Delivery, several bills on auto payment, Online Bill pay working very well to pay bills on a timely and weekly basis. I've been able to make several efficiency improvements to the Treasurers position, so that the time required is down to about 10-12 hours a month, plus meetings.

Everything else budget wise is going pretty well. We will discuss loss of rental income at the meeting and solutions etc.

Balance Sheet – March 2007

3/12/2007

**ASSETS**

**CASH**

Channing Checking	4153	
Channing Money Market	<u>9914</u>	
Smith Barney MM	<u>45351</u>	
		<b><u>59418</u></b>

**Restricted**

Margit Baum Funds	158820	
Arthur Barrows Steeple Funds	113084	
Smith Barney MM Grant \$\$	264477	

Total Restricted Cash **536381**

**INVESTMENTS**

Restricted Endowment Funds 109000

**NOTES RECEIVABLE**

Endowment Fund Notes Receivable	51000
Baum Notes Receivable	24000

**Channing House Improvements** 156000

**TOTAL ASSETS** **935799**

**LIABILITIES**

**Retained Earnings**

Property Repair Reserves	0
Rent Deposits	3250
Sabbatical Reserves	1370
Caregiving	1132
Choir Fund	1195
Soup Kitch	2517
Publicity Fund	173

Hymnal Fund	95	
Grant Funds Interest Income	3503	
Steeple Fund	1000	
Friends of Sanctuary	2980	
Fellowship fund	228	
Misc Reserves	0	
Book Sales	<u>291</u>	
<b>Total Restricted Liabilities</b>		<b><u>17734</u></b>
<b><u>Long Term Liabilities</u></b>		
<u>Channing House Loan (Bank Newport)</u>		120778
Channing House Other Loans		36000
<b><u>TOTAL LIABILITIES and LT DEBT</u></b>		<b><u>174512</u></b>
FY Surplus YTD		34806
Estimated Church Reserves		6100
<b><u>Restricted Funds</u></b>		
Margit Baum Funds	182820	
Arthur Barrows Steeple Fund	113084	
Mcbean Steeple Funds	69240	
Prince Steeple Funds	73000	
Van Beuren Funds	50000	
Champlin Funds	72237	
Endowment	<u>160000</u>	
Total Restricted Funds		<u>720381</u>
Total Liabilities and Equity		<b><u>935799</u></b>

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03/12/07

Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2006 through March 12, 2007

	Jul 1, '06 - Mar 12, 07	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Oper. Income			
4001 · Pledges - Cash	83,186.00	129,500.00	-46,314.00
4002 · Pledges - Stock	14,867.32	7,000.00	7,867.32
4003 · Donations-Sunday Collections	8,688.66	9,000.00	-311.34
4004 · Donations-All Other	1,325.20	4,500.00	-3,174.80
4005 · Donations-Christmas	2,910.00		
4006 · Fund Raising	13,892.00	12,000.00	1,892.00
4009 · Interest Income	1,085.62	1,500.00	-414.38
4013 · Late 05-06 pledges	3,735.00		
4000 · Oper. Income - Other	5,282.50		
<b>Total 4000 · Oper. Income</b>	<b>134,772.30</b>	<b>163,500.00</b>	<b>-28,727.70</b>
4010 · Endowment Income			
4011 · CHC Mtge Interest	648.00	1,300.00	-652.00
4012 · Interest & Dividends	4,000.00	4,000.00	0.00
<b>Total 4010 · Endowment Income</b>	<b>4,648.00</b>	<b>5,300.00</b>	<b>-652.00</b>
4020 · Rental Income			
4021 · CH Apt-2nd Fl	12,000.00	18,000.00	-6,000.00
4023 · CH-Office-Correia Law Office	5,600.00	8,400.00	-2,800.00
4024 · PH-2nd Fl	8,950.00	13,200.00	-4,350.00
4025 · PH-Daycare- Nelson's Nursery Sc	8,000.00	12,000.00	-4,000.00
4026 · PH-Other Rentals	0.00	250.00	-250.00
4027 · Sanctuary-Weddings	6,400.00	15,000.00	-8,600.00
4028 · Sanctuary-Other	417.50		
4029 · Rental Vacancy Allowance	0.00	-4,300.00	4,300.00
<b>Total 4020 · Rental Income</b>	<b>41,287.50</b>	<b>62,560.00</b>	<b>-21,282.50</b>
<b>Total Income</b>	<b>180,687.80</b>	<b>231,360.00</b>	<b>-60,662.20</b>
<b>Expense</b>			
6000 · Admin. Exp.			
6001 · Secretary	5,782.06	10,218.00	-4,435.94
6002 · Telephone	875.28	1,320.00	-444.74
6003 · Postage	946.84	1,700.00	-753.16
6004 · Office Supplies	1,845.64	2,400.00	-754.36
6005 · Copier	1,673.01	2,150.00	-476.99
6006 · Fidelity Bond	0.00	110.00	-110.00
6007 · Payroll Taxes	3,044.72		
6008 · Payroll Expenses-Paychex	974.22	2,000.00	-1,025.78
6100 · workers comp insurance	0.00	1,200.00	-1,200.00
<b>Total 6000 · Admin. Exp.</b>	<b>14,941.75</b>	<b>21,098.00</b>	<b>-6,156.25</b>

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Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2006 through March 12, 2007

	Jul 1, '06 - Mar 12, 07	Budget	\$ Over Budget
6010 · Minister's Exp.			
6011 · Salary	23,579.73	35,000.00	-11,420.27
6012 · Housing Allowance	14,728.00	22,082.00	-7,384.00
6013 · Health Insurance	2,808.48	3,912.00	-1,303.52
6014 · Dental/Disability	758.18	980.00	-201.84
6015 · Profess'l Exp	2,205.21	3,500.00	-1,294.79
6016 · Minister Pension Contribution	0.00	7,438.00	-7,438.00
6017 · SUPPLIES-MINISTER-SERVICES	89.49	100.00	-10.51
6018 · Sabbatical Reserve	0.00	1,200.00	-1,200.00
6019 · Committee on Ministry	0.00	0.00	0.00
6107 · Special Services	175.00	2,000.00	-1,825.00
<b>Total 6010 · Minister's Exp.</b>	<b>44,144.07</b>	<b>76,200.00</b>	<b>-32,055.93</b>
6020 · RE			
6021 · RE Director Salary	5,541.00	10,000.00	-4,459.00
6022 · RE Supplies	867.55	1,400.00	-732.45
6023 · Prof'l Devel.	0.00	100.00	-100.00
6024 · Youth Group Dir.	1,500.00	1,500.00	0.00
6025 · Summer Program	915.00	900.00	15.00
6026 · Youth Group Exp	0.00	500.00	-500.00
6027 · OWL/COA	300.00	1,000.00	-700.00
6029 · Childcare	1,025.00	900.00	125.00
<b>Total 6020 · RE</b>	<b>9,948.55</b>	<b>16,300.00</b>	<b>-6,351.45</b>
6030 · Music			
6031 · Organist/Choir Dir Salary	8,813.20	11,210.00	-2,596.80
6032 · Special Music	950.00	1,975.00	-1,025.00
6033 · Piano Tuning	0.00	160.00	-160.00
6034 · Music Supplies	281.10	500.00	-218.90
<b>Total 6030 · Music</b>	<b>9,844.30</b>	<b>13,845.00</b>	<b>-4,000.70</b>
6040 · Committees			
6041 · Social Action	25.00	0.00	25.00
6042 · James Luther Adams	0.00	150.00	-150.00
6043 · Publicity	1,279.50	1,500.00	-220.50
6044 · Fellowship-Income	0.00	0.00	0.00
6045 · Fellowship-Expenses	0.00	300.00	-300.00
6046 · Membership	240.58	550.00	-309.44
6047 · Canvass	0.00	750.00	-750.00
6048 · Adult RE	105.97	200.00	-94.03
6049 · Worship	0.00	0.00	0.00
<b>Total 6040 · Committees</b>	<b>1,651.03</b>	<b>3,450.00</b>	<b>-1,798.97</b>
6050 · Denominational			
6051 · UUA APF	0.00	5,000.00	-5,000.00
6052 · Ballou District	2,472.00	2,472.00	0.00
<b>Total 6050 · Denominational</b>	<b>2,472.00</b>	<b>7,472.00</b>	<b>-5,000.00</b>

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 03/12/07  
 Accrual Basis

**Channing Memorial Church**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2006 through March 12, 2007

	Jul 1, '06 - Mar 12, 07	Budget	\$ Over Budget
6060 · Property Exp			
6061 · Sexton Salary	6,454.07	9,896.00	-3,441.93
6062 · Supplies	5,128.15	6,000.00	-871.85
6063 · Contracted Repairs	30,769.39	20,700.00	10,069.39
6064 · Fire Alarm	370.00	425.00	-55.00
6065 · Insurance	4,963.00	6,700.00	-1,737.00
6066 · Boiler's Service Contract	339.30	400.00	-60.70
6067 · Property Taxes	3,534.18	7,000.00	-3,465.82
6069 · Advertising	0.00	100.00	-100.00
6070 · Utilities			
6071 · Electricity	1,899.01	4,000.00	-2,110.99
6072 · Water	1,035.49	2,000.00	-964.51
6073 · Gas	1,537.60	5,000.00	-3,462.40
6074 · Heating Oil	3,441.75	10,000.00	-6,558.25
<b>Total 6070 · Utilities</b>	<b>7,903.85</b>	<b>21,000.00</b>	<b>-13,096.15</b>
6075 · Property Management	1,720.00	3,000.00	-1,280.00
<b>Total 6060 · Property Exp</b>	<b>61,181.94</b>	<b>75,221.00</b>	<b>-14,039.06</b>
<b>Total Expense</b>	<b>144,183.64</b>	<b>213,586.00</b>	<b>-69,402.36</b>
<b>Net Ordinary Income</b>	<b>36,504.16</b>	<b>17,764.00</b>	<b>18,740.16</b>
<b>Other Income/Expense</b>			
Other Expense			
6080 · Other Expenses			
6082 · Bank Newport Loan Payments	10,861.52	16,300.00	-5,438.48
6080 · Other Expenses - Other	3,343.31		
<b>Total 6080 · Other Expenses</b>	<b>14,204.83</b>	<b>16,300.00</b>	<b>-2,095.17</b>
<b>Total Other Expense</b>	<b>14,204.83</b>	<b>16,300.00</b>	<b>-2,095.17</b>
<b>Net Other Income</b>	<b>-14,204.83</b>	<b>-16,300.00</b>	<b>2,095.17</b>
<b>Net Income</b>	<b>22,299.33</b>	<b>1,464.00</b>	<b>20,835.33</b>

## CHANNING PROPERTY COMMITTEE MARCH 2007 REPORT

Your CPC has been working on the following projects since our last report: (These are not necessarily in order of importance, and are enumerated for ease of discussion.)

1. Met with Tom Beall to discuss and refine the Sexton's job description. Issues of cleanliness and security were foremost. Pat Padilia requests that we do not schedule any events between 9-12 on Saturday mornings, which is his usual cleaning time. He and Krista will be responsible for being sure that doors are locked and secured at the end of each day.
2. Cold sanctuary on Sunday mornings prompted a repair crew from Sunshine Oil to check the boilers and to make adjustments. Also, we reset the timing of the thermostat. Further boiler repairs or adjustments may follow.
3. Parking spaces are reserved in front of the Church for two cars. For the time being, we are using our trash cans to save the spaces. The city is meeting this month to act on our request for handicapped parking on the street. Pat Padillia offered to speak to the Elks parking superintendent about rental of two spaces.
4. Randall Sheet Metal will begin replacing copper valley flashing on sanctuary.
5. Ocean State Chimney sweeps repaired flues, installed chimney liners (CH) and chimney caps.
- 6.. Clark Security is drawing blueprints for submission of fire alarm plan to fire marshal.
7. Jim Asbel agrees to be project manager for Pinnacle and Masonry project.
8. Dr. James Garman and preservation students from SRU will tour sanctuary on Mar 16th to give ideas about preparing Landmark application.
9. Working with McPherson Plumbing to plan repair of main water line into Parish Hall.
10. Ocean State Planners (engineers) will perform "soils boring test" to finalize drainage plan.
11. Identified water leak into PH closet, coming from flashing at roof junction. PH roofing company (Heritage Home Improvements) notified.
12. Structures North's specifications for the Pinnacle/Masonry project nearing completion. John Wathne (engineer) to meet with us, Jim Asbel, Shantia Anderhaeggen (Historic District) and Tom Evarts of YSC this month.

13. Made aware of mice in PH kitchen. Remedial measures underway via SHS Pest Control. Met with them on Mar 6th.

14. Sea Rangers is leaving June 30. Governing Board will discuss future use of PH space. Betsy Leerson agrees to market to new tenant if Governing Board decides. Potential short term tenant (Lois Enhartic) for KidzArt Camp one week in July and one week in August.

15. CPC will host field trip to Unity Church, N. Easton MA on Sunday Mar 25 to attend service, view LaFarges, meet restoration committee. All are welcome.

16. Next CPC meeting is Mar 20 at 7 PM. Important item to discuss is the succession of the committee co-chairs.

Submitted by: Barbara Russell-Willett, Dennis Greene, Co-Chairs

FY 07 / 08 Proposed Budget

	FY 05/06 BUDGET	FY 05/06 PROJECTED	FY 06/07 BUDGET	FY 07/08 Budget
<b>INCOME</b>				
<u>Operations</u>				
Pledges	123,600	123,600	<b>131,670</b>	156,750
Loose Collections	9,000	9,500	9,000	12,000
Donations	4,500	5,000	4,500	5,000
Fund Raising	4,500	2,400	12,000	12,000
Loan proceeds				<b>70,000</b>
Tax Credit INCOME				9,200
Interest	500	1,380	1,500	<b>2,000</b>
Total Operations	142,100	141,880	158,670	
<u>Endowment</u>				
CCHC Mortgage	1,300	1,300	1,300	1,300
Interest and Dividends	3,000	3,000	<b>4,000</b>	5,000
Total Endowment	4,300	4,300	5,300	
<u>Rents</u>				
CH Apartment #1	16,800	17,300	18,000	18,000
CH Apartment #2	1,900	1,600	0	
CH Office	11,400	9,000	8,400	8,400
PH Apartment	14,400	10,300	13,200	13,800
Day Care	9,600	12,000	12,000	<b>0</b>
Parish Hall	750	250	250	250
Sanctuary Rental	13,000	13,500	15,000	15,000
Vacancy Allowance	(5,200)	(3,100)	(4,300)	<b>(3,000)</b>
Total Rents	62,650	60,850	62,550	52,450
<b>Total Income</b>	<b>209,050</b>	<b>207,030</b>	<b>226,520</b>	<b>325,700</b>
<b>EXPENSES</b>				
<u>Administration</u>				
Secretary	9,825	9,825	9,825	15,000
Telephone	2,350	1,950	1,320	1,400
Postage	1,780	1,500	1,700	2,000
Office Supplies	2,893	2,400	2,400	2,500
Copier-Computer	2,250	1,950	2,150	2,645
Fidelity Bond	110	110	110	110
Workers Comp Ins.	1,200	1,200	1,200	1,200
Payroll Expenses	3,500	1,900	2,000	<u>1,500</u>
Total Administration	23,908	20,835	20,705	26,355
<u>Ministerial</u>				
Minister	70,100	70,100	70,100	73,000
Supplies	800	800	100	100
Sabbatical Reserve	1,000	1,000	1,200	0
Special Services	1,250	1,250	2,000	2,000
Committee on Ministry	200	200	0	<u>200</u>

Total Ministerial	73,350	73,350	73,400	<u>75,300</u>
<u>Religious Education</u>				
RE Directors	10,925	10,925	10,000	10,000
RE Supplies	1,100	1,100	1,400	1,400
Professional Development	200	200	100	500
Youth Group Director	1,500	1,500	1,500	1,500
Summer Program	500	500	900	640
Youth Group	500	500	500	200
Owls/COA	750	750	1,000	500
Child Care	900	900	900	1,325
Total Religious Education	16,375	16,375	16,300	<u>16,065</u>
<u>Music</u>				
Organist/Choir Director	11,210	11,210	11,210	11,660
Special Music	1,975	1,975	1,975	2,300
Supplies	500	531	500	500
Piano Tuning	200	160	160	750
Prof Development				500
Total Music	13,885	13,876	13,845	<u>15,710</u>
<u>Committees</u>				
Social Justice	350	0	0	350
James Luther Adams	150	150	150	0
Publicity	1,500	1,500	1,500	1,800
Fellowship	300	180	300	300
Membership	550	550	550	550
Canvass	750	750	750	1,500
Adult Religious Ed.	200	200	200	200
Care Giving	0	0	0	
Total Committees	3,800	3,330	3,450	<u>4,700</u>
<u>Denominational</u>				
UUA	5,000	5,000	5,000	6,000
Ballou District	2,472	2,472	2,472	2,600
Total Denominational	7,472	7,472	7,472	<u>8,600</u>
<u>Property</u>				
Sexton	9,515	9,515	9,515	11,250
Supplies	6,000	6,000	6,000	6,500
Contracted Repairs	18,000	18,000	20,700	100,000
Fire Alarm	480	402	425	450
Insurance	6,100	6,100	6,700	7,000
Boiler Service	450	340	400	500
Property Taxes	3,600	3,600	7,000	5,000
Advertising	100	100	100	100
Heat	12,000	15,000	15,000	15,000
Electric	3,500	3,600	4,000	4,500
Water	1,800	2,000	2,000	2,000
Property Manager	0	0	3,000	3,200
Total Property	61,545	64,657	74,840	<u>155,500</u>
<u>Other</u>				
Channing House Loan	8,800	8,800	16,300	16,300

Legal Expenses - net	0	11,800	0	500
Salary Increases			4,000	3,120
Interest only contingency				3,500
				0
<b>Total Expenses</b>	<b>209,135</b>	<b>220,495</b>	<b>230,312</b>	<b>325,650</b>
NET INCOME/(Loss)	<b>(85)</b>	<b>(13,465)</b>	<b>(3,792)</b>	<b>50</b>