

2020 DRAFT BUDGET

| | 2019 Budget | Actuals to Nov 30 | 2020 Budget |
|--------------------------------|----------------|-------------------|----------------|
| ADMINISTRATION | | | |
| INCOME | | | |
| Advertising & Publicity | 500 | 494 | 500 |
| Investment | 4,000 | 3,225 | 4,000 |
| Miscellaneous | | 566 | |
| Special Events Fundraising | 28,000 | 31,207 | 30,000 |
| Sub-totals | 32,500 | 35,492 | 34,500 |
| EXPENSES | | | |
| Bank Charges | 1,000 | 839 | 1,000 |
| Board | 200 | 151 | 200 |
| Canvass (ABC Team) | 600 | 708 | 600 |
| Copier | 4,000 | 3,681 | 3,700 |
| Denominational Dues (CUC) | 29,600 | 27,140 | 29,169 |
| Hardware & Software Upgrades | 2,000 | 2,000 | - 0 |
| Hydro | 15,000 | 13,744 | 16,396 |
| Mortgage Interest | 1,781 | 1,596 | 2,000 |
| Mortgage Principal | 3,379 | 3,128 | 3,160 |
| Office | 2,500 | 1,827 | 2,500 |
| Online & Software Expenses | 2,300 | 1,639 | 2,300 |
| Postage | 1,300 | 1,219 | 1,300 |
| Property Insurance | 11,000 | 8,852 | 10,000 |
| Special Events Fundraising | 900 | 717 | 900 |
| Technical Support (IT) | 1,850 | 552 | 1,850 |
| Telephone & Internet | 3,000 | 1,702 | 3,000 |
| Sub-totals | 80,410 | 69,495 | 78,075 |
| CONGREGATIONAL LIFE | | | |
| INCOME | | | |
| Hospitality income | 1,500 | 1,321 | 1,500 |
| Fun & Fellowship income | 3,000 | 1,730 | 3,000 |
| Sub-totals | 4,500 | 3,051 | 4,500 |
| EXPENSES | | | |
| Care & Concern | 125 | - 0 | 150 |
| Hospitality | 1,200 | 1,218 | 1,200 |
| Fun & Fellowship | 3,000 | 987 | 3,000 |
| Legacy Circle (Planned Giving) | 150 | 8 | 150 |
| Membership | 325 | 112 | 325 |
| Recognition & Awards | 300 | 53 | 300 |
| Sub-totals | 5,100 | 2,378 | 5,125 |
| CONTRIBUTIONS | | | |
| INCOME | | | |
| Open Plate | 8,000 | 6,627 | 8,000 |
| Legacy Income | 3,800 | 3,926 | 3,800 |
| Pledged & Unpledged Income | 327,419 | 307,507 | 318,000 |
| Sub-totals | 339,219 | 318,060 | 329,800 |

new copier & lease in 2019 with reduced cost
 Revenue Share 13,411 + Per Member 15,653 + Young adult 105
 one time upgrades in 2019, not needed in 2020
 estimate based on current equalized payments, partially recovered from Montessori
 Breeze 900 + domain 75 + website/email 110 + Soul Matters 130 + Hootsuite 300 + Adobe 500 + misc 285
 Appraisal in 2019, not needed in 2020
 internet, office phones, ministers' phones
 \$310,000 (estimate of pledges to Dec 31) + \$8000 (estimate non-pledge income)

| | | | |
|---|---------------|---------------|---------------|
| OUTREACH | | | |
| INCOME | | | |
| Chaplains Income | 3,600 | 2,498 | 3,000 |
| Zoie Gardner Overseas Serv. Fees | 4,500 | 5,750 | 7,000 |
| Sub-totals | 8,100 | 8,248 | 10,000 |
| EXPENSES | | | |
| Chaplains | 3,230 | 1,575 | 2,800 |
| Denominational Affairs | 600 | 300 | 500 |
| Outreach materials | 500 | 286 | 400 |
| Social Responsibility | 1,000 | 153 | 1,000 |
| GVAT | 1,000 | 1,000 | 1,000 |
| UVIC Chaplaincy | 1,500 | 1,500 | 1,500 |
| Sub-totals | 7,830 | 4,814 | 7,200 |
| PROPERTY | | | |
| INCOME | | | |
| Arts & Aesthetics | 400 | 59 | 300 |
| Church Rental | 14,250 | 20,442 | 19,425 |
| Gardens & Grounds | 3,400 | 766 | 2,000 |
| House Rental | 13,940 | 12,939 | 14,219 |
| Montessori Rent | 27,163 | 27,002 | 27,434 |
| Snow Removal | 200 | 432 | 200 |
| Waste Management | 450 | 871 | 600 |
| IM Occupancy Costs Recovered (Admin) | | 2,040 | 6,353 |
| IM Occupancy Costs Recovered (Property) | | | 1,780 |
| Sub-totals | 59,803 | 64,551 | 72,311 |
| EXPENSES | | | |
| Archives & History | 50 | - 0 | 50 |
| Arts & Aesthetics | 300 | 77 | 250 |
| Audio-Visual | 1,000 | 497 | 1,000 |
| Church Rental | 1,500 | - 0 | 1,250 |
| Gardens & Grounds | 3,400 | 522 | 2,000 |
| Housekeeping | 1,200 | 909 | 1,200 |
| Maintenance | 9,500 | 8,810 | 9,500 |
| Propane | 300 | 88 | 300 |
| Snow Removal | 500 | 461 | 500 |
| Waste Management | 1,250 | 1,655 | 1,560 |
| Replacements (trsf. to Property Fund) | 25,000 | 22,920 | 25,000 |
| Sub-totals | 44,000 | 35,939 | 42,610 |
| SPIRITUAL EXPLORATION | | | |
| INCOME | | | |
| SEL-CY Childrens income | 300 | 10 | - 0 |
| SEL- Adults income | 200 | 421 | 400 |
| Music income | 1,000 | 811 | 1,000 |
| Sub-totals | 1,500 | 1,242 | 1,400 |
| EXPENSES | | | |
| Instrument Maintenance | 450 | - 0 | 550 |
| Library | 150 | - 0 | 50 |
| Music | 1,200 | 98 | 1,200 |
| SEL - Adults | 760 | 531 | 1,000 |
| SEL - Children | 2,000 | 1,535 | 2,000 |
| SEL - Youth | 650 | 448 | 650 |

6500 United Church of God + 5125 Wavelengths Choir + 4400 Wado Kai Karate + 1400 Eine Kleine + 2000 Other

2% increase

2% increase in June, so 1% increase over last year

Admin costs recovered from Montessori currently includes 50% of hydro (\$6353)

Property costs recovered from Montessori includes pest control, maintenance, etc.

offset by Income

contracted for organic waste starting in 2019

| | | | | |
|---|----------------|----------------|----------------|---|
| SEL Teacher Training | 1,000 | 1,143 | 1,000 | |
| SEL Advertising / Promotion | | | 500 | |
| Worship | 4,200 | 3,096 | 4,200 | |
| Sub-totals | 10,410 | 6,851 | 11,150 | |
| PERSONNEL | | | | Savings for staff positions in 2019 due to no MSP |
| EXPENSES | | | | |
| Accompanists including JAMMERS | 7,940 | 6,475 | 8,455 | \$7555 (42 servcies, 41 rehearsals, 4 special) Increase reflects 2019 decision by Board to increase pay per session, plus an extra rehearsal; \$900 for JAMMERS (\$20 increase) |
| Accountant | 5,000 | 5,433 | 5,500 | Reflects 2019 Actuals |
| Bell Choir Leader | 2,540 | 1,850 | 2,740 | \$10 more per rehearsal; four 6wk sessions per year (\$660 each); \$50/concert twice/yr |
| Bookkeeping Contract | | | 15,000 | function previously done by Office Administrator, estimated approximate value of contract work required |
| Child Minding | 4,033 | 1,778 | 4,321 | from \$14/hr to \$15/hr, \$.40/hr more than minimum wage; 277 hrs + 4% vac |
| Comm. Assistant Compensation | 18,618 | 16,930 | 18,789 | COLA increase 2%; from \$20.50 to \$20.91/hr. 18hrs/wk, 48 wks, plus 4% vac (no MSP this year) |
| Employee Safety Licensing (CRC and Island Health) | | 98 | 150 | employee record checks and Island Health licensing fee |
| Custodian | 20,800 | 16,685 | 16,000 | reduced expense due to new custodian |
| Employee Benefits (EI and CPP) | 13,835 | 13,291 | 14,000 | |
| New - Additional Benefits for Key Staff | | | 13,500 | prior year estimate, specific decision on which benefits for 2020 has yet to be determined by the Board |
| Financial Consultant | 750 | - 0 | - 0 | |
| Maintenance Contractor | 1,927 | 2,240 | 1,966 | COLA 2%; from \$20.50 to \$20.91; 94 hours per year |
| Ministers Compensation | 103,309 | 95,733 | 105,407 | \$3000 increase, closer to UUA standard; \$93,737 salary + pension \$11,670 less MSP |
| Ministers Prof. Expenses | 11,324 | 7,208 | 11,324 | |
| Ministers Insurance Benefits | 2,000 | 929 | 500 | Life + LTD, consolidated into New Additional Benefits for 2020, \$500 rough estimate of cost until plan is consolidated |
| Music Director | 18,911 | 17,424 | 19,289 | COLA 2% of \$369 added to \$18,450 base salary + 2.5% for GST |
| Music Director Conf. Expenses | 1,000 | 1,000 | 1,000 | |
| Office Admin. Compensation | 45,173 | 41,408 | 33,591 | Nadia worked 34hrs/wk, functions split in 2020 between new position 25 hours/week plus Bookkeeping contract |
| Office Adm Vacation Coverage | 1,056 | 640 | 1,066 | 17 vac days; this covers 7 days (7hrs/day + 4% vac) |
| Office Adm Sick Leave Coverage | 755 | 384 | 761 | entitled to 24 sick days; this covers 5 days |
| Office Admin. - Pension Contribution | 1,500 | 1,375 | - 0 | consolidated into New Additional Benefits for 2020 |
| Office Staff Training and Recognition | 700 | 262 | 700 | 500 for training, 200 for recognition |
| Payroll Service | 1,000 | 902 | 1,000 | |
| SEL Director Compensation | 33,742 | 30,930 | 33,810 | COLA 2% of \$637 added to base salary of \$31,873 + 4% vacation pay less MSP |
| SEL Director Prof. Expenses | 2,500 | 3,389 | 2,500 | |
| SEL-CY Program Leaders | 7,469 | 4,970 | 7,666 | increase from \$19/hr to \$19.50/hr + 4%vac; 378 hrs |
| Estimated Slippage Savings | (1,000) | - 0 | (10,000) | to reflect historical expenditure slippage in personnel and other areas |
| WorkSafe BC | 600 | 469 | 600 | |
| Sub-totals | 305,482 | 271,803 | 309,635 | |
| INCOME TOTALS | 445,622 | 430,644 | 452,511 | |
| EXPENSE TOTALS | 453,232 | 391,280 | 453,795 | |
| SURPLUS (DEFICIT) | (7,611) | 39,364 | (1,284) | |