

2010 OUUC Recommended Budget---Summary of Changes from 2009 by Cost Center

Cost Center	Change	Purpose
Compensation	\$2,145	2% Salary increases; Ministerial intern, Fewer months for Volunteer Coordinator
Minister's Discretionary Fund	\$0	No increase requested
Pastoral Care Team	(\$25)	Funding for postage for cards/notes to congregational members--reflects usage
Committee on Ministry/Conflict Mgmt	\$2,375	Resume deposit for sabbatical reserve; fund Safe Congregation reserve fund
Board Expenses	\$0	No change
Volunteer Recognition	(\$325)	Reduce budget to align with actual usage
Social Justice Committee	(\$200)	Reduce budget to align with actual usage
Green Sanctuary	(\$190)	Reduce budget to align with actual usage
Dues & Memberships	\$51	Assumes slightly increased membership
Partner Church Committee	\$125	Increase for educational materials and Balaz scholar funding
Financial Charges	\$760	Increased property taxes, bank fees, and bookkeeper increase of 2%.
Fund Raising/Canvass	(\$775)	Reduced funding to reflect cost savings
Hospitality Committee	(\$50)	Slight decrease for kitchen supplies and child care for meetings
Childrens RE	(\$450)	Increase mostly for new classroom and nursery set-up.
Membership Services	(\$165)	Second book cart for hymnals, membership class meals, brochures, other supplies
Communications Committee	(\$215)	Reduce budget to align with actual usage
Music Committee	(\$2,050)	Reflects actual usage, plus funding for substitute pianist
Worship Arts Committee	\$950	Increase for guest ministers and supplies
Office Expenses	\$305	Increase assumes need for more custodial supplies for larger space, more phone lines, increase to computer replacement fund.
Main Building Utilities	\$2,600	Increase to cover larger space
B & G Annex Utilities/Phone	(\$660)	Small reduction appears to be possible
Bldg & Grounds Committee	\$6,275	Increased funding for maintenance for larger building
Building Payments (P&I)	\$39,000	Assumes increased mortgage for Key Bank and UUA loan
Total change from 2009	\$49,481	

OUUC 2010 Budget Revenue Estimates Proposal to Congregation

Revenue Category	2009 Budget	Year-To- Date Nov	Estimate d 2009 Total	Request for 2010	Pledge Level \$355,000
Expected Pledge Receipts	315,000	291,236	315,000	381,744	355,254
Pledge Payments for Previous Year	0	2,763	2,763		2,000
Pledge Income-Noncash	0	9,342	9,342		
Share the Plate	13,000	11,552	12,800	14,500	14,500
General Fund-non-pledge	2,000	745	900	1,000	1,000
Fund-Raising Committee/Conv	330,000	315,638	340,805	397,244	372,754
RE Registration Fee	1,100	495	750	1,100	1,100
Special Fees Total	1,100	495	750	1,100	1,100
Building Use Fees	5,000	2,596	3,000	2,200	2,500
Out-of-the-Woods Contribution	3,000	2,682	2,682	2,800	3,000
Rental Income	8,000	5,278	5,682	5,000	5,500
Auction Income	18,000	21,619	21,619	19,000	20,027
Events & Activities	18,000	21,619	21,619	19,000	20,027
Key Bank Interest Income	2,400	203	300	200	200
Reserve for Expense Bowwave	5,600	5,600	5,600		
One-time Carry-over From Past Years					15,000
Total Income	365,100	348,833	374,756	422,544	414,581

Estimate to balance proposed budget assumes a 21 percent increase in pledges.

OUUC 2010 Budget Expense Summary

EXPENSE CATEGORY	2009 Budget	Year-To-Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Compensation	163,531	148,917	162,141	157,799	164,460
Employee Benefits	70,621	63,687	70,621	71,482	71,778
Payroll Taxes	10,556	9,858	10,556	10,185	10,614
Minister's Discretionary Fund	800	800	800	800	800
Pastoral Care Team	100	0	0	100	75
Committee on Ministry/Conflict Management	575	283	350	2,700	2,950
Board Expenses	800	148	800	800	800
Volunteer Recognition	325	115	139	0	0
Social Justice Committee	1,175	855	1,039	1,200	975
Green Sanctuary	430 [±]	60	190	335	240
Dues & Memberships	21,036	21,405	21,405	21,686	21,087
Partner Church Committee	275	150	150	500	400
Financial Charges	12,235	11,717	12,214	13,045	12,995
Fund Raising/Canvass	3,575	2,523	2,610	3,290	2,800
Hospitality Committee	575	380	400	675	525
Children's RE	4,350	3,825	4,338	5,500	3,900
Membership Services	1,000	618	891	3,170	835
Communications Committee	6,700	5,960	6,692	7,120	6,485
Music Committee	5,560	1,182	5,160	4,160	3,510
Worship Arts Committee	1,300	1,493	1,493	2,450	2,250
Office Expenses	11,610	9,498	11,267	12,610	11,915
Main Building Utilities	6,900	5,788	7,000	9,500	9,500
B & G Annex Utilities/Phone	5,860	4,621	5,200	5,600	5,200
Bldg & Grounds Committee	10,275	10,525	10,673	23,900	16,550
Building Payments (P&I)	24,936	22,858	24,936	63,936	63,936
Retreat Scholarship Reserve	0	2,000	2,000		
Total Expenses	365,100	329,266	363,065	422,544	414,581
Revenues	365,100	348,833	374,756	422,544	414,581
Balance	0	19,567	11,691	0	0

Major Funds as of November 30, 2009

General Operating Fund	19,558
Undesignated Reserve Fund	18,836
Benevolence Fund	1,609
Building Major Repair Fund	58,013
Building Expansion Fund	406,825
Music Fund	3,359
Piano Fund	723
Grounds and Landscaping	3,946
Audio Visual Fund	2,395
Endowment Fund	18,076
Property Equity Fund	979,136
Total	1,512,476

Reserve Accounts as of November 30, 2009

Adult RE Reserve	1,705
Audit Reserve	1,300
Book Sale Clearing Account	0
Bumper Sticker Sales	343
Chalice Reserve	2,110
Family Retreat	3,040
Giving Tree	643
Guest at your Table	20
Hymn book reserve	465
Middle School Reserve	212
Retreat Scholarship Reserve	2,000
RE Supplies Reserve	125
Social Justice Reserve	74
Transylvania Partner Church	1,631
Women's Retreat	1,487
Young Adult Reserve	663
YRUU Reserve	565
Total Reserves	16,383

OUUC 2010 Proposed Budget

EXPENSE CATEGORY	2009 Budget	Year-To- Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Compensation					
Staff Compensation Totals:	163,531	148,917	162,141	157,799	164,460
Request budget assumes 2% increase for all staff.					
Adds ministerial intern.					
Employee Benefits					
Staff Benefit Totals:	70,621	63,687	70,621	71,482	71,778
Payroll Taxes					
FICA/Medicare	8,556	7,909	8,556	8,085	8,514
L & I: Workers Comp.	2,000	1,949	2,000	2,100	2,100
Staff Payroll Taxes Totals:	10,556	9,858	10,556	10,185	10,614
Minister's Discretionary Fund					
Minister's Discretionary Fund	800	800	800	800	800
Provides funds for distribution as determined necessary by the minister.					
Pastoral Care Team					
Postage for cards/notes to members	100	-	-	100	75
Provides funds for distribution as determined necessary by the minister.					
Committee on Ministry (COM)/Conflict Management Team (CMT)					
COM Annual Assessment and Goal Meetings	150	133	150	150	150
Minister and DRE Sabbatical Reserve	-	-	-	1,000	2,000
Safe Congregation Response Team Reserve Fund	-	-	-	1,000	500
Supplies and printing	100	-	-	50	50
Conflict Management Team	325	150	200	500	250
Totals:	575	283	350	2,700	2,950
2009 Committee on Ministry Goals					
<ul style="list-style-type: none"> • Support and sustain Conflict Management Team and Safe Congregation Response Team, as needed; • Conduct ongoing assessment of the congregation's health utilizing a variety of methods, including personal interviews, anonymous surveys, etc. • Review CoM Policies, such as the Covenant of Right Relations, Safe Congregation Policy, and the Conflict Management Policy, as needed; • Oversee the annual assessment and goal-setting process; and, • Work in coordination with the OUUC Board to assess and refine the assessment process and timeline, as well as the role and structure of the Leadership Team. 					
Conflict Management Team's (CMT's) 2009 goals are to:					
<ol style="list-style-type: none"> (1) help congregational members in conflict, (2) empower congregants to engage constructive in conflict situations, (3) provide conflict management training for two new members of the CMT, and (4) provide reports to the CoM and the congregation of CMT resources and activities. 					
Printing costs: \$25. For reprinting the CMT's tri-fold brochure, provide materials for new CMT member training, and produce material for distribution at OUUC new-member classes.					
Training on conflict management skills: \$500. To provide conflict management and communication training for leadership and congregational members by either a trainer from the Thurston County Dispute Resolution Center or other recommended organization. The CMT plans to provide training for its new committee members and for congregational leadership on a rotating schedule. New CMT member training last occurred in 2008, and will recur in 2010. Leadership and congregational member trainings are scheduled for 2009.					
Safe Congregation Response Team: No expenses are planned for 2010, however, in the event of an incident requiring outside assistance, a reserve fund must be created, as services would run from \$100-\$300 per hour. A reserve of \$3,000 is recommended, so this is the first allocation.					
Minister & DRE Sabbatical Reserve: In preparation for future sabbaticals for our minister and Director of Religious Education, a reserve has been established and is regularly contributed to from both the Committee on Ministry and the OUUC Board of Directors' budgets.					
Supplies & Printing: Occasionally, we will purchase supplies such as pens and writing pads for meetings. We will continue to print materials for assessment and goal meetings, and otherwise as necessary.					
Annual Assessment and Goal Meetings: The budget allows for two meetings at the church, with light refreshments. One meeting is the annual assessment by the leadership team and the other is the annual goal setting by the leadership team.					
Board Expenses					
Board Discretionary Fund	600		600	600	600
20 Background checks	200	148	200	200	200
Totals:	800	148	800	800	800

OUUC 2010 Proposed Budget

EXPENSE CATEGORY	2009 Budget	Year-To- Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Volunteer Recognition					
Volunteer Coordinator Office Supplies	50				
Volunteer Recognition Event	125	89	89	-	-
Volunteer Training Supplies	75				
Individual Volunteer Recognition Supplies	75	26	50	-	-
Totals:	325	115	139	-	-
Social Justice					
Share the Plate Annual Dinner	175	161	175	200	200
UUSC Focus '09: speakers, travel, press conference	200	-	100	200	200
Speaker fees/travel	400	150	200	400	300
Printing/promotion	150	514	514	150	150
Coalition Sponsorships	200	30	50	200	100
Equipment/supplies/Miscellaneous	50	-		50	25
Totals:	1,175	855	1,039	1,200	975
Green Sanctuary					
Carpool System	100	8	35	50	35
Water Availability Forums	250		75	-	-
Earth Day and other Green Sanctuary Program activities	50	52	55	50	50
Green House-warming Project				100	50
Household Practices Materials (Out-of-the Woods clients)				60	30
Low Carbon Books subsidy				50	50
Disposal of invasive weeds from OUUC property	30		25	25	25
Totals:	430	60	190	335	240

- \$50 to automate the Carpool system and provide updates to each OUUC household twice per year.
 - \$100 for a Green House-warming project for the first half of 2010. Our hope is that other congregations will assist in this effort. We believe this project will allow us to complete the Green Sanctuary requirements within the next year.
 - \$50 for Earth Day and other GS Program worship activities.
 - \$50 to continue to subsidize purchase of Low Carbon Diet books.
 - \$25 for disposal of invasive weeds.
- We have organized several "ivy pulling parties" each year for a number of years. The cost of taking the pickup loads of noxious vegetation (and occasionally junk) to the county landfill has usually been absorbed by the participants. In 2009, Out-of-the Woods were notified to remove Tansy Ragwort. There is a small patch of Japanese Knotweed which must be removed, but the neighboring property must also remove theirs, or our efforts will be wasted. If chemical treatment is required, it will be a considerable expense.
- \$60 to provide sustainable household practices materials for Out of the Woods residents.

Dues/Memberships					
UUA Annual Program Fund	12,906	13,048	13,048	12,852	12,852
PNWD dues	4,780	5,007	5,007	5,484	5,484
UU Voices	600	600	600	600	1
Panza Tent City	1,000	1,000	1,000	1,000	1,000
UUSC Program	250	250	250	250	250
Chamber of Commerce dues (for health benefits)	300	300	300	300	300
Interfaith Works	1,200	1,200	1,200	1,200	1,200
Totals:	21,036	21,405	21,405	21,686	21,087

UUA requires \$54 per member.

January-June, 228 members at \$54 for 6 months=	6,156
July-December, 248 members at \$54 for 6 months=	6,696
	12,852

PNWD requires \$24 per member.

January-June, 228 members at \$22 for 6 months=	2,508
July-December, 248 members at \$24 for 6 months=	2,976
	5,484

OUUC 2010 Proposed Budget

EXPENSE CATEGORY	2009 Budget	Year-To- Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Partner Church Committee					
One year membership	150	150	150	150	150
Educational displays, posters, fliers	25	-	-	100	-
Partnership Church Conference-travel for Balaz Scholar	100	-	-	250	250
	275	150	150	500	400

Increased funding for educational displays will allow us to produce brochures to use in education of the congregation and others about our work with partner churches.

Additional funds for the Partnership Church Conference will support our bringing of the Starr King (Balazs) Scholar to our church. The cost of this activity has risen over the past few years with airfares being the biggest single factor. We are asking for an increase from \$100 to \$250. The committee members have been covering some of these costs, in the past, by personal donations. I am sure they will continue to do what they can to see this activity continue but are asking to see more funding to support our bringing the Starr King Scholar to our Congregation.

The funds collected on Partner Church Sunday are dedicated for use in support of the congregations in our partner churches and do not support the bringing of the scholar to our church.

Financial Costs

Washington Property Taxes/Annual Nonprofit Filing	135	225	235	275	250
Financial Fees/Bank Charges	800	978	1,000	900	900
Building/Van Insurance	2,800	3,032	3,032	3,200	3,175
Part-time bookkeeper (assumes a 2% hourly increase)	8,500	8,035	8,500	8,670	8,670
Bank Adjustments (uncashed checks from 2006 & 2007)	-	(553)	(553)	-	-
Totals:	12,235	11,717	12,214	13,045	12,995

Fund-Raising Committee

Canvass brochure/Fund-raising packets/supplies/postage	750	-	-	-	-
Annual (Canvass) Dinner (food for 300 people @ \$5.00 each)	1,200	813	900	1,665	950
Space rental, including space for kids	1,125	1,005	1,005	1,125	1,000
Rental of dishes, sound equipment, etc.	200	705	705	200	700
Canvass dinner childcare/children's activities	300	-	-	300	150
Totals:	3,575	2,523	2,610	3,290	2,800

Fundraising is critical to our church's financial health. You need to spend money to raise money, but it is a wise investment, paying back far more than it costs.

Hospitality Committee

Child Care:(Not Sunday Services)	125	-	-	175	75
Kitchen Supplies	450	380	400	500	450
Totals:	575	380	400	675	525

OUUC 2010 Proposed Budget

EXPENSE CATEGORY	2009 Budget	Year-To- Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Religious Education					
Volunteers: Training	325	1,015	1,015	400	400
Administrative/Office Supplies	350	261	300	350	350
Curriculum	100	373	373	100	100
Children's Fellowship	-	-	-	200	100
Church School Supplies	1,750	2,015	2,100	1,275	1,275
Worship Supplies	100	-	-	100	50
Copies/Postage	75	-	-	75	50
Special Events/Miscellaneous	250	-	-	250	200
OWL Training	400	-	-	500	500
Middle School Supplies	100	-	100	100	100
High School Youth Group	400	-	250	600	500
Young Adults/Campus Ministry	350	161	200	300	200
Nursery Supplies/new set-up	50	-	-	250	75
New Classroom set-up	-	-	-	1,000	-
Spirit Play bookshelves	100	-	-	-	-
Totals:	4,350	3,825	4,338	5,500	3,900

- Volunteer Training: The current amount is needed and covers expenses, and we are also trying to meet a goal of showing our volunteers more appreciation and sustain our community.
- Worship Supplies: We are going to resume a Children's Chapel, and this amount will cover expenses.
- OWL Training: The current amount is needed and covers training for OWL leaders. Training registration is around \$200 per person per OWL level, or around \$400 per teaching pair. Travel expenses range from \$100 to \$300 if the training is held within the district.
- Middle School Supplies: The current amount is needed and covers expenses.
- High School: For the advisors to accompany the youth to 2 or 3 Cons this year, they will incur travel and registration expenses. Additionally, we would like to be able to offer small scholarships to assist youth in attending Cons.
- Childcare for Sundays: The nursery staff are now handled as actual employees.

Member Services					
New member postage/packets	85	39	85		
Chalice pins for new member welcome gifts	150	-	50	-	
New member gifts for family (book marks, patches, stickers?)	75		75		
CDs to record sermons for ushers	20		-		
Book cart for hymnals (To match the one we have)	300	311	311	350	-
Stick-on name tags for visitors	35		35		
<u>Membership Classes (3 X per year)</u>					
Brunch for new memberships	60		60	150	125
Potlucks for newcomers				100	60
Flowers				50	50
Introduction to OUUC class				50	50
Class folders				20	20
UU pocket guide for members (40@\$7)				280	245
Childcare for New Member class				35	35
Brochures -Path to Membership, others	275	268	275	100	100
New Items for Foyer/Visitor Area—(will be covered by Capital campaign)				1,710	
<u>Ushers/Greeters</u>					
Vests/Sashes/Stoles (or other ID)				100	50
Training sessions				25	25
Name tags				50	25
Name tag kiosk remake for wall mounts				100	-
Brochures from UUA				50	50
Subtotals:	1,000	618	891	3,170	835

Membership focus is on welcoming visitors.

Not budgeted here, but should be budgeted somewhere for the building remodel: hymnals, since we are already short at times; Brochure racks for Social Justice and Community News items; Coat hooks in the hall, rather than a coat rack; Signage to direct people to the office, restrooms, nursery, children/youth RE rooms, and coat hooks; video monitor for gathering space so staff can greet strangers and be safe.

OUUC 2010 Proposed Budget

EXPENSE CATEGORY	2009 Budget	Year-To- Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Communications Committee					
Newsletter printing & postage	850	480	650	927	700
Web-hosting and yearly domain name registration fees	300	288	300	327	300
DEX phone book ads	970	803	950	1,057	900
Yellow phone book ads	800	1,731	1,900	872	1,900
Olympian weekly ads	2,600	2,273	2,500	2,834	2,650
CDs, boxes, labels, signs	100	18	25	30	35
AV equipment replacement	550	367	367	500	-
Wayside Pulpit signs/mounting	30	-	-	29	-
Visitor brochures	500	-	-	545	-
Subtotals:	6,700	5,960	6,692	7,120	6,485

The on-going OUUC goals in the area of Activities and Actions include increasing the visibility of OUUC and understanding of UU principles in the larger community and establishing the UU ministry in the wider community (beyond our doors). In addition to the maintenance of the phone book and newspaper ads, newsletter printing and maintenance of our audio-video equipment (necessary for the worship service and the ability to let people buy audio tapes and CDs of individual services), we have identified a number of ways to help accomplish the goals through the use of new media vehicles available to us.

Music Committee

Substitute and Rehearsal Pianist Fee	2,400	-	2,000	1,000	1,450
Guest Musician fees	1,200	580	1,200	1,200	1,000
Sheet Music	1,900	602	1,900	1,900	1,000
Music director dues (UU Musicians' Network)	60	-	60	60	60
Totals:	5,560	1,182	5,160	4,160	3,510

The Music Committee's budget request supports the goals of sustaining and increasing the number of people attending OUUC services and becoming members of OUUC, welcoming and integrating newcomers into the choir, & increasing the visibility of OUUC in the larger community. With a fully funded budget request, the Music Committee can:

- Support the choir singing at Sunday services at least twice a month.
 - Expand repertoire in complexity and style.
 - Maintain a welcoming atmosphere for people who want to create music with us as well as listen to our music.
 - Offer at least two free concerts a year, open to the community.
1. Substitute Pianist Fees: The OUUC Music Director is entitled to four Sundays off each year annual leave, plus two Sundays sick leave.
 2. Guest Musician Fees: The Worship Arts Committee and members of the congregation often express a desire for more guest musicians.
 3. Sheet Music: The OUUC choir has committed to buy a minimum of 20 copies of each anthem, using the choir reserve account if necessary. If the sheet music budget is adequately funded we plan to buy approximately 40 copies of each.

Worship Arts Committee

Worship Supplies (primarily candles)	100	33	33	250	100
Guest Ministers & Pulpit	1,200	1,436	1,436	2,150	2,100
Celebrant Training		24	24	50	50
Totals:	1,300	1,493	1,493	2,450	2,250

The goals of the Worship Arts Committee (WAC) continue to be stable and this request is similar to the 2009 budget proposal except for an increase in the amount for guest speakers and ministers.

We have requested this increase to allow us to continue to provide a variety of high quality services when our minister is not in the pulpit. The increase reflects the increased fees that some programs/speakers are charging, plus the fact that, although we have been careful to be frugal in our choices and commitments, we have gone slightly over this item in our budget for the past two years.

We are continuing to coordinate and collaborate with other OUUC committees to maximize our efforts of work together to create and lead meaningful worship services. One such shared goal between the WAC and the Communications Committee is to continue to enhance outreach ministry to persons who are not able to attend Sunday services or wish to re-visit a particular service at their convenience by providing recordings of Sunday services and the A/V equipment needed to support this.

OUUC 2010 Proposed Budget

EXPENSE CATEGORY	2009 Budget	Year-To- Date Nov	Estimated 2009 Total	Request for 2010	Pledge Level \$355,000
Office/Custodial Supplies					
Custodian Supplies	1,000	674	1,000	1,200	1,100
Custodian Equipment	275	109	200	275	250
Copier Lease & Supplies (increase in copies)	4,600	4,354	4,800	4,600	4,600
Copying, Printing (outside)	100	-	100	100	75
Phone service (3 office lines) ***	1,440	1,331	1,440	1,740	1,740
Supplies/Stationary (more paper, envelopes)	1,400	1,140	1,174	1,400	1,200
Postage & Shipping (more mailings)	900	709	750	900	900
On-Line Service (satellite internet access)	700	521	600	700	650
Equipment (postage scale, misc.)	100	-	-	100	75
Computer Replacement Fund *	500	-	500	800	650
Software Maintenance and Updates **	470	427	470	550	550
COSTCO Membership Fee	125	100	100	125	125
Petty cash expense		200	200		
Photo directory	-	(67)	(67)	-	-
Website services	-		-	120	-
Totals:	11,610	9,498	11,267	12,610	11,915

* Computers are on a 3-year replacement schedule.

** This covers Church Windows support and upgrades and yearly fees for the anti-virus program.

*** We will need to upgrade our phone system when we do the building expansion and add more phone lines. This request is for equipment to manage the phones (we assume that the actual addition of phone lines will be covered by the Capital Campaign).

Main Building Utilities

Main Building (all) 6,900 5,788 7,000 9,500 9,500

Annex Utilities/Phone

Annex 5,860 4,621 5,200 5,600 5,200

Totals: 5,860 4,621 5,200 5,600 5,200

Building Payments

Key Bank Loan payoff 24,936 22,858 24,936 24,936 24,936
 Potential Increased Mortgage Payments 0 0 0 39,000 39,000

Total payments 24,936 22,858 24,936 63,936 63,936

Buildings and Grounds

Main Building Maintenance and Services 5,000 4,511 4,511 6,000 5,000
 Main Building Essential Repairs - 68 200 - -
 Cleaning Services--New Building 9,400 8,300
 Grounds Maintenance and Services 500 84 100 500 250
 Annex 3,000 4,087 4,087 3,000 3,000
 Building Major Maintenance Reserve Fund 1,775 1,775 1,775 5,000 -
Totals: 10,275 10,525 10,673 23,900 16,550