

**All Souls Church, Unitarian
November 2009 Board of Trustee Meeting
Consolidated Staff Report**

Board Issues/Concerns:

- Board Approval to designate the memorial gifts in honor of Jeanne Hansel for CAPT team expenses
- Board Approval of 2010 Proposed Budget (Attachment 1)

Personnel

- See attached historical chart of All Souls Church staffing. (Attachment 2)

Senior Minister (Rob Hardies)

- Marriage Equality -- On October 29, DC Clergy United for Marriage Equality sponsored a city-wide worship service in support of marriage equality. The event was a big success, attended by hundreds of people from across the city. Revs. Hardies, Green, the All Souls Choir, and several All Souls lay leaders played instrumental roles in the event, which garnered significant local media attention. We continue to oppose efforts by the Catholic Archdiocese to water down DC's marriage equality bill.
- UUMA Convocation -- Last week I briefly attended a once every 7 years conference of Unitarian ministers in Ottawa, CA. This is an opportunity for renewal and reconnection among clergy.
- Muhammad Execution -- A portion of my sermon on the execution of John Allen Muhammad aired last week on the nationally syndicated public radio program, "Interfaith Voices." The commentary aired locally last Sunday on WAMU (88.5).
- CAPT -- Worked with a major donor in the church to secure a lead gift for the CAPT effort.

Associate Minister (Shana Lynngood)

- I have been busy with ministerial and pastoral care issues which included : 2 weddings officiated, 1 Council meeting attended, 2 committee meetings held, 10 care contacts (in person and via phone), 2 Soulful Path sessions, 1 Guest Preaching at UU Church of Arlington (November 15th). I am beginning to look ahead with the ASD committee to the Winter/Spring "semester" so direct any course ideas or teachers to us.

Membership Manager (Amy Mulry-Wesolek)

See analysis of our new 117 members in 2009 (Attachment 3)

Executive Director (Katie Loughary)

Facilities

- Tom Colohan is evaluating repairs/upgrades for the Sanctuary sound system which we intent to complete before the end of the year using Shively funds.
- Weatherproofing has been installed throughout the church.

Finance

Snapshot:

Pledges (11/17/2009):

	2009 Pledges	2010 Pledges
Pledges YTD	\$1,156,000	\$807,045
% of Pledge goal (\$1,200,000)	96%	67%
Pledge units	683	417
Average Pledge	\$1,692	\$1,935

	2009	2008
Average October Attendance	717	541

- The Fall Online Auction has a profit of about \$3,200. Marilyn Schuyler led this experiment to assess the feasibility of using an online auction in 2010. Marilyn Schuyler felt that the effort was successful and easy to manage. This effort required very little administrative support.

October 2009 Financials:

Notes on the October 2009 Operating Account Financial Statement

Revenue and expenses are on track thru October. The following notes highlight exceptions to the October 2009 Financial Statement.

- **Operating cash balance (10/31/09)** \$261,517

Revenue

Reasonable percent of budget by the end of October 2009 (10 out of 12 months) is 83.3%.

Overall income is positive at 85 %.

Some highlights include:

- **4300 – Investment Income:** 73%. Investment income is generally distributed quarterly and we have received our third quarter distributions.
- **4500/4600 – Program/Committee Revenue:** 96%. This includes revenue from several unbudgeted events such as the UUA candidate Forum and Green Goods and Fair Trade sales.
- **4700 – Fundraiser Activity:** 199 %. Thanks to the Inaugural Ball and B&B program we have exceeded our fundraiser goals.

- **4800- Grants:** 96%. We received several unbudgeted grants from Beckner and Cedar Tree Grant. The related expenses appear are recorded in 5900.

Expenses

Reasonable percent of budget by the end of October 2009 (10 out of 12 months) is 83.3%.

Overall expenses are under budget at 78 %.

Some highlights include:

- **5000 – Personnel:** 75% We did not implement the approved salary increase this year
- **5100- Building Expense:** 68% Thanks to mild weather and few major building repairs we have stayed under budget.
- **5600/5700 – Fundraising and Investing Expenses:** 125%. Expenses for the Inaugural Ball and B&B exceeded our budgeted amount but have been offset by increased program revenue.
- **5900 – Special Grant Expenditures:**. This figure includes unbudgeted but approved Social Justice grant activity which was off-set by grant revenue.

Net Income of \$131,812 reflects the influx of the endowment distribution, healthy contributions and the success of our fundraisers.

**All Souls Church, Unitarian
Operating Fund
Budget vs. Actual
January through October 2009**

	<u>Jan - Oct 09 Actuals</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4000 /4100- Core Donations & Contributions	1,069,889	1,335,000	80%
4300 · Investment Income	40,246	55,200	73%
4400 · Rental Revenue	46,133	48,850	94%
4500/4600 Program/Committee Revenue	79,455	83,100	96%
4700 · Fundraisers	70,046	35,200	199%
4800 · Grant Revenue	90,261	93,801	96%
4900 · Intra-Fund Transfers	66,891	65,756	102%
Total Income	<u>1,462,919</u>	<u>1,716,907</u>	<u>85%</u>
Expense			
5000 · Personnel	669,015	893,472	75%
5100 · Building Expenses	187,002	275,009	68%
5200 · Operating Expenses	200,931	257,379	78%
5300 · Denominational Support	41,441	60,750	68%
5400/5500 - Program/Activites Exps	190,811	203,676	94%
5600/5700 Fundraising/Investing Exps	12,273	9,800	125%
5900 · Special Grant Expenditures	17,361		
Total Expense	<u>1,318,835</u>	<u>1,700,086</u>	<u>78%</u>
Net Income	<u><u>144,085</u></u>	<u><u>16,821</u></u>	

**2010 Proposed Budget
November 19, 2009**

2009 Budget Overview:

- Despite the challenging economic conditions across the country, the All Souls community met the challenge to continue to support All Souls.
- All Souls staff and congregational leadership maintained a watchful eye on all expenses
- Thanks to the outstanding effort of many congregational leaders the very successful Inaugural Ball and Bed & Breakfast Program exceeded our 2009 fundraising goals.
- Our expenses are 7% below our year-to-date goal which has provided us with a positive net income at the end of the third quarter. If revenue continues as budgeted we expect to end the year with no deficit.

Budget Assumptions for 2010:

Economic indicators reveal that 2010 will be much like 2009 and with that in mind we have developed a conservative budget for both revenue and expenses in 2010.

Revenue:

- Pledge and contribution goal is maintained at the 2009 level of \$1,310,000 of which \$1,200,000 is the pledge portion.
- Revenue is projected to decline by 2% (\$50,000) largely due to investment performance
 - Holmwood endowment distribution down 80% (\$25,000)
 - Consaul and Woodhull Mitchell (UUA Trusts) down by 12%
 - Several grants ended in 2009 - Chalice Lighter and Ministerial Intern grants (\$25,000)
 - Beckner and Shively grants will generate less income due to market performance.
- Fundraisers are budgeted to generate \$36,000 from an auction and the B&B program
- This budget assumes that the Hansel bequest is included for CAPT funding

Expenses:

- Personnel
 - Over all personnel expenses are expected to remain constant with prior year.
 - Added Sabbatical Minister to cover Shana's leave
 - Anticipate 14% increase in Health care premiums in July
 - No Intern Minister
 - Part time staff (partial year) for Music Director and Membership Coordinator
- Building Expenses
 - Anticipate lower utilities expenses due to favorably negotiated rates and aggressive weather sealing. Electric down 10%, Gas down 5%
- Operating Expenses
 - Conducting Internal Control Review in place of Audit
 - Recruiting expenses for staff positions
 - Increased credit card expenses due to increased usage of automatic payments
 - Website redesign
- Denominational Support
 - Calculated at 100% contribution for JPD and UUA. Increase represents anticipated growth in membership
- Fundraising Expenses
 - Eliminated Inaugural Ball Expenses and reduced Canvass expenses
- New CAPT Account set up with Hansel bequest.

**All Souls Church, Unitarian
2010 Proposed Budget
11/18/2009**

	Actual FY 2008	Budget FY2009	Proposed 2010	FY09 to FY10 % Diff	FY 09 to FY10 \$ Diff
Revenue					
4000 · Core Donations	1,047,778	1,310,000	1,310,000	0%	0
4100 · Contributions	97,653	25,000	25,500	2%	500
4300 · Investment Income	54,243	55,200	48,963	-11%	-6,237
4400 · Rental Revenue	34,996	48,850	55,000	13%	6,150
4500 · Core Program Rev	17,159	9,600	17,262	80%	7,662
4600 · Other Program/Com Rev	65,514	73,500	64,200	-13%	-9,300
4700 · Fundraisers	24,244	35,200	36,200	3%	1,000
4800 · Grant Revenue	98,701	93,801	62,935	-33%	30,866
4900 · Intra-Fund Transfers	89,870	65,756	69,215	5%	3,459
	<u>1,530,159</u>	<u>1,716,907</u>	<u>1,689,274</u>	-2%	<u>27,633</u>
Expense					
5000 · Personnel	791,590	893,472	893,701	0%	229
5100 · Building Expenses	237,206	275,009	258,550	-6%	16,459
5200 · Operating Expenses	246,424	257,379	268,754	4%	11,375
5300 · Denominational Support	55,995	60,750	64,350	6%	3,600
5400 · Core Program Expenses	122,056	120,724	103,620	-14%	17,104
5500 · Other Programs/Act Exps	77,517	82,952	93,450	13%	10,498
5600 · Fundraising Expenses	6,527	9,650	6,300	-35%	-3,350
5700 · Investment Expenses	40	150	150	0%	0
	<u>1,537,355</u>	<u>1,700,086</u>	<u>1,688,876</u>	-1%	<u>11,210</u>
Net Income	<u>-7,196</u>	<u>16,821</u>	<u>399</u>		

Attachment 2 – Staffing History

History of All Souls Church Staffing

<u>Positions</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Executive Team			
Minister	1	1	1
Associate Minister	1	1	1
Executive Director	1	1	1
Total ET	3	3	3
Program Staff			
Minister of Social Justice	1	1	1
Director of Membership	1	.75	1
Director of Religious Education	1	1	1
RE Assistant	.5	.75	1
Childcare Assistants	3	2	2
Music Director	.75	.75	.75
Asst. Music Director	PT	PT	PT
Organist	PT	PT	PT
Total program	7.25+	6.25+	6.75+
Administrative Staff			
Database and Space Manager	1	1	1
Office Manager	.75	1	1
Front Desk Assistants	3 PT	3PT	3PT
Handyman	.75	.75	.75
Total administrative	2.5+	2.75+	2.75+
TOTAL STAFF	12.75+	12+	12.5+
Contractors			
Bookkeeper	.5	.5	.5
Communication Director	.4	.5	.6

Attachment 3 – Membership Report

All Souls Church, Unitarian Membership Report for Board of Trustees Meeting, 11/19/09

- The total number of people who joined is **117**, though the count of how many are members at this moment is lower. This is due to a few becoming staff (like me), a few who are now marked as former members, and one death. I still included these folks in all of the other statistics.
- My attempt to identify race and ethnicity will most likely be controversial, but I wanted to share my best attempt at capturing this information. I looked at photos to guess someone's race/ethnicity. This is clearly not accurate. I could not make a best guess for around 5 people, so I added them to the multi-ethnic group.

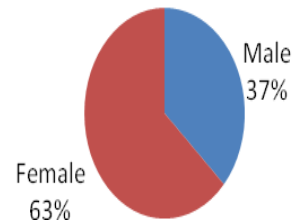
New members in 2009 (as of November 17, 2009)

Number of new members: **117**

Gender:

- Female: 74
- Male: 43

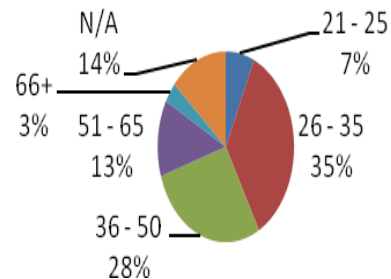
Gender of New Members in 2009



Age (have ages for 101 of 117 new members):

- 21 – 25: 8
- 26 – 35: 41
- 36 – 50: 33
- 51 – 65: 15
- 66+: 4
- N/A: 16

Ages of New Members in 2009



Attachment 3 – Membership Report

Race and ethnicity:

Self-identified for 29 of 117

- African American: 2
- Caucasian: 24
- Multi-ethnic or multi-racial: 3

Based on photos – when largely unsure, counted as multi-ethnic

- African American: 10
- Asian: 1
- Caucasian: 86
- Hispanic: 1
- Multi-ethnic: 11
- No photo: 8
-

Race/Ethnicity of New Members in 2009

