

Unitarian Church of Edmonton

Board Meeting Minutes - January 8, 2020

Present: President Karen Mills, Vice President Karen Bilida, secretary Gloria Krenbrenk, treasurer Doug Eastwell, Rev. Brian Kiely, trustees Yvonne Mireau, Robert Begg, Brandie Moller-Reid and Kathy Stanley

Regrets: N/A

Call to Order: 7:14 p.m.

Opening Words: Yvonne Mireau

Approval of Minutes: **Moved** by Yvonne Mireau, **seconded** by Doug Eastwell, that the minutes of the December 4, 2019, UCE Board meeting be approved. **CARRIED.**

Approval of Agenda: **Moved** by Brandie Moller-Reid, **seconded** by Kathy Stanley, that the Agenda as amended be approved. **CARRIED.**

NEW BUSINESS

Interim Minister Application Update

Karen Mills and Karen Bilida presented what they have put together so far. The account for submission of the application online will be created on February 1, 2020.

In conversations with CUC, it was asked whether UCE has a Covenant of Right Relations. Brian Kiely clarified what that is, and that there has not been a need for such at UCE to date. He suggested in future we may wish to go through the process of creating a Covenant of Right Relations with the transitional minister or the settled minister.

Fundraising Play Offer

David Haas has written a new play and he and Susan Lynch have offered a performance sometime between April 15 and May 15, 2020 as a fundraiser of our choice.

Moved by Brandie Moller-Reid, **seconded** by Yvonne Mireau, that a performance of David Haas' play be approved as a fundraiser for the youth, pending availability of a suitable weekend date. **CARRIED**

AGM and Board Planning Schedule

The calendar was reviewed. Karen Mills will do a newsletter submission for the Alexander and Potter Awards. A "Coffee With The Board" event will be held on the last Sunday in February. There will be no such event in January due to Brian's retirement party, however Karen Mills will make herself available for questions and discussion following services.

Unitarian Church of Edmonton

Board Meeting Minutes - January 8, 2020

Insurance Renewal

Doug Eastwell had some questions about details on our insurance policy, most of which were clarified. The policy takes effect on January 1, 2020, although the renewal statement was not received until a few days later.

Doug will speak to the insurance agent to clarify the meaning of "abuse coverage". Doug asked for direction as to whether the premium (just under \$6,000) should be paid in a lump sum or over time. He noted that payments over time involve service charges. It was agreed that if we have the cash on hand, pay in a lump sum to avoid service charges. There was some discussion as to whether we should consider other insurers for a lower premium. Brian Kiely noted this particular insurer was chosen some years ago as it specializes in insurance for churches.

Moved by Brandie Moller-Reid, **seconded** by Robert Begg, that the board approves renewal of UCE's present insurance policy for the upcoming year on a one time basis, and the Finance Committee is asked to do a comparison of at least 3 other insurance providers to consider for next year. **CARRIED**

Announcements Concluding Services

Once again announcements are getting out of hand and our policy of allowing only announcements related to church activities or church business is being ignored. We will try to curb this phenomenon as follows:

- In the Order of Service, change the wording to "brief church related announcements"
- Reminders that other announcements can be printed in the Order of Service or in the Newsletter
- There is a bulletin board between the entry and Janet's office for non-church related items

Follow-up on Policy and Procedures Update

Doug Eastwell and the Finance Committee will be reviewing financial procedures.

Karen Mills is in the process of putting the old procedures manual in a format which can be easily updated. Once that is done, we can begin the review and update process.

Head Teller

A letter (attached) received from Edwina Madill was reviewed. The board is now considering how to move forward with head teller transition. To be addressed at a later date.

Unitarian Church of Edmonton

Board Meeting Minutes - January 8, 2020

REPORTS

Finance – Attached

Doug will consult with Janet as to whether she actually uses the “Square” system, which is the specific reason for one of our bank accounts. If it is used rarely or not at all, we should be moving to Etransfer.

Moved by Doug Eastwell, **seconded** by Yvonne Mireau, that our bank accounts at Servus Credit Union be consolidated into one account, with the exception of the Casino Account which must be kept separate under AGLC rules. **CARRIED**

DRE – Attached

Minister – Brian Kiely had no report and as this is his last board meeting, he got away with it.

Transitional Services Committee

Yvonne Mireau and Karen Bilida reported that services are planned through to June. Beth Jenkins is now chairing this committee. A checklist is being prepared for service leaders so that everything gets done in preparation for a service, such as the Order of Service, a cheque for speakers from outside UCE, etc. Brian advised that he has passed on his files on special services, which can be used as a resource in future.

New Members / Resignations:

None

Next Meeting: Wed, February 5, 2020 at 7:15 p.m. Opening and closing words to be provided by Robert Begg.

Closing Words: Yvonne Mireau

ADJOURNED at 8:44 n.m.


Gloria Krenbrenk, Secretary

#17 Keegano N.W.
Edmonton, Ab., T6K 0R3

The Board of Directors
Unitarian Church of Edmonton
10804 - 119th Street N.W.
Edmonton, Alberta, T5H 3P2

Attention: Karen Mills - President
Doug Eastwell - Treasurer

Dear Karen,

With the beginning of another New Year I have come to recognize that my duties as Head Teller have now encompassed... in the neighbourhood of...ten years or more. It is a position I have much enjoyed while also realizing the lack of wisdom that accompanies having the 'know how' rest with just one individual.

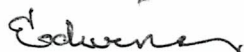
With this recognition, it seems timely that our board acknowledge the need to share with others in expanding the expertise and understanding of the responsibilities of the Head Teller position.

The position is very 'hands on' over that of being computerized so I look forward to mentoring each new recruit until they are comfortable in managing both the routine and the intricacies that are part of each Sunday's accounting.

In review, I urge the Board to give thought toward increasing the number of members within UCE that could take turns in assuming the Head Teller position. Having a team of three or four (including myself) would give opportunity to 'rotate' this responsibility along with having greater flexibility for holidays, other personal commitments or illness. Too, the Teller has a support team that also needs expansion. Presently, two members assist each Sunday.

Bev Romanyshyn has approached me with her interest in learning the ropes. Another UCE member has suggested Wendy Smith. David Raye has been involved in the past so may be willing to 'renew' along with Susan Ruttan. As many of us find 'maturity' gaining, perhaps we have younger UCE members who would be involved and love the idea of playing with money in our creative counting house!

Thanking you for your time and attention, I remain.....
Yours most sincerely,



Edwina M. Madill
Head Teller



Treasurer's Report – January 2, 2020

1. November, 2019 Financials

- 1.1. Tindill & Co have provided the November financials. - Actual YTD Revenue is under Budget by \$10.8K and Actual YTD Total Expenses are \$15.1K under Budget.
- 1.2. Actual Revenue for November is over Budget by \$10.8K and Actual Total Expenses for November are \$4.5K under Budget. This is reversing the trend from previous months.
- 1.3. The Revenue shortfall includes the revenue not realized by the cancellation of the Summer camps.

2. Casino Funds

- 2.1. The balance at December 31, 2019 is about \$6,700. It is proposed to pay the CUC dues and janitorial service provider for January to reduce this balance to about \$3,500. We will reserve this amount to pre-pay some expenses for the upcoming 2020 Casino. This money will be replaced after the Casino is finished.

3. Treasurer's Ongoing Work Plan for 2019/2020:

The following items are issues that I would like to address in the coming year:

- 3.1. Continue meeting with the Finance Committee on a regular basis.
- 3.2. **Policy & Procedures:** Review and revise UCE policies as they relate to finances. Ensure that the policies, procedures and by-laws are complimentary.

- 3.3. **Fund Raising:** Tindill has identified some potential issues with the process that UCE has used to raise special funds. This issue has major implications for several areas of UCE – CRA status, Congregational accountability, clarity for all parties. This activity needs Board oversight.
- 3.4. **Ways & Means:** It is suggested that the Ways & Means Committee be resurrected. Perhaps the Finance Committee could take this task over since it is largely integral in the Budgeting process.
- 3.5. **2020/2021 Budget:** Brian's departure is going to have a significant impact on the Congregation. There will also some financial implications. It is proposed that the Finance Committee consider a long-range budget cycle (say 4 or 5 years) to smooth cash flows for large expenses by establishing reserve funds. The Finance Committee will start on preliminary suggestions in January, 2020.
- 3.6. Monitor the 2019/2020 budget very closely. Brian's planned retirement may produce some unexpected one-time expenses, particularly in the 2020/2021 budget cycle.
- 3.7. Provide status & variance reports to several key committees & groups.

Respectfully submitted

Doug Eastwell, Treasurer

Unitarian Church of Edmonton
Profit & Loss Budget vs. Actual
 July through November 2019

	Nov 19	Budget	Variance	Jul - Nov 19	Budget	Variance	Annual Budget
Ordinary Income/Expense							
Income							
5000 · Identified Contributions	13,530.16	12,838.00	692.16	51,959.43	64,169.00	-12,209.57	154,000.00
5005 · Unidentified Contributions	920.70	500.00	420.70	4,477.30	2,500.00	1,977.30	6,000.00
5010 · Donations	15,305.07	167.00	15,138.07	35,355.83	831.00	34,524.83	2,000.00
5030 · Rentals - Long Term	7,760.00	7,750.00	10.00	38,800.00	38,750.00	50.00	93,000.00
5035 · Rentals - Casual	1,870.00	3,100.00	-1,230.00	10,510.00	13,300.00	-2,790.00	35,000.00
5040 · Summer Camp	0.00	0.00	0.00	0.00	8,065.00	-8,065.00	8,065.00
5050 · Casino Income	3,237.75	2,146.00	1,091.75	20,256.90	10,728.00	9,528.90	25,750.00
5060 · Fund Raising	0.00	1,000.00	-1,000.00	1,095.00	5,000.00	-3,905.00	12,000.00
5700 · Use of Surplus	0.00	6,250.00	-6,250.00	0.00	31,250.00	-31,250.00	75,000.00
5800 · Other Income	2,249.25	0.00	2,249.25	2,675.95	0.00	2,675.95	-
5900 · GST Rebates	0.00	210.00	-210.00	0.00	1,030.00	-1,030.00	2,500.00
5950 · Interest Income	-2.41	58.00	-60.41	-96.28	291.00	-387.28	700.00
Total Income	44,870.52	34,019.00	10,851.52	165,034.13	175,914.00	-10,879.87	414,015.00
Cost of Goods Sold							
6000 · Payroll							
6005 · Salaries	10,584.94	11,457.00	-872.06	55,663.76	57,281.00	-1,617.24	137,480.00
6010 · Employer CPP	155.71	500.00	-344.29	1,725.66	2,500.00	-774.34	6,000.00
6020 · Employer EI	89.27	148.00	-58.73	541.29	722.00	-180.71	2,280.00
6030 · WCB Expense	53.34	88.00	-34.66	280.11	437.00	-156.89	1,080.00
6040 · Health & Disability Benefits	456.38	600.00	-143.62	2,282.46	3,000.00	-717.54	7,200.00
6050 · Pension Benefits	1,505.00	1,399.00	106.00	7,116.00	6,872.00	244.00	16,668.00
6060 · Staff Development	0.00	508.00	-508.00	1,228.58	2,441.00	-1,212.42	6,000.00
6070 · Minister Relocation	417.00	417.00	0.00	2,085.00	2,085.00	0.00	5,000.00
6085 · Staff Travel Allowances	300.00	300.00	0.00	1,500.00	1,500.00	0.00	3,600.00
6090 · Payroll Costs	89.00	45.50	43.50	309.35	201.50	107.85	550.00
6100 · Temporary Workers/STEP	0.00	0.00	0.00	4,811.92	1,500.00	3,311.92	1,500.00
Total 6000 · Payroll	13,650.64	15,462.50	-1,811.86	77,544.13	78,539.50	-995.37	187,358.00
6200 · Donations to Other Organization	460.34	1,455.00	-994.66	2,545.32	7,275.00	-4,729.68	400.00
6300 · Memberships	1,353.00	50.00	1,303.00	7,389.51	250.00	7,139.51	600.00
6350 · Honorariums - Choir	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00
6410 · Program Costs	145.70	150.00	-4.30	266.90	650.00	-383.10	1,900.00
6420 · Board	0.00	33.00	-33.00	0.00	166.00	-166.00	400.00
6430 · Communications/Marketing	0.00	225.50	-225.50	0.00	976.50	-976.50	2,555.00
6440 · Ministry	0.00	45.00	-45.00	0.00	135.00	-135.00	450.00
6450 · Project Costs	0.00	0.00	0.00	18,625.00	0.00	18,625.00	0.00
6460 · Fund Raising Expense	10.85	0.00	10.85	76.42	0.00	76.42	0.00
6470 · Guest Speakers/Musicians	0.00	417.00	-417.00	125.00	2,081.00	-1,956.00	5,000.00
6520 · Committees	0.00	62.50	-62.50	0.00	0.00	0.00	750.00
6530 · Food / Supplies	0.00	0.00	0.00	106.05			0.00
6550 · Volunteer Appreciation	0.00	40.00	-40.00	42.30	120.00	-77.70	400.00
6560 · Youth Fund	104.51	0.00	104.51	166.03	0.00	166.03	0.00
6600 · Social Responsibility / Justice	942.25	60.00	882.25	956.57	180.00	776.57	600.00
6800 · Choir / Music Expense	126.60	50.00	76.60	257.70	250.00	7.70	600.00
Total COGS	16,793.89	18,050.50	-1,256.61	108,100.93	90,935.50	17,165.43	205,513.00
Gross Profit	28,076.63	15,968.50	12,108.13	56,933.20	84,978.50	-28,045.30	208,502.00
Expense							
7000 · Advertising and Promotion	0.00	21.00	-21.00	653.19	103.00	550.19	250.00
7200 · Bank Service Charges	17.00	63.00	-46.00	406.51	309.00	97.51	750.00
7250 · Bookkeeping	2,114.06	2,750.00	-635.94	17,603.36	18,500.00	-896.64	40,000.00
7325 · Computer Expenses	0.00	525.00	-525.00	957.19	2,625.00	-1,667.81	6,300.00

Unitarian Church of Edmonton
Profit & Loss Budget vs. Actual

	July through November 2019						
7500 · Meals & entertainment	0.00	0.00	0.00	137.59	0.00	137.59	0.00
7600 · Office Supplies	346.90	158.00	188.90	1,459.35	792.00	667.35	1,900.00
7625 · Copier Lease / Costs	585.10	204.00	381.10	1,414.52	1,021.00	393.52	2,450.00
7650 · Postage and Delivery	86.79	100.00	-13.21	86.79	500.00	-413.21	1,200.00
7700 · Rent Expense	0.00	0.00	0.00	25.00	0.00	25.00	0.00
7800 · Supplies and small tools	0.00	0.00	0.00	83.00	0.00	83.00	0.00
7850 · Telephone & Internet Expense	161.37	350.00	-188.63	917.08	1,750.00	-832.92	4,200.00
7880 · Travel Expense	0.00	0.00	0.00	18.39	0.00	18.39	0.00
8000 · Building							
8010 · Janitorial / Cleaning	1,839.87	2,046.00	-206.13	9,479.99	10,228.00	-748.01	24,550.00
8020 · Utilities / Security	1,956.50	2,416.00	-459.50	8,830.08	12,080.00	-3,249.92	29,000.00
8030 · Insurance Expense	0.00	500.00	-500.00	1,029.50	2,500.00	-1,470.50	6,000.00
8040 · Building Maintenance	1,241.06	1,933.00	-691.94	5,432.34	9,667.00	-4,234.66	23,200.00
8060 · Equipment Maintenance	0.00	558.00	-558.00	2,064.34	2,791.00	-726.66	6,700.00
8070 · Yard Maintenance	82.00	600.00	-518.00	1,370.74	3,000.00	-1,629.26	7,200.00
8100 · Property Taxes	0.00	728.75	-728.75	2,409.39	3,643.75	-1,234.36	8,750.00
Total 8000 · Building	5,119.43	8,781.75	-3,662.32	30,616.38	43,909.75	-13,293.37	105,400.00
Total Expense	8,430.65	12,952.75	-4,522.10	54,378.35	69,509.75	-15,131.40	162,450.00
Net Ordinary Income	19,645.98	3,015.75	16,630.23	2,554.85	15,468.75	-12,913.90	46,052.00
Other Income/Expense							
Other Expense							
9000 · Investments in Building							
9010 · AED	0.00	250.00	-250.00	0.00	750.00	-750.00	2,500.00
9015 · Furniture & Equipment	0.00	700.00	-700.00	0.00	2,100.00	-2,100.00	7,000.00
9020 · Light Fixtures	0.00	1,500.00	-1,500.00	0.00	4,500.00	-4,500.00	15,000.00
9025 · Building Reserve	0.00	2,500.00	-2,500.00	0.00	7,500.00	-7,500.00	25,000.00
Total 9000 · Investments in Building	0.00	4,950.00	-4,950.00	0.00	14,850.00	-14,850.00	49,500.00
9030 · Fire Alarm System	0.00	0.00		9,619.89	0.00	9,619.89	-
Total Other Expense	0.00	4,950.00	-4,950.00	9,619.89	14,850.00	-5,230.11	49,500.00
Net Other Income	0.00	-4,950.00	4,950.00	-9,619.89	-14,850.00	5,230.11	49,500.00
Net Income	19,645.98	-1,934.25	21,580.23	-7,065.04	618.75	-7,683.79	(3,448.00)

Unitarian Church of Edmonton

Balance Sheet

As of November 30, 2019

	<u>Nov 30, 19</u>	<u>Nov 30, 18</u>
ASSETS		
Current Assets		
Chequing/Savings		
1000 · Servus Credit Union		
1010 · Wages Chequing	88,429.31	101,137.51
1020 · Operating Chequing	10,773.24	19,288.81
1030 · Card Payment - Plan #5	442.86	267.89
1040 · Casino Chequing	9,994.73	36,208.86
1090 · Credit Union Shares	940.03	908.41
1095 · Servus Rewards	126.88	0.00
Total 1000 · Servus Credit Union	<u>110,707.05</u>	<u>157,811.48</u>
1100 · Tangerine		
1110 · Tangerine - Savings	0.00	84,103.78
1120 · Tangerine - Endowment Funds	0.00	13,580.33
Total 1100 · Tangerine	<u>0.00</u>	<u>97,684.11</u>
Total Chequing/Savings	110,707.05	255,495.59
Other Current Assets		
1220 · Interest Receivable	1,495.14	1,247.49
1250 · Employee Receivable	740.98	0.00
1275 · Undeposited Cash on Hand	261.60	186.93
1300 · Prepaid Insurance	7,704.59	0.00
1500 · Investments - GIC's		
1505 · GIC - Servus Credit Union		
1509 · GIC #15 - Servus Credit Union	0.00	27,486.00
1510 · GIC #17 - Servus Credit Union	12,205.53	12,205.53
1511 · GIC #20 - Servus Credit Union	78,581.34	50,850.00
Total 1505 · GIC - Servus Credit Union	<u>90,786.87</u>	<u>90,541.53</u>
1512 · GIC #21	20,000.00	0.00
1513 · GIC #22	20,000.00	0.00
1514 · GIC #23	20,000.00	0.00
1515 · GIC #24	20,000.00	0.00
1516 · GIC #25	20,000.00	0.00
1550 · GIC - Tangerine		
1555 · GIC #18 - Allen Fund	2,128.54	2,066.54
1560 · GIC #19 - Morton Fund	4,257.08	4,133.09
Total 1550 · GIC - Tangerine	<u>6,385.62</u>	<u>6,199.63</u>
Total 1500 · Investments - GIC's	<u>197,172.49</u>	<u>96,741.16</u>
Total Other Current Assets	<u>207,374.80</u>	<u>98,175.58</u>
Total Current Assets	318,081.85	353,671.17
Fixed Assets		
1600 · Land	211,955.85	211,955.85
1610 · Buildings and Improvements	1,483,791.36	1,483,791.36
1615 · A/A - Buildings	-720,858.66	-689,069.80
1700 · Furniture and Equipment	82,873.23	81,739.23
1800 · Leasehold Improvements	24,562.43	24,562.43
1805 · A/A - Leasehold	-15,786.87	-14,811.80
Total Fixed Assets	<u>1,066,537.34</u>	<u>1,098,167.27</u>
TOTAL ASSETS	<u><u>1,384,619.19</u></u>	<u><u>1,451,838.44</u></u>

Unitarian Church of Edmonton

Balance Sheet

As of November 30, 2019

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2100 · Accounts Payable	2,326.28	3,143.43
-------------------------	----------	----------

Total Accounts Payable	2,326.28	3,143.43
------------------------	----------	----------

Credit Cards

2000 · Servus Mastercard	566.02	0.00
--------------------------	--------	------

2010 · Desjardins	67.33	0.00
-------------------	-------	------

Total Credit Cards	633.35	0.00
--------------------	--------	------

Other Current Liabilities

2130 · WCB Payable	442.94	487.64
--------------------	--------	--------

2140 · Employee Benefits Payable		
----------------------------------	--	--

2142 · Vision Care	806.00	806.00
--------------------	--------	--------

2143 · Dental Care	65.09	373.52
--------------------	-------	--------

2146 · Medical	948.38	348.90
----------------	--------	--------

Total 2140 · Employee Benefits Payable	1,819.47	1,528.42
--	----------	----------

2150 · Accrued Liabilities	1,650.00	0.00
----------------------------	----------	------

2230 · GST/HST Payable	-1,807.59	0.00
------------------------	-----------	------

3000 · Funds - In - Trust		
---------------------------	--	--

3010 · Ministerial Discretionary	169.03	304.84
----------------------------------	--------	--------

3015 · Blue Xmas	336.03	336.03
------------------	--------	--------

3020 · Freeman Patrick Library	409.98	530.00
--------------------------------	--------	--------

3025 · Nancy Collinge Music Fund	3,961.46	4,096.46
----------------------------------	----------	----------

3030 · Social Justice Fund	2,384.50	2,000.00
----------------------------	----------	----------

3035 · Youth Funds	3,407.72	4,763.84
--------------------	----------	----------

3040 · History Project	221.56	221.56
------------------------	--------	--------

3045 · Membership Committee	138.95	138.95
-----------------------------	--------	--------

3050 · Choreal's	225.00	234.67
------------------	--------	--------

3055 · Landscaping Grounds	2,625.73	2,400.73
----------------------------	----------	----------

3060 · Summer Camp Grant	5,000.00	0.00
--------------------------	----------	------

Total 3000 · Funds - In - Trust	18,879.96	15,027.08
---------------------------------	-----------	-----------

3100 · Casino Funds	9,994.73	36,206.53
---------------------	----------	-----------

3150 · Lease Deposits	6,678.25	6,678.25
-----------------------	----------	----------

Total Other Current Liabilities	37,657.76	59,927.92
---------------------------------	-----------	-----------

Total Current Liabilities	40,617.39	63,071.35
---------------------------	-----------	-----------

Long Term Liabilities

3500 · Endowment	37,792.26	36,875.64
------------------	-----------	-----------

3505 · Reserve - Allen Fund	2,066.55	2,066.55
-----------------------------	----------	----------

3515 · Reserve - Morton Music Fund	4,133.09	4,133.09
------------------------------------	----------	----------

3525 · Reserve - Relocation allowance	2,085.00	0.00
---------------------------------------	----------	------

Total Long Term Liabilities	46,076.90	43,075.28
-----------------------------	-----------	-----------

Total Liabilities	86,694.29	106,146.63
-------------------	-----------	------------

Equity

4000 · Retained Earnings	1,304,989.94	1,257,349.66
--------------------------	--------------	--------------

Net Income	-7,065.04	88,342.15
------------	-----------	-----------

Total Equity	1,297,924.90	1,345,691.81
--------------	--------------	--------------

TOTAL LIABILITIES & EQUITY	1,384,619.19	1,451,838.44
----------------------------	--------------	--------------

Unitarian Church of Edmonton

Profit Loss

July through November 2019

	<u>Jul - Nov 19</u>	<u>Jul - Nov 18</u>
Ordinary Income/Expense		
Income		
5000 · Identified Contributions	51,959.43	102,821.65
5005 · Unidentified Contributions	4,477.30	2,337.60
5010 · Donations	35,355.83	16,725.25
5030 · Rentals - Long Term	38,800.00	38,800.00
5035 · Rentals - Casual	10,510.00	17,121.00
5050 · Casino Income	20,256.90	38,081.43
5060 · Fund Raising	1,095.00	0.00
5800 · Other Income	2,675.95	20.00
5950 · Interest Income	-96.28	1,940.75
Total Income	<u>165,034.13</u>	<u>217,847.68</u>
Cost of Goods Sold		
6000 · Payroll		
6005 · Salaries	55,663.76	55,485.59
6010 · Employer CPP	1,725.66	1,623.25
6020 · Employer EI	541.29	514.14
6030 · WCB Expense	280.11	278.51
6040 · Health & Disability Benefits	2,282.46	3,133.25
6050 · Pension Benefits	7,116.00	6,854.00
6060 · Staff Development	1,228.58	2,551.95
6070 · Minister Relocation	2,085.00	0.00
6085 · Staff Travel Allowances	1,500.00	1,500.00
6090 · Payroll Costs	309.35	239.82
6100 · Temporary Workers/STEP	4,811.92	319.20
Total 6000 · Payroll	<u>77,544.13</u>	<u>72,499.71</u>
6200 · Donations to Other Organization	2,545.32	
6300 · Memberships	7,389.51	8,030.72
6410 · Program Costs	266.90	2,507.79
6450 · Project Costs	18,625.00	2,100.00
6460 · Fund Raising Expense	76.42	0.00
6470 · Guest Speakers/Musicians	125.00	200.00
6530 · Food / Supplies	106.05	140.46
6550 · Volunteer Appreciation	42.30	137.54
6560 · Youth Fund	166.03	1,762.97
6600 · Social Responsibility / Justice	956.57	0.00
6800 · Choir / Music Expense	257.70	0.00
Total COGS	<u>108,100.93</u>	<u>87,379.19</u>
Gross Profit	<u>56,933.20</u>	<u>130,468.49</u>
Expense		
7000 · Advertising and Promotion	653.19	0.00
7200 · Bank Service Charges	406.51	236.92
7250 · Bookkeeping	17,603.36	9,026.61

Unitarian Church of Edmonton

Profit Loss

July through November 2019

7325 · Computer Expenses	957.19	674.11
7500 · Meals & entertainment	137.59	0.00
7600 · Office Supplies	1,459.35	1,297.21
7625 · Copier Lease / Costs	1,414.52	1,259.98
7650 · Postage	86.79	0.00
7700 · Rent Expense	25.00	0.00
7800 · Supplies and small tools	83.00	0.00
7850 · Telephone & Internet Expense	917.08	1,840.57
7880 · Travel Expense	18.39	0.00
8000 · Building		
8010 · Janitorial / Cleaning	9,479.99	9,736.45
8020 · Utilities / Security	8,830.08	9,839.23
8030 · Insurance Expense	1,029.50	0.00
8040 · Building Maintenance	5,432.34	3,340.53
8060 · Equipment Maintenance	2,064.34	3,350.18
8070 · Yard Maintenance	1,370.74	1,239.00
8100 · Property Taxes	2,409.39	0.00
Total 8000 · Building	<u>30,616.38</u>	<u>27,505.39</u>
Total Expense	<u>54,378.35</u>	<u>41,840.79</u>
Net Ordinary Income	2,554.85	88,627.70
Other Income/Expense		
Other Expense		
9030 · Fire Alarm System	9,619.89	0.00
Debenture Interest	0.00	285.55
Total Other Expense	<u>9,619.89</u>	<u>285.55</u>
Net Other Income	<u>-9,619.89</u>	<u>-285.55</u>
Net Income	<u><u>-7,065.04</u></u>	<u><u>88,342.15</u></u>

Unitarian Church of Edmonton

Profit Loss by Job
July through November 2019

Ordinary Income/Expense

	AGLC - Casino	General Funds (UCE Funds)	Music Program (UCE Funds)	Religious Exploration (UCE Funds)	Rentals (UCE Funds)	Social Justice (UCE Funds)	Polkovsky - Retrofit (Special Projects)	Refugee Fund (Special Projects)	TOTAL
Income									
5000 - Identified Contributions	0.00	51,934.43	0.00	0.00	0.00	0.00	0.00	25.00	51,959.43
5005 - Unidentified Contributions	0.00	4,477.30	0.00	0.00	0.00	0.00	0.00	0.00	4,477.30
5010 - Donations	0.00	17,133.15	0.00	0.00	0.00	0.00	17,795.00	427.68	35,355.83
5030 - Rentals - Long Term	0.00	0.00	0.00	0.00	38,800.00	0.00	0.00	0.00	38,800.00
5035 - Rentals - Casual	0.00	0.00	0.00	0.00	10,510.00	0.00	0.00	0.00	10,510.00
5050 - Casino Income	20,256.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,256.90
5060 - Fund Raising	0.00	0.00	0.00	0.00	0.00	0.00	1,095.00	0.00	1,095.00
5800 - Other Income	0.00	2,675.95	0.00	0.00	0.00	0.00	0.00	0.00	2,675.95
5950 - Interest Income	0.08	-96.36	0.00	0.00	0.00	0.00	0.00	0.00	-96.28
Total Income	20,256.98	76,124.47	0.00	0.00	49,310.00	0.00	18,890.00	452.68	165,034.13
Cost of Goods Sold									
6000 - Payroll									
6005 - Salaries	0.00	44,516.71	0.00	11,147.05	0.00	0.00	0.00	0.00	55,663.76
6010 - Employer CPP	0.00	1,272.90	0.00	452.76	0.00	0.00	0.00	0.00	1,725.66
6020 - Employer EI	0.00	278.38	0.00	262.91	0.00	0.00	0.00	0.00	541.29
6030 - WCB Expense	0.00	225.49	0.00	54.62	0.00	0.00	0.00	0.00	280.11
6040 - Health & Disability Benefits	0.00	2,282.46	0.00	0.00	0.00	0.00	0.00	0.00	2,282.46
6050 - Pension Benefits	0.00	6,672.00	0.00	444.00	0.00	0.00	0.00	0.00	7,116.00
6060 - Staff Development	0.00	1,228.58	0.00	0.00	0.00	0.00	0.00	0.00	1,228.58
6070 - Minister Relocation	0.00	2,085.00	0.00	0.00	0.00	0.00	0.00	0.00	2,085.00
6085 - Staff Travel Allowances	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6090 - Payroll Costs	0.00	146.85	0.00	162.50	0.00	0.00	0.00	0.00	309.35
6100 - Temporary Workers/STEP	0.00	4,811.92	0.00	0.00	0.00	0.00	0.00	0.00	4,811.92
Total 6000 - Payroll	0.00	65,020.29	0.00	12,523.84	0.00	0.00	0.00	0.00	77,544.13
6200 - Donations to Other Organization	0.00	2,084.98	0.00	0.00	0.00	450.34	0.00	0.00	2,545.32
6300 - Memberships	5,412.00	1,603.00	300.00	74.51	0.00	0.00	0.00	0.00	7,389.51
6410 - Program Costs	0.00	167.48	0.00	99.42	0.00	0.00	0.00	0.00	266.90
6450 - Project Costs	0.00	0.00	0.00	0.00	0.00	0.00	18,625.00	0.00	18,625.00
6460 - Fund Raising Expense	0.00	71.80	0.00	0.00	0.00	0.00	0.00	4.62	76.42
6470 - Guest Speakers/Musicians	0.00	0.00	125.00	0.00	0.00	0.00	0.00	0.00	125.00
6530 - Food / Supplies	0.00	106.05	0.00	0.00	0.00	0.00	0.00	0.00	106.05
6550 - Volunteer Appreciation	0.00	42.30	0.00	0.00	0.00	0.00	0.00	0.00	42.30
6560 - Youth Fund	0.00	166.03	0.00	0.00	0.00	0.00	0.00	0.00	166.03
6600 - Social Responsibility / Justice	0.00	14.32	0.00	0.00	0.00	942.25	0.00	0.00	956.57
6800 - Choir / Music Expense	0.00	0.00	257.70	0.00	0.00	0.00	0.00	0.00	257.70
Total COGS	5,412.00	69,276.25	682.70	12,697.77	0.00	1,402.59	18,625.00	4.62	108,100.93

Unitarian Church of Edmonton

Profit Loss by Job
July through November 2019

Gross Profit	14,844.98	6,848.22	-682.70	-12,697.77	49,310.00	-1,402.59	265.00	448.06	56,933.20
Expense									
7000 - Advertising and Promotion	0.00	634.47	0.00	18.72	0.00	0.00	0.00	0.00	653.19
7200 - Bank Service Charges	0.00	406.51	0.00	0.00	0.00	0.00	0.00	0.00	406.51
7250 - Bookkeeping	0.00	17,603.36	0.00	0.00	0.00	0.00	0.00	0.00	17,603.36
7325 - Computer Expenses	0.00	957.19	0.00	0.00	0.00	0.00	0.00	0.00	957.19
7500 - Meals & entertainment	0.00	137.59	0.00	0.00	0.00	0.00	0.00	0.00	137.59
7600 - Office Supplies	0.00	1,459.35	0.00	0.00	0.00	0.00	0.00	0.00	1,459.35
7625 - Copier Lease / Costs	0.00	1,414.52	0.00	0.00	0.00	0.00	0.00	0.00	1,414.52
7650 - Postage and Delivery	0.00	86.79	0.00	0.00	0.00	0.00	0.00	0.00	86.79
7700 - Rent Expense	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
7800 - Supplies and small tools	0.00	28.69	0.00	28.69	25.62	0.00	0.00	0.00	83.00
7850 - Telephone & Internet Expense	0.00	917.08	0.00	0.00	0.00	0.00	0.00	0.00	917.08
7880 - Travel Expense	0.00	18.39	0.00	0.00	0.00	0.00	0.00	0.00	18.39
8000 - Building									
8010 - Janitorial / Cleaning	7,359.48	2,079.56	0.00	0.00	40.95	0.00	0.00	0.00	9,479.99
8020 - Utilities / Security	0.00	6,153.50	0.00	0.00	2,676.58	0.00	0.00	0.00	8,830.08
8030 - Insurance Expense	0.00	645.65	0.00	0.00	383.85	0.00	0.00	0.00	1,029.50
8040 - Building Maintenance	0.00	4,690.19	0.00	0.00	742.15	0.00	0.00	0.00	5,432.34
8050 - Equipment Maintenance	0.00	470.47	1,593.87	0.00	0.00	0.00	0.00	0.00	2,064.34
8070 - Yard Maintenance	0.00	1,370.74	0.00	0.00	0.00	0.00	0.00	0.00	1,370.74
8100 - Property Taxes	0.00	1,686.57	0.00	0.00	722.82	0.00	0.00	0.00	2,409.39
Total 8000 - Building	7,359.48	17,096.68	1,593.87	0.00	4,566.35	0.00	0.00	0.00	30,616.38
Total Expense	7,359.48	40,785.62	1,593.87	47.41	4,591.97	0.00	0.00	0.00	54,378.35
Net Ordinary Income	7,485.50	-33,937.40	-2,276.57	-12,745.18	44,718.03	-1,402.59	265.00	448.06	2,554.85
Other Income/Expense									
Other Expense									
9030 - Fire Alarm System	7,131.95	2,487.94	0.00	0.00	0.00	0.00	0.00	0.00	9,619.89
Total Other Expense	7,131.95	2,487.94	0.00	0.00	0.00	0.00	0.00	0.00	9,619.89
Net Other Income	-7,131.95	-2,487.94	0.00	0.00	0.00	0.00	0.00	0.00	-9,619.89
Net Income	353.55	-36,425.34	-2,276.57	-12,745.18	44,718.03	-1,402.59	265.00	448.06	-7,065.04

December 2019 RE report for the Board

This Past Month

- CanUddle Fundraisers
 - Youth have raised \$3184.35 at last count
- Parents newsletter
 - The third issue sent
 - Just has stuff that is important for RE and Families
- Other correspondence with parents
 - Meet for coffee with some of the moms from the RE program
- Eryn Strube Has resigned due to health reasons.

Attendance

The attendance for the past month has been:

Date	Sparks	Patitinders	Youth
December 08	4	1	6
December 14 (sleepover)	0	0	7
December 15	5	4	9
December 22	3	1	10
December 29	0	0	4

(Many of the children in our program only come every other week due to co-parenting situations)

Ongoing Plans

- Family Fun
 - I believe this will be one of the best ways to help retain and attract young families to the church by giving them space to create an active community.
- Youth Events
 - January, the youth will have an outing to Lazer Quest on the 19th from 1 to 3 pm. We will meet there. Lazer Quest has given us 5 free admissions; Youth Fund to pay remaining balance.
- Youth fundraising
 - Contemplating a Valentines Dinner Fundraiser - Creating a fun Valentines themed dinner with a buffet style menu of pastas & sauces and other fun toppings (maybe meatballs & grilled chicken). We could have games like "How well do you know your date?" Because Valentines falls on the Friday of the long weekend, maybe we could have it either the Saturday before or after the long weekend.

Plans for the future

- OWL
 - I have been in conversation with Shelia, the DRE from Calgary.
 - Dates have set. Feb. 28th to March 1st here and March 13th to 15th in Calgary

RE

- CanUUdle May 15-19
 - The youth had such a great time at WRFG Youth Con that they to participate in CanUUdle in May
 - *This next con is in Halifax, and the youth are charged with fundraising for the travel expenses.*