

Budget FYE20 Budget FYE21  
proposed (draft 7B)

**EXPENSE BUDGET**

**REVENUE**

<b>CANVASS &amp; CONTRIBUTIONS</b>		
Pledge Income	343,000	368,500
Non Pledge Contributions	22,500	15,000
Sunday plate (before sharing)	30,000	34,000
Womens Leadership Alliance (unrestricted amt)	1,000	1,000
<b>TOTAL CANVASS &amp; CONTRIBUTIONS</b>	396,500	418,500
<b>CONGREGATIONAL FUNDRAISING &amp; PROGRAMS</b>		
Unifair	12,500	11,000
LESS Unifair Expense	(2,750)	(2,500)
Auction	12,000	12,000
LESS auction expense	(1,000)	(1,000)
Concert and musical events	3,500	3,500
LESS related expense	(1,000)	(1,000)
Year end appeal	5,000	7,500
LESS expense of appeal	0	0
LESS expenses funded by appeal	(5,000)	(7,500)
Staff holiday fund appeal	5,000	5,000
LESS staff holiday gifts	(5,000)	(5,000)
Immigrant solidarity		
Contributions c/f from prior yr		1,145
New contributions		15,000
Less expense		(16,145)
Other special purpose fundraising		
New contributions (various)	15,000	15,000
LESS expense funded by special purpose funds	(15,000)	(12,000)
Online sales	500	100
Book Table Income	1,000	1,000
LESS Book Table Purchases	(1,000)	(1,000)
<b>TOTAL FUNDRAISING &amp; PROGRAMS</b>	23,750	25,100
<b>RENTS</b>		
Daycare Rent	191,068	196,800
Apartment Rent	80,600	86,400
Other Rent	60,000	65,000
LESS amount mandated to Capital Fund		(32,258)
Ceremonies Income	10,000	12,000
LESS Ceremonies Commission & Expense	(4,000)	(4,000)
<b>TOTAL RENTS</b>	337,668	323,942
<b>OTHER INCOME</b>		
Interest	0	200

	<b>OTHER INCOME</b>	0	200
	<b>TOTAL REVENUE</b>	<u>757,918</u>	<u>767,742</u>
<b>EXPENSE</b>			
<b>CONTRIBUTIONS</b>			
	Charitable contributions / Share the plate	15,000	17,000
	UUA & Metro Dues / Fair Share	500	500
	<b>TOTAL CONTRIBUTIONS</b>	<u>15,500</u>	<u>17,500</u>
<b>MINISTERIAL LEADERSHIP</b>			
<b>SENIOR MINISTER</b>			
	Minister Salary (including housing allowance)	116,174	118,497
	Benefits	38,494	40,144
	Professional expenses	7,258	7,258
	<b>TOTAL SENIOR MINISTER</b>	<u>161,926</u>	<u>165,899</u>
<b>OTHER MINISTERIAL SERVICE</b>			
	Intern minister (incl summer pastoral care)	10,000	12,000
	LESS grant income for intern	(10,000)	(10,000)
	<b>TOTAL OTHER MINISTERIAL</b>	<u>0</u>	<u>2,000</u>
	<b>TOTAL MINISTERIAL LEADERSHIP</b>	<u>161,926</u>	<u>167,899</u>
<b>LIFESPAN FAITH FORMATION</b>			
<b>MRE/ DEM</b>			
	MRE/ DEM Compensation	78,428	80,000
	Benefits	38,498	40,688
	Contribution to tuition		5,000
	LESS grant income to support tuition		(5,000)
	MRE professional expense	5,000	5,000
	<b>TOTAL MRE/ DEM COMPENSATION</b>	<u>121,926</u>	<u>125,688</u>
<b>Religious education</b>			
	Seminarian intern	4,000	
	Benefits	449	
	Seminarian prof dev	500	
	RE assistant [Seminarian in FYE20]	4,000	10,000
	Benefits	449	1,111
	Support from Womens Leadership Alliance	(4,500)	
	PreK lead teacher / other RE staff / summer staff	4,650	4,500
	Benefits	522	500
	Programs (OWL, COA, Beloved etc.)		
	Expense		2,000
	LESS contributions		(2,000)
	Trips (Youth, Murray Grove)		
	Expense		15,000

LESS contributions c/f from prior year		(8,971)
LESS additional contributions		(6,029)
Other non-personal service (incl bibles)		
Expense		4,250
LESS contributions / registrations		(1,000)
Other R.E. expense (incl bibles, summer etc.)	4,500	
OWL	1,800	
Youth group trip	15,000	
LESS contributions fr parents & fundraising	(16,800)	
<b>TOTAL RELIGIOUS EDUCATION</b>	<b>14,570</b>	<b>19,361</b>
<b>Childcare</b>		
Child care fka nursery staff	3,500	3,600
Benefits	393	400
<b>TOTAL CHILDCARE</b>	<b>3,893</b>	<b>4,000</b>
<b>TOTAL LIFESPAN FAITH FORMATION</b>	<b>140,389</b>	<b>149,049</b>
<b>MUSIC AND WORSHIP</b>		
Music Director	33,383	38,675
Benefits	3,749	4,297
Professional expense	2,000	2,000
Section leaders / other worship performers	17,940	17,940
Substitute Music Director	1,000	1,000
Sheet music / rights / supplies	1,000	2,000
Summer music program	1,500	1,500
Julie McKinney Expense (special services)	7,000	12,820
LESS contributions c/f from prior year		(9,184)
LESS new contributions	(7,000)	(7,000)
Amt to be reserved and carried fd		3,364
Organ & piano maintenance / related expense	2,660	2,980
Visiting ministers	1,500	300
Other worship and music expense	2,430	2,430
<b>TOTAL MUSIC AND WORSHIP</b>	<b>67,162</b>	<b>73,122</b>
<b>CONGREGATIONAL LIFE</b>		
Dir. of Congregational Life	55,575	63,000
Benefits	13,486	14,939
Professional expense	1,600	1,600
Hospitality Expense (coffee etc)	2,500	2,500
LESS Hospitality Income (net) (soup etc)	(1,000)	(1,100)
Flower Expense	850	750
LESS Flower Income	(850)	(750)
Weaving Social Justice	1,350	1,400
Cong life expense (incl committees)	2,000	2,500
Less contributions and programs income		(1,200)
<b>TOTAL CONGREGATIONAL LIFE</b>	<b>75,511</b>	<b>83,639</b>
<b>BUILDING RELATED EXPENSES</b>		
Director of Facilities salary	57,277	58,423

Benefits	37,614	41,113
Dir. Facilities prof expenses	1,500	1,500
Custodian	33,670	34,343
Custodian overtime	4,000	4,000
Benefits	19,670	20,908
Part time / weekend custodian(s)	10,000	10,200
Benefits	1,123	1,133
LESS reimbursement from space users	(1,500)	(3,000)
Insurance	54,260	54,260
NYC Real Estate Tax	59,074	62,048
Alarms & Extinguishers	17,500	17,500
Electricity	20,000	20,000
Gas	21,000	21,000
Water & Sewer	9,000	9,000
Maintenance - Supplies	20,000	16,000
Maintenance - Purchased Service incl janitorial	14,000	17,000
Maintenance - Projects / capital improvements	20,000	
<b>TOTAL BUILDING RELATED EXPENSES</b>	<b>398,188</b>	<b>385,428</b>
<b>ADMINISTRATION AND GENERAL SERVICES</b>		
Office mgr / bookkeeper	45,170	46,073
Benefits	9,590	9,726
Professional expense	250	400
Postage	1,500	1,200
Audit	0	0
Servant Keeper	550	600
QuickBooks	1,000	1,000
Office Supplies	3,500	3,500
Office Machine Repair	1,500	1,500
Machine Leases	9,900	10,100
Telephone/ Internet	4,000	4,000
Website Expenses	300	350
Payroll Service	3,600	3,900
Other Administrative Expense	2,000	2,000
Professional Services	1,750	22,500
Credit card fees	1,500	2,500
Payment service (Vanco) for text contributions	650	800
<b>TOTAL ADMIN AND GENERAL SERVICES</b>	<b>86,760</b>	<b>110,149</b>
<b>TOTAL EXPENSE</b>	<b>945,436</b>	<b>986,786</b>
<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>(187,518)</b>	<b>(219,044)</b>
<b>ENDOWMENT DRAW</b>		
Sustainable endowment draw as calculated	156,000	162,000
<b>TOTAL SUSTAINABLE DRAW</b>	<b>156,000</b>	<b>162,000</b>
<b>NET OPER. SURPLUS (DEFICIT) AFTER SUSTAINABLE DRAW</b>	<b>(31,518)</b>	<b>(57,044)</b>

**EXTRAORDINARY ITEMS**

Accessibility		(32,228)	
	<b>NET EXTRAORDINARY ITEMS</b>	<b>(32,228)</b>	<b>0</b>
<b>NET SURPLUS (DEFICIT) AFTER SUSTAINABLE DRAW</b>		<b>(63,746)</b>	<b>(57,044)</b>

**CAPITAL BUDGET****CAPITAL FUND**

Initial allocation from unrestricted endowment	<b>400,000</b>
Ten pc of rents	<b>32,258</b>
Capital campaign (goal: \$250,000 over 3 years)	<b>85,000</b>
<b>Total</b>	<b>517,258</b>

**CAPITAL PROJECTS SCHEDULE**

*Tentative list; each project to be approved in advance by Board*

**FYE21**

Repair exterior façade of chapel	<b>(40,000)</b>
Sanctuary pew removal	<b>(14,000)</b>
<b>Total</b>	<b>(54,000)</b>
<b>Projected capital fund balance end of year</b>	<b>463,258</b>