

First Congregational Church of Woodstock
Operating Fund Financial Comments – Year to Date July 2022

Overall Summary

- Net income is \$18k over budget – approximately 1/3 due to extra income and 2/3 due to lower expenses. At least \$11k of the budget surplus (\$6k of extra income and \$5k of expense savings in Worship and Faith Formation) appears to be permanent while the remaining \$7k is to some extent due to timing differences in spending that could resolve as the year progresses.

Income

- Pledges and Other Contributions are \$5k over budget. Our new practice of allocating our contributions budget to individual months involves much judgment but we appear to be firmly on track to exceed our contributions budget for the year.

Expenses

- Expenses are \$12k under budget. Approximately \$5,200 appears to be permanent due to savings in Worship (\$2,400) and the new Faith Formation Director not starting until June (\$2,800). Much of the rest may just be due to timing differences that could get resolved by year end.
- Facilities expenses are \$4,300 below budget, but further repairs may resolve this. The Trustees are managing discretionary spending to help keep facilities operating expenses within the overall facilities budget for the year.
- Facilities expenses in the operating account do not include \$44k paid in May and June for repainting the exterior of the sanctuary. This expense was paid out of the Trustees' Angel Fund (thank you again painting Angels!) and the Capital Improvement Reserves. These are shown in the separate Restricted/Off-budget fund report.

Thank you for your continued generosity, which makes possible our worship and pastoral care and enables us to serve people in need during these difficult times.

Tom Duggan, Treasurer

**First Congregational Church of Woodstock
Detail of Unrestricted Income & Expenses**

Data as of 8/7/22

	Actual Year-to-Date 7/31/2022	Budget Year-to-Date 7/31/2022		Difference
Income				
400.000 Contributions				
400.100 Pledges	\$111,799	\$106,000	✔	\$5,799
400.101 Other Contributions	3,529	4,375	⚠	(846)
	<u>115,328</u>	<u>110,375</u>	✔	<u>4,953</u>
402.000 Fundraising				
402.101 Chicken Barbeque Income	0	0	✔	0
402.101EXPS Expenses for Chicken BBQ	(182)	0	⚠	(182)
	<u>(182)</u>	<u>0</u>	⚠	<u>(182)</u>
402.102 Christmas on the Hill Income	13	0	✔	13
402.103 Arts Festival Income	0	0	✔	0
402.104 Italian Dinner	2,315	1,000	✔	1,315
402.104EXPS Expenses for Italian Dinner	(262)	0	⚠	(262)
	<u>2,053</u>	<u>1,000</u>	✔	<u>1,053</u>
	<u>1,884</u>	<u>1,000</u>	✔	<u>884</u>
404.000 Facilities Income				
404.101 Parsonage Rental	9,300	9,800	⚠	(500)
404.102 Room & Equip. Use Income	800	581	✔	219
	<u>10,100</u>	<u>10,381</u>	⚠	<u>(281)</u>
410.000 Serving Others Income				
410.101 Community Kitchen Local	1,714	1,200	✔	514
	<u>1,714</u>	<u>1,200</u>	✔	<u>514</u>
415.00 New Century Fund Withdrawal				
	0	0	✔	0
Total Unrestricted Income	<u>129,026</u>	<u>122,956</u>	✔	<u>6,070</u>
Expenses				
500.000 Pastor				
500.101 Pastor Salary	\$22,167	\$22,167	✔	\$0
500.102 Pastor Annuity	10,500	10,500	✔	0
500.103 Pastor Housing Allowance	15,400	15,400	✔	0
500.104 Pastor Mileage Reimbursement	0	294	✔	(294)
500.105 Pastor Continuing Ed	0	581	✔	(581)
500.106 Pastor Professional Expenses	147	294	✔	(147)
500.113 Pastor Sabbatical Fund	0	0	✔	0
	<u>48,214</u>	<u>49,236</u>	✔	<u>(1,022)</u>

**First Congregational Church of Woodstock
Detail of Unrestricted Income & Expenses**

Data as of 8/7/22

	Actual	Budget		
	Year-to-Date	Year-to-Date		Difference
	<u>7/31/2022</u>	<u>7/31/2022</u>		
502.000 Worship				
502.101 Music Director salary	4,275	4,669	✓	(394)
502.102 Organist salary	4,644	4,669	✓	(25)
502.103 Organist substitutes	200	600	✓	(400)
502.104 Music Misc. Expenses	0	441	✓	(441)
502.107 Instrument Repair	3	231	✓	(228)
502.109 Hospitality/Catering	175	175	✓	0
502.110 Diaconate expenses	20	441	✓	(421)
502.111 Preacher Honoraria	0	469	✓	(469)
	<u>9,317</u>	<u>11,695</u>	✓	<u>(2,378)</u>
503.000 Faith Formation				
503.101 Faith Formation Director salary	150	3,000	✓	(2,850)
503.103 Faith Formation materials/ministry	70	50	⚠	20
	<u>220</u>	<u>3,050</u>	✓	<u>(2,830)</u>
504.000 Office				
504.101 Clerk stipend	0	0	✓	0
504.102 Treasurer stipend	0	0	✓	0
504.104 Communications Coord. salary	7,325	7,100	⚠	225
504.107 Payroll taxes	1,254	1,197	⚠	57
504.108 Workers' Comp Insurance	0	0	✓	0
504.109 Office Supplies	940	1,169	✓	(229)
504.110 Telephone/Internet	1,346	1,344	⚠	2
504.111 Professional Services	799	560	⚠	239
504.112 Staff Professional Development	0	147	✓	(147)
504.113 Special Purpose	0	0	✓	0
504.115 Publicity	0	231	✓	(231)
504.116 Mileage Reimbursement	0	119	✓	(119)
504.117 Tech Equip, Licenses, Services	166	581	✓	(415)
504.121 Copier	1,573	1,806	✓	(233)
	<u>13,403</u>	<u>14,254</u>	✓	<u>(851)</u>

**First Congregational Church of Woodstock
Detail of Unrestricted Income & Expenses**

Data as of 8/7/22

	Actual	Budget		
	Year-to-Date	Year-to-Date		Difference
	<u>7/31/2022</u>	<u>7/31/2022</u>		
505.000 Facilities				
505.101 Property Insurance	3,700	7,052	✓	(3,352)
505.102 Fuel Expense	6,951	5,668	✗	1,283
505.103 Electricity Expense	704	1,603	✓	(899)
505.104 Maintenance	17,279	7,875	✗	9,404
505.105 Grounds maint.	25	6,500	✓	(6,475)
505.108 Parsonage Maint.	700	4,375	✓	(3,675)
505.109 Parsonage Property Tax	4,685	5,000	✓	(315)
505.111 Water System Maint.	445	756	✓	(311)
505.120 Plant, Property & Equip. Exp.	590	581	!	9
	<u>35,079</u>	<u>39,410</u>	✓	<u>(4,331)</u>
506.000 Serving Others				
506.101 SNEUCC Contribution	4,206	4,206	✓	0
506.103 Windham dues	0	0	✓	0
506.104 Community Kitchen	1,660	1,200	!	460
506.105 Outreach Program Expenses	150	119	!	31
506.106 Outreach Missions	1,275	2,331	✓	(1,056)
	<u>7,291</u>	<u>7,856</u>	✓	<u>(565)</u>
Total Unrestricted Expenses	<u>113,524</u>	<u>125,501</u>	✓	<u>(11,977)</u>
Unrestricted Net Income/(Expense)	<u>\$15,502</u>	<u>(\$2,545)</u>	✓	<u>18,047</u>

NOTE: Unrestricted income & expenses exclude restricted fund items ("Off-Budget" items) and Capital items (including \$44,000 of painting expenses in 2022). These are reported separately.

First Congregational Church of Woodstock

Restricted/Off-Budget & Capital Funds Financial Comments – Year to Date July 2022

Summary

- The attached spreadsheet shows our restricted/off-budget and capital funds total approximately \$97k as of July 31, 2022. This is up \$20k from the figure reported in June due to \$10k received for the New Century Fund in honor of Paul Stanton and \$10k proceeds from stock donated in 2021 for the Angel Fund (painting project) that was only recently liquidated and added to the accounting records in QuickBooks.

Funds with Significant Activities in 2022

- About \$8,400 of the Deacons' Fund income of \$10,700 is actually the proceeds from two accounts closed by the deacons this year as part of simplifying administration. All Deacons' Fund monies are now kept in the church's restricted fund account.
- The Music Fund enabled us to obtain copyright licenses to incorporate a broader range of music into our live and streamed worship services.
- Prepaid pledges of \$55k were released to operating income in January.
- Other Designated Funds includes proceeds from special gifts or fundraising for the Daily Bread Food Pantry, Greenpeace, Heifer International, UCC Ukraine Relief (\$1,000 from the tag sale), Woodstock Academy Foundation Fund for Displaced Students and another \$1,000 from the tag sale that is being retained for a project under discussion with Woodstock Academy to support Ukrainian students.
- Sanctuary repainting costing \$44k was paid from the Trustees Angel Fund established in 2021 and from the Capital Funds largely established in 2020.
- Restricted investment funds are contributions to the New Century Fund. The trustees are evaluating options and timing for investing these given current market volatility.
- Our bookkeeper Toby Bishop, a CPA, has been analyzing our restricted fund accounting since 12/31/15. We have booked several adjustments to help ensure restricted funds are appropriately segregated. Other adjustments may arise as the analysis progresses.

We continue to welcome gifts to our main restricted and capital funds while we work to simplify and reduce the number of funds for which extra administrative work is required.

Tom Duggan, Treasurer

**First Congregational Church of Woodstock
Restricted/Off-Budget Funds per Accounting Records
As of July 31, 2022**

Data as of 8/7/22

	Per Balance Sheet as of 12/31/21	Booked Adjustments	Income YTD 7/31/2022	Expenses YTD 7/31/2022	Per Books as of 7/31/2022	Proposed Adjustments	As Adjusted as of 7/31/2022
310.000 Restricted Special Purpose Funds							
310.100 Deacons Charitable Giving Fund	\$2,592	\$2,624	\$10,722	\$3,449	\$12,488		\$12,488 (1)
310.204 Wm Cuff Youth Ministry Fund	16,087				16,087		16,087
310.205 Honoraria Fund	50				50		50
310.207 Christian Ed Fund	805				805		805
310.209 Music Fund	3,560			779	2,781		2,781
310.211 Ministerial Contingency Fund	2,971	1,900			4,871		4,871 (2)
310.212 Sabbatical Fund	10,145	(660)			9,485		9,485 (3)
310.213 Library Fund	250				250		250
310.214 Mavis/Hescock Flowers Fund	1,637				1,637		1,637
310.215 Carroll Fund for Poor	1,267				1,267		1,267
310.216 Williams Summer Camp/Conf Fund	2,465				2,465		2,465
310.217 Richardson Tree Lighting Fund	11,970			875	11,095		11,095
310.219 Prepaid Pledges	55,120			55,120	0		0
310.220 Community Kitchen	3,351	1,405			4,756		4,756 (4)
310.300 Other Designated Funds	0		2,599	1,599	1,000		1,000 (5)
	112,270	5,269	13,321	61,822	69,037	0	69,037
320.000 Capital Funds							
320.100 Capital Improvement Reserve	3,300	15,836		7,837	11,299		11,299 (6)(7)
320.115 Capital Improvement-Parsonage	4,658	(4,658)			0		0 (6)
320.200 Plant, Property & Equip. Fund	11,178	(11,178)			0		0 (6)
320.300 Trustees Angel Fund	26,062	9,755	428	36,245	0		0 (7) (8)
	45,199	9,755	428	44,082	11,300	0	11,300
330.000 Restricted Investment Funds							
	5,680		10,600	0	16,280		16,280 (9)
	\$163,149	\$15,024	\$24,349	\$105,904	\$96,617	\$0	\$96,617

Notes:

Balances are subject to adjustment arising from an ongoing analysis of restricted fund accounting since 12/31/15. Income for 2022 has been revised due to adjustments to record income for certain funds in earlier periods.

- (1) "Income" is largely the transfer of balances from the Deacons' checking accounts they closed. Adjustment results from a detailed analysis of Deacons' Fund transactions since 12/31/2015.
- (2) Adjustment results from a pending analysis of Ministerial Contingency Fund transactions since 12/31/2015.
- (3) Adjustment results from an analysis of Sabbatical Fund transactions since 12/31/2015.
- (4) Adjustment results from an analysis of Community Kitchen transactions since 12/31/2015.
- (5) \$1,000 balance is 50% of Ukraine tag sale, retained for possible project w/Woodstock Academy. Rest is pass-through donations.
- (6) Adjustment consolidated capital reserves into one account for simplification and ease of review.
- (7) Expenses relate to sanctuary repainting project total \$44k. The split between Angel Fund and Capital Reserve has been revised.
- (8) Adjustment reflects addition of brokerage account to QuickBooks records (2021 donation of stock for painting project).
- (9) Represents New Century Fund contributions temporarily held in cash in the restricted bank account.