

Proposed FY2025 BUDGET 4/30/24

Operating Budget Surplus/(Deficit) (\$67,977)

Projected income available from Capital & CC Funds: \$56,000
 Projected draw from Operating Reserve Fund: \$11,977

\$0

Income

Annual Giving	\$195,550
Fund Raising	\$15,000
<i>Auction</i>	\$10,000
<i>Other</i>	\$5,000
Plate	\$13,100
Other Income	\$2,100
Income Total	\$225,750

Expenses

Staffing	\$177,768
Employees	\$170,925
Minister	\$95,573
Office Administrator (60%)	\$35,234
Religious Educator (37 wks @50%)	\$23,377
Music Director (25%: 520 hrs over 40 wks)	\$11,912
Sunday Assistant (200 hrs over 50 wks)	\$4,829
Independent Contractors	\$5,406
Worship Broadcast Tech	\$2,400
Contract Pianist (12 services)	\$1,956
Pulpit Supply (3 services)	\$1,050
Donation/Service Fees for Guest Services (4 services)	\$0
Employment Expenses	\$1,437
Workers Compensation Insurance	\$1,087
Job postings & backgrnd/fingerpt test	\$350
Facilities	\$86,039
<i>Lease</i>	\$71,326
<i>Utilities</i>	\$8,755
<i>Insurance</i>	\$3,467
<i>Maintenance</i>	\$1,491
<i>Supplies</i>	\$1,000
Committees/Teams	\$8,987
<i>All Other Committees/Teams</i>	\$3,915
<i>Faith Development Committee</i>	\$2,038
<i>Leadership Registrations & Training</i>	\$1,550
<i>Worship Committee</i>	\$1,134
<i>Membership Committee</i>	\$350
Operations	\$8,916
<i>Office Expenses</i>	\$4,785
<i>All Other Operating Expenses</i>	\$3,245
<i>Board Expenses</i>	\$500
<i>Insurance</i>	\$386
Denominational Support	\$8,176
<i>UUA Annual Program Fund</i>	\$7,822
<i>The Southeast Florida Cluster</i>	\$236
<i>Unitarian Universalist Service Committee</i>	\$118
<i>Unitarian Universalist Justice Florida</i>	\$0
Community	\$3,841
<i>Lifenet4Families</i>	\$3,275
<i>Community Awareness</i>	\$566
<i>Congregational Memberships</i>	\$0
Expenses Total	\$293,727

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	Justification/Explanation/Notes	Account number	Month	Amt
Auction				
Income				\$10,000.00
Income from Auction Sales	per Auction Chair 04/01/24	43105 Auction Income	Nov	\$12,000.00
Expenses for Auction	per Auction Chair 04/01/24	43110 Auction Expenses	Nov	(\$2,000.00)
Board				
Income				\$20,200.00
Plate	Tracking FY2024 actual amounts	41500 Plate Offerings	Full Year	\$13,100.00
Misc fundraising (concerts, sales, rentals)	per Board 4/24/24	43900 Fundraising	Full Year	\$5,000.00
Contributions General	Tracking FY2024 actual amounts	42010 Contributions-General	Full Year	\$2,100.00
Contributions Restricted	None Expected	42020 Contributions-Restricted Gifts	Full Year	\$0.00
Expenses				\$13,849.00
UUA Annual Program Fund	Confirmed by Board 4/24/24 as 4% of the APD pledges (current APF request is \$14,710, so this is barely half that - 6.75% of our FY22 operating expenses of \$184,119 normally would be \$12,428, but we're "collared" above that)	76800 UUA Annual Program Fund	Full Year	\$7,822.00
Share the plate donations	25% of 41500 Plate Offerings, per Board 4/24/24	60040 Lifenet 4 Families	Full Year	\$3,275.00
GA	Registration for 3 delegates @ \$250	61925 Leadership Training	Mar	\$750.00
Lay Leader Training	Jubilee III or other similar trainings	61925 Leadership Training	Full Year	\$500.00
Virtual meeting services - TechSoup fee + 4 discounted Zoom Pro licenses (Shared Ministry, Minister, Faith Development, committees & teams)	Based on actual FY24 expenses + 3%	74000 Office Expenses	Mar	\$348.00
Southern Region Leadership Experience Essentials (virtual)	4 Virtual @ \$75	61925 Leadership Training	Oct	\$300.00
Cluster Dues	\$2 per member	76600 SE Cluster	Feb	\$236.00
Holiday gifts for staff	\$75-Rev. Amy, \$50 ea. Sandy & Karen, \$25 Cecelia	79500 Board Expenses	Dec	\$200.00
Food for congregational meetings	Mid-year meeting	79500 Board Expenses	Jan	\$100.00
Food for congregational meetings	Annual meeting	79500 Board Expenses	May	\$100.00
UUSC	\$1 per member	76900 UUSC Contributions	Feb	\$118.00
Misc	Miscellaneous Board expenses	79500 Board Expenses	Full Year	\$100.00
Legal/Professional Fees	Any legal fees for the purchase of a new home is paid by the Capital Campaign Fund	79200 Legal/Professional Fees	Full Year	\$0.00
UU Justice FL	None (confirmed by Board President 4/24/24)	76650 UU Justice Florida	Feb	\$0.00
Other	Account to place debits/credits (typically small and unpredictable or "one-time" expenses) that don't fit into any of our existing accounts	79900 Other Misc	Full Year	\$0.00
Caring				
Expenses				\$103.00
Flowers for bereavement/caring sent from the board	FY24 budget + 3%	61100 Caring	Full Year	\$103.00
Facilities				

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	Justification/Explanation/Notes	Account number	Month	Amt
Expenses				\$85,425.36
A9 lease	\$5,860.53/month	71010 Worship Service Rent	Full Year	\$70,326.36
Electric	FY24 budget + 3%	73300 Electric	Full Year	\$3,813.00
Multi-peril insurance	FY24 budget + 3%	72010 Multi-Peril Insurance	Aug	\$3,467.00
Water, CAM	FY24 budget + 3%	73400 Other Utilities	Full Year	\$2,958.00
Phone and internet	Est \$164.33/month	73100 Phone/Internet	Full Year	\$1,984.00
General supplies/non-durable items	Same as FY24 budget	75520 Facility Supplies	Full Year	\$1,000.00
Annual HVAC maintenance	\$160/quarter	75505 Facility Expenses	Full Year	\$640.00
Liability insurance	FY24 budget + 3%	72020 Umbrella Liability Insurance	Aug	\$386.00
Cleaning service	FY24 budget + 3%	75505 Facility Expenses	Full Year	\$371.00
Other maintenance	Estimated	75505 Facility Expenses	Full Year	\$360.00
Davie annual fire safety inspection	Estimated	75505 Facility Expenses	Jun	\$120.00
New equipment/durable items	Placeholder for future expenses	75505 Facility Expenses	Full Year	\$0.00

Faith Development

Expenses				\$2,037.50
Volunteer training supplies	FY24 budget for OWL volunteer training + 3%	61200 Faith Development	Jul	\$618.00
Supplies for classes and special projects	Same as FY24 budget	61200 Faith Development	Full Year	\$400.00
Coming of Age Mission Trip	Same as FY24 budget	61200 Faith Development	Jun	\$200.00
Holidays and pageants	Same as FY24 budget	61200 Faith Development	Dec, May	\$180.00
Books for classes or wisdom tales	Same as FY24 budget	61200 Faith Development	Full Year	\$150.00
Youth curricula	FY24 budget + 3%	61200 Faith Development	Jul	\$129.00
Fingerprinting	FY24 budget + 3%	61200 Faith Development	Sep	\$103.00
Background checks	FY24 budget + 3%	61200 Faith Development	Sep	\$103.00
Volunteer staff gifts	FY24 budget + 3%	61200 Faith Development	Dec, Jun	\$103.00
Volunteer staff training	FY24 budget + 3%	61200 Faith Development	Aug	\$51.50

Hospitality

Income				\$0.00
Placeholder for future fundraising	Placeholder for future fundraising	42050 Contributions-Hospitality	Full Year	\$0.00
Expenses				\$880.00
Coffee, reg & decaf	Regular 42 oz for 10.48, will last 2.6 weeks (30 cups/wk, uses 16 oz coffee); decaf \$22.46 for 22 oz, last approx 3.6 wks at 6 oz/wk (1 pot of 12 cups)	61150 Hospitality Hour	Full Year	\$300.00
Creamer: half & half	1 Quart 1/2 & 1/2 is \$3.57 x 4.5 wks = \$16	61150 Hospitality Hour	Full Year	\$192.00
Replacement parts	FY23 + 3%	61150 Hospitality Hour	Full Year	\$155.00
Creamer: 2% milk	2 gal. 2% milk \$5.00	61150 Hospitality Hour	Full Year	\$60.00
Creamer: oat milk	52 oz Oat milk \$5	61150 Hospitality Hour	Full Year	\$60.00
Paper coffee cups	Bulk price \$53 for 1000 cups	61150 Hospitality Hour	Full Year	\$53.00
Paper napkins	100 for \$2.20, use 30/wk	61150 Hospitality Hour	Full Year	\$36.00
Sweeteners: Splenda, Equal, Sweet N Low, Stevia, sugar, turbinado sugar	Estimate	61150 Hospitality Hour	Full Year	\$24.00

Proposed FY2025 BUDGET 4/30/24

	Justification/Explanation/Notes	Account number	Month	Amt
Membership				
Expenses				\$600.00
Public outreach activities by Membership	Cost for an outreach event sponsored by Membership Committee - such as Broward Folk Festival	62000 Community Awareness	Feb	\$250.00
Cake for New Member Ceremonies	FY24 budget + 3%	61400 Membership	Mar	\$36.00
Cake for New Member Ceremonies		61400 Membership	Jun	\$36.00
Cake for New Member Ceremonies		61400 Membership	Oct	\$36.00
Cake for New Member Ceremonies		61400 Membership	Dec	\$36.00
Printing Costs for River of Grass brochures for visitors	FY24 budget + 24%	61400 Membership	Sep	\$87.00
Flowers for New Member Ceremonies	FY24 budget + 7%	61400 Membership	Mar	\$16.00
Flowers for New Member Ceremonies		61400 Membership	Jun	\$16.00
Flowers for New Member Ceremonies		61400 Membership	Oct	\$16.00
Flowers for New Member Ceremonies		61400 Membership	Dec	\$16.00
Faith Forward -- Intro Version	FY24 budget + 10%	61400 Membership	Oct	\$55.00
UUA Bookstore, brochures, guides, pamphlets, pins	Eliminated	61400 Membership	Sep	\$0.00

Minister/Office

Expenses				\$8,494.00
Credit Card Processing	FY24 budget + 3%	75000 Credit Card Fees	Full Year	\$3,245.00
Office Supplies (paper, ink, pens, etc)	FY24 budget + 3%	74000 Office Expenses	Full Year	\$2,163.00
Minister Congregation Expenses	FY24 budget + 3%	61470 Minister Congregation Expenses	Full Year	\$812.00
QBO Payroll	FY24 budget + 3%	74000 Office Expenses	Full Year	\$740.00
Postage	FY24 budget + 3%	74000 Office Expenses	Full Year	\$324.00
GMass: Mass email software (annual)	New annual pricing as of Jan 2024	74000 Office Expenses	Oct	\$225.00
Amazon Prime	FY24 budget + 3%	74000 Office Expenses	Jun	\$194.00
Carbonite Backup: One Year Backup - Office Computer and external drive	FY24 actual + 3%	74000 Office Expenses	Jul	\$136.00
File Annual Report with State	Estimated	74000 Office Expenses	Jul, Jan	\$126.00
DropBox: 1 TB storage yearly	FY24 actual + 3%	74000 Office Expenses	Dec	\$123.00
Costco	FY24 budget + 3%	74000 Office Expenses	Oct	\$87.00
AUUA Membership	FY24 budget + 3%	74000 Office Expenses	Apr	\$81.00
TechSoup.org: QuickBooks Online Renewal	FY25 quote as of 4/5/24	74000 Office Expenses	Feb	\$80.00
Norton Anti-Virus: Yearly renewal	FY23 actual + 3% (FY24) + 3%	74000 Office Expenses	Mar	\$64.00
TechSoup.org: Adobe update	FY24 actual + 3%	74000 Office Expenses	Sep	\$62.00
Google Storage	FY23 actual + 3% (FY24) + 3%	74000 Office Expenses	Apr	\$32.00
Theme-Based Ministry Program, shared between Worship & Faith Development	Placeholder for future expenses, per Rev Amy 4/24/24	61900 Shared Ministry	Jul	\$0.00
Printing / Envelopes & Directory	Included in office supplies	74000 Office Expenses	Full Year	\$0.00

Music

Expenses				\$1,377.00
Equipment	Per Music Team Lead 4/11/24	61600 Music	Full Year	\$606.00

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	Justification/Explanation/Notes	Account number	Month	Amt
Licensure for use of Copyrighted music in service	FY24 budget + 3%	61600 Music	Full Year	\$515.00
Piano Tuning (two times)	FY24 budget + 3%	61600 Music	Full Year	\$206.00
Repairs	Per Music Team Lead 4/11/24	61600 Music	Full Year	\$50.00
New Sheet Music/Virtual Kits for Choir	Per Music Team Lead 4/11/24	61600 Music	Full Year	\$0.00

Personnel

				\$174,317.66
Expenses				
Minister	per Personnel 4/8/24 - 3% COLA	63100 Minister Salary & Housing	Full Year	\$73,432.86
Minister		63720 Health Insurance	Full Year	\$2,394.31
Minister		63740 Dental Insurance	Full Year	\$0.00
Minister	10% of salary+housing	78000 Minister Professional Expenses	Full Year	\$7,343.29
Minister	payment in lieu of FICA (7.65% of salary+housing+LTD)	63900 Payroll Taxes	Full Year	\$5,690.64
Minister	5%+2% matching of salary+housing	63710 Pension	Full Year	\$5,140.30
Minister	1.3% of salary+housing	63730 LT Disability Insurance	Full Year	\$954.63
Minister	0.42% of of 2 x salary+housing	63735 Life Insurance	Full Year	\$616.84
Office Administrator (60%)	per Personnel 4/8/24 - 3% COLA	63400 Office Administrator	Full Year	\$28,231.27
Office Administrator (60%)		63720 Health Insurance	Full Year	\$1,648.44
Office Administrator (60%)		63740 Dental Insurance	Full Year	\$186.36
Office Administrator (60%)	7.65% of wages+LTD	63900 Payroll Taxes	Full Year	\$2,187.77
Office Administrator (60%)	5%+2% matching of wages	63710 Pension	Full Year	\$1,976.19
Office Administrator (60%)	per Personnel 4/8/24	78110 Professional Expenses - Mileage Reimb	Full Year	\$400.00
Office Administrator (60%)	1.3% of wages	63730 LT Disability Insurance	Full Year	\$367.01
Office Administrator (60%)	0.42% of of 2 x wages	63735 Life Insurance	Full Year	\$237.14
Religious Educator (37 wks @50%)	per Personnel 4/8/24 - 3% COLA	63250 Director Religious Educator	Full Year	\$19,869.73
Religious Educator (37 wks @50%)	10% of salary	78220 Professional Expenses	Full Year	\$1,986.97
Religious Educator (37 wks @50%)	7.65% of salary	63900 Payroll Taxes	Full Year	\$1,520.03
Music Director (25%: 520 hrs over 40 wks)	per Personnel 4/8/24 - note that this hire avoids an estimated \$4,890 in Contract Pianist expenses	63320 Music Director	Sep-May	\$10,125.00
Music Director (25%: 520 hrs over 40 wks)	10% of salary	78220 Professional Expenses	Sep-May	\$1,012.50
Music Director (25%: 520 hrs over 40 wks)	7.65% of salary	63900 Payroll Taxes	Sep-May	\$774.56
Sunday Assistant (200 hrs over 50 wks)	Per Board 4/24/24, 50 weeks @4hrs/week @\$22.43/hr living wage	63500 Sunday Assistant	Full Year	\$4,486.00
Sunday Assistant (200 hrs over 50 wks)	7.65% of wages	63900 Payroll Taxes	Full Year	\$343.18
Contract Pianist (12 services)	per Personnel 4/8/24 - no increase	63350 Contract Music	Full Year	\$1,956.00
Workers Compensation Insurance	per Personnel 4/8/24	63800 Workers Compensation Insurance	Oct	\$1,086.65
Job postings & backgrnd/fingerpt test	per Personnel 4/8/24	63960 Personnel Expense	Jul-Dec	\$350.00

Small Groups

				\$353.00
Expenses				
Soul Matters Small Group curriculum	Per Small Groups co-lead, 4/20/24	61900 Shared Ministry	Jul	\$250.00
Small Group Ministry Annual Membership Dues	Based on actual FY24 expenses + 3%	61900 Shared Ministry	Jan	\$103.00

SSJGT

Proposed FY2025 BUDGET 4/30/24

	Justification/Explanation/Notes	Account number	Month	Amt
Expenses				
MLK Parade 2025 fee	Same as fee for 2024	61800 Service and Social Justice	Jan	\$175.00
Congregational Membership in BOLD Justice	Some kind of no net fundraiser, per Board 4/24/24	76000 Dues	Jul	\$0.00

Stewardship

Income				\$195,550.00
Annual Pledge Drive	Reported 4/29/24 by Stewardship	47000 Pledges	Full Year	\$195,550.00
Expenses				\$215.00
Annual Pledge drive printing, mailing costs	Based on estimate dated 4/5/24	61050 Annual Giving	Feb	\$150.00
APD kick-off social	Based on estimate dated 4/5/24	61050 Annual Giving	Mar	\$65.00

Webdesigner

Expenses				\$316.00
BlueHost WordPress "Plus" hosting & SiteLock Lite Security, 36 mo commitment (06/24/2024-06/23/2027)	Paid annually at 3-year commitment price of \$19.99/month	62000 Community Awareness	Jun	\$240.00
BlueHost, 1 year domain registration: riverofgrass.org	Based on actual FY24 expenses + \$1	62000 Community Awareness	Sep	\$22.00
BlueHost, 1 year domain registration: riverofgrassuu.org	Based on actual FY24 expenses + \$1	62000 Community Awareness	Feb	\$22.00
BlueHost, 12 mo subscription (09/29/24-09/28/25) domain privacy & protection: riverofgrass.org	Based on actual FY24 expenses + \$1	62000 Community Awareness	Sep	\$16.00
BlueHost, 12 mo subscription (02/10/25-02/09/26) domain privacy & protection: riverofgrassuu.org	Based on actual FY24 expenses + \$1	62000 Community Awareness	Feb	\$16.00
Weebly Professional website editing: riverofgrassuu.org (expires 6/23/2025, not renewed)	No longer required	62000 Community Awareness	Jun	\$0.00
BlueHost SiteLock Prevent Security renewal (expires 11/28/2024, not renewed)	SiteLock Lite is sufficient, so no longer needed?	62000 Community Awareness	Nov	\$0.00

Worship

Expenses				\$5,584.00
Worship Broadcast Tech	12 months @\$200/mo	63375 Worship Broadcast Tech	Full Year	\$2,400.00
Pulpit Supply (3 services)	3 speakers when Rev. Amy takes vacation time @ \$350 per Rev Amy	63050 Guest Speaker/Minister	Mar, Apr	\$1,050.00
Christmas Eve service rental	Old Davie School, Heritage Hall	71010 Worship Service Rent	Dec	\$1,000.00
Technology Update	Same as FY24 budget	61950 Worship	Full Year	\$400.00
Holiday Supplies, candles/décor	Same as FY24 budget	61950 Worship	Dec, Apr	\$250.00
Supplies - votives, tea lights, LED candles, lamp oil, matches	Same as FY24 budget	61950 Worship	Full Year	\$250.00
Multimedia broadcasting technology	Zoom Business License thru UUA, based on actual expenses for FY24 + 3%	61950 Worship	Mar	\$134.00
Christmas/Easter OOS	Same as FY24 budget	61950 Worship	Dec, Apr	\$100.00
Donation/Service Fees for Guest Services (4 services)	per Board 4/24/24	63050 Guest Speaker/Minister	Full Year	\$0.00