

Maine Conference UCC

2020 Final Budget Overview

Official 2020 Budget approved in Annual Meeting on October 26, 2019

Line No.	Version: 10/8/19	1 Budget 2018	2 Actual 2018	3 Budget 2019	4 Actual August 2019	5 Budget 2019 vs 2018	6 Preliminary Budget 2020	7 Budget 2020 vs 2019	
1	SUMMARY OF INCOME AND EXPENSES								
2									
3	REVENUE								
4	<u>Conference Operating Fund</u>								
5	OCWM from Local Churches	420,000	409,530	403,368	214,393	(16,632)	380,000	(23,368)	-5.8%
6	Fellowship Dues	227,174	212,697	218,178	182,859	(8,996)	200,000	(18,178)	-8.3%
7	Income from Invested Funds	110,000	111,850	104,000	76,613	(6,000)	105,000	1,000	1.0%
8	Friends of the Maine Conference	10,000	12,037	10,000	1,454	0	10,000	0	
9	Annual Meeting 2020				230		25,500	25,500	
10	Miscellaneous Income, Inc Resource Center	38,475	52,130	34,725	2,227	(3,750)	4,043	(30,682)	Events, CTF Fees (\$945/Qtr), Interest
11	Resource Ministry Teams	6,000	2,139	2,000	1,875	(4,000)	2,000	0	
12	Pilgrim Lodge	429,032	322,473	341,940	255,821	(87,092)	330,600	(11,340)	
13	Maine School of Ministry	32,000	25,301	24,834	19,670	(7,166)	50,250	25,416	
14	TOTAL REVENUE	1,272,681	1,148,157	1,139,045	755,142	(133,636)	1,107,393	(31,652)	
15	EXPENSES								
16	<u>Conference Ministry and Operations</u>								
17	UCC Basic Support	84,000	81,906	80,674	42,879	(3,326)	76,000	(4,674)	20% OCWM
18	Staff Payroll & Benefits	462,473	438,873	473,059	271,901	10,586	429,580	(49,879)	
19	Staff Travel & Hospitality	36,500	24,460	36,500	13,993	0	30,000	(6,500)	
20	Annual Meeting	10,000	15,646	20,499	0	10,499	20,500	1	
21	Nominating Committee	0	0	200	0	200	200	0	
22	Other Expenses, Inc. Initiatives	48,848	29,907	43,348	20,402	(5,500)	56,000	12,652	
23	Office Space	96,844	109,163	64,785	43,307	(32,059)	63,763	(1,022)	
24	Other Administrative Expenses	24,700	47,165	29,213	8,613	4,513	41,600	12,387	
25	Resource Center	18,476	17,562	0	0	(18,476)	0	0	
26	Pilgrim Lodge	433,882	382,345	367,610	302,909	(66,272)	369,958	16,664	
27	Resource Teams	11,000	7,183	10,600	570	(400)	8,900	(1,700)	
28	Maine School of Ministry	42,677	42,490	42,557	13,968	(120)	50,250	7,464	
29	TOTAL OPERATING EXPENSES	1,269,400	1,196,700	1,169,045	718,542	(100,355)	1,146,751	(14,607)	
30	OPERATING SURPLUS (DEFICIT)	3,281	(48,543)	(30,000)	36,600	(33,281)	(39,358)	(17,045)	
31	PILGRIM LODGE SUPPORT FUND	0	48,543	20,000	0	20,000	39,358	19,358	
32	NET OPERATING REVENUE	3,281	0	(10,000)	36,600	(13,281)	0	2,313	
33	Conference Subtotal Income	811,649	800,383	772,271	479,651	(39,378)	726,543	(45,728)	
34	Conference Subtotal Expenses	792,841	771,865	758,878	401,665	(33,963)	726,543	(32,335)	
35	Conference Subtotal Surplus	18,808	28,518	13,393	77,986	(5,415)	0	(13,393)	
36	Pilgrim Lodge Subtotal Income	429,032	322,473	341,940	255,821	(87,092)	330,600	(11,340)	
37	Pilgrim Lodge Subtotal Expenses	433,882	382,345	367,610	302,909	(66,272)	369,958	2,348	
38	Pilgrim Lodge Subtotal Deficit	(4,850)	(59,872)	(25,670)	(47,088)	(20,820)	(39,358)	(13,688)	
39	MESOM Subtotal Income	32,000	25,301	24,834	19,670	(7,166)	50,250	25,416	
40	MESOM Subtotal Expenses	42,677	42,490	42,557	13,968	(120)	50,250	7,693	
41	MESOM Subtotal Surplus (Deficit)	(10,677)	(17,189)	(17,723)	5,702	(7,046)	0	17,723	

[Overview](#)

Note: Before a \$50,000 transfer from reserves, the 2017 Pilgrim Lodge deficit was \$(94,425).

Maine Conference UCC

2020 Final Budget

Line No.	Version: 10/8/19	1 Budget 2018	2 Actual 2018	3 Budget 2019	4 Actual August 2019	5 Budget 2019 vs 2018	6 Preliminary Budget 2020	7 Budget 2020 vs 2019	
1	SUMMARY OF INCOME AND EXPENSES								
2									
3	REVENUE								
4	<u>Conference Operating Fund</u>								
5	OCWM from Local Churches	420,000	409,530	403,368	214,393	(16,632)	380,000	(23,368)	-5.8%
6	Fellowship Dues	227,174	212,697	218,178	182,859	(8,996)	200,000	(18,178)	-8.3%
7	Income from Invested Funds	110,000	111,850	104,000	76,613	(6,000)	105,000	1,000	1.0%
8	Friends of the Maine Conference	10,000	12,037	10,000	1,454	0	10,000	0	
9	Annual Meeting 2020				230		25,500	25,500	
10	Miscellaneous Income, Inc Resource Center	28,475	52,130	34,725	2,227	6,250	4,043	(30,682)	Events, CTF Fees (\$945/Qtr), Interest
11	Special Board Fundraising	10,000	0	0	0	(10,000)	0	0	
12	Extraordinary Gifts, Bequests	0	0	0	0	0	0	0	
13		<u>805,649</u>	<u>798,244</u>	<u>770,271</u>	<u>477,776</u>	<u>(35,378)</u>	<u>724,543</u>	<u>(45,728)</u>	
14	<u>Pilgrim Lodge - Operating Funds & Transfers</u>								
15	Programmed Events (Camps)	335,674	245,698	243,000	210,336	(92,674)	230,000	(13,000)	
16	Hosted Groups (Retreat Groups)	44,783	36,168	50,000	14,539	5,217	50,000	-	
17	Camp Store / Other	20,575	7,715	11,000	11,957	(9,575)	7,000	(4,000)	
18	Contributions	18,000	18,287	30,000	7,352	12,000	25,000	(5,000)	
19	Miscellaneous	10,000	14,605	7,940	11,637	(2,060)	14,600	6,660	
20	Transfers	0	0	0	0	0	4,000	4,000	Youth Ministry
21	Pilgrim Lodge Leadership Team	0	0	0	0	0	0	0	
22	Capital	0	0	0	0	0	0	0	
23	Outdoor Ministry Resource Team	0	0	0	0	0	0	0	
24		<u>429,032</u>	<u>322,473</u>	<u>341,940</u>	<u>255,821</u>	<u>(87,092)</u>	<u>330,600</u>	<u>(11,340)</u>	
25	<u>Resource, Ministry Teams</u>								
26	Clergy Communities of Practice	5,000	1,999	2,000	1,875	(3,000)	2,000	0	
27	Honduras Partnership	0	100	0	0	0	0	0	
28	Youth Ministry	0	0	0	0	0	0	0	
29	Earth Care & Spirituality Resource Team	0	0	0	0	0	0	0	
30	Anti-Racism Resource Team	0	40	0	0	0	0	0	
31	Faith Formation Resource Team	0	0	0	0	0	0	0	
32	Resourcing the Local Church Team	0	0	0	0	0	0	0	
33	Church Vitality, Leadership & Resource Team Initiatives	1,000	0	0	0	(1,000)	0	0	
34		<u>6,000</u>	<u>2,139</u>	<u>2,000</u>	<u>1,875</u>	<u>(4,000)</u>	<u>2,000</u>	<u>0</u>	
35	<u>Maine School of Ministry</u>								
36	Tuition	15,000	-	10,000	-	(5,000)	12,250	2,250	
37	Conference Support Fundraising	1,000	-	1,500	-	500	20,000	18,500	
38	Grants	16,000	-	13,334	-	(2,666)	18,000	4,666	
39		<u>32,000</u>	<u>25,301</u>	<u>24,834</u>	<u>19,670</u>	<u>(7,166)</u>	<u>50,250</u>	<u>25,416</u>	
40	TOTAL REVENUE	<u>1,272,681</u>	<u>1,148,157</u>	<u>1,139,045</u>	<u>755,142</u>	<u>(133,636)</u>	<u>1,107,393</u>	<u>(31,652)</u>	
41	EXPENSES								
42	<u>Conference Ministry and Operations</u>								
43	UCC Basic Support	84,000	81,906	80,674	42,879	(3,326)	76,000	(4,674)	20% OCWM

Line No.	1		2		3		4		5		6		7		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Preliminary Budget	Budget	2020 vs 2019		
	2018	2018	2019	2019	2019	2019	2019 vs 2018	2019	2019	2019 vs 2018	2020	2020 vs 2019			
44	Staff Payroll & Benefits												[raises: 2% pay, 4% health ins, 1% dental]		
45	Conference Minister	124,469	127,100	128,108	83,007	3,639		130,880	2,772						
46	Associate Conference Minister	105,333	109,377	114,927	82,398	9,594		117,580	2,653						
47	Information Technology/Communication	25,280	0	40,788	11,863	15,508		15,000	(25,788)				48% of Additional Staff Budget 2018-2019		
48	Temp Executive Assistant	0	0	0	2,126	0		0	0						
49	Business Manager	88,539	87,865	0	0	(88,539)		0	0						
50	Accountant	0	10,584	20,000	15,240	20,000		30,000	10,000						
51	Executive Assistant	34,951	22,106	51,488	30,695	16,537		32,620	(18,868)				1/2 FTE		
52	Treasury Assistant	49,356	55,620	49,319	35,477	(37)		54,500	5,181						
53	Accounting Assistant	17,476	22,106	18,000	11,070	524		16,300	(1,700)				1/4 FTE		
54	Office Manager	27,386	0	44,187	0	16,801		16,300	(27,887)				1/4 FTE		
55	Church Support Consultants	0	0	0	0	0		11,400	11,400						
56	Continuing Education	6,242	4,115	6,242	25	0		5,000	(1,242)						
57	Reduction & Savings - Compensation	(16,559)	0	0	0	16,559		0	0						
58		462,473	438,873	473,059	271,901	10,586		429,580	(43,479)						
59	Staff Travel & Hospitality	36,500	24,460	36,500	13,993	0		30,000	(6,500)						
60	Annual Meeting	10,000	15,646	20,499	0	10,499		20,500	1						
61	Nominating Committee	0	0	200	0	200		200	0						
62	Other Expenses, Inc. Initiatives														
63	General Synod Fund	15,000	15,000	15,000	10,000	0		15,000	0						
64	Meeting Expenses	1,000	1,114	1,000	1,535	0		3,000	2,000						
65	Board Committees	2,500	1,751	300	0	(2,200)		0	(300)						
66	Church Vitality and Leadership	12,098	0	12,098	5,274	0		6,000	(6,098)						
67	Member in Discernment Scholarships	6,000	6,000	6,000	0	0		6,000	0						
68	Clergy Communities of Practice	6,250	2,829	2,000	1,593	(4,250)		3,000	1,000						
69	Youth Ministry	3,000	213	950	0	(2,050)		4,000	3,050				share of PL Director		
70	Maine Council of Churches	3,000	3,000	3,000	0	0		4,000	1,000						
71	Sabbatical Reserve	0	0	3,000	2,000	3,000		15,000	12,000				\$15,000 in 2021		
72		48,848	29,907	43,348	20,402	(5,500)		56,000	12,652						
73	Office Space														
74	Rent	60,000	57,062	32,831	21,900	(27,169)		34,063	1,232						
75	Office Equipment	2,714	12,038	3,000	7,081	286		2,000	(1,000)						
76	Copier	0	0	3,324	826	3,324		1,000	(2,324)						
77	Supplies	10,000	9,359	7,000	3,511	(3,000)		8,000	1,000						
78	Postage	5,000	5,162	5,000	2,337	0		5,000	0						
79	Telecommunications/Software	18,000	24,435	11,000	7,191	(7,000)		12,000	1,000						
80	Building Maintenance	0	0	300	0	300		0	(300)						
81	Utilities	0	0	0	0	0		0	0						
82	Janitorial Service	0	50	1,200	0	1,200		500	(700)						
83	Small Church Office	1,130	1,057	1,130	461	0		1,200	70				ACM home office		
84		96,844	109,163	64,785	43,307	(32,059)		63,763	(1,022)						
85	Other Administrative Expenses														
86	Insurance & Bonding	9,000	9,389	10,263	6,215	1,263		11,100	837				up 8% per Jeff McDonnell		
87	Legal	1,000	2,325	4,000	723	3,000		4,000	0						
88	Audit	5,000	20,631	13,750	0	8,750		12,000	(1,750)						
89	Professional Fees	0	30	0	140	0		0	0						
90	Fees, Charges & Interest	2,700	2,745	200	1,535	(2,500)		2,500	2,300						
91	Contingency Fund	0	0	0	0	0		5,000	5,000						
92	Other Conference Ministry & Operations, Inc. Move	7,000	12,045	1,000	0	(6,000)		7,000	6,000				CCM contribution \$5K		
93		24,700	47,165	29,213	8,613	4,513		41,600	12,387						
94	Resource Center	18,476	17,562	0	0	(18,476)		0	0						
95	Total Conference Ministry and Operations	781,841	764,682	748,278	401,095	(33,563)		717,643	(30,635)						

Line No.		1 Budget 2018	2 Actual 2018	3 Budget 2019	4 Actual August 2019	5 Budget 2019 vs 2018	6 Preliminary Budget 2020	7 Budget 2020 vs 2019
96	Pilgrim Lodge Operating Expenses							
97								
98	PL Administration & Overhead							
99	Director							
100	Payroll & Taxes	56,000	55,068	64,000	38,139	8,000	63,250	(750)
101	Pension	7,700	7,709	7,700	5,287	0	7,700	0
102	Benefits	11,000	10,173	8,200	1,538	(2,800)	12,008	3,808
103	Travel & Overnight Stays & Phone	5,000	5,109	3,000	1,570	(2,000)	2,500	(500)
104	Vehicle Fuel & Maintenance	2,100	1,814	1,900	375	(200)	0	(1,900)
105		81,800	79,873	84,800	46,909	3,000	85,458	658
106	Administration Salaries & Benefits							
107	Payroll & Taxes	55,099	52,527	36,300	23,527	(18,799)	35,500	(800)
108	Pension	3,500	3,567	22,548	3,091	19,048	4,600	(17,948)
109	Benefits	10,000	9,484	5,082	15,355	(4,918)	21,600	16,518
110	Assistant Director	9,500	1,587	9,000	17,540	(500)	5,300	(3,700)
111		78,099	67,165	72,930	59,513	(5,169)	67,000	(5,930)
112	Administration Expenses							
113	Telephone & Internet	4,000	3,775	4,000	2,860	0	4,000	0
114	Electricity	5,000	5,344	4,800	4,607	(200)	5,000	200
115	Propane	3,000	3,663	3,500	2,988	500	3,000	(500)
116	Postage & Office Supplies	1,000	1,733	2,100	4,895	1,100	3,000	900
117	Commercial Insurance - Auto	1,500	1,740	1,700	2,156	200	2,000	300
118	Property Insurance	17,000	17,580	17,280	11,451	280	17,500	220
119	Worker's Comp	5,000	4,959	5,000	3,422	0	5,000	0
120	Registration Fees & Dues	5,000	3,076	3,600	0	(1,400)	3,500	(100)
121	Online Fees & Bank Charges	1,000	275	5,000	0	4,000	0	(5,000)
122	Staff Expenses	1,700	1,698	2,000	565	300	1,000	(1,000)
123		44,200	43,843	48,980	32,944	4,780	44,000	(4,980)
124	Facilities							
125	Facility Payroll	30,000	28,508	20,000	24,368	(10,000)	21,000	1,000
126	Cleaning Supplies	1,000	32	2,000	2,582	1,000	3,000	1,000
127	Municipal Services	0	0	1,000	77	1,000	1,000	0
128	Annual Inspections	5,000	4,935	4,400	2,588	(600)	5,000	600
129	Maintenance & Repairs	18,000	18,057	5,000	7,518	(13,000)	8,000	3,000
130	Lawn	500	460	600	440	100	500	(100)
131	Equipment Maintenance	9,000	8,532	3,000	4,105	(6,000)	5,500	2,500
132	Farmhouse Utilities	5,000	4,655	3,000	2,324	(2,000)	4,000	1,000
133	Vehicle Fuel	2,500	2,483	800	849	(1,700)	2,000	1,200
134	Vehicle Maintenance	3,000	2,927	1,500	2,729	(1,500)	1,000	(500)
135		74,000	70,589	41,300	47,580	(32,700)	51,000	9,700
136	Program							
137	Food	52,000	36,636	36,000	28,828	(16,000)	35,000	(1,000)
138	Consumables	8,000	5,379	2,800	1,374	(5,200)	3,000	200
139	Durables	2,000	874	400	342	(1,600)	500	100
140	Food Service Payroll	25,000	19,346	5,600	28,183	(19,400)	34,000	28,400
141	Summer Program Payroll	40,000	36,934	55,000	36,807	15,000	39,000	(16,000)
142	Staff Expenses	1,000	548	2,000	2,701	1,000	1,000	(1,000)
143	Program Supplies & Expenses	7,500	6,061	2,000	2,860	(5,500)	2,000	0
144	Infirmity	1,000	0	0	1,625	(1,000)	1,000	1,000
145	Marketing	1,000	718	5,000	2,039	4,000	1,000	(4,000)
146	Promotional	12,000	11,782	5,800	4,513	(6,200)	6,000	200

Line No.	1		2		3		4		5		6		7	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Preliminary Budget	Budget	Budget	Budget
	2018	2018	2019	2019	2019	August 2019	2019 vs 2018	2019	2019	2019 vs 2018	2020	2020 vs 2019	2020 vs 2019	2020 vs 2019
147	Curriculum & Deans Retreat	1,433	0	5,000	6,691	3,567	0	(5,000)						
148		150,933	118,278	119,600	115,963	(31,333)	122,500	2,900						
149														
150														
151	Pilgrim Lodge Leadership Team (OMRT & PLAT)	4,850	2,597	0	0	(4,850)	0	0						
152														
153	Pilgrim Lodge Total Expenses	433,882	382,345	367,610	302,909	(66,272)	369,958	2,348						
154														
155	Resource Teams													
156	Honduras Partnership	5,000	3,749	5,000	0	0	5,000	0						
157	Anti-Racism Resource Team	2,500	546	2,500	700	0	2,000	(500)						
158	Earthcare Resource Team	1,350	558	900	0	(450)	900	0						
159	Faith Formation Resource Team	2,150	2,330	2,200	(130)	50	1,000	(1,200)						NEAUCE Subsidy & Scholarship
160		11,000	7,183	10,600	570	(400)	8,900	(1,700)						
161	Maine School of Ministry													
162	Advisory Board	0	0	280	0	280	100	(180)						
163	Dean Salary & Benefits	32,000	31,955	34,477	9,760	2,477	37,121	2,644						\$30,000+7,121
164	Faculty Stipends and Program Expense	8,500	8,534	5,600	3,600	(2,900)	10,400	4,800						
165	Travel	2,000	1,895	2,000	517	0	2,200	200						
166	Other Expenses	177	106	200	91	23	429	229						
167		42,677	42,490	42,557	13,968	(120)	50,250	7,693						
168	Total Resource and Ministry Teams	53,677	49,673	53,157	14,538	(520)	59,150	5,993						
169														
170	Total Operating Expenses	1,269,400	1,196,700	1,169,045	718,542	(100,355)	1,146,751	(22,294)						
171														
172	OPERATING SURPLUS (DEFICIT)	3,281	(48,543)	(30,000)	36,600	(33,281)	(39,358)	(9,358)						
173	PILGRIM LODGE SUPPORT FUND	0	48,543	20,000	0	20,000	39,358	19,358						
174	NET OPERATING REVENUE	3,281	0	(10,000)	36,600	(13,281)	0	10,000						
175	Non-Operating Expenses													
176	Depreciation; loss on sale	3,281	15,516											
177	Depreciation PL	0	83,873											
178	Total Depreciation	3,281	99,389	0	60,000	0	99,400	0						
179	Loss (Gain) on sale of Fixed Assets	0	11,230											
180	Accounts Receivable Reserves/ Bad Debt	0	0											
181	Total Non-Operating Expenses	3,281	110,619	0	60,000	0	99,400	0						

The Maine Conference of the United Church of Christ
Comparative Statement of Financial Position
2019

Line	Aug 2019	Aug 2018	\$ Difference	% Difference		
1	ASSETS					
2	Cash	\$ 1,084,108	\$ 733,709	\$ 350,399	n/a	Note 1
3	Accounts Receivable (incl. capital campaign pledges, net)	45,225	90,436	(45,211)	n/a	Note 2
4	Prepaid Expenses & Deposits	18,799	12,843	5,956	n/a	Note 3
5	Inventory	37,154	30,391	6,763	n/a	
6	Investments in Consolidated Trust Fund and Marketable Securities					
7	Available for Current Operations	1,316,696	1,452,319	(135,623)	n/a	Note 4
8	Notes Receivable	25,000	28,336	(3,336)	n/a	
9	Land	224,687	224,687	-	n/a	
10	Net Depreciable Assets	1,255,955	1,328,919	(72,965)	n/a	Note 5
11	Contributions Receivable from Remainder Trusts	107,879	107,879	-	n/a	
12	Investments in the Consolidated Trust Held for Endowment Purposes	1,806,813	1,731,194	75,619	n/a	Note 6
13	Beneficial Interest in Trust	573,872	647,692	(73,819)	n/a	Note 6
14	TOTAL ASSETS	\$ 6,496,188	\$ 6,388,404	\$ 107,783	n/a	
15	LIABILITIES					
16	Accounts Payable	\$ (2,493)	\$ 16,141	\$ (18,634)	n/a	
17	Accrued Expenses	(943)	(943)	-	n/a	
18	Prepaid Fees and Revenue	417	170	248	n/a	
19	Held for Others	290,181	73,538	216,642	n/a	Note 1
20	Current Portion of Long Term Debt	-	-	-	n/a	
21	Line of Credit	-	-	-	n/a	
22	Long Term Portion of Notes Payable	-	-	-	n/a	
23	TOTAL LIABILITIES	\$ 287,162	\$ 88,907	\$ 198,256	n/a	
24	NET ASSETS					
25	Unrestricted	\$ 3,387,743	\$ 3,263,167	\$ 124,576	n/a	
26	Temporarily Restricted	651,601	644,527	7,074	n/a	
27	Permanently Restricted	2,169,681	2,391,803	(222,122)	n/a	
28	TOTAL NET ASSETS	\$ 6,209,025	\$ 6,299,498	\$ (90,472)	n/a	
29	TOTAL LIABILITIES AND NET ASSETS	\$ 6,496,188	\$ 6,388,404	\$ 107,783	n/a	

The Maine Conference of the United Church of Christ

Notes to Financial Statements

- Note 1* In 2019 cash increased as RBC investments of \$231k were liquidated and transferred to mutual funds at Morgan Stanley. Additionally, \$210k of funds are being held for churches until transferred to the Consolidated Trust Funds, and has led to an increase in Held for Others in 2019.
- Note 2* Accounts receivable is reduced as most Capital Campaign pledges have been paid.
- Note 3* 2018 prepaid balances were lower as prepaids were expensed early in the third quarter.
- Note 4* 2019 first quarter investment performance recovered some losses from fourth quarter 2018. RBC investments were liquidated in April 2019 and transferred to Morgan Stanley mutual fund investments (cash) (see Note 1 above).
- Note 5* Depreciation of \$98k was recorded for all of 2018 and \$52.5k has been expensed in 2019. Leasehold improvements of \$16k were written off when the Conference moved in November 2018.
- Note 6* The Bradford White Trust (held by Bank of America) was dissolved in March 2019 with proceeds of \$75k invested with the Consolidated Trust Fund. This fund is designated for Pilgrim Lodge scholarships.