



## First Draft of 2015 Budget: for information & conversation

Dear Members and Friends of Storrs Congregational Church UCC,

In the following pages, you will find information related to our budget planning for the year 2015. We encourage you to look over this material. As a congregation we are preparing to discern and deliberate on our priorities and plans for the coming year and to adopt a final version of the 2015 budget at our Annual Budget Meeting on December 7<sup>th</sup>.

The frank reality is that the attached budget draft is stark and startling. The draft budget represents our best, most faithful estimates of the income we can expect to receive together with the requests for funding that have come forward from the Church Council and our standing boards. You will see that a \$40,000 gap exists between anticipated income and budget requests.

In a budget that has already been kept very lean, as ours has been over the last number of years, a gap of this amount cannot be overcome without significant impact to programs, personnel, outreach giving, facilities maintenance, or likely all of these. In the past few years, we have accompanied this first-look at the budget with a list of possible reductions and adjustments, with indications of priority, that would provide a path toward a balanced budget. Given the size of this gap and the difficulty of discerning among the mission-related, programmatic, and staffing priorities that would have to be changed to balance this budget, we on the Board of Finance do not feel equipped to provide such a list for the congregation this year, nor do we feel it is properly our role given the circumstances.

Instead, the finance board will be engaging the Church Council at Council's meeting on Tuesday, December 2<sup>nd</sup>, to discern together what the road forward may look like. We intend for our work with Council that night to generate a final budget proposal for the December 7<sup>th</sup> budget meeting that has the endorsement of both the Council and the Board of Finance.

**What can you do?** Well, there are a few things: (A) **Pray**... pray for our Church, for our Board of Finance and Church Council, and for your own generosity and clarity in hearing God's call to you as an individual and to us together as a congregation. (B) **Give**... we in our budget planning work can't control much about the income side of this budget, but *you* can; the discernments ahead will be easier and more aligned with God's exciting plans for us if our congregant contributions grow in reflection of the true generosity and giving

potential of this Church. (C) **Learn and discuss and give input...** Members of the Board of Finance will be available after worship on November 30<sup>th</sup> for “easel talk”-style informal conversation around budget plans, and are eager to hear your input and insight; *in addition*, you can give input to Council members by engaging them in conversation, sending a note, or even attending part of the conversation on December 2<sup>nd</sup> (Council meetings are open meetings, after all).

This is, as you might imagine, not the letter we had hoped to be writing at the close of the stewardship campaign this fall. When we launched the *Running the Race* campaign, we believed in the amazing things God is doing among us and through us as a congregation, and we believed that this congregation would be up to the challenge of responding to God’s call in extravagant generosity, courage and creativity. In fact, we *still* believe that, and we hope you do too.

Yours in Christ,

Tina Huey  
*Chair of the Board of Finance*  
*with Cass Crewdson, Bob Malecki (treasurer),*  
*and Bill Ross as board members*

The Rev. Matthew Emery  
*Senior Minister*

# 2015 Budget FIRST DRAFT - for Information & Conversation

Version as of November 20, 2014

<b>Summary:</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Budget</b>	<b>Change from 2014</b>
<b>Total Income</b>	\$ 394,073	\$ 402,628	\$ 385,908	\$ (16,720)
<b>Total Expenses</b>	\$ 399,853	\$ 405,793	\$ 425,354	\$ 19,561
<b>Surplus (Deficit)</b>	\$ (5,781)	\$ (3,165)	\$ (39,446)	

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2015 Estimate</b>	<b>Change from 2014</b>
<b>Total Income</b>	\$ 394,073	\$ 402,628	\$ 385,908	\$ (16,720)
<b>Contributions</b>	\$ 284,043	\$ 297,500	\$ 280,000	\$ (17,500)
Current Year Pledges	01-4111 \$ 261,621	\$ 280,000	\$ 260,000	\$ (20,000)
Pledges In-hand		\$ 244,945	\$ 234,079	
Projected Additional Pledges		\$ 35,055	\$ 25,921	
Prior Year Pledges	01-4112 \$ 1,025	\$ 1,000	\$ 1,000	\$ -
Plate Collection	01-4113 \$ 19,293	\$ 15,000	\$ 15,000	\$ -
Church School	01-4114 \$ 4	\$ -	\$ -	\$ -
Unrestricted Gifts	01-4115 \$ 2,100	\$ 1,500	\$ 4,000	\$ 2,500
<b>Investment Income &amp; Earnings</b>	\$ 34,065	\$ 33,675	\$ 32,308	\$ (1,367)
Interest Income	01-4121 \$ 2,091	\$ 1,500	\$ 500	\$ (1,000)
Housing Fund Income	01-4122 \$ 25,300	\$ 28,000	\$ 28,000	\$ -
Vanderlip Fund Interest	01-4123 \$ 3,145	\$ 1,300	\$ 1,000	\$ (300)
Erickson Fund Interest	01-4124 \$ 3,528	\$ 2,875	\$ 2,808	\$ (67)
<b>Rental Income</b>	\$ 65,116	\$ 66,453	\$ 68,600	\$ 2,147
Weddings/Parties/Events	01-4132 \$ 450	\$ 500	\$ 500	\$ -
Miscellaneous Rentals	01-4133 \$ 3,345	\$ 3,000	\$ 3,500	\$ 500
Cell Antenna Income	01-4145 \$ 61,321	\$ 62,953	\$ 64,600	\$ 1,647
<b>Other Income</b>	\$ 10,849	\$ 5,000	\$ 5,000	\$ -
Fundraising Carryover Prev. Yr.	01-4141 \$ 3,793	\$ -	\$ -	\$ -
Fundraising	01-4142 \$ 5,456	\$ 5,000	\$ 5,000	\$ -
Miscellaneous	01-4143 \$ 1,600	\$ -	\$ -	\$ -
<b>Total Expenses - Summary</b>	\$ 399,853	\$ 405,793	\$ 425,354	\$ 19,561
<b>Personnel</b>	\$ 308,324	\$ 315,539	\$ 330,504	\$ 14,965
<b>Administrative Expenses (Council)</b>	\$ 12,511	\$ 12,225	\$ 11,900	\$ (325)
<b>Memberships (Council)</b>	\$ 3,042	\$ 3,214	\$ 3,220	\$ 6
<b>Other Expenses (Council)</b>	\$ 1,280	\$ 1,300	\$ 1,300	\$ -
<b>Board of Finance</b>	\$ 14,036	\$ 15,626	\$ 14,600	\$ (1,026)
<b>Board of Christian Education</b>	\$ 6,636	\$ 5,850	\$ 5,850	\$ -
<b>Board of Christian Fellowship</b>	\$ 649	\$ 700	\$ 700	\$ -
<b>Board of Church Growth</b>	\$ 471	\$ 500	\$ 500	\$ -
<b>Board of Deacons</b>	\$ 1,215	\$ 1,625	\$ 1,400	\$ (225)
<b>Board of Outreach</b>	\$ 26,213	\$ 27,996	\$ 28,160	\$ 164
<b>Board of Music</b>	\$ 3,153	\$ 4,070	\$ 4,070	\$ -
<b>Board of Properties</b>	\$ 22,324	\$ 17,148	\$ 23,150	\$ 6,002

		2013 Actual	2014 Budget	2015 Request	Change from 2014
<b>Total Expenses - Detail</b>		<b>\$ 399,853</b>	<b>\$ 405,793</b>	<b>\$ 425,354</b>	<b>\$ 19,561</b>
<b>Personnel</b>		<b>\$ 308,324</b>	<b>\$ 315,539</b>	<b>\$ 330,504</b>	<b>\$ 14,965</b>
<b>SrP: Total</b>		<b>\$ 93,989</b>	<b>\$ 95,491</b>	<b>\$ 98,244</b>	<b>\$ 2,753</b>
SrP: Salary	01-5311	\$ 43,100	\$ 43,962	\$ 56,440	\$ 12,478
SrP: Housing Allowance	01-5319	\$ 24,220	\$ 24,704	\$ 14,286	\$ (10,418)
SrP: Retirement & Life Insurance	01-5312	\$ 10,435	\$ 10,644	\$ 10,963	\$ 319
SrP: Health & Dental Insurance	01-5313	\$ 5,928	\$ 5,928	\$ 6,144	\$ 216
SrP: Social Security offset	01-5314	\$ 5,200	\$ 5,253	\$ 5,411	\$ 158
SrP: Travel/Mileage	01-5315	\$ 573	\$ 1,000	\$ 1,000	\$ -
SrP: Educational & Professional Exp.	01-5316	\$ 2,733	\$ 2,000	\$ 2,000	\$ -
SrP: Contribution to Sabbatical Reserve	01-5320	\$ 1,800	\$ 2,000	\$ 2,000	\$ -
<b>AP / MinFF&amp;D: Total</b>		<b>\$ 70,805</b>	<b>\$ 72,964</b>	<b>\$ 76,363</b>	<b>\$ 3,399</b>
AP / MinFF&D: Salary	01-5341	\$ 28,771	\$ 29,346	\$ 30,226	\$ 880
AP / MinFF&D: Housing Allowance	01-5349	\$ 26,000	\$ 26,520	\$ 27,316	\$ 796
AP / MinFF&D: Retirement & Life Insurance	01-5342	\$ 8,418	\$ 8,660	\$ 8,919	\$ 259
AP / MinFF&D: Health & Dental Insurance	01-5343	\$ -	\$ -	\$ -	\$ -
AP / MinFF&D: Social Security offset	01-5344	\$ 4,190	\$ 4,274	\$ 4,402	\$ 128
AP / MinFF&D: Travel/Mileage	01-5345	\$ 255	\$ 500	\$ 500	\$ -
AP / MinFF&D: Professional Expenses	01-5346	\$ 1,533	\$ 1,500	\$ 1,500	\$ -
AP / MinFF&D: Continuing Education	01-5347	\$ 608	\$ 1,500	\$ 1,500	\$ -
AP / MinFF&D: Contrib. to Sabbatical Reserve	01-5348	\$ 1,030	\$ 664	\$ 2,000	\$ 1,336
<b>DirMusicMin: Total</b>		<b>\$ 54,709</b>	<b>\$ 55,854</b>	<b>\$ 60,610</b>	<b>\$ 4,756</b>
DirMusicMin: Salary	01-5111	\$ 53,137	\$ 54,200	\$ 58,360	\$ 4,160
DirMusicMin: Educational & Professional Exp.	01-5112-1	\$ 322	\$ 1,000	\$ 1,000	\$ -
DirMusicMin: Contrib to Sabbatical Reserve	01-5112-2	\$ 1,250	\$ 654	\$ 1,250	\$ 596
<b>OfficeAdmin: Total</b>		<b>\$ 40,222</b>	<b>\$ 41,027</b>	<b>\$ 42,258</b>	<b>\$ 1,231</b>
OfficeAdmin: Salary	01-5113	\$ 32,134	\$ 32,777	\$ 33,760	\$ 983
OfficeAdmin: in lieu of Health Insurance	01-5114-1	\$ 8,088	\$ 8,250	\$ 8,498	\$ 248
<b>Sexton: Total</b>		<b>\$ 37,283</b>	<b>\$ 39,250</b>	<b>\$ 40,963</b>	<b>\$ 1,713</b>
Sexton: Salary	01-5115	\$ 29,472	\$ 30,061	\$ 30,963	\$ 902
Sexton: Health Insurance	01-5115-1	\$ 7,811	\$ 9,189	\$ 10,000	\$ 811
<b>Other Positions &amp; Personnel Expenses: Total</b>		<b>\$ 11,317</b>	<b>\$ 10,953</b>	<b>\$ 12,066</b>	<b>\$ 1,113</b>
Guest Preachers	01-5371	\$ 150	\$ 300	\$ 300	\$ -
Ministerial Search	01-5391	\$ -	\$ -	\$ -	\$ -
Social Security (Employer pmnt for non-clergy)	01-5118	\$ 9,397	\$ 8,953	\$ 10,066	\$ 1,113
Substitute Organists	01-5122	\$ 1,275	\$ 1,200	\$ 1,200	\$ -
Summer Child Care	01-5123	\$ 495	\$ 500	\$ 500	\$ -
<b>Administrative Expenses (Council)</b>		<b>\$ 12,511</b>	<b>\$ 12,225</b>	<b>\$ 11,900</b>	<b>\$ (325)</b>
Payroll Service	01-5131	\$ 1,479	\$ 1,500	\$ 1,500	\$ -
Telephone	01-5132	\$ 2,874	\$ 2,500	\$ 2,300	\$ (200)
Postage	01-5133	\$ 1,720	\$ 1,250	\$ 1,500	\$ 250
Office Supplies	01-5134	\$ 3,387	\$ 3,500	\$ 3,250	\$ (250)
Cleaning Supplies	01-5135	\$ 1,705	\$ 1,925	\$ 1,800	\$ (125)
Publicity/Public Relations	01-5136	\$ 179	\$ -	\$ -	\$ -
Computer System Support		\$ 1,168	\$ 1,550	\$ 1,550	\$ -
<b>Memberships (Council)</b>		<b>\$ 3,042</b>	<b>\$ 3,214</b>	<b>\$ 3,220</b>	<b>\$ 6</b>
Connecticut Conference UCC: Per Capita	01-5151	\$ 2,480	\$ 2,480	\$ 2,480	\$ -
Connecticut Conference UCC: Delegate Exp.	01-5152	\$ 53	\$ 100	\$ 140	\$ 40
Windham Association UCC: Dues	01-5153	\$ 509	\$ 634	\$ 600	\$ (34)
<b>Other Expenses (Council)</b>		<b>\$ 1,280</b>	<b>\$ 1,300</b>	<b>\$ 1,300</b>	<b>\$ -</b>
Safe Church	01-5161	\$ 28	\$ 300	\$ 300	\$ -
Contingency & Other Exp.	01-5163	\$ 347	\$ 500	\$ 500	\$ -
Employee Relations	01-5164	\$ 404	\$ 500	\$ 500	\$ -
Personnel Searches		\$ -	\$ -	\$ -	\$ -
Governance Education Event	01-5166	\$ 500	\$ -	\$ -	\$ -

		2013 Actual	2014 Budget	2015 Request	Change from 2014
<b>Board of Finance</b>		<b>\$ 14,036</b>	<b>\$ 15,626</b>	<b>\$ 14,600</b>	<b>\$ (1,026)</b>
Insurance	01-5210	\$ 13,557	\$ 15,026	\$ 14,000	\$ (1,026)
Stewardship	01-5211	\$ 184	\$ 300	\$ 300	\$ -
Financial Review	01-5213	\$ -	\$ -	\$ -	\$ -
Administrative Supplies	01-5218	\$ 296	\$ 300	\$ 300	\$ -
<b>Board of Christian Education</b>		<b>\$ 6,636</b>	<b>\$ 5,850</b>	<b>\$ 5,850</b>	<b>\$ -</b>
Library	01-5411	\$ 171	\$ 200	\$ 200	\$ -
Curriculum	01-5412	\$ 1,278	\$ 900	\$ 900	\$ -
Class Supplies	01-5413	\$ 646	\$ 500	\$ 500	\$ -
Junior Pilgrim Fellowship	01-5415	\$ 673	\$ 900	\$ 900	\$ -
Staff Training	01-5416	\$ -	\$ 250	\$ 250	\$ -
Senior Pilgrim Fellowship	01-5417	\$ 2,535	\$ 2,300	\$ 2,300	\$ -
Special Events	01-5418	\$ 900	\$ 300	\$ 300	\$ -
Vacation Bible School	01-5419	\$ 130	\$ 200	\$ 200	\$ -
Adult Education	01-5420	\$ 302	\$ 300	\$ 300	\$ -
<b>Board of Christian Fellowship</b>		<b>\$ 649</b>	<b>\$ 700</b>	<b>\$ 700</b>	<b>\$ -</b>
Fellowship Hours & Lunches	01-5511	\$ 649	\$ 700	\$ 700	\$ -
<b>Board of Church Growth</b>		<b>\$ 471</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>
Growth Projects	01-5551	\$ 77	\$ 100	\$ 100	\$ -
Special Activities	01-5552	\$ -	\$ -	\$ -	\$ -
Welcoming Activities	01-5554	\$ 393	\$ 400	\$ 400	\$ -
<b>Board of Deacons</b>		<b>\$ 1,215</b>	<b>\$ 1,625</b>	<b>\$ 1,400</b>	<b>\$ (225)</b>
Service Supplies	01-5613	\$ 383	\$ 300	\$ 300	\$ -
Special Services	01-5614	\$ 274	\$ 300	\$ 300	\$ -
Call to Care	01-5615	\$ 358	\$ 525	\$ 300	\$ (225)
Confirmation	01-5616	\$ 200	\$ 500	\$ 500	\$ -
<b>Board of Outreach</b>		<b>\$ 26,213</b>	<b>\$ 27,996</b>	<b>\$ 28,160</b>	<b>\$ 164</b>
Missions: Our Church's Wider Mission (OCWM)	01-5711	\$ 16,000	\$ 17,000	\$ 17,000	\$ -
In-Church Activities	01-5712	\$ -	\$ 100	\$ 100	\$ -
Student Ministry	01-5713	\$ 288	\$ 800	\$ 800	\$ -
Missions: Local / Other Giving	01-5715	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Cell Antenna to mission giving	01-5717	\$ 6,125	\$ 6,296	\$ 6,460	\$ 164
WAIM - Annual Membership Commitment	01-5154	\$ 800	\$ 800	\$ 800	\$ -
<b>Board of Music</b>		<b>\$ 3,153</b>	<b>\$ 4,070</b>	<b>\$ 4,070</b>	<b>\$ -</b>
Educational Resources	01-5812	\$ 119	\$ 200	\$ 200	\$ -
Carillon Concerts	01-5813	\$ -	\$ -	\$ -	\$ -
Piano Maintenance	01-5814	\$ 130	\$ 420	\$ 420	\$ -
Organ Maintenance	01-5815	\$ 1,236	\$ 1,750	\$ 1,750	\$ -
Choral Music	01-5816	\$ 775	\$ 750	\$ 750	\$ -
Instrumental Music	01-5817	\$ 250	\$ 300	\$ 300	\$ -
Music Supply	01-5819	\$ 38	\$ 50	\$ 50	\$ -
Memberships	01-5821	\$ 605	\$ 600	\$ 600	\$ -
<b>Board of Properties</b>		<b>\$ 22,324</b>	<b>\$ 17,148</b>	<b>\$ 23,150</b>	<b>\$ 6,002</b>
Maintenance & Repairs	01-5912	\$ 10,816	\$ 8,000	\$ 9,000	\$ 1,000
Maintenance Contracts	01-5913	\$ 2,461	\$ 3,500	\$ 3,500	\$ -
Equipment Lease/Copiers	01-5914	\$ 2,228	\$ 2,200	\$ 2,400	\$ 200
Equipment	01-5916	\$ 694	\$ 300	\$ 750	\$ 450
Transfer to Major Projects Fund	01-5917	\$ 6,125	\$ 3,148	\$ 7,500	\$ 4,352
Alarm System	01-5919	\$ -	\$ -	\$ -	\$ -
Elevator Inspect/Monitor	01-5920	\$ -	\$ -	\$ -	\$ -

## 2015 Budget FIRST DRAFT - Notes and Rationale

### INCOME

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#### **Contributions:**

- *Total pledge income* is projected, with the 2015 pledges already received shown, and a prudent projection of additional pledges based on current 2014 pledge receipts along with information from the Collectors.

#### **Investment Income:**

- The amounts shown represent the earnings and/or draws upon funds according to our standard formulas and policies, with an Investment Committee recommended draw rate of 5% for those funds subject to the total-return draw policy.

### EXPENSES

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#### **Personnel:**

- *Senior Pastor (SrP)*: An increase of 3% applied to both the salary and housing allowance items, with increases in other benefits calculated by formula upon those amounts. Salary vs. housing allowance split re-adjusted at Matt's request (the total of the two together remains the same).
- *Minister for Faith Formation & Discipleship (MinFF&D)*: An increase of 3% applied to both the salary and housing allowance items, with increases in other benefits calculated by formula upon those amounts.
- *Director of Music Ministry (DirMusicMin)*: The requested increase again attempts to bring this position's compensation into some accordance with appropriate American Guild of Organists compensation guidelines. The requested salary achieves the *bottom* of the recommended range for the position (Master's level position at  $\frac{3}{4}$ -time), but still does *not* include adjustments based on years-of-experience or regional cost-of-living.
- *Office Administrator*: An increase of 3% applied to both the salary and 'in lieu of health insurance' items.
- *Sexton*: An increase of 3%.
- *Other Positions & Personnel Expenses*: Social security is required to be 7.65% of all non-clergy compensation.

#### **Administrative Expenses, Memberships, Other Expenses (Council):**

- *Postage*: Postage rates continue to increase.
- *Publicity/Public Relations*: Council's original request included \$500 for this item, which has been omitted given the overall budget gap.
- *Computer System Support*: Council's original request included an *additional* \$5,790 above what is shown for the needed replacement of 3 employee workstations and to allow for the pursuit of alternative church management system ("database") software. These additions were omitted from this budget given the overall budget gap; the replacement computer workstations can be funded out of the Major Projects Reserve Fund.
- *Contingency & Other Exp.*: Council's original request included an *additional* \$500 for this item; this increase has been omitted due to the overall budget gap.

#### **Board of Finance:**

- *Insurance*: The Board has actively sought alternate bids for insurance, and our current provider is proposing a rate reduction.
- *Financial Review funds* have again been omitted due to the overall budget gap. No outside audit has been conducted since 2010.

#### **Board of Outreach:**

- *Cell Antenna to mission giving*: Calculated as 10% of the income from cell antenna rentals. Use of funds for 'local' mission giving, OCWM, or other mission giving purposes is at discretion of the Board of Outreach.

#### **Board of Properties:**

- *Transfer to Major Projects Fund*: A requested restoration to the practice of 2013 and earlier of a 10% contribution of cell antenna rental income into the Major Projects Reserve Fund, along with some addition to account for the reduction in this transfer rate in 2014.