



The Joseph Priestley District of the Unitarian Universalist Association  
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## Chalice Lighters Grant Application for Existing Congregations Or New Congregation Organizing

To be submitted to the Growth Committee of the JPD  
 (Revised: 11/10)

Please refer to Chalice Lighters Grant Policies on the JPD web site (click on "Chalice Lighters" at [www.jpduua.org](http://www.jpduua.org)) for grant related policy, deadlines and information about assistance in completing this form. Any congregation may apply.

Name of Congregation: The Unitarian Universalist Church of the Lehigh Valley ("UUCLV")

Meets at (address): 424 Center Street, Bethlehem, PA

Mailing Address: 424 Center Street

Bethlehem, PA 18018 Website [www.uuclvpa.org](http://www.uuclvpa.org)

Phone (610) 866-7652 Fax ( ) none E-mail [uuclv@uuclvpa.org](mailto:uuclv@uuclvpa.org)

Project Manager: Bernard Bujnowski

Preferable Mailing Address: c/o UUCLV, 424 Center Street, Bethlehem, PA 18018

Phone (H)(610) 967-2963 (C)(610) 573-0578 E-mail: [BJ1BJ@verizon.net](mailto:BJ1BJ@verizon.net)

### Section 1 - Information regarding the grant being requested (attach separate pages as necessary)

1. Type of Grant: Check one: (note: staff grants are only given to establish and fill for the first time a permanent position in each category, with the exception asterisked below. The asterisk indicates a second grant may be awarded for the same position to a new congregation being organized.)

- |  |  |
|--|--|
| <input type="checkbox"/> Land Purchase<br><input type="checkbox"/> Building purchase/construction<br><input checked="" type="checkbox"/> Building expansion/improvement [SEE<br>NOTE BELOW]<br><input type="checkbox"/> Other growth project<br><input type="checkbox"/> Minister (at least half time)*<br><input type="checkbox"/> Additional Min (at least half time)<br><input type="checkbox"/> R.E. Professional* | <input type="checkbox"/> Additional RE Professional<br><input type="checkbox"/> Administrator<br><input type="checkbox"/> Music Director<br><input type="checkbox"/> Membership Coordinator or Director<br><input type="checkbox"/> New congregation organizing<br><input type="checkbox"/> Part-time to full-time ( _____ )<br><div style="text-align: right; font-size: small;">Position</div> |
|--|--|

NOTE: We consider this project to be a Building Improvement that will lead to growth.

2. Grant Summary: Please briefly summarize how you will use these funds :( attach separate sheet)

*Chalice Lighter Grants have a clear agenda: to provide resources  
 to congregations choosing to become  
 "full service congregations" or to achieve significant growth.*

## 2. GRANT SUMMARY (UUCLV)

We will purchase and install a wheel chair lift system to provide access to our sanctuary, gym, most classrooms, and offices. Users will be able to access the lift system without assistance.

Presently we have an old chair lift that leads from the main entrance foyer to the sanctuary (second floor). Parts for this equipment are no longer available, and its use is limited. Wheel-chair bound individuals cannot use the chair lift. There is no chair lift access to the classrooms, gym and offices. Attending Sunday services projected on screen in the "second-sanctuary" in our first-floor community room does not satisfactorily integrate attendees into the service.

The proposed wheel chair lift system will provide access to the majority of our usable space, the exception being the upper-level classrooms in our Religious Education (RE) building. Users will be able to board/exit the lift without assistance at four levels: the gym, the main floor of the Sanctuary Building, the second floor of the RE Building, and the second floor (Sanctuary) of the Sanctuary Building.

The proposed project will use standard available commercial equipment but the vendor for the system has not yet been selected nor has the facility been designed. Attached are photos of the envisioned system.

As stated above, we consider the project to be a Building Improvement that will lead to growth and improve our outreach initiative.

3. Land & Building

- A. What is the cost of the entire project? \$125,000 estimated  
B. How will it be funded (please include all sources of funding)?

The project is a priority-one project among the several projects being funded from the proceeds of our capital campaign. The priorities were established as part of a long range capital plan approved by the congregation in 2012(date?). A Chalice Lighter grant for the project will enable us to maximize use of our capital campaign funds.

- C. Have you planned a capital fund drive to support the project? Please describe.  
If completed, what were the results?

We held a capital fund drive in Spring 2013. After paying campaign-related expenses, retiring all outstanding member loans, and allowing for attrition in pledge payments, we expect that \$320,000 to \$330,000 will ultimately be available to complete the priority capital projects, including the wheelchair lift system. The other projects are described below:

- i. We have replaced the heavily used concrete sidewalk with a new concrete sidewalk. It became a safety hazard as trees had uplifted the concrete slabs. To reduce the cost we included in the sidewalk spare-outs which were planted with shady lawn alternatives. (\$15,200).
- ii. We have repaired severe storm leakage in the South Tower of our sanctuary building; this was accomplished on an emergency basis and was expensive due to the need for high-lift access. We believe the repair work is complete but await the next severe storm as a test. (More extensive repairs have been estimated at \$27,000-\$41,000.)
- iii. We have restored the south wall of the main (sanctuary) building where bricks from 1860-80 had deteriorated resulting in moisture intrusion. The deteriorated bricks have been replaced. (\$45,400).
- iv. We have replaced the crumbling capstones on the RE building which were 70-80 years old. (\$38,700).
- v. We have replaced the stove in our commercial kitchen with a new commercial stove; this was necessary for safety reasons. (\$3,300).
- vi. We have replaced the single-fuel (oil) burners of our furnace system with dual-fuel (gas/oil) fired burners and connected to the municipal natural gas system. This has resulted in a large savings of heating cost to date. (\$18,300).
- vii. We will upgrade the walls, ceiling, electrical/lighting system and floor in the community room (CR). The flooring alone will cost us \$25,000 but will be easier to maintain. At the present there is old carpeting in the CR which is loaded with mold spores. The CR appears not to have been refurbished in perhaps 80 years. (\$60,000).

Allowing for a contingency of 10 percent (approximately \$30,000) for unexpected costs, we expect it will be necessary to run a "booster" campaign in order to have sufficient funds to complete the priority projects.

D. Expansion Project - Not Applicable

4. Other Growth - Not Applicable

5. Staff Position - Not Applicable

6. Please briefly explain how you believe this grant will help your congregation.

- i. Easier accessibility to nearly all parts of the facility will help attract people of all ages.
  - ii. We have approximately 30 members over 70 years of age who will need easier access in the future.
  - iii. Wheelchair-bound children attending the RE program would feel welcomed as they now would have access to a classroom.
  - iv. Families with a wheelchair-bound member would now be able to attend the church service in the sanctuary.
  - v. Any person who is wheelchair-bound could attend the social functions (and occasional services) held in the gym.
  - vi. The facility would be almost fully accessible to renters and tenants.
  - vii. Our Second Sunday Concert series could be advertised at the retirement communities in the area because we would be fully wheel-chair accessible. (Many retirement communities provide bus service taking residents to cultural events.)
7. By year, how much funding do you expect to provide for this function in addition to the grant?  
We would expect total funding for purchase and installation of the project would be provided in calendar 2015 and that the project would be completed that year. Ongoing post-installation operation and maintenance expense is expected to be a relatively insignificant part of our annual operating budget.
8. Except for building or land purchase, please briefly describe how you plan to continue funding the function once the grant is completed.  
Post-installation operation and maintenance of the wheelchair lift will be funded from (and is expected to be a relatively insignificant part of) our annual operating budget.
9. When do you want/expect to begin using your grant? See No. 8, above.  
We would expect purchase/installation of the wheelchair lift system to occur during the summer of 2015 and we would apply the grant to purchase/installation costs then.
10. Describe how your grant application relates and/or contributes to your regional growth plan.  
The full accessibility reaches out to people who are interested in our church. Up to now we have had to exclude wheelchair-bound people. Our church is centrally located in Bethlehem, in the heart of the metropolitan Lehigh Valley, and could become an accessible space for these people to meet and worship. This would help the growth of the UUCLV as well as the denomination. The wheelchair lift would also help our outreach initiative by making our facility more accessible.

## Section 2 - Information about your congregation

1. Please attach a copy of your long range plan that includes these five areas:  
A. Membership B. Programs C. Facilities D. Finances E. Staff  
When was it approved by your Board? January 8, 2015  
When was it approved by your congregation? January \_\_, 2015

JPD staff is available to work with your congregation to develop a long-range plan if you do not have one. If interested, contact Joan Priest at [joan@jpduua.org](mailto:joan@jpduua.org) or 610-869-9335.

Please note that the JPD Growth Committee concentrates its efforts on those congregations where there is demonstrated intention to grow in numbers and in justice, compassion and spirituality. To that end, **this application must include information on your current and planned programs on anti-racism, anti-oppression, and multiculturalism.** There is no requirement that the congregation has such programs. However, the Growth Committee will use this information as part of its evaluation of the application.

### 2. Membership Trends

Please note: If year-to-date information indicates a significant change from prior years in any

category, please briefly explain the change(s) on a separate page.

	Most Recent Complete Church year (7 /13 - 6/14)	Prior Year (7 /12 - 6/13)	2 Years Prior (7 /11 - 6 /12)
Number of certified members	212	216	204
Number of friends	81	62	49
Average Sunday attendance	106	104	104
Number of children enrolled in RE program	70	51	86
Average Sunday RE attendance	36	30	30
Number of local visitors	250	230	210
Number of new members	12	13	21
Number of members dropped and resigned	15	6	8
If available: moved away or died	5	6	6

3. Financial Information

Number of pledge units	165	est. 160	est. 155
Total amount pledged	\$ 225,000	\$ 235,500	\$ 220,000
Total income (all sources) *	\$ 303,300	\$ 305,900	\$ 313,400
Total expenses	\$ 303,200	\$ 308,900	\$ 313,200

\* Does not include balancing transfer to/from Reserves (if any) shown on Financial Statements.

Please attach:

A. A copy of your year-end financial statements for the last two years

B. The current year's budget: The official current year's budget is presented in the Income/Expense Statement that is part of the attached Treasurer's Report for December 31, 2014; The current year's budget as summarized is also presented in the attached Five-Year Budget Projection (C, below).

C. Estimated budgets for the next five years showing how the proposed project will be supported in the future.

### Section 3 - Application requirements

1. **Long-range plan.** Have you attached your plan and included current or planned programs on anti-racism, anti-oppression and multiculturalism, if any? Yes ✓
2. **Financial information:** Have you attached year-end financial statements, current budget, and proposed 5-year budget projection? Yes ✓
3. **Evaluation.** The Project Manager must provide an annual grant implementation report, including quarterly membership statistics and weekly attendance, using the form on the JPD web site. The annual written report will describe the efficacy of the grants, using whatever indicators the congregation believes are meaningful. The grant annual report should include the congregation's annual report, if one is produced. Do you agree to write and submit these evaluations and report? Yes ✓
4. **UUA Full Fair Share Congregation.** Grant recipients must be and remain UUA Full Fair Share congregations. Is your congregation a UUA Full Fair Share Congregation? Yes ✓
5. **JPD Full Fair Share Congregation.** Grant recipients must be and remain JPD Full Fair Share congregations. Is your congregation a JPD Full Fair Share Congregation? Yes ✓
6. **Communication.** Do you agree to send a copy of your newsletter during the period of the grant to the Grant Manager identified in the letter notifying the applicant of the grant award? Yes ✓

(Authorized by) \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair / President

Applications approved by the congregation or applications that implement plans already approved by the congregation will be given the greatest consideration. Please indicate whether the application was approved by the congregation, the Board of Trustees (or equivalent) or both.

This application was approved by: \_\_\_\_\_ on (date) \_\_\_\_\_

Deadlines for Applications: August 1 for applications for grants decided in September, December 1 for grants decided in January, and March 1 for grants decided in April. Intent to Apply must be received June 1, October 1, and January 1 respectively.

Send the completed application and pertinent attachments electronically to [office@jpduua.org](mailto:office@jpduua.org) and to [joan@jpduua.org](mailto:joan@jpduua.org) prior to the appropriate deadline.

LIST OF ATTACHMENTS:

Long-Range Plan

Financial Statements (Treasurer's Reports)\*

- Fiscal Year 2012-13 (June 30, 2013 FINAL)
- Fiscal Year 2013-14 (June 30, 2014 FINAL)
- December 31, 2014 (Fiscal Year 2014-15 to date) - see Income/Expense Statement for current year's operating budget (left-hand column)

Five-Year Budget Projection

Two photos depicting equipment of the kind we envision for our wheel chair lift system.

\*The Financial Statements (Treasurer's Reports) are comprised of the Balance Sheet and the Income/Expense Statement

# UUCLV LONG-RANGE (5-yr) PLAN

## January 2015

**NOTE: Can we say anything about current or planned programs on anti-racism, anti-oppression and multiculturalism, in addition to HAVEN???**

### **Membership**

We anticipate membership will grow by approximately ten per year.

### **Programs**

#### *Emergency (Homeless) Shelter*

We currently support about 50 homeless men one evening/night per week in cooperation with Bethlehem Emergency Shelter, Inc., a group of 10 churches sheltering homeless individuals during the winter months. We expect the number to double in the next five years. This includes a place to sleep, supper and breakfast.

#### *HAVEN*

One evening per week we host a program for LGBT teens. The sessions include comradeship, discussion, music, dancing, outings, etc. Recently, average attendance has reached 50+ and we expect the participation to increase significantly in the next five years. Space may be a limitation.

#### *Other Outreach*

Our Social Action Committee is active on many fronts in support of causes for justice, diversity, human rights, racism, poverty and environmental issues. Each month the Committee selects a worthy group or service organization to whom we contribute one-half of the undesignated funds in our Offering Plate at Sunday Services; these include UUPLAN, Doctors without Borders, Global Mommas, Veterans for Peace, etc. We rent space to a Head Start School at minimum rates. Approximately 25 percent of the attendees at our Breakfast Forum and Second Sunday Concert Series programs are from the outside community.

Our Long Range Planning Committee is developing additional outreach projects. We will canvass the Congregation for ideas and implement those programs that we can support. We expect our outreach budget to grow by 4 percent per year to support these activities. (See Projected Five-Year Financial Budget attached to this Application)

### **Facilities**

Our building consists of two adjoining structures located in the Historic Preservation District of the City of Bethlehem. The sanctuary building is a historically-recognized structure constructed in 1854, the second floor of which is the sanctuary itself. The first floor contains our Community Room, a small kitchen and various other spaces, including lavatories (one handicapped accessible). The Religious Education Building (construction date unknown??) has three floors. The upper floor contains classrooms and small offices. The middle floor contains classrooms and the main church office. The lower floor is a gym with a stage and a large kitchen.

As noted in Part 3 of Section 1 of the Application, several improvements to the church are in progress. In addition, up to \$25,000 is pledged by one of our families to install lavatory facilities in the gym. If this project is feasible, it will allow the Emergency Shelter to occur in the gym (rather than the Community Room, at present). This will also allow us to support more homeless people and will otherwise increase the usability of the gym for church and rental purposes.



**Finances**

See the Projected Five-Year Financial Budget attached to this application. At the end of the five-year period, we expect:

Membership	250
Pledge Units	210
Annual Pledge Income	\$306,000
Annual Total Income	\$387,000
Annual Expense	\$387,000

**Staff**

Current Staff (excluding Minister) consists of an Administrator (35 hrs/wk), a Lifespan Educational Director (20 hrs/wk), a Sexton (25 hrs/wk), and a Music Director (10 hrs/wk). We expect:

- The hours per week for the Lifespan Education Director will increase as RE program grows.
- We expect additional emphasis on music and Music Director's hours as funds become available.

# The Unitarian Universalist Church of the Lehigh Valley

Final - REVISED July 17, 2013

**Balance Sheet**  
As of June 30, 2013

**Holding Account Balances [Note 1]**  
As of June 30, 2013

	<b>Total \$</b>	<b>Class</b>		<b>Balance \$</b>
<b>ASSETS</b>				
Current Assets		Adult R. E.		(48)
Bank Accounts		Breakfast Forum		300
Embassy Checking	13,267	Coming of Age		623
Embassy Savings	12,246	Fair Trade		(421)
Embassy Capital	30,393	Flower Fund		567
PayPal	0	Grocery Cards		(4,381)
Total Bank Accounts	55,906	Homeless Shelter		558
Undeposited Funds	2,455	Kriebel Music Fund		297
Accounts Receivable (Prepaid Pledges)	(30,259)	Music Program		647
Total Current Assets	28,102	Payroll Tax (qtrly carry-over)		89
		Piano Series		861
Fixed Assets - Building		Plant Sale		300
Building at Cost	470,000	Religious Education		296
Building-Accumulated Depreciation	(205,625)	Reserves (end-yr budget Xfer)		(2,991)
Building Improvements	411,761	Sabbatical Fund		13,200
Building Improvements-Accum Depreciation	(104,500)	Senior High		919
Total Fixed Assets - Building	571,636	Welcoming Congregation		287
		Total Holding		11,103
Other Assets				
Endowment				
UU Common Endowment Fund	76,999			
Reserves				
Vanguard Wellesley (VWINX) [Note 1]	55,021			
Vanguard money market	3,673			
Total Reserves	58,694			
Capital (Investment)				
Vanguard Wellesley (VWINX-Capital)	49,163			
Total Other Assets	184,856			
<b>TOTAL ASSETS</b>	<b>784,594</b>			
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Holding	11,104			
Total Current Liabilities	11,104			
Long Term Liabilities				
Member Loans - R.E. Bldg	94,887			
Embassy Mortgage/Loan	265,264			
Total Long Term Liabilities	360,151			
Total Liabilities	371,255			
Total Equity	413,339			
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>784,594</b>			

## Fundraising (3.1)

July 1, 2012 to June 30, 2013

<b>Activity</b>	<b>Amount \$</b>
Global Mommas	139
Grocery Cards	643
Fair Trade (coffee, candy)	495
Plant Sale (fall)	1,650
Plant Sale (spring)	3,684
Service Auction	12,264
Spaghetti Supper	753
Total Fundraising	19,628

### Note 1:

Holding Funds are held in Embassy Checking or Savings except Sabbatical Fund is held in Reserves-VWINX.

**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2012 to 6/30/2013 (Final - REVISED July 17, 2013)

	Budget Jul '12-Jun '13	\$ Actual	\$ Budget	\$ Over (Under) Budget
<b>INCOME</b>				
1.3 Pledge Payments	216,700	219,793	216,700	3,093
1.4 New Pledges	4,000	7,725	4,000	3,725
1.5 Prior Year Pledges	6,000	2,610	6,000	(3,390)
2.1 Plate Cash	5,000	4,394	5,000	(606)
2.11 Plate-Soc. Conc. Designated	5,000	4,398	5,000	(602)
2.2 Nonpledge Contributions	8,000	7,736	8,000	(264)
3.1 Fundraising	20,000	19,628	20,000	(372)
3.2 Building Use (misc)	24,000	27,555	24,000	3,555
3.4 Headstart Rental	3,100	3,150	3,100	50
3.5 Gateway School Rental	3,000	2,400	3,000	(600)
3.7 Kitchen Rental	7,200	1,850	7,200	(5,350)
4.2 Endowment Income	3,300	3,526	3,300	226
5.11 Concert Series	400	400	400	0
5.12 Music Fund	1,000	575	1,000	(425)
6.1 Interest	100	35	100	(65)
7.1 Misc - Other	100	86	100	(14)
9.1 Transfer from Reserves	8,600	2,991	8,600	(5,609)
<b>TOTAL INCOME</b>	<b>315,500</b>	<b>308,852</b>	<b>315,500</b>	<b>(6,648)</b>

Year-to-date total income as percent of annual budget (current year):

**97.9%**

Year-to-date total income as percent of annual total income (avg past three years):

**100.0%**

**EXPENSES**

**Minister**

11.1 Minister Salary	61,600	60,740	61,600	(860)
11.11 Minister Housing				
13.22 Minister Insurance	7,400	8,260	7,400	860
11.19 Sabbatical Fund	4,800	3,600	4,800	(1,200)
13.3 Minister Pension	6,000	6,006	6,000	6
13.4 Minister Professional	5,500	5,705	5,500	205

<b>Minister</b>	<b>85,300</b>	<b>84,311</b>	<b>85,300</b>	<b>(989)</b>
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**Religious Education**

11.4 LEC Pay	21,300	21,080	21,300	(220)
11.72 LEC FICA+MCARE	1,600	1,613	1,600	13
13.7 LEC Professional	2,000	1,370	2,000	(630)
21.1 Religious Education	1,800	1,800	1,800	0
21.4 Safe Congregation	200	137	200	(63)

<b>Religious Education</b>	<b>26,900</b>	<b>26,000</b>	<b>26,900</b>	<b>(900)</b>
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**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2012 to 6/30/2013 (Final - REVISED July 17, 2013)

	Budget Jul '12-Jun '13	\$ Actual	\$ Budget	\$ Over (Under) Budget
<b>Worship and Music</b>				
12.1 Music Director Pay	10,700	10,714	10,700	14
12.11 Music Director Expenses	200	0	200	(200)
11.75 Music Dir. FICA+MCARE	800	820	800	20
25.2 Guest Musicians + Accompanist	1,000	575	1,000	(425)
25.5 Piano Tuning	500	562	500	62
25.1 Guest Speakers	500	100	500	(400)
25.0 Sunday Services	100	850	100	750
<b>Worship and Music</b>	<b>13,800</b>	<b>13,621</b>	<b>13,800</b>	<b>(179)</b>
<b>Facilities</b>				
11.2 Administrator Pay	21,900	21,801	21,900	(99)
11.73 Admin. FICA+MCARE	1,700	1,668	1,700	(32)
13.8 Admin. Professional	500	0	500	(500)
11.52 Sexton Pay	16,900	16,848	16,900	(52)
11.53 Sunday Custodian Pay		360	0	360
11.54 Custodian - Special Event	1,200	2,266	1,200	1,066
11.74 Sextn/Cust FICA+MCARE	1,300	1,450	1,300	150
14.1 Postage	1,500	1,744	1,500	244
14.2 Telephone	1,000	936	1,000	(64)
14.3 Office Supplies	3,000	3,808	3,000	808
14.31 Printing		37		37
14.4 Office Equipment	8,000	7,733	8,000	(267)
14.5 Internet	900	906	900	6
14.6 Phone/computer Upgrade	200	861	200	661
15.1 Custodial Supplies	2,500	2,053	2,500	(447)
15.2 Electricity	4,500	3,788	4,500	(712)
15.3 Gas	300	320	300	20
15.4 Fuel Oil	24,000	23,641	24,000	(359)
15.5 Trash Removal	1,800	1,752	1,800	(48)
15.7 Water&Sewer	1,000	1,411	1,000	411
23.2 Gen'l Upkeep & Repair	7,000	5,152	7,000	(1,848)
23.21 Furnace Repair & Maint.	2,000	1,575	2,000	(425)
23.22 Maintenance Contracts	2,000	441	2,000	(1,559)
23.22 Snow Removal	4,000	2,765	4,000	(1,235)
23.43 Sound System Upgrade		33		33
24.1 Building Rental Expense	500	966	500	466
<b>Facilities</b>	<b>107,700</b>	<b>104,315</b>	<b>107,700</b>	<b>(3,385)</b>
<b>Denominational Affairs</b>				
31.1 UUA	11,600	11,832	11,600	232
31.2 JPD	5,400	5,406	5,400	6
<b>Denominational Affairs</b>	<b>17,000</b>	<b>17,238</b>	<b>17,000</b>	<b>238</b>

**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2012 to 6/30/2013 (Final - REVISED July 17, 2013)

	Budget Jul '12-Jun '13	\$ Actual	\$ Budget	\$ Over (Under) Budget
<b>Program</b>				
11.99 Employee Grp Insurance		1,236		1,236
12.2 Volunteer Coord. Pay	10,500	10,448	10,500	(52)
11.76 Volntr Coord FICA+MCARE	800	799	800	(1)
13.6 Vol. Coord. Professional	500	501	500	1
11.6 Child Care	2,000	1,743	2,000	(257)
22.1 Membership	600	672	600	72
22.2 Advertising	1,800	1,481	1,800	(319)
22.3 Hospitality	800	1,301	800	501
26.1 Social Concerns Programs	100	0	100	(100)
26.11 Social Concerns-Designated	4,500	4,398	4,500	(102)
26.8 Mission Project	500	263	500	(237)
29.0 Board/Program Council	500	573	500	73
<b>Program</b>	22,600	23,415	22,600	815
<b>Financial Obligations</b>				
13.5 Workers' Compensation	1,200	1,549	1,200	349
15.6 Insurance	7,000	6,209	7,000	(791)
16.6 Member Loan Payments *	7,200	6,438	7,200	(762)
16.9 Mortgage/Roof Loan *	23,000	21,825	23,000	(1,175)
* 16.6 and 16.9 include interest and principal				
20.1 Stewardship	600	0	600	(600)
20.2 Treasurer	700	957	700	257
20.21 PayPal/Credit Card Fees	200	334	200	134
20.22 Payroll Service	1,200	1,140	1,200	(60)
20.2 Financial Review	800	1,200	800	400
35.0 In-lieu-of-tax Contrib	300	300	300	0
<b>Financial Obligations</b>	42,200	39,952	42,200	(2,248)
<b>TOTAL EXPENSES</b>	<b>315,500</b>	<b>308,852</b>	<b>315,500</b>	<b>(6,648)</b>
Year-to-date total expense as percent of annual budget (current year):				<b>97.9%</b>
Year-to-date total expense as percent of annual total expense (avg past three years):				<b>100.0%</b>
<b>NET OPERATING INCOME (YTD, budgetary basis)</b>		<b>0</b>		<b>0</b>
Year-to-date net operating income (avg past three years):				<b>5,300</b>
<b>OTHER CHANGES IN NET ASSETS (Year-to-date)</b>			<b>UPDATE SCHEDULE</b>	
Depreciation		-32,302	end of fiscal year	
Investment Income (outside operating budget)				
Reserves Funds		4,010	each quarter	
Endowment Fund		9,725	each quarter	
Capital Fund (2013 campaign)		78,555	monthly	
Loan Principal Paydown		34,342	monthly	
Bldg/property Improvements		1,600	as implemented	
		<b>95,930</b>		
<b>TOTAL CHANGE IN NET ASSETS (YTD)</b>		<b>95,930</b>		

# The Unitarian Universalist Church of the Lehigh Valley

FINAL

## Balance Sheet As of June 30, 2014

## Holding Account Balances As of June 30, 2014

	Total \$	Class	Balance \$
<b>ASSETS</b>			
Current Assets		Adult R. E.	(314)
Bank Accounts		Breakfast Forum	300
Embassy Checking	15,885	Coming of Age	70
Embassy Savings	12,258	Fair Trade	(496)
Embassy Capital (1)	52,808	Financial Review	1,000
Total Bank Accounts	80,951	Flower Fund	244
Undeposited Funds - UUCEF estimated	792	Grocery Cards	(2,320)
Undeposited Funds - Embassy checking	235	Emergency Shelter	68
Total Current Assets	81,978	Kriebel Music Fund	1,114
		Misc.	(59)
Fixed Assets - Building		Payroll Fee (qtrly carry-over)	101
Building at Cost	470,000	Plant Sale	1,143
Building-Accumulated Depreciation	(217,375)	Prepaid Pledges	23,363
Building Improvements	449,003	Religious Education	296
Building Improvements-Accum Depreciation	(126,019)	Sabbatical Fund	3,100
Total Fixed Assets - Building	575,609	Second Sunday Piano Series	1,025
		Senior High	786
Other Assets		Welcoming Congregation	287
Endowment - UUCEF	84,871		
Reserves		Total Holding	29,708
Vanguard Wellesley (VWIAX)	44,825		
Vanguard money market	3,674		
Total Reserves	48,499		
Capital (Investment)			
Vanguard Wellesley (VWIAX-Capital) (1)	80,244		
Total Other Assets	213,614		
<b>TOTAL ASSETS</b>	<b>871,202</b>		
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities - Holding	29,708		
Total Current Liabilities	29,708		
Long Term Liabilities			
Member Loans - R.E. Bldg	0		
Embassy Mortgage/Loan	259,372		
Total Long Term Liabilities	259,372		
Total Liabilities	289,080		
Total Equity	582,122		
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>871,202</b>		
(1) Denotes Capital Fund holdings			

<b>Fundraising (3.1) - YTD</b>	
Activity	Amount \$
Fair Trade	928
Grocery Cards	1,104
Plant Sale - fall	2,777
Service Auction	13,580
Yard Sale	1,293
Global Mamas	139
Spaghetti Supper	764
Plant Sale - Spring	5,285
Total Fundraising	25,871

<b>Capital Fund Progress</b>	
Amount Pledged	\$486,324
Amount collected	\$348,411
(incl loan forgiveness)	
Amount collected this month	\$2,868
Percent collected	71.6%
Member loans paid off	\$94,532
Capital expenditures - YTD	\$77,086
Capital expenditures this month	\$30,299
Capital funds available (1)	\$133,052

**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2013 to 6/30/2014

FINAL

	Budget Jul '13-Jun '14	\$ Actual	\$ Over (Under) Budget
<b>INCOME</b>			
1.3 Pledge Payments	207,000	197,703	(9,297)
1.4 New Pledges	5,000	2,951	(2,049)
1.5 Prior Year Pledges	4,000	16,204	12,204
2.1 Plate Cash	5,000	4,212	(788)
2.11 Plate-Soc. Conc. Designated	5,000	4,212	(788)
2.2 Nonpledge Contributions	8,000	4,537	(3,463)
3.1 Fundraising	16,900	25,871	8,971
3.2 Building Use (misc)	26,000	22,269	(3,732)
3.4 Headstart Rental	3,100	3,300	200
3.7 Kitchen Rental	2,000	7,646	5,646
4.2 Endowment Income	2,400	3,325	925
5.11 Concert Series	400	400	0
5.12 Music Fund	500	500	0
6.1 Interest	100	20	(80)
7.2 Transfer from Sabbatical Fund	13,200	10,100	(3,100)
9.1 Transfer from Reserves	7,612	0	(7,612)
<b>TOTAL INCOME</b>	<b>306,212</b>	<b>303,250</b>	<b>(2,962)</b>
Prepaid Pledges for 2014-15		23,363	(See Holding Account)
Year-to-date total income as percent of annual budget (current year):			99.0%
Year-to-date total income as percent of annual total income (avg past three years):			97.9%
 <b>EXPENSES</b>			
<b>Minister</b>			
11.1 Minister Salary	64,454	63,725	(729)
11.11 Minister Housing			
13.22 Minister Insurance	7,996	8,616	620
13.3 Minister Pension	6,000	6,006	6
13.4 Minister Professional	5,500	5,846	346
<b>Minister</b>	<b>83,950</b>	<b>84,193</b>	<b>243</b>
 <b>Religious Education</b>			
11.4 LEC Pay	21,900	20,707	(1,193)
11.72 LEC FICA+MCARE	1,700	1,584	(116)
13.7 LEC Professional	2,000	1,984	(16)
21.1 Religious Education	2,600	2,446	(154)
21.4 Safe Congregation	200	155	(45)
<b>Religious Education</b>	<b>28,400</b>	<b>26,875</b>	<b>(1,525)</b>

**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2013 to 6/30/2014

**FINAL**

	Budget Jul '13-Jun '14	\$ Actual	\$ Over (Under) Budget
<b>Worship and Music</b>			
12.1 Music Director Pay	11,000	11,044	44
12.11 Music Director Expenses	200	0	(200)
11.75 Music Dir. FICA+MCARE	800	845	45
25.2 Guest Musicians + Accompanist	500	1,275	775
25.5 Piano Tuning	500	330	(170)
25.1 Guest Speakers	300	150	(150)
25.0 Sunday Services	100	123	23
<b>Worship and Music</b>	13,400	13,767	367
<b>Facilities</b>			
11.2 Administrator Pay	22,600	22,579	(21)
11.73 Admin. FICA+MCARE	1,700	1,727	27
13.8 Admin. Professional	500	97	(403)
11.52 Sexton Pay	17,400	17,340	(60)
11.53 Sunday Custodian Pay	0	581	581
11.54 Custodian - Special Event	1,600	2,228	628
11.74 Sextn/Cust FICA+MCARE	1,500	1,497	(3)
14.1 Postage	1,500	1,219	(281)
14.2 Telephone	1,000	922	(78)
14.3 Office Supplies	3,000	2,102	(898)
14.4 Office Equipment	8,000	8,287	287
14.5 Internet	2,000	941	(1,059)
14.6 Phone/computer Upgrade	200	753	553
15.1 Custodial Supplies	2,500	2,118	(382)
15.2 Electricity	4,000	3,136	(864)
15.3 Gas	12,300	13,434	1,134
15.5 Trash Removal	1,500	1,656	156
15.7 Water&Sewer	1,300	1,075	(225)
23.2 Gen'l Upkeep & Repair	6,000	4,234	(1,766)
23.21 Furnace Repair & Maint.	2,000	1,264	(736)
23.22 Maintenance Contracts	1,000	881	(119)
23.23 Snow Removal	4,000	5,705	1,705
23.43 Sound System Upgrade	0	169	169
24.1 Building Rental Expense	500	230	(270)
<b>Facilities</b>	96,100	94,176	(1,924)
<b>Denominational Affairs</b>			
31.1 UUA	12,960	12,960	0
31.2 JPD	5,832	5,832	0
<b>Denominational Affairs</b>	18,792	18,792	0



**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2013 to 6/30/2014

**FINAL**

	Budget Jul '13-Jun '14	\$ Actual	\$ Over (Under) Budget
<b>Program</b>			
11.99 Employee Grp Insurance	1,500	2,924	1,424
12.2 Volunteer Coord. Pay	10,800	12,905	2,105
11.76 Volntr Coord FICA+MCARE	800	987	187
13.6 Vol. Coord. Professional	500	500	0
11.6 Child Care	2,000	1,724	(276)
22.1 Membership	720	243	(477)
22.2 Advertising	1,500	1,587	87
22.22 Newsletter Production	0	1,116	1,116
22.3 Hospitality	2,000	1,050	(950)
26.1 Social Concerns Programs	250	200	(50)
26.11 Social Concerns-Designated	5,000	4,212	(788)
26.8 Mission Project	300	0	(300)
29.0 Board/Program Council	2,500	623	(1,877)
<b>Program</b>	<b>27,870</b>	<b>28,070</b>	<b>200</b>
<b>Financial Obligations</b>			
13.5 Workers' Compensation	1,200	1,619	419
15.6 Insurance	7,000	7,864	864
16.6 Member Loan Payments *	3,300	2,722	(578)
16.9 Mortgage/Roof Loan *	21,900	21,825	(75)
* 16.6 and 16.9 include interest and principal			
20.1 Stewardship	600	0	(600)
20.2 Treasurer	900	579	(321)
20.21 PayPal/Credit Card Fees	300	228	(72)
20.22 Payroll Service	1,200	1,220	20
20.3 Financial Review	1,000	1,000	0
35.0 In-lieu-of-tax Contrib	300	300	0
<b>Financial Obligations</b>	<b>37,700</b>	<b>37,358</b>	<b>(342)</b>
<b>TOTAL EXPENSES</b>	<b>306,212</b>	<b>303,232</b>	<b>(2,980)</b>
<b>NET OPERATING INCOME (YTD, budgetary basis)</b>		<b>18</b>	<b>18</b>
Year-to-date total expense as percent of annual budget (current year):			99.0%
Year-to-date total expense as percent of annual total expense (avg past three years):			98.2%
Year-to-date net operating income (avg past three years):			(1,400)
<b>OTHER CHANGES IN NET ASSETS (Year-to-date)</b>			
Depreciation		-33,269	
Investment Income (outside operating budget)			
Reserves Funds		5,997	
Endowment Fund		7,872	
Capital Fund (2013 campaign)		53,697	
Loan Principal Paydown		100,778	
Bldg/property Improvements		37,242	
		<b>172,317</b>	
<b>TOTAL CHANGE IN NET ASSETS (YTD)</b>		<b>172,336</b>	

# The Unitarian Universalist Church of the Lehigh Valley

## Balance Sheet As of November 30, 2014

## Holding Account Balances As of November 30, 2014

	Total \$	Class	Balance \$
<b>ASSETS</b>			
Current Assets		Adult R. E.	(314)
Bank Accounts		Breakfast Forum	300
Embassy Checking	26,753	Building Use Deposits	150
Embassy Savings	12,263	Coming of Age	70
Embassy Capital (1)	34,518	Fair Trade	(439)
Total Bank Accounts	73,535	Financial Review	0
Undeposited Funds - 30 Nov deposit	4,117	Flower Fund	161
[incl \$1265 Capital] (1)		Grocery Cards	(460)
Total Current Assets	77,652	Emergency Shelter	255
Fixed Assets - Building		Kriebel Music Fund	1,239
Building at Cost	470,000	Misc.	0
Building-Accumulated Depreciation	(217,375)	Payroll fee accrual	0
Building Improvements	494,408	Plant Sale	895
Building Improvements-Accum Depreciation	(126,019)	Religious Education	291
Total Fixed Assets - Building	621,014	Sabbatical Fund	3,100
Other Assets		Second Sunday Piano Series	1,813
Endowment - UUCEF	82,604	Senior High	774
Reserves		Service Auction	1,107
Vanguard Wellesley (VWIX)	45,808	Welcoming Congregation	287
Vanguard money market	3,674		
Total Reserves	49,482	Total Holding	9,228
Capital (Investment)			
Vanguard Wellesley (VWIX-Capital) (1)	90,490		
Total Other Assets	222,576		
<b>TOTAL ASSETS</b>	<b>921,242</b>		
<b>LIABILITIES AND EQUITY</b>			
Liabilities		<b>Fundraising (3.1) - YTD</b>	
Current Liabilities - Holding	9,228	<b>Activity</b>	<b>Amount \$</b>
Total Current Liabilities	9,228	Fair Trade	0
Long Term Liabilities		Grocery Cards	268
Embassy Mortgage/Loan	257,399	Plant Sale - fall	3,506
Total Long Term Liabilities	257,399	Service Auction	13,000
Total Liabilities	266,627	Yard Sale	1,008
		Global Mamas	0
Total Equity	654,615	Spaghetti Supper	0
		Plant Sale - Spring	0
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>921,242</b>	Total Fundraising	17,781
		<b>Capital Fund Progress</b>	
		Amount Pledged	\$486,324
		Amount collected	\$375,840
		(incl loan forgiveness)	
		Amount collected this month	\$3,327
		Percent collected	77.3%
		Member loans paid off	\$94,532
		Capital expenditures - YTD	\$36,318
		Capital expenditures this month	\$8,640
		Capital funds available (1)	\$126,273

(1) Denotes Capital Fund holdings

**The Unitarian Universalist Church of the Lehigh Valley  
Income and Expenses**

7/1/2014 to 11/30/2014

	Budget Jul '14-Jun '15	\$ Actual	\$ Budget	\$ Over (Under) Budget
<b>INCOME</b>				
1.3 Pledge Payments	216,700	104,434	90,292	14,143
1.4 New Pledges	3,500	2,050	1,458	592
1.5 Prior Year Pledges	7,500	8,360	3,125	5,235
2.1 Plate Cash	4,500	1,650	1,875	(225)
2.11 Plate-Soc. Conc. Designated	4,500	1,652	1,875	(223)
2.2 Nonpledge Contributions	6,000	773	2,500	(1,727)
3.1 Fundraising	21,000	17,781	8,750	9,031
3.2 Building Use (misc)	24,000	8,300	10,000	(1,700)
3.4 Headstart Rental	3,300	1,672	1,375	297
3.42 Montessori Rental	0	5,850	0	5,850
3.7 Kitchen Rental	7,000	7,423	2,917	4,506
3.8 Gym Rental	0	0	0	0
4.2 Endowment Income	3,300	735	1,375	(640)
5.11 Concert Series	500	160	208	(48)
6.1 Interest	0	8	0	8
7.1 Misc - Other	100	0	42	(42)
9.1 Transfer from Reserves	6,800	0	2,833	(2,833)
<b>TOTAL INCOME</b>	<b>308,700</b>	<b>160,848</b>	<b>128,625</b>	<b>32,223</b>

Year-to-date total income as percent of annual budget (current year): 52.1%

Year-to-date total income as percent of annual total income (avg past three years): 52.9%

**EXPENSES**

**Minister**

11.1 Minister Salary	66,400	29,129	27,667	1,462
11.11 Minister Housing				
13.22 Minister Insurance	8,700	2,185	3,625	(1,440)
13.3 Minister Pension	6,700	2,785	2,792	(7)
13.4 Minister Professional	6,600	4,586	2,750	1,836

**Minister** 88,400 38,684 36,833 1,851

**Religious Education**

11.4 LEC Pay	22,500	9,449	9,375	74
11.72 LEC FICA+MCARE	1,700	704	708	(4)
13.7 LEC Professional	1,000	665	417	248
21.1 Religious Education	2,600	1,300	1,083	217
21.4 Safe Congregation	200	85	83	1

**Religious Education** 28,000 12,203 11,667 537

**The Unitarian Universalist Church of the Lehigh Valley**  
**Income and Expenses**

7/1/2014 to 11/30/2014

	Budget Jul '14-Jun '15	\$ Actual	\$ Budget	\$ Over (Under) Budget
<b>Worship and Music</b>				
12.1 Music Director Pay	11,400	3,102	4,750	(1,648)
11.75 Music Dir. FICA+MCARE	900	237	375	(138)
25.2 Guest Musicians + Accompanist	800	350	333	17
25.5 Piano Tuning	300	115	125	(10)
25.1 Guest Speakers	300	0	125	(125)
25.0 Sunday Services	300	207	125	82
<b>Worship and Music</b>	<b>14,000</b>	<b>4,011</b>	<b>5,833</b>	<b>(1,822)</b>
<b>Facilities</b>				
11.2 Administrator Pay	27,200	11,686	11,333	353
11.73 Admin. FICA+MCARE	2,100	899	875	24
13.8 Admin. Professional	300	250	125	125
11.97 Admin Medical Insurance	5,000	3,129	2,083	1,046
11.52 Sexton Pay	17,900	2,579	7,458	(4,880)
11.53 Sunday Custodian Pay	600	847	250	597
11.54 Custodian - Special Event	2,500	1,116	1,042	74
11.74 Sextn/Cust FICA+MCARE	1,500	206	625	(419)
14.1 Postage	1,200	489	500	(11)
14.2 Telephone	1,000	388	417	(28)
14.3 Office Supplies	2,500	844	1,042	(198)
14.4 Office Equipment	8,000	3,652	3,333	319
14.5 Internet	1,500	369	625	(256)
14.6 Phone/computer Upgrade	2,000	581	833	(253)
14.8 Office S/W	300	337	125	212
15.1 Custodial Supplies	1,800	505	750	(245)
15.2 Electricity	3,200	1,066	1,333	(267)
15.3 Gas	12,300	545	5,125	(4,580)
15.5 Trash Removal	1,800	1,080	750	330
15.7 Water&Sewer	1,200	471	500	(29)
23.2 Gen'l Upkeep & Repair	9,000	5,575	3,750	1,825
23.24 Cleaning Service	0	4,805	0	4,805
23.21 Furnace Repair & Maint.	1,500	378	625	(247)
23.22 Maintenance Contracts	1,100	619	458	161
23.23 Snow Removal	4,500	0	1,875	(1,875)
23.43 Sound System Upgrade	1,000	0	417	(417)
24.1 Building Rental Expense	300	1,620	125	1,495
<b>Facilities</b>	<b>111,300</b>	<b>44,036</b>	<b>46,375</b>	<b>(2,339)</b>
<b>Denominational Affairs</b>				
31.1 UUA	12,700	6,360	5,292	1,068
31.2 JPD	5,900	2,968	2,458	510
<b>Denominational Affairs</b>	<b>18,600</b>	<b>9,328</b>	<b>7,750</b>	<b>1,578</b>

**The Unitarian Universalist Church of the Lehigh Valley**  
**Income and Expenses**

7/1/2014 to 11/30/2014

	Budget Jul '14-Jun '15	\$ Actual	\$ Budget	\$ Over (Under) Budget
<b>Program</b>				
11.6 Child Care	2,000	1,005	833	172
22.1 Membership	300	0	125	(125)
22.2 Advertising	1,500	338	625	(287)
22.22 Newsletter Production	800	698	333	365
22.3 Hospitality	500	250	208	41
26.1 Social Concerns Programs	300	30	125	(95)
26.11 Social Concerns-Designated	4,500	1,652	1,875	(223)
26.6 Other Programs	0	138	0	138
26.9 Emergency Shelter	300	0	125	(125)
29.0 Board/Program Council	700	291	292	(0)
35.0 In-lieu-of-tax Contrib	300	300	125	175
<b>Program</b>	11,200	4,703	4,667	36
<b>Financial Obligations</b>				
11.99 Employee Grp Insurance	2,900	1,144	1,208	(64)
13.5 Workers' Compensation	1,600	1,526	667	859
15.6 Insurance	7,500	2,373	3,125	(752)
16.9 Mortgage (int and princ)	21,900	7,275	9,125	(1,850)
20.1 Stewardship	200	0	83	(83)
20.2 Treasurer	600	160	250	(90)
20.21 PayPal/Credit Card Fees	300	135	125	10
20.22 Payroll Service	1,200	391	500	(109)
20.3 Financial Review	1,000	1,500	417	1,083
<b>Financial Obligations</b>	37,200	14,503	15,500	(997)
<b>TOTAL EXPENSES</b>	<b>308,700</b>	<b>127,469</b>	<b>128,625</b>	<b>(1,156)</b>
<b>NET OPERATING INCOME (YTD, budgetary basis)</b>		<b><u>33,379</u></b>		<b><u>33,379</u></b>
Year-to-date total expense as percent of annual budget (current year):				<b>41.3%</b>
Year-to-date total expense as percent of annual total expense (avg past three years):				<b>39.7%</b>
Year-to-date net operating income (avg past three years):				<b>42,400</b>

UUCLV 5 YEAR PROJECTION					Final	12/10/2014			
for JPD Chalice Lighters Grant									
		Actual	Budget						
		Prev Yr	Current Yr	Next 1	Next 2	Next3	Next 4	Next 5	Assumption
INCOME:		2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	
	Pledge	216858	227700	238,415	254,508	271,030	287,990	305,399	
	Gifts & Endow	7862	9300	9,486	9,676	9,869	10,067	10,268	2% increase
	Fundraising	25871	21000	21,420	21,848	22,285	22,731	23,186	2% increase
	Rental Income	33215	34300	34,986	35,686	36,399	37,127	37,870	2% increase
	Plate Collections	8424	9000	9,180	9,364	9,551	9,742	9,937	2% increase
	Other	920	600	606	612	618	624	631	1% increase
	Other accrual	10100		3100					
	Transf from Cap't		6800	1901					
	TOTAL INCOME	303250	308700	319,094	331,693	349,753	368,282	387,290	
	EXPENSES:								
	Minister	84,193	88,400	91,052	93,784	96,597	99,495	102,480	3% increase
	Religious Education	26,875	28,000	28,840	29,705	30,596	31,514	32,460	3% increase
	Worship and Music	13,767	14,000	14,700	15,435	16,207	17,017	17,868	5% increase
	Facilities	94,176	111,300	115,752	120,382	125,197	130,205	135,413	4% increase
	Denom Affairs	18,792	18,600	19,530	20,507	21,532	22,608	23,739	4% increase
	Program/ Outreach	11,054	11,200	11,648	12,114	12,598	13,102	13,627	4% increase
	Vol Coordinator *	14,392							
	Financial Obligations	39,982	37,200	37,572	37,948	38,327	38,710	39,098	1% increase
	Surplus/Accrual	19			1,819	8,698	15,629	22,606	
	TOTAL EXPENSES	303,250	308,700	319,094	331,693	349,753	368,282	387,290	
	* Volunteer coordinator position deleted in 2014-15								
	No. members		200	210	220	230	240	250	
	Pledge Units(incl \$0 pledgers)		165	174	183	192	201	210	
	Av. Pledge/unit		1421	1,442	1,464	1,486	1,508	1,531	1.5% increase
	Pledge income			238,415	254,508	271,030	287,990	305,399	



