

## 2021-22 Draft Budget Notes

The baseline assumption is that we will not resume full activity in the building until January, 2022 with a ramp-up period in the fall (small groups, staff returning to offices, etc.) Also, there are two columns for the budget: one with a CoLA for all staff, and one without. The difference is \$9,671.

1. Canvass Result is the total of currently active pledges, i.e., the amount we would have if all active pledges are renewed without any change, plus the current net change in next year's pledges
2. I am sticking with a 5% shave instead of the historical 3% shave due to the turbulence of these unprecedented times as a precaution.
3. Basket giving will likely go up once we are able to resume Sunday morning activities in the building, but it is unclear how much impact, if any, it will have on established giving patterns. I have allowed for a modest increase.
4. The assumption is that the Food Fair and/or the new arts/music festival will resume/continue next year.
5. Use of reserves is shown to balance the budget.
6. Mortgage & Work Comp costs have come down compared to last year and we can now budget accordingly.
7. I have shifted telephone/internet costs out of Office Expenses and into the Utility category where I believe those expenses belong. I am showing a significant increase to allow for the increased internet bandwidth we're going to need to support multiple hybrid activities going in the building simultaneously. This is a ballpark upper-end estimate but not yet backed up with hard data. I expect the real cost to be less.
8. I have budgeted a \$2,000 increase for both equipment/maintenance and technology as we will need to replace some staff workstations and acquire new equipment to support Zoom meetings on-site in various meeting places in the building.
9. While needing more of her contractual Professional Expense allocation than this year, Rev. Amy was willing to work with half for next year. Other full-time staff see a 50% increase to \$1,500. UUA compensation standards would have professional expense allocations be equal to 10% of salary.
10. Furloughed staff would be asked to return in January (Childcare Coordinator, and childcare staff). In addition, we would look at filling the vacant Youth Group Coordinator. A new bookkeeper and administrative assistant will be hired over the summer. The bookkeeper is expense-neutral as once that position is filled the DFA will no longer receive a stipend for fulfilling those duties.
11. Neither Music nor Faith Formation show internal distribution of their budget allocation. A lot of what is needed where will depend on when normal activities resume.
12. Support for the UUA and MAR is increased to \$12,000. Our full "fair share" would be \$46,000.