

PROPOSED FY 20-21 UUSJ BUDGET

The attached budget for next fiscal year makes the following assumptions:

1. We will need to fund through staff/consultants the leadership of Advocacy program as Lavona Grow transitions out of volunteering for this important task.
2. Now that we have an administrative assistant on board (since January), some of her time as well as the Executive Director's time can be devoted to this work, probably supplemented by a contractor/consultant for a short period each month (x11 months)
3. About 60% (\$15K) of the unexpected \$25K donation for election work will be carried over to next FY.
4. Given the six months without an administrative assistant this FY, there should be savings to carry over to next FY, estimated \$9K.
5. Given the five-six months without an advocacy contract person, there should be (grant) savings that could be carried over to next FY, estimated \$5K.
6. If we include the new costs of a legislative information service, bookkeeping, partnership dues/conference fees and a financial review/audit, assuming our other straight-line estimates for income, we will need to obtain new sources of funding of about \$9000, in order to balance the income and expenses (in addition to the \$29K carried over savings). Since probably not all of these new grants can be for advocacy work, some new program expenses are foreseen (specifics not known).
7. We recognize that we continue to have a structural deficit (core income other than grants versus core expenses for basic staff and running expenses) estimated to be on the order of \$13,000 per year. This must be addressed on the income side (development committee and membership committee matters). Sheet three of the attached budget shows this core deficit. For next FY, savings from understaffing can help cover this deficit, but in future FYs, those savings are not likely to materialize.

Finance Committee: Charlotte Jones Carroll, John Gubbings, David Strauss, Nancy Sorden

Context for the budget discussion (from Bob Denniston)

Clearly the proposed budget will be a work in progress for a few months, just like in past years, given uncertainties in what if any UUSJ grants we are awarded, but now too with the unknown impact of COVID-19 on fund-raising.

Regarding the assumptions:

- Assumptions 1 and 2 -- As Lavona shifts her time away from some of the Advocacy Corps and Write Here! Write Now! responsibilities, we need to acquire the expertise to pick up her tasks. Staff work to support AC would be substantial. Since we lost AC contract support in October, Pablo has stepped up and taken on some tasks, specifically setting up Hill meeting appointments for AC volunteers once the priority members of Congress are determined. He reports about 19 hours per month since November on AC tasks, nearly 25 percent of his paid time. But Pablo's time has not included critical high-level tasks related to issue surveillance, target audience selection, gathering up background material, working with partner groups, drafting and securing reviews for the backgrounder/talking points document and the leave-behind letter, marshaling the AC volunteers, preparing the walk list, and reporting. So we indeed need a discussion on how to, over time, shift the responsibilities for these key functions if our advocacy is to continue at the same level.
- AC and WHWN are intertwined programs, but the work can be described discretely. Writing and disseminating the backgrounder to UUSJ and partner congregations begin the WHWN process, but the letter-gathering, organizing, logging, packaging and preparation for delivery by AC volunteers is separate, largely taking place a few days in advance of AC Day (except during Earth Month partnership with UUMFE, for example), involving several regular and reliable UUCA volunteers who come to our house for the grunt work over a short period of time -- the afternoon/evening before the AC Day. Again expecting Lavona to gradually transition away from that responsibility we will need to find a project manager, either a volunteer or paid staff along with volunteers to do this work, and a workplace for organizing and assembling the letters. With some months having more than a thousand letters this is a time-consuming task that must be done over a short period of time. (Lavona provided the job description for this responsibility in mid-November.)
- Given the budget reality and the limit to volunteer hours and managerial capacity, for both AC and WHWN we need to explore how to become more effective and efficient, and what functions could be pared back. While our advocacy is at the core of UUSJ and what we are known for, there is a practical limit to sustainability. I know our Development and Membership teams are working on approaches to building support but we need to right-size expectations in my view.

- We agreed to apply for a UUFPP "UU the Vote" grant and another UUFPP grant for the mid-September round, in support of advocacy work.
- The "advocacy contract service" item needs further discussion regarding our specific requirements. John Peterson and Lavona had a demo of a service that they can report on.

UNITARIAN UNIVERSALISTS FOR SOCIAL JUSTICE				
	FY2018-19 budget	FY2019-20 budget	Actuals as of Feb 20	Draft FY2020-21 budget
INCOME				
Fair share congregatons	\$25,350	24,483	8,993	24,500
Indiv. Contributions+ members	25,790	27,007	25,553	27,000
CFC	7000	7000	4,198	7,000
Grants or other funding sources	15,000	12,000	0	9,000
UUFP Challenge Match Grant	0	4,000	0	-
UUSJ contrbtns to UUFP Match Grant	0	4,000	4,000	-
Other Advocacy contributions	3,000	3,000	8,000	5,000
GOTV grant	3,000	0	0	1,000
Fundraising event	150	9,600	0	9,600
Gala event	0	6,000	10,885	-
Mobilizingfor2020elections	0	0	25,000	-
Investment & other Income	16	10	52	12
Total Income	\$79,306	97,100	86,681	83,112
EXPENSES				
Salary Exec Director	31,200	32,000	20,400	32,800
Salary Admin Assistant	10,000	13,000	2,600	19,200
Payroll taxes/workers comp	4,214	5,100	3,252	6,032
Travel	200	720	0	2,000
Development/Fundraising	4,850	2,075	1,855	4,000
Fundraising Event expenses	300	3,200	0	2,000
Gala expenses	0	4,000	5,088	-
GOTV grant-funded expenses	0	0	0	1,000
GOTV self-funded expenses	3,000	1,000	0	500
* Mobilizingfor2020elections	0	0	0	15,000
Facilities (WES in-kind)	0	0	0	-
Advocacy Corps (Grant-funded)	15,000	16,000	2,487	2,000
Advocacy Corps (Self-funded)	3000	7,000	0	2,000
New program expenses				6,000
UUSJ-UUJEC training (9/19)	50	2,500	503	-
Office supplies	876	2,350	252	1,000
D+O Insurance	623	842	624	842
* Tech/Web/Graphics/Access	350	850	408	1,000
Contact Mgt	2200	2,250	1969	2,250
Strategic Planning	0	7,425	0	-
Other consulting	4000	1,000	535	2,000
Communications	4000	1,788	0	2,000
* Bookkeeping (reimb to WES)	0	0	0	780
Audit/financial review	0	0	0	1,500
* Advocacy contact service	0	0	0	6,500
* Partnership outreach dues/fees/GA	0	0	0	1,400
Bank fees/CC fees/filing fee	0	0	892	150
Total Expenses	83,863	103,100	40,865	111,954
surplus/deficit	-4,557	-6,000	Est. \$29K savings	-28842

balancing figure

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\$15K carried over

incl GA for ED

incl editing

?

500 in FY20

10000 in FY20

in-kind \$720

new UUFP grant

advocacy asst

UUFP grant?

Access=\$200

?

for what?

GA reg incl