

United Anglican Communion Cursillos in Christianity

Financial Report for **December, 2015**

Prepared for the Secretariat Meeting held on January 16, 2016

Balance Sheet for December, 2015

Line 12 We received the Cleaning Deposit back from Cursillo House, so our Liabilities are only Scholarships Brought Forward from 2015 to 2016 for either Team or Candidates. *The Cleaning Deposit should ALWAYS be returned for transparent and accurate accounting.*

Line 13 \$ 150.00 was **Moved in December** into Scholarships Brought Forward

Line 20: \$18,009.50 Shows our bank balance as of Nov. 30, 2015.

Income & Expense Budget Performance for December, 2015

Note: All minus signs in the penultimate column mean we are under budget.

INCOME: **Line 8:** \$712.37 **Income in December**

Line 4: \$548.00 = \$ 48.00 from PayPal Ongoing Donations
\$ 500.00 from a single donation

Line 5: \$200.00 = The last woman candidate was funded by her sponsor!!

Line 6: - \$ 50.00 = - \$150. **Moved to Scholarships Brought Forward**
+ \$100. for one payment for the men's team received this month.

Line 7: + 14.37 = 1 PayPal Scholarship donation (\$15.00 - PayPal fee = \$14.37)

EXPENSES: **Line 17** - \$62.45 Check to Paul Noble for flowers & buckets for Mananitas

F & M Bank Statement: The bank account for December was reconciled.

Meeting Discussion:

1. See separate attachment for a two-page questionnaire for Montana and Phoenix Cursillos.

Let me know, please, if this is close to what you are thinking as far as financial accountability.

2. Chart shows final #s for 2015 fees and the 2016 fees.

This chart shows what **115 people** paid in 2015:

Nine (9) of those 115 did not attend this year.

2015	Other Amounts	\$150	\$175	\$200
	(2)	(80)	(7)	(26)
2016	Other Amounts	\$160	\$180	\$200

3. One more person's \$150 payment was moved to

SCHOLARSHIPS BROUGHT FORWARD (Balance Sheet Line # 13). This person had paid for (1st) a candidate who could not attend, then (2nd) told me to cover the cost of a team member who needed a scholarship. That team member paid \$200 in full. I moved the donor's original payment into Scholarships Brought Forward. FINAL

Team & Candidate Payment Report:

2015 YTD		TEAM		CANDIDATES	
		#	Fees	#	Fees
Signed up & paid full or partial		76	\$ 12,223.02	39	\$ 6,286.40
DID NOT ATTEND; \$\$ MOVED TO:	Scholarships Brought Forward	-4	- \$ 600.00	-4	- \$ 599.15
	Donations	-0	0	-1	-\$ 200.00
# Attended/\$ Kept for 2015		72	\$ 11,623.02	34	\$ 5,487.25
2015 Budgeted			\$ 9,000.00		\$ 3,600.00
Over ☺Funded by \$4,510.27		+	\$ 2,623.02	+	\$ 1,887.25

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Meeting Discussion (continued)


4. I will need a preliminary budget to enter into Quick Books to print out an Income & Expense Budget Performance report for January.

5. How to set up an automatic recurring gift to UACCC from your bank account

- Contact your bank and ask them how to set up an automatic payment to a charity.
- My Credit Union told me to log onto my bank account and use Bill Pay to set up recurring payments.
- Bill Pay said I had to first turn off my computer's pop-up blocker.

I called my bank and they said to make the bank an exception so I can leave pop-ups blocked except for the bank. Since I use Google Chrome as my internet server, here is how I did that:

How to allow only bank pop-ups for a Google Chrome server:

1. Open Chrome.
2. In the top-right corner, click the Chrome menu .
3. Click **Settings**.
4. Click **Show advanced settings**.
5. Under "Privacy," click **Content settings**.
6. Under "Pop-ups," select

Do not allow any site to show pop-ups (recommended) or

Allow all sites to show pop-ups or

*** Manage Exceptions (Click here and enter the website of your bank)**

- Then I went back to my online bank account and clicked on Bill Pay. A pop-up window appeared where I entered the following information:

Company Name:	United Anglican CCC
Account Number :	<i>(Put Your First & Last Name)</i>
Account Nickname	UACCC
Address Line 1:	United Anglican Cursillos
Address Line 2:	346 Termino Ave
City:	Long Beach
State	CA
ZIP Code:	90814-2836
Phone Number	562-498-9492
Mobile Number (Optional)	none
Email Address	cursillodonations@juno.com

- Enter an amount and select **Auto Pay** to make it recurring.
- You can then go in and amend the payment amount or delete the payments.
- To set up an ACH option for our donors, it would cost us \$??? I've never heard back from Fiserve.com.

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6. How to Turn Off a PayPal Payment to UACCC

If you are switching from PayPal to Bill Pay, you will need to stop your PayPal Recurring Payment.

- Go directly to your **personal** PayPal account.
- LOG IN (top right) with your username and password
- Then at the top of the page find:

Notifications  Profile / Settings  Log out

- Click on the GEAR icon 
- Scroll down to PAYMENT SETTINGS
- Click on PREAPPROVED PAYMENTS
- Under Merchants, click on the name of our organization and/or our web address
- Change the status from ACTIVE to **CANCEL**

7. Budget Planning with an Overview of Retained Earnings (Budget Worksheet Attached):

2008	\$ 8,916.18			2013	\$ 9,880.85	+ 48 %
2009	\$11,068.16	+ 24. %		2014	\$ 13,546.59	+ 37 %
2010	\$10,850.76	- 02. %		2015	\$ 12,020.21	+ 11 %
2011	\$12,550.04	+ 16 %		2016	\$ 16,810.35	+ 40 %
2012	\$ 6,692.83	- 47 %		2017	?	

Income & Expense Budget Performance for 4th Quarter 2015

Note: All minus signs in the penultimate column mean we are under budget.

INCOME:

Line 8: \$ 756.96 **Income for 4th Quarter**

Line 4: \$1313.00 = \$ 445. from Day of Deeper Understanding
\$ 144. from 3 months of \$ 48.00 from PayPal Ongoing Donations
\$ 500. from a single donation
\$ 200. from 1 candidate who did not attend sponsor to donations
\$ 24. from one church pledge

Line 5: -\$599.15 = **Funds moved for those not attending**

Line 6: - \$ 00.00 = -\$600. moved out for those not attending
+ \$600. from payments for team

Line 7: + 43.11 = 3 PayPal Scholarship donations

EXPENSES:

Line 16 - \$222.00 **To PCOM for meeting room**

Line 17 - \$ 62.45 **Check to Paul Noble for flowers & buckets for Mananitas**

Line 30 - \$210.00 **Money returned for food**

Line 30 - \$180.00 **Money returned for Rollo Room**