

## Subject: August – September Financial Status and Actions

From: Bowman Kell, Treasurer 2025  
To: Board of Trustees, Unity of Fairfax 2025  
Date: Presented October 28, 2025

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### 1. Executive Summary for August through September 2025

- a. For Q3, **Love offerings** trending 11% lower than 2024; but are better than 1Q25 and 2Q25 (where they trended 30% lower than 2024). Monthly, we are averaging \$32k, which is \$10k below budget.

We continue to suspect love offerings are impacted by congregant anxiety and uncertainty with current economic and political volatility. We also believe the Boards emails, Community Dialogue message and calls to congregants have helped keep the community updated on our financial status. Gratefully, August showed positive uptick due to substantial anonymous donation – thank you Spirit!

- b. Short-term **Rentals** (beyond recurring Community for Helping Others and Iglesia de Vida) continue to increase. In September, Hunter Mill Montessori (HMM) rent increased 18%. This reflects repayment of escalated deferrals mutually agreed upon since Sept 2023 plus annual increase of 3%.
- c. YTD **Fundraisers** substantially below \$30k budget. 12 for 12 Anniversary raised \$6k (\$12k budget); Spokes GAP trail raised \$2.8k (\$16k budget). Fall Auction in progress with \$25k budget.
- d. **Emergency Cash Flow plan** continues to be tightly managed between Bookkeeper, Treasurer and Minister. Gratefully the additional funds authorized by the Board in July (from Capital Reserve and the Investment Fund) have not been accessed; however, the Operating Reserve has a low \$1k balance.
- e. **501(c)3 non-profit status update.** We continue to be included under Unity Worldwide Ministries (UWM) umbrella and have a letter stating such for UWM. In March, we were temporarily and mistakenly removed. As a result, we have submitted updated documentation to the IRS. We are awaiting IRS updating their master database; undoubtedly this has been delayed due to the US government shutdown.

### 2. August & September Income Highlights

Type	Comments	Month		YTD Budget Variance
		August	September	
Love Offerings	Lower than expected trend continues	\$ 43,441	\$ 35,241	\$ (94,076)
Rentals	Short term rentals ↑; HMM adjustment Sept ↑	\$ 15,273	\$ 18,559	\$ 9,856
Fundraising	Spokes GAP trail below anticipated budget	\$ 2,775	\$ 50	\$ (30,869)

### 3. August & September Expense Highlights: (parenthesis indicates lower expenses)

Type	Comments	Month		YTD Variance
		August	September	
Compensation & Benefits	Under YTD \$22k	\$ 30,848	\$ 30,248	\$ (22,226)
Occupancy	Increase in equipment repairs, fire inspection, extra weeding workers	\$ 22,898	\$ 22,877	\$ 15,436
Gen & Admin	CPA expense for Feb-April, result of staff transition disruption and reconstruction of financials; annual subscriptions hitting	\$ 8,096	\$ 5,745	\$ 10,609
Ministry	More speakers in Aug, EarthCare higher than expected	\$ 3,228	\$ 1,283	\$ (3,666)
Tithes	Accrued, not yet paid	\$ 5,864	\$ 5,345	\$ (9,057)

#### 4. Operating Summary trends:

	Oct 26 2025	Jul 21 2025	Apr 30 2025	Dec 31 2024
Cash (Ministry)	\$ 21,460	\$ 20,751	\$ 44,966	\$ 25,586
Reserves (Operating & Capital)	\$ 21,865	\$ 33,856	\$ 54,493	\$ 57,548
Investment Fund (Vanguard)	\$ 123,054 9/30	\$ 115,299 6/30	\$ 116,661 3/31	\$ 119,908
Restricted Funds	\$ 9,060	\$ 12,160	\$ 13,706	\$ 12,627

#### 5. Other:

- As outlined in our Unity of Fairfax Policy Manual, the Finance Committee (FC) has oversight responsibilities in matters concerning Unity of Fairfax's finances. The FC has reviewed and discussed Unity of Fairfax Bylaws Article VI, Section 9, Item M: ***"Cause to be prepared at least every five years a financial review and/or audit of the church financial conditions."*** Given our 2023 clean Financial Review, as well as our 2025 intensified concentration on accounting details given our staff transition, the FC does not recommend the Board budget for or conduct a financial review and/or audit for the year-ending 2025.
- The Finance Committee (FC) recommends the Board adopt a practice to ensure at least three competitive bids are received and reviewed by Staff, the Finance Committee and ultimately the Board, for any expenditure expected to be \$3,000 or more. The process should include standardized questions and/or requirements for all vendors to address, so there is comparability across bids.

#### 6. Financial Reports attached:

- a. Statement of Financial Position – Balance Sheet
- b. Budget vs. Actual Month and Annual – Ministry Fund
- c. Statement of Activity by Fund

# Statement of Financial Position YTD Sept 30, 2025

## Unity of Fairfax

	30 Sept 2025	31 Dec 2024	\$ Change
<b>Assets</b>			
Current Assets			
Bank Accounts			
<b>Total for 1100 Unrestricted cash</b>	<b>\$ 13,761</b>	<b>\$ 25,586</b>	<b>\$ (11,824)</b>
<b>1200 Reserve Cash</b>			
1205 Security Deposits (Fidelity)	\$ 28,059	\$ 27,240	\$ 819
1211 Capital Reserve	\$ 20,864	\$ 20,841	\$ 23
1212 Operating Reserve	\$ 6,001	\$ 36,707	\$ (30,706)
<b>Total for 1200 Reserve Cash</b>	<b>\$ 54,924</b>	<b>\$ 84,788</b>	<b>\$ (29,864)</b>
<b>1300 Restricted Cash (1300)</b>			
1301 Benevolence Fund	\$ 2,625	\$ 3,571	\$ (946)
1302 Secular Fund	\$ 4,956	\$ 7,627	\$ (2,671)
1303 Sacred Grounds	\$ 1,429	\$ 1,429	\$ -
1304 Special Purpose Fund	\$ -	\$ -	\$ -
<b>Total for 1300 Restricted Cash (1300)</b>	<b>\$ 9,010</b>	<b>\$ 12,627</b>	<b>\$ (3,617)</b>
<b>Total for Bank Accounts</b>	<b>\$ 77,695</b>	<b>\$ 123,000</b>	<b>\$ (45,306)</b>
<b>Total for Other Current Assets</b>	<b>\$ 10,856</b>	<b>\$ 16,766</b>	<b>\$ (5,910)</b>
<b>Total for Current Assets</b>	<b>\$ 88,551</b>	<b>\$ 139,767</b>	<b>\$ (51,216)</b>
Fixed Assets			
1600 Land	\$ 419,328	\$ 419,328	\$ -
Total for 1610 Building and Grounds	<b>\$ 4,188,854</b>	<b>\$ 4,188,854</b>	<b>\$ -</b>
Total for 1620 Equipment	<b>\$ 73,040</b>	<b>\$ 71,290</b>	<b>\$ 1,750</b>
Total for 1630 Furniture, Fixtures, Software	<b>\$ 144,776</b>	<b>\$ 144,776</b>	<b>\$ -</b>
1640 Accumulated Depreciation	\$ (2,548,714)	\$ (2,448,174)	\$ (100,540)
<b>Total for Fixed Assets</b>	<b>\$ 2,277,284</b>	<b>\$ 2,376,074</b>	<b>\$ (98,790)</b>
Other Assets			
1801 Unity of Fairfax Investment Fund	\$ 123,054	\$ 119,908	\$ 3,147
<b>Total for Assets</b>	<b>\$ 2,488,890</b>	<b>\$ 2,635,749</b>	<b>\$ (146,859)</b>
<b>Liabilities and Equity</b>			
Liabilities			
<b>Total for Current Liabilities</b>	<b>\$ 75,265</b>	<b>\$ 41,257</b>	<b>\$ 34,008</b>
Long-term Liabilities			
2700 Escrow Liabilities			
2701 Hunter Mill Montessori Escrow	\$ 25,000	\$ 25,000	\$ -
2703 Committee For Helping Others Escrow	\$ 2,000	\$ 2,000	\$ -
<b>Total for 2800 Mortgage Payable</b>	<b>\$ 703,816</b>	<b>\$ 833,447</b>	<b>\$ (129,631)</b>
<b>Total for Long-term Liabilities</b>	<b>\$ 730,816</b>	<b>\$ 860,447</b>	<b>\$ (129,631)</b>
<b>Total for Liabilities</b>	<b>\$ 806,081</b>	<b>\$ 901,703</b>	<b>\$ (95,622)</b>
Equity			
3400 Gain/Loss on Disposal	\$ 1,179	\$ 1,179	\$ -
3500 Unrealized Gain/Loss on Investments	\$ 71,895	\$ 56,447	\$ 15,448
3000 Net Assets	\$ 1,676,420	\$ 1,661,388	\$ 15,032
Net Income	\$ (66,685)	\$ 15,032	\$ (81,717)
<b>Total for Equity</b>	<b>\$ 1,682,808</b>	<b>\$ 1,734,045</b>	<b>\$ (51,237)</b>
<b>Total for Liabilities and Equity</b>	<b>\$ 2,488,890</b>	<b>\$ 2,635,749</b>	<b>\$ (146,859)</b>

**Unity of Fairfax**  
**Budget vs. Actuals YTD September**  
January - September, 2025

Unity of Fairfax Budget vs. Actual YTD September	YTD Actual	YTD Budget	Variance to Budget
<b>Revenue</b>			
4100 LOVE OFFERING INCOME			
4101 MidWeek Credit Card	\$ 28,058	\$ 27,421	\$ 637
4102 MidWeek EFT	\$ 62,608	\$ 66,078	\$ (3,470)
4104 MidWeek BillPay	\$ 1,612	\$ 8,460	\$ (6,848)
4105 MidWeek Snail Mail	\$ 89,606	\$ 120,086	\$ (30,480)
4106 MidWeek STRIPE	\$ 50,738	\$ 57,397	\$ (6,659)
4107 Sunday Offering	\$ 50,104	\$ 57,914	\$ (7,811)
4109 Sunday Cash Offering	\$ 3,009	\$ 4,297	\$ (1,289)
4110 MidWeek Giving Tuesday		\$ 11,250	\$ (11,250)
4111 MidWeek Bequest	\$ 18,093	\$ 45,000	\$ (26,907)
<b>Total 4100 LOVE OFFERING INCOME</b>	<b>\$ 303,828</b>	<b>\$ 397,904</b>	<b>\$ (94,076)</b>
<b>Total 4210 EPS INCOME</b>	<b>\$ 3,122</b>	<b>\$ 2,773</b>	<b>\$ 349</b>
4220 EVENTS INCOME		\$ 2,738	\$ (2,738)
4300 FUNDRAISING INCOME			
4301 Auction		\$ 18,750	\$ (18,750)
4350 LO - Anniversary Fundraiser	\$ 6,056	\$ 9,000	\$ (2,944)
4399 Other Fundraising Income	\$ 2,825	\$ 12,000	\$ (9,175)
<b>Total 4300 FUNDRAISING INCOME</b>	<b>\$ 8,881</b>	<b>\$ 39,750</b>	<b>\$ (30,869)</b>
4400 SHORT TERM RENTAL INCOME	\$ 46,511	\$ 37,650	\$ 8,861
4450 LONG TERM RENTAL INCOME	\$ 101,649	\$ 100,654	\$ 995
<b>Total 4500 BOOKSTORE SALES</b>	<b>\$ 1,617</b>	<b>\$ 3,600</b>	<b>\$ (1,983)</b>
4600 OTHER INCOME		\$ 100	\$ (100)
4604 Grant Income	\$ 13,500	\$ 7,500	\$ 6,000
4609 Miscellaneous	\$ 77,267	\$ -	\$ 77,267
<b>Total 4600 OTHER INCOME</b>	<b>\$ 91,790</b>	<b>\$ 7,981</b>	<b>\$ 83,809</b>
<b>Total Revenue</b>	<b>\$ 557,397</b>	<b>\$ 593,050</b>	<b>\$ (35,652)</b>
<b>Expenditures</b>			
<b>Total 6100 COMPENSATION &amp; BENEFITS</b>	<b>\$ 301,362</b>	<b>\$ 323,588</b>	<b>\$ (22,226)</b>
<b>Total 6200 OCCUPANCY EXPENSE</b>	<b>\$ 192,084</b>	<b>\$ 176,648</b>	<b>\$ 15,436</b>
<b>Total 6300 GENERAL &amp; ADMINISTRATIVE</b>	<b>\$ 60,888</b>	<b>\$ 50,279</b>	<b>\$ 10,609</b>
6510 EPS WORKSHOPS		\$ 600	\$ (600)
<b>Total 6520 EVENTS</b>	<b>\$ -</b>	<b>\$ 3,333</b>	<b>\$ (3,333)</b>
<b>Total 6600 FUNDRAISING EXPENSE</b>	<b>\$ 375</b>	<b>\$ 1,728</b>	<b>\$ (1,353)</b>
6700 MINISTRIES EXPENSE			
Total 6710 Worship Ministry	\$ 8,534	\$ 8,861	\$ (326)
Total 6720 Music	\$ 3,765	\$ 4,198	\$ (434)
Total 6730 Youth	\$ 3,490	\$ 3,845	\$ (355)
Total 6740 Bookstore Expenses	\$ 382	\$ 2,309	\$ (1,927)
6750 Earth Care	\$ 2,489	\$ 3,000	\$ (511)
Total 6760 Miscellaneous Ministries	\$ -	\$ 113	\$ (113)
<b>Total 6700 MINISTRIES EXPENSE</b>	<b>\$ 18,660</b>	<b>\$ 22,326</b>	<b>\$ (3,666)</b>
<b>Total 6800 OUTGOING TITHES</b>	<b>\$ 50,238</b>	<b>\$ 59,295</b>	<b>\$ (9,057)</b>
<b>Total Expenditures</b>	<b>\$ 624,082</b>	<b>\$ 651,906</b>	<b>\$ (27,823)</b>
<b>Net Revenue</b>	<b>\$ (66,685)</b>	<b>\$ (58,856)</b>	<b>\$ (7,829)</b>

Statement of Activity by Fund YTD								
Unity of Fairfax								
January 1-September 30, 2025								
	1 Ministry Fund	Capital Reserve	Operating Reserve	Benevolence Fund	Sacred Grounds Fund	Secular Fund	Special Purpose Fund	Total
<b>Income</b>								
Total for 4100 LOVE OFFERING INCOME	\$ 299,478			\$ 300			\$ 4,050	\$ 303,828
Total for 4210 EPS INCOME	\$ 3,122							\$ 3,122
Total for 4300 FUNDRAISING INCOME	\$ 8,881							\$ 8,881
4400 SHORT TERM RENTAL INCOME	\$ 46,511							\$ 46,511
4450 LONG TERM RENTAL INCOME	\$ 101,649							\$ 101,649
Total for 4500 BOOKSTORE SALES	\$ 1,617							\$ 1,617
4604 Grant Income	\$ 10,000					\$ 3,500		\$ 13,500
4609 Miscellaneous	\$ 29,431		\$ 47,835					\$ 77,267
<b>Total for Income</b>	<b>\$ 501,685</b>	<b>\$ 28</b>	<b>\$ 47,835</b>	<b>\$ 300</b>		<b>\$ 3,500</b>	<b>\$ 4,050</b>	<b>\$ 557,397</b>
<b>Expenses</b>								
Total for 6100 COMPENSATION & BENEFITS	\$ 301,362							\$ 301,362
Total for 6200 OCCUPANCY EXPENSE	\$ 188,332						\$ 3,753	\$ 192,084
Total for 6300 GENERAL & ADMINISTRATIVE	\$ 54,091			\$ 5,862		\$ 935		\$ 60,888
Total for 6600 FUNDRAISING EXPENSE	\$ 375							\$ 375
Total for 6700 MINISTRIES EXPENSE	\$ 18,660							\$ 18,660
Total for 6800 OUTGOING TITHES	\$ 50,238							\$ 50,238
Total for 6900 INTERNAL ALLOCATIONS	\$ 21,162		\$ (21,162)					\$ -
Uncategorised Expense	\$ 432							\$ 432
<b>Total for Expenses</b>	<b>\$ 634,694</b>		<b>\$ (21,162)</b>	<b>\$ 5,862</b>		<b>\$ 935</b>	<b>\$ 3,753</b>	<b>\$ 624,082</b>
<b>Net Operating Income</b>	<b>\$ (133,010)</b>	<b>\$ 28</b>	<b>\$ 68,997</b>	<b>\$ (5,562)</b>		<b>\$ 2,565</b>	<b>\$ 297</b>	<b>\$ (66,685)</b>