

**Virtual General Assembly 2020**  
**FINAL Budget Narrative (v.11.9.2020)**  
**Prepared by LaTonya Richardson, Director, General Assembly & Conference Services**

**Registration Income (\$743,524)** - We originally anticipated registration income of \$1,730,000 for an on-site GA in Providence, RI. After modifying to a virtual GA, registration income for 4,924 people, after adjusting for chargebacks and other refunds), came to \$743,524.

**Non-Registration Income (\$105,109)**- We originally anticipated non-registration income (i.e. exhibit hall rent and advertising sales) of \$161,000. We earned \$28,260 from Exhibit Hall & Learning Stage sales and \$23,775 from Advertising sales. Of those amounts, there were \$1,000 in GAPC comp'd exhibit space and \$11,866 spent on in-house advertising (primarily through UU World). Through the registration process, we received \$53,124 in donation income, which was applied as follows: \$7,470-Accessibility Services; \$30,361-Financial Support for registration; \$11,750-Ware Lecture; \$2,2823.40-Financial Support for delegates.

**Total Income - \$848,633**

**UUA Business Expenses (\$24,096 estimate)**- We anticipated expenses of \$96,500 for UUA Business, which includes legal, parliamentarian, UUA staff subsidy, and minimal election production costs.

The annually recurring UUA Staff Subsidy of \$50,000 was removed from the budget with permission of the Administration in April 2020 when GA converted to a virtual gathering. Legal fees account for \$16,946. Parliamentary fees were \$7,150.

**GACS Office Expenses (\$532,067)** – We anticipated GACS office expenses of \$474,073, before a reduction of \$78,000 for the one-year consultancy (\$60k) and benefits allocation (\$18k) by the former Director of GACS, which was approved last fall by the UUA Board. These amounts were to be paid from the UUA endowment. This agreement was not communicated to HR or Finance and so the former Directors salary and benefits remained a part of the GA budget. Additionally, \$5k in vacation pay was paid to the former Director from this line item on the GA budget.

Printing expenses were \$195, which reflects a savings of approximately \$15,000 because we created a digital (.pdf) program book for GA2020. We anticipated a substantial savings in bankcard charges by mailing refund checks instead of refunding credit cards; however, bankcard charges actually increased because we processed more registrations. The expense for GA2020 was \$36,901 as compared to \$32,200 from GA2019.

Note: We currently pay approximately 2.86% in processing fees for all credit card transactions and would like to explore a lower rate through a different vendor. We still want to explore options for an online pay-by-check service for GA registrations to reduce bankcard expenses going forward.

We had \$745 in postage expenses, primarily due to how cancellation notices to our hotel partners in Providence were processed on the advice of our legal counsel. We spent \$625 on supplies; \$466 for dues; \$17,138 on our Ungerboeck registration system and support as needed; and \$5,203 was software depreciation. This is the last year we will pay \$5,203 for software depreciation.

**General Assembly Planning Committee expenses (\$89,690)** – We anticipated GAPC expenses of \$246,500 and had already incurred \$47,720 in travel expenses prior to the COVID-19 shut down. Consultant fees totaled \$14,035. We dispensed \$12,891.50 in financial support for 70 volunteer registrations and 7 registrations of indigenous leaders/elders. In addition, GA registration for 7 members of the GAPC is included here. . An additional expense of \$680 was carry-over from site selection work done in the prior year. Because \$19,912 in scholarship income was received through registration and only \$14,364 was dispersed, there is approximately \$3,979.74 in scholarship reserves to be awarded for GA2021.

**GA Expenses (\$95,308)** – GACS travel expenses, at \$2,679, are less than usual as a result of our transition to virtual GA. We spent \$11,866 on GA advertising, primarily in UU World. Production services by CMI cost \$20,458.75. We paid \$10,000 to the GA2020 Production Manager, Tim Murphy, for services from March – June. This is a new position, created at the demand of the AUUMM Board. Registration for three members of the GA Tech team is also included here.

We did not obtain event insurance for GA 2020 which saved \$6,000 in expenses. Patty Cameron, Accessibility Consultant, received \$6,250. Suzanne Fast, UUA Board, waived registration for three members of the disability task. We spent \$2,350.75 for captioning and screen readers. Our contract with MeetGreen was cancelled in April and a \$7,000 cancellation fee applied. This, in addition to the ~ \$24,000 already paid, equals a total of \$33,760 for sustainability consultancy. We have an opportunity to recoup \$7,000 if we contract with Meet Green for 2021. As a side note, for the first time this year, MeetGreen was a paid exhibitor (\$500) in our virtual exhibit hall! There were two exhibit booths charged to the GAPC sponsored booth category.

The Right Relations Team expenses were \$650, which reflects gifts of \$350 to team leads (although two have not cashed their checks) as well as \$150 each for two leads. The third lead for RRT was originally a Safety Team and that registration is coded accordingly. Chaplain expenses were \$3,050, which includes registration and gifts of \$350 each.

Additional registration grants were made for GACS staff assistance from Kathy Charles and Cristina Sanchis plus a complimentary registration to Jan Sneegas. There was \$2,474 in carry-over expenses from GA2019.

**GA Program Expenses (\$37,208)** – In January 2020, program presenters were awarded \$7,900 in grants. When GA transitioned to virtual in April, \$5,000 of the original amounts granted was refunded to the UUA. The remaining \$2,900 reflects the only expense of the Program Development Group for GA2020.

Larry Stritof was phenomenal in negotiating and re-envisioning virtual GA in order to keep IT expenses at \$10,957. This includes live streaming, transcription, the on-demand library, voting/Q&A, chat rooms, Zoom licensing, support ticket system, web and developer services, etc. We paid \$1,250 in bonuses to IT, which was matched by the IT department.

Service leaders for Thursday and Friday received \$350 total.

We received \$11,750 in donations to defray the Ware Lecture expense of \$15,150. The net cost for the Ware Lecture from the GA budget is \$3,250.



