

Voters Meeting Agenda – Sept. 16, 2012

I. Call Meeting to Order

II. Open With A Prayer

III. Review Minutes of Previous Meeting

IV. Treasurer's Report

V. Reports of Boards

- A. Elders
- B. Sunday School and Youth
- C. Evangelism
- D. Parish Fellowship
- E. Social Ministry
- F. School Board
- G. Trustees
- H. Stewardship
- I. Finance

VI. Pastor Reports

VII. Committee Reports

- A. Memorial and Bequest Committee
- B. Fall Fair Committee
- C. Memorial List

VIII. New Business

- Open Discussion
- Next Voter's Meeting
 - November 11, 2012

IX. Motion to Adjourn

X. Close With Lord's Prayer

Chairman: Ken Maurer
 Secretary: Bob Glisch
 Treasurer: Linda Ketterhagen

Elders: Craig Campbell
 Glen Collins
 Jim Haas
 Robert Hassey
 * Kace Kaiser
 David Moyer
 Robert Scott
 Randy Smith

B
O
A
R
D
S

S.S. and Youth * Marie Barnhart
 Bob Glisch
 Sherri Glisch

Evangelism * Jean Abramowski
 Jack Alloy
 Lori Bischoff
 Linda Noll

&

Parish Fellowship Brook Baumeister
 Cindy Britnall
 Kathy Grant
 * Scott Jung
 Julie Moyer
 Amanda Scott
 Tammy Scott
 Stephanie Smith

C
O

Finance * Jim Anderson
 Bernd Kampe
 Sharon Jardas

M
M

School Board * Open Position
 James Bakke
 LuAnn Himebauch
 Linda Noll
 Paula Welsch

I
T
T

Parish Nurse Cindy Britnall

E
E
S

Social Ministry Josh Czuta
 Mary Grishaber
 Debbie Jutrzonka
 Kim Quandt
 Amy West
 * James Zuehlke

Stewardship * Dan Jahn
 Pat Jahn
 Sue Lindbloom

Trustees Randy Burns
 Joe Jardas
 * Terry Jacobs
 Richard Noll
 * George Slattery

Committees:

Memorial & Bequest Robert Hassey
 Memorial List Pat Jung
 Fall Fair LuAnn Himebauch &
 Sue Lindbloom
 July 4th Float Dan Jahn &
 Scott Jung

* Denotes Board Chairman

Voters Meeting Date: May 20, 2012

Meeting was called to order.

Pastor opened with a prayer and scripture reading

Review Minutes of Previous Meeting

Motion made and minutes accepted as published from prior meeting. Ray/Martin

Treasurer report presented and accepted. Bob/Gil

Reports of the Boards

No Reports:

Elders, Sunday School and Youth, Evangelism, Social Ministry, Stewardship

Parish Fellowship

Picnic date announced.

School Board

Open school board position

Trustees

Updates on the following; landscaping, painting, parking lot, planting committee.

Motion made to form a landscaping committee. Accepted

Finance

Written report presented on capital improvements, motion accepted.

Pastor Report

Attendees confirmed for the June SW District convention

Memorial and Bequest

2011 earnings designation presented. Motion to accept. Second and passed.

Meeting Close

Motion by: Bob Seconded by Gil.

Meeting Closes with the Lord's Prayer

Meeting Date: September 16, 2012

Meeting was called to Order

Pastor opened with a prayer

Review Minutes of Previous Meeting

The minutes were presented following the last meeting, there were no revisions.

Motion to Accept as Presented:

Seconded by:

And Passed

Treasurer's Report (attached)

Line Item	(19) Receipts +/-	(35) Building Expense	(62) Personnel Expenses	(90) Total Admin.	(94) +/- Total to Budget	Check Book Balance
Current Month	\$ -5,094				\$	
Y.T.D.	\$ -3,136	\$ -7,721	\$ -6,713	\$ -4,241	\$ 16,089	\$ 27,020

The finances of the Church are reviewed. There is a recap of the parking lot resurfacing project as the final cost was over our original budget (attached).

Motion to Accept: Amborn

Seconded by: Neumueller

And Passed

Reports of Boards

Elders

The Elders are considering maintaining 2 services during the summer in 2013.

Sunday School and Youth

We have enrolled 65 students as of today, everything is going well. We have a full staff of teachers and list of substitute teachers.

Evangelism

No report

Parish Fellowship

No report

Finance

The Church overall is in a good financial position. The 2013 budget work has begun; the first draft was presented to the council. The board would like to present to the voters in November, approval in January. There will be changes in the next batch of envelopes, less special envelopes. This will make the weekly accounting process simpler. The board needs volunteers to audit the various checkbooks within the church.

School Board

The recap of the Rainbow Preschool is presented and attached. The school is operating with no contribution from the Church and is posting a net income contributing \$7,500 to the parking log resurfacing project.

Social Ministry

No report

Stewardship

The board is in the process of working up a computerized version of the current time and talents list. The board is going to solicit from every member what they wish to participate in before preparing a new list. The board is going to be soliciting members for the elections next May, please consider volunteering to be on a board.

Trustees

The parking lot resurfacing is complete. One of the two AC units for the Church has failed and will need to be replaced by next summer. The exit door on the east side needs to be repaired along with a problem of excessive water use due to a failed water softener. The exterior painting of the building will be done this fall, the weather was too hot this summer for this to be accomplished.

A motion to approve all board reports as presented was made by Kaiser, seconded by Wogaman, and passed

Pastor Bischoff's Report

The fall activities are well underway. There will be a new men's Bible study on Tuesday mornings at 9am.

Pastor Conradt's Report

Pastor really appreciates the welcome he and his wife have had in joining our congregation. There will be a tv and game system purchased for the youth room. There will be an open gym and open youth room on Wednesday nights for the community, not just church members. This will begin on October 3rd. The youth will be included in some additional activities beyond acolyting; ushering and altar guild. There is a high school/college Bible class that will be held at 9:15am every Sunday, all are welcome.

Committee Reports

- Memorial and Bequest Committee
The report is reviewed (attached).
- Memorial (list) Committee
- Public Relations Committee
- New Cemetery Committee
- Fall Fair Committee

50 turkeys are on order, same as last year. Fall Fair has a rich history of donating the funds earned to projects throughout the Church. New tables have been purchased that are easier to put up and down and much lighter. The old tables (15) are for sale. Carry out meal tickets will be available at both places so those dining can purchase for a carryout meal as they leave. The voucher meal program will be available again this year. Please volunteer to help with the dinner. Silent auction items are needed, the date of the dinner is October 20th.

- Finance/Counters Committee

Old Business

- None

New Business

- George thanks Chuck Brintnall for having his tree trimming business trim the trees in front of the Church this past week.

Meeting Close

Motion by: Jahn
Seconded by: Neumueller
And Passed
Meeting closes with the Lord's Prayer

	A	B	C	D	E	F	G
1				St. Peter's Lutheran Church			
2				As of August 31, 2012			
3							
4		2012 Budget		Jan-Aug 2012 Budget	Jan-Aug 2012 Actual		Over/(Under) Budget
5							
6							
7	Receipts	328,000		218,667	215,530.82		(3,135.85)
8							
9							
31	Personnel Total	232,695		151,609	144,895.72		(6,713.27)
32							
33	BUILDING MANAGEMENT						
34	Utilities: Natural Gas/Heat	7,500		6,855	5,770.00		(1,085.00)
35	Electric	17,500		11,636	11,558.72		(77.28)
36	Water/Sewer	1,000		667	1,860.99		1,194.32
37	Waste Disposal	1,700		1,133	1,430.55		297.22
38	Telephone	1,500		1,000	999.74		(0.26)
39	Total Utilities	29,200		21,291	21,620		329
40	Repair/Upkeep	12,000		8,000	4,828.48		(3,171.52)
41	Building and Liability Insurance	7,100		3,535	500.00		(3,035.00)
42	Capital Improvements	9,800		9,800	8,157.00		(1,643.00)
43	Miscellaneous	300		200	0.00		(200.00)
44	Building Totals	58,400		42,826	35,105		-7,721
45							
46	ADMINISTRATION						
47	Portals of prayer	400		267	136.00		(130.67)
48	Children's Bulletins	50		33	15.00		(18.33)
49	Office Supplies	3,500		2,333	2,047.18		(286.15)
50	Church Operating Supplies	3,000		2,000	1,871.95		(128.05)
51	Office Equipment and Repairs	5,000		3,333	2,753.72		(579.61)
52	Financial Supplies (Envelopes)	1,300		0	151.74		151.74
53	Car Allowance	6,300		3,500	3,412.50		(87.50)
54	Music: Senior Choir	100		67	0.00		(66.67)
55	Organist	100		67	0.00		(66.67)
56	Bd of Elders	225		150	0.00		(150.00)
57	Bd of Sunday School	4,400		3,000	0.00		(3,000.00)
58	Bd of Parish Preschool/School			0	0.00		0.00
59	Bd Stewardship	300		0	0.00		0.00
60	Bd Evangelism	300		200	0.00		(200.00)
61	Bd Social Ministry	425		283	260.94		(22.39)
62	Parish Fellowship Bd	400		267	332.51		65.84
63	Pastor Conference	300		200	728.98		528.98
64	Synod/District Assessments	1,000		667	1,003.50		336.83
65	Advertising	350		233	54.00		(179.33)
66	Miscellaneous	622		415	0.00		(414.67)
67	Administrative Total	28,072		17,015	12,768		-4,247
68							
69	Home Operating Total	319,167		211,450	192,769		(18,681.00)
70	Missions:	10,000		6,667	6,672.00		5.33
71	TOTAL BUDGET	\$ 329,167		\$ 218,117	\$ 199,441		(18,675.67)
72							
73	Excess/(Deficits) Receipts	\$ (1,167.00)		550	16,090		15,539.82
74							
75	Cash:			Comparison of Givings:			
76	Cash as 1-1-12	8,000					
77	YTD Receipts	215,531		01/01 to 8/31/12	35 Sundays	215,530.82	
78	Loan from Memorial & Bequest						
79	TYD Disbursements	(199,441)		1/01 to 8/31/11	35 Sundays	213,834.39	
80	Subtotal	24,090		Net Short fall		(1,696.43)	
81	Pass-thru receipts	111,876					
82	Pass-Thru Disbursements	(108,946)					
83	Total Cash as of 8/31/12	27,020					
84							
85							
86							
87							
88							
89							
90							
91							

Use of Church Funds for Work on Asphalt Project (July 23, 2012)

Total cost of Asphalt Project was \$71,070 (\$62,913 + \$8157)

Transfer of Budget Items to Capital Improvements Account:

-\$3500 from natural gas

-\$1000 from electric

-\$2500 from custodian salary

-\$2000 from assoc. pastor relocation (not needed)

-\$200 from assoc. pastor recruiting (\$800 remaining for laptop)

-\$600 from vicar seminary fee

\$9,800 total moved to capital improvements for parking lot

St. Peter's Rainbow Preschool (est. 1991)

2012 Summer Program Enrollment:

- Summer Program – 25 total
-

Current Enrollment for the 2012/2013 school year:

- K-3 : 9 total
 - 4 – preschool only
 - 5 – full time
- K-4 : 15 total
 - 4 – preschool only
 - 13 – full time

Current Staff:

- Kimberly Trieglaff – Director and lead teacher for 2 and 3 year old room
- Sarah Zellmer – lead teacher for 4 year old room
- Stephanie Condradt – after care hours between 1:30 to 5:30 p.m.

Financial Summary:

- Please refer to the St. Peter's Lutheran School Budget (cash basis) for 2012.

What's new for Fall 2012:

- 2 year old full care
- 4K kindergarten

Rainbow Preschool

September through December 2011 Budget as presented to September 2011 voter's meeting

September through December 2011 actual expenses

January 2012 Budget

	JANUARY 2012 VOTER'S MEETING			
	September 2011	September 2011	January 2012	
	To December 2011	To December 2011	To December 2012	
	Budget	Actual	Budget	
Income				
Church Contribution	\$10,000.00	\$10,047.20	\$0.00	
Memorial and Bequest Fund	\$0.00		\$0.00	
Tuition – Preschool	\$26,885.30	\$31,288.07	\$67,746.49	per enrollment on 12/1/2011 no summer
Summer Preschool	\$0.00		\$24,054.50	full time pre schoolers plus actual 2010
registration fees	\$650.00	\$1,718.67	\$1,350.00	
Preschool Snack Fee	\$175.00	\$0.00	\$0.00	included in tuition
Donations	\$450.00	\$809.00	\$1,800.00	
Fund Raisers	\$4,485.00	\$4,654.55	\$0.00	rummage sale & golf outing **
tuition assistance	\$166.67	\$222.00	\$500.00	
Field Trips	\$416.67	\$0.00	\$0.00	Pre-paid by parents as you go
Miscellaneous Income	\$0.00	\$49.91	\$100.00	
Total Income	\$43,228.64	\$48,789.40	\$94,728.99	
Expenses				
Field Trips Expense	\$416.67		\$0.00	Pre-paid by parents as you go
Hot Lunch/snack Expense	\$930.00	\$581.84	\$2,332.00	\$2 per child full time per day
Advertising	\$700.00	\$593.34	\$1,200.00	
Bank Service Charges	\$41.67		\$10.00	
Curriculum	\$0.00		\$0.00	using current curriculum
Youth ministry	\$3,000.00	\$3,000.00		contingent upon rummage sale
Licenses and Permits	\$542.50	\$65.00	\$1,155.00	
worker's comp	\$100.00	\$1,768.70	\$1,700.00	
contin. Education	\$100.00	\$271.54	\$500.00	
Operating Supplies	\$1,830.00	\$676.11	\$1,200.00	
Payroll Processing	\$220.00	\$127.99	\$660.00	
Petty Cash	\$83.33	\$145.61	\$200.00	
Postage and Delivery	\$41.67		\$100.00	
Wages, P/R taxes, benefits	\$27,422.63	\$25,997.55	\$73,997.85	includes renego contract as of Aug 2012
Substitute Teachers	\$270.00	\$48.00	\$1,291.80	two wks sick leave plus poss training days
Preschool Supplies	\$416.67		\$1,000.00	
Preschool Snacks	\$175.00			included in food expense
collections expense	\$0.00	\$200.00	\$500.00	past due school tuition in collections
Telephone	\$220.00	\$217.41	\$660.00	
Total Expenses	\$36,510.13	\$33,693.09	\$80,535.65	
Net Income (Loss)	\$6,718.51	\$15,096.31	\$14,193.34	
		includes church contribution	no church contribution	
**no fund raisers scheduled for 2012				

ST. PETER'S LUTH. SCHL & RAINBOW PRESCHOOL
Profit & Loss Budget vs. Actual
 January through August 2012

9:01 AM

09/11/12

Cash Basis

	Jan - Aug 12	Budget	\$ Over Budget
Income			
Income from Collections (Income from past due accounts)	107.40		
Use of Tuition Assistance	111.97	333.32	-221.35
Donations	647.00	1,200.00	-553.00
Fund Raisers	516.70		
Interest on Savings	8.57		
Late Fees	74.00		
Miscellaneous Income	158.70	800.00	-641.30
Registration Fees	1,955.00	800.00	1,155.00
Summer Program	20,075.00	24,054.51	-3,979.51
Tuition	52,526.35	37,636.95	14,889.40
Total Income	76,180.69	64,824.78	11,355.91
Expense			
St Peter's Lutheran Church (Contributions for maintenance and upkeep of ch...	7,500.00		
Lenten Dinner	335.94		
Collections expense (Record expenses to try and collect past due account)	26.85		
Hot Lunch and Snack Expense (cost of food for hot lunches and snacks for t...	1,277.90	1,274.68	3.22
Field Trips Expense	187.50		
Advertising	828.80	800.00	28.80
Bank Service Charges (Bank Service Charges)	0.00	6.64	-6.64
Continuing Education	135.90	333.32	-197.42
Curriculum	1,367.45		
Dues/Subscriptions/Memberships (Dues and Subscriptions)	70.00		
Fund Raiser Expenses	597.50	970.00	-206.85
Licenses and Permits (Licenses)	763.15		
Maintenance	798.00		
Operating Supplies & Expenses	1,264.27	800.00	464.27
Payroll Processing	326.31	440.00	-113.69
Petty Cash	278.79	133.36	145.43
Postage and Delivery (Postage and Delivery)	0.00	66.64	-66.64
PS Employee P/R & Benefits	51,692.99	50,254.32	1,438.67
Telephone (Telephone)	418.83	440.00	-21.17
Tuition/Registration Refund	40.00		
Total Expense	67,910.18	55,518.96	12,391.22
Net Income	8,270.51	9,305.82	-1,035.31

MEMORIAL AND BEQUEST FUND 8/31/12

<u>Balance on Hand 12/31/11</u>		\$ 708,109.04
<u>Receipts</u>		
Interest	\$ 1,974.28	
Dividends - UPS Stock	\$ 959.35	
Memorials	\$ 3,103.00	
Capital Improve. - Church Contrib.	\$ 7,186.00	
Reimbursement ER Fund (St. Peter's Loan)	\$ 8,275.29	
Total		\$ 21,497.92
<u>Disbursements</u>		
Parking Lot Repair/Replace. (Cap. Repair Acct.)	\$ 53,000.00	
Bank Charge	\$ 6.00	
2011 Interest Disbursements		
Lutheran Missions & Attic Workshop	\$ 250.00	
Lutheran Counseling & Family Services	\$ 250.00	
LCMS World Relief	\$ 250.00	
Bethesda Lutheran Home	\$ 250.00	
Total Disbursements		\$ (54,006.00)
<u>UPS Stock Value</u>		\$ 519.74
<u>M & I Select CD Value (Reporting Change) *</u>		\$ (3,912.52)
Balance on Hand 8/31/12		\$ 672,208.18
Note: Designated Fund Balance		\$ (14,567.42)
ER Fund Balance		\$ (20,000.00)
Fund Corpus		\$ 637,640.76

INVESTMENTS

Associated Bank - Checking	\$ 979.00
Citizen's Bank - CD	\$ 55,352.79
Equitable Bank- CD1	\$ 96,576.97
Equitable Bank - CD2	\$ 87,059.99
Lutheran Church Extension Fund	\$ 177,143.36
BMO Harris - Select CD *	\$ 77,919.16
BMO Harris - Money Market	\$ 43,486.53
Marine Bank (CIBM) - CD1	\$ 52,906.42
Marine Bank (CIBM) - CD2	\$ -
PNC - Money Market	\$ 17,971.65
Land Mark Credit Union - CD	\$ -
UPS Stock as of 8/31 (851 sh. @ \$73.81)	\$ 62,812.31
Total	\$ 672,208.18

* Reported value is the guaranteed value as of 8/31/12
Portfolio value as of 6/30/12 was \$80,358.75

DESIGNATED FUNDS ACTIVITY 12/31/11 - 8/31/12**St. Peter's School**

Balance - 12/31/11	\$ 5,000.40
Transfer to Capital Repair	\$ (5,000.40)
Balance - 8/31/12	\$ -

Undecided

Balance - 12/31/11	\$ 7,670.28
Memorials	\$ 3,103.00
Transfer to Corpus	\$ (6,039.33)
Balance - 8/31/12	\$ 4,733.95

Seminary Scholarship

Balance - 12/31/11	\$ 11,268.86
Activity	\$ -
Balance - 8/31/12	\$ 11,268.86

Capital Repair

Balance - 12/31/11	\$ 35,784.21
Church Contributions	\$ 7,186.00
Transfer from St. Peter's School	\$ 5,000.40
2011 Interest	\$ 3,594.00
Parking Lot	\$ (53,000.00)
Balance - 8/31/12	\$ (1,435.39)

Total Designated Funds \$ 14,567.42

EMERGENCY RELIEF FUND ACTIVITY 12/31/11 - 8/31/12

Balance - 12/31/11	\$ 8,082.83
2011 Interest	\$ 5,000.00
Reimburse. of St. Peter's Church Loan	\$ 8,275.29
Transfer to Corpus	\$ (1,358.12)
Total Emergency Relief Fund	\$ 20,000.00