

# Voters Meeting Agenda – Nov. 11, 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
- VIII. New Business**
  - Open Discussion
  - Next Voter’s Meeting
    - January 27, 2013
- IX. Motion to Adjourn**
- X. Close With Lord’s Prayer**

	Chairman: Ken Maurer Secretary: Bob Glisch Treasurer: Linda Ketterhagen
B O A R D S	Elders: Craig Campbell Glen Collins Jim Haas Robert Hassey * Kace Kaiser David Moyer Robert Scott Randy Smith
S	S.S. and Youth * Marie Barnhart Bob Glisch Sherri Glisch
	Evangelism * Jean Abramowski Jack Alloy Lori Bischoff Linda Noll
& C O M M I T T E E S	Parish Fellowship Brook Baumeister Cindy Britnall * Kathy Grant Scott Jung Julie Moyer Amanda Scott Tammy Scott Stephanie Smith
	Finance * Jim Anderson Bernd Kampe Sharon Jardas
	School Board * Open Position James Bakke LuAnn Himebauch Linda Noll Paula Welch
	Parish Nurse Cindy Britnall
	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
	<u>Committees:</u> Memorial & Bequest Robert Hassey Fall Fair LuAnn Himebauch & Sue Lindbloom July 4 <sup>th</sup> Float Dan Jahn & Scott Jung
	* Denotes Board Chairman

**Meeting Date: 11/11/12 St. Peter's Lutheran Church Voters Meeting**

**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: Alloy

Seconded by: Pat Jahn

And Passed

**Treasurer's Report (attached)**

<b>Line Item</b>	<b>(19) Receipts +/-</b>	<b>(35) Building Expense</b>	<b>(62) Personnel Expenses</b>	<b>(90) Total Admin.</b>	<b>(94) +/- Total to Budget</b>	<b>Check Book Balance</b>
<b>Current Month</b>	\$ -1,561				\$	
<b>Y.T.D.</b>	\$ -332	\$ -5,593	\$ -6,858	\$ -7,582	\$ 19,694	\$ 29,066

Motion to Accept: Wogaman

Seconded by: Thompson

And Passed

### Reports of Boards

#### **Elders**

No report

#### **Sunday School and Youth**

We have 77 students registered this year for Sunday School. Our average weekly attendance is about 50 students. Rehearsals for the upcoming Christmas program have begun. Pastor Conradt has added a TV and a gaming console to the Youth Room. Pastor Conradt is conducting a Teen Bible Class each Sunday, attendance is growing.

#### **Evangelism**

The bring a friend to Sunday School went well, 12 students brought friends. The 2013 Easter Cross will be their next board project.

#### **Parish Fellowship**

No report

#### **Finance**

The budget for 2013 is still a work in progress. The budget will be presented at the January 2013 voters meeting. The board is working on a plan to fund the replacement of the heating and air conditioning units. The board is looking for 2 people to join the board since 2 members current terms will expire in May. The board is also looking for additional auditors.

#### **School Board**

25 students were enrolled in the summer program. There are currently 24 children enrolled in our current program. The program has an operating income in 2012 with no subsidy from the church. The program is currently \$2,569 in the black.

#### **Social Ministry**

No report

#### **Stewardship**

The time and talent worksheet went out on email to the members, many were returned as undeliverable because the email addresses had not been updated. The board will look to

have the current directory updated in December. We are looking for a new parish nurse; if anyone is interested, please see Dan.

### **Trustees**

The board would like to thank the summer help for all they do. The board is continuing to try to resolve the water usage problem. One of the AC units has failed for the church; they are looking to replace 1 or possibly both of the units this next spring. We are now looking at bids for snow removal. Several other projects include replacing the east side entrance doors and upgrading the camera system in the church.

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

### **Pastor Bischoff's Report**

Pastor Conradt is at a youth leader's conference this week at Fort Wayne. The men's Bible study currently has 9 individuals attending. We are continuing to monitor the needs of our sister church's on the East Coast. The church council has donated \$1,000 to the relief efforts. We also have a church member that will be going to the East Coast with some much needed items; a list to donate is in the weekly bulletin. Pastor Chryst from Racine will be here next week as our guest Preacher. Pastor Chryst has accepted a call to be a missionary in Singapore. The Synod requires Pastor Chryst to raise his own capital for the mission. He must have a commitment of at least \$120,000 per year for 3 years before he will be sent. We would like to make a commitment to this mission at our January voters meeting. Everyone is encouraged to join us next week to hear Pastor Chryst's message. Our mission donations that we make currently fund only missions located in Southeastern Wisconsin.

### **Pastor Conradt's Report**

At youth conference

### **Committee Reports**

Memorial and Bequest Committee

- Gil Amborn has agreed to become the board treasurer. Tim Szeklinski had served in that position for several years.

Fall Fair Committee

- We served 828 meals (tickets sold), our third highest total. We raised \$17,461 this year; expenses were \$5,399 for the event. We will be receiving a \$1,600 check from Thrivent for matching funds.

Finance/Counters Committee

### **New Business**

- What is the plan for the computers that are in the old computer lab? There are 13 computers in the lab. It was suggested that we move one or two of the computers to the library to be used. We will have the council review this situation.
- What can be done to put cushions in the choir loft? The bid has been received and they will be ordered.
- The landscape committee is selling note pads to raise money for landscaping. They have 100 of the pads available. They still have 65 pads available.

### **Meeting Close**

Motion by: Ray Thompson

Seconded by: Jardus And Passed

**Meeting closes with the Lord's Prayer**

	A	B	C	D	E	F	G
1	<b>St. Peter's Lutheran Church</b>						
2	<b>As of October 31, 2012</b>						
3							
4		<b>2012 Budget</b>		<b>Jan-Oct 2012</b>	<b>Jan-Oct 2012</b>	<b>Over/(Under)</b>	
5				<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
6							
7	<b>Receipts</b>	<b>328,000</b>		273,333	273,001.25	(332.08)	
8							
9							
31	<b>Personnel Total</b>	<b>232,695</b>		191,743	184,885.23	(6,858.24)	
32							
33	<b>BUILDING MANAGEMENT</b>						
34	Utilities: Natural Gas/Heat	7,500		<b>6,350</b>	<b>5,896.31</b>	<b>(453.69)</b>	
35	Electric	17,500		<b>14,870</b>	<b>14,444.94</b>	<b>(425.06)</b>	
36	Water/Sewer	1,000		833	2,617.58	1,784.25	
37	Waste Disposal	1,700		1,417	1,826.47	409.80	
38	Telephone	1,500		1,250	1,251.50	1.50	
39	<b>Total Utilities</b>	<b>29,200</b>		<b>24,720</b>	<b>26,037</b>	<b>1,317</b>	
40	Repair/Upkeep	12,000		10,000	4,983.44	(5,016.56)	
41	Building and Liability Insurance	7,100		<b>500</b>	<b>500.00</b>	<b>0.00</b>	
42	Capital Improvements	9,800		9,800	8,157.00	(1,643.00)	
43	Miscellaneous	300		250	0.00	(250.00)	
44	<b>Building Totals</b>	<b>58,400</b>		<b>45,270</b>	<b>39,677</b>	<b>-5,593</b>	
45							
46	<b>ADMINISTRATION</b>						
47	Portals of prayer	400		400	204.00	(196.00)	
48	Children's Bulletins	50		50	30.00	(20.00)	
49	Office Supplies	3,500		3,500	2,238.26	(1,261.74)	
50	Church Operating Supplies	3,000		3,000	2,318.09	(681.91)	
51	Office Equipment and Repairs	5,000		5,000	3,447.73	(1,552.27)	
52	Financial Supplies (Envelopes)	1,300		<b>1,300</b>	<b>151.74</b>	<b>(1,148.26)</b>	
53	Car Allowance	6,300		6,300	4,812.50	(1,487.50)	
54	Music: Senior Choir	100		83	0.00	(83.00)	
55	Organist	100		83	0.00	(83.00)	
56	Bd of Elders	225		188	0.00	(187.50)	
57	Bd of Sunday School	4,400		<b>3,000</b>	<b>2,000.00</b>	<b>(1,000.00)</b>	
58	Bd of Parish Preschool/School			0	0.00	0.00	
59	Bd Stewardship	300		<b>0</b>	<b>0.00</b>	<b>0.00</b>	
60	Bd Evangelism	300		250	114.24	(135.76)	
61	Bd Social Ministry	425		354	305.94	(48.06)	
62	Parish Fellowship Bd	400		333	332.51	(0.49)	
63	Pastor Conference	300		250	1,084.98	834.98	
64	Synod/District Assessments	1,000		<b>833</b>	<b>1,003.50</b>	<b>170.17</b>	
65	Advertising	350		292	108.00	(183.67)	
66	Miscellaneous	622		518	0.00	(518.33)	
67	<b>Administrative Total</b>	<b>28,072</b>		<b>25,734</b>	<b>18,151</b>	<b>-7,582</b>	
68							
69	Home Operating Total	<b>319,167</b>		<b>262,747</b>	<b>242,714</b>	(20,033.00)	
70	Missions:	10,000		<b>8,333</b>	8,340.00	6.67	
71	<b>TOTAL BUDGET</b>	<b>\$ 329,167</b>		<b>\$ 271,080</b>	<b>\$ 251,054</b>	(20,026.33)	
72							
73	Excess/(Deficits) Receipts	\$ (1,167.00)		2,253	21,947	19,694.25	
74							
75	<b>Cash:</b>			<b>Comparison of Givings:</b>			
76	<b>Cash as 1-1-12</b>	<b>8,000</b>					
77	YTD Receipts	273,001		01/01 to 10/31/12	44 Sundays	273,001.25	
78	Loan from Memorial & Bequest						
79	TYD Disbursements	(251,054)		1/01 to 10/31/11	44 Sundays	266,763.90	
80	Subtotal	29,947		Net Overage (Short fall)		<b>6,237.35</b>	
81	Pass-thru receipts	119,569					
82	Pass-Thru Disbursements	(120,450)					
83	<b>Total Cash as of 10/31/12</b>	<b>29,066</b>					
84							
85							
86							
87							
88							
89							
90							
91							

## MEMORIAL AND BEQUEST FUND 10/31/12

<b>Balance on Hand 12/31/11</b>		<b>\$ 708,109.04</b>
<b>Receipts</b>		
Interest	\$ 8,359.07	
Dividends - UPS Stock	\$ 1,444.47	
Memorials	\$ 1,925.00	
Capital Improve. - Church Contrib.	\$ 5,581.00	
Reimbursement ER Fund (St. Peter's Loan)	\$ 8,275.29	
Refund Parking Lot (St. Peter's)	\$ 5,086.50	
Total		\$ 30,671.33
<b>Disbursements</b>		
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)
<b>UPS Stock Value</b>		\$ 239.79
<b>M &amp; I Select CD Value (Reporting Change)</b>		\$ (3,912.52)
<b>Balance on Hand 10/31/12</b>		<b>\$ 681,101.64</b>
<b>Note: Designated Fund Balance</b>		\$ (18,475.92)
<b>ER Fund Balance</b>		\$ (20,000.00)
<b>Fund Corpus</b>		<b>\$ 642,625.72</b>

### INVESTMENTS

Associated Bank - Checking	\$ 979.00
Citizen's Bank - CD	\$ 55,805.89
Equitable Bank- CD1	\$ 97,313.99
Equitable Bank - CD2	\$ 87,619.39
Lutheran Church Extension Fund	\$ 178,794.99
BMO Harris - Select CD *	\$ 78,046.08
BMO Harris - Money Market	\$ 48,576.94
Marine Bank (CIBM) - CD1	\$ 52,946.42
Marine Bank (CIBM) - CD2	\$ -
PNC - Money Market	\$ 17,973.10
Landmark Credit Union - CD	\$ -
UPS Stock as of 10/31 (858 sh. @ \$73.48)	\$ 63,045.84
Total	<b>\$ 681,101.64</b>

\* Reported value is the guaranteed value as of 10/31/12

**DESIGNATED FUNDS ACTIVITY 12/31/11 - 10/31/12****St. Peter's School**

Balance - 12/31/11	\$ 5,000.40
Transfer to Capital Repair	\$ (5,000.40)
Balance - 10/31/12	\$ -

**Undecided**

Balance - 12/31/11	\$ 7,670.28
Memorials	\$ 1,925.00
Transfer to Capital Repair (Memorial)	\$ (1,500.00)
Transfer to Corpus	\$ (6,039.33)
Balance - 10/31/12	\$ 2,055.95

**Seminary Scholarship**

Balance - 12/31/11	\$ 11,268.86
Activity	\$ -
Balance -10/31/12	\$ 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)
Transfer from Undecided	\$ 1,500.00
Parking Lot Refund from St. Peters	\$ 5,086.50
Balance 10/31/12	\$ 5,151.11

**Total Designated Funds** \$ 18,475.92

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**Emergency Relief 12/31/11 - 10/31/12**

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)
<b>Total Emergency Relief Fund</b>	\$ 20,000.00

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

## **2012 Summer Program Enrollment:**

- Summer Program – 25 total

## **Current Enrollment for the 2012/2013 school year:**

- 2 year old program : 1 total
- K-3 : 9 total
  - 4 – preschool only
  - 5 – full time
- K-4 : 14 total
  - 3 – preschool only
  - 8 – full time
  - 3 – 4K kindergarten program

## **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 2013.

## **New for 2012/2013:**

- 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

<b>JANUARY 2012 VOTER'S MEETING</b>				
	<b>September 2011 To December 2011</b>	<b>September 2011 To December 2011</b>	<b>January 2012 To December 2012</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
<b>Income</b>				
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	\$609.00	\$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	
<b>Total Income</b>	<b>\$43,228.64</b>	<b>\$48,789.40</b>	<b>\$94,728.99</b>	
<b>Expenses</b>				
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 renege 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	
<b>Total Expenses</b>	<b>\$36,510.13</b>	<b>\$33,693.09</b>	<b>\$80,535.65</b>	
<b>Net Income (Loss)</b>	<b>\$6,718.51</b>	<b>\$15,096.31</b>	<b>\$14,193.34</b>	
		includes church contribution	no church contribution	
<b>**no fund raisers scheduled for 2012</b>				

6:12 PM  
 11/07/12  
 Cash Basis

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

	<u>Jan - Oct 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
Income from Collections (Income from past due accounts)	107.40		
Field Trips	68.00		
Use of Tuition Assistance	111.97	416.66	-304.69
Donations	824.31	1,500.00	-675.69
Fund Raisers	516.70		
Interest on Savings	13.25		
Late Fees	74.00		
Miscellaneous Income	0.00	1,000.00	-1,000.00
Registration Fees	2,085.00	1,000.00	1,085.00
Summer Program	20,075.00	24,054.51	-3,979.51
Tuition	73,141.10	52,691.73	20,449.37
<b>Total Income</b>	<u>97,016.73</u>	<u>80,662.90</u>	<u>16,353.83</u>
<b>Expense</b>			
Petty Cash	0.00	166.70	-166.70
St Peter's Lutheran Church (Contributions for maintenance and upkeep of chur...	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 the...	2,211.12	1,593.34	617.78
Field Trips Expense	187.50		
Advertising	936.80	1,000.00	-63.20
Bank Service Charges (Bank Service Charges)	0.00	8.30	-8.30
Continuing Education	135.90	416.66	-280.76
Curriculum	1,367.45		
Dues/Subscriptions/Memberships (Dues and Subscriptions)	70.00		
Fund Raiser Expenses	438.80		
Licenses and Permits (Licenses)	763.15	1,212.50	-449.35
Operating Supplies & Equipment	2,789.69	1,000.00	1,789.69
Payroll Processing	388.43	550.00	-161.57
Postage and Delivery (Postage and Delivery)	33.80	83.30	-49.50
PS Employee P/R & Benefits	65,435.64	62,817.90	2,617.74
Telephone (Telephone)	522.70	550.00	-27.30
Tuition/Registration Refund	40.00		
<b>Total Expense</b>	<u>83,183.77</u>	<u>69,398.70</u>	<u>13,785.07</u>
<b>Net Income</b>	<u><b>13,832.96</b></u>	<u><b>11,264.20</b></u>	<u><b>2,568.76</b></u>