

Voter's Meeting Agenda – Nov. 15th 2015

I. Call Meeting to Order

II. Open With A Prayer

III. Review Previous Meeting Minutes

IV. Treasurer's Report

V. Budget – 2016

VI. Reports of Boards

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

VII. Pastor Reports

VIII. Old Business

-
-
-

IX. New Business

-
- Next Council Meeting – Monday, Dec. 14th
- Next Voter's Meeting – Sunday, Jan 31st
- Between Services

X. Motion to Adjourn

XI. Close with Lord's Prayer

	Chairman: Dan Jahn Secretary: Bob Glisch Treasurer: Karen Lauf
B O A R D S	Elders Brian Baumeister Robert Hassey Larry Henning Scott Jung Dan Schauer Jeff Schmittinger * Randy Smith
S	S.S. and Youth Tammy Badzinski * Bob Hansen Pat Jahn Sharon Jardas Amy West
&	Social Ministry Kathy Grant Kathy Hansen Emily Mayer Debi Maurer * Larry O'Neil Esther Racer Stephanie Smith
C O M M I T T E E S	Evangelism: Lori Bischoff Terri Jung Julie Moyer Jack Alloy
	Finance * Karl Willick Gil Amborn Sharon Jardas Dan Taggatz
	School Board Holly Breien Stephanie Conradt Dawn Grundman * Bill Lauf Anne Willick Open
	Parish Fellowship Open Debbie Berndt Casey Dietz Glen Kimball Valerie Kimball Diane Mehring Tammy Scott
	Parish Nurse Tammy Peterson
	Stewardship * Craig Campbell Julie Campbell Barbara Emerson Dorothy Hollister
	Trustees *Terry Jacobs Dan Jahn Steve Jung Karen Lauf
	<u>Committees:</u> Memorial & Bequest Robert Hassey Fall Fair LuAnn Himebauch Sue Lindbloom July 4 th Float Dan Jahn Scott Jung Landscaping Katherine Oelkers
	* Denotes Board Chairman

Meeting Date: 11/8/15

Meeting was called to Order

Pastor Bischoff opened with a prayer

Review Minutes of Previous Meeting

The minutes were presented for the previous 2 voters meetings, there were no revisions.

Motion to Accept as Presented: Harma

Seconded by: Pat Jahn

And Passed

Treasurer's Report (attached)

Line Item	(18) Receipts +/-	(36) Building Expense	(49) Personnel Expenses	(78) Total Admin.	(87) +/- Receipts	Check Book Balance
Current Month	\$ 593				\$	
Y.T.D.	\$ -11,863	\$ -5,368	\$ -4,063	\$ -1,177	\$ 3,389	\$ 35,299

Motion to Accept: Hassey

Seconded by: Meyer And Passed

Reports of Boards

Elders

Nothing to report

Sunday School and Youth

Sunday School is going very well, a great dedicated staff. There are 61 children enrolled.

Plans for the upcoming Christmas Program are being made. The Sunday School will participate in the adopt a family fund raiser. The Youth Group is still looking for a leader or two. The Youth Group has been participating with other Church's recently for some of their gatherings.

Evangelism

Report is attached

Parish Fellowship

We still need a board chairman. We would like a volunteer from the current board to attend the monthly council meetings; they can't vote but can participate.

Finance

Budget presentation

School Board

27 students are currently enrolled. The Board is still looking for someone to fill the closing position. Income to budget for 2015 current is \$13,898 favorable. Expenses are over by \$13,009 both items as a result of the increased summer program enrollment. Total net income for 2015 through October is \$4,018, up from budget. The 2016 budget is presented and is very similar to the budget for 2015 as no major changes are expected.

Social Ministry

Report is attached

Stewardship

No report

Trustees

We are looking for volunteers to shovel snow, we also need snow plow bids. Q: What projects are in the works. A: Light project to replace Parish Hall lighting is being considered. The building exterior is being reviewed, the stucco is challenging. The doors in the Parish Hall are looking to be replaced.

A motion is made to approve all board reports by Pat Jahn, seconded by Linda Noll, and passed

Pastor Bischoff's Report

We are in the process of working on improving the Parish Hall media capabilities. We currently have 2 volunteers, if anyone would care to join the committee, please let us know.

Pastor Conradt's Report

We need volunteers for child care during the voter's meetings, it would be great to have this lined up in advance for voter meetings.

A motion to accept the reports from the Pastor's is made by Hassey, seconded by Sharon Jardus, and passed.

Committee Reports

Memorial and Bequest Committee

- Balance on hand is \$735,209 as of 1/1 2015, current balance is \$732,743. A motion to accept the report is made by Meyer, seconded by George Neumueller and passed

Memorial (list) Committee

Public Relations Committee

New Cemetery Committee

Fall Fair Committee

- Turkeys were in short supply; the meat manager at Pick N Save came through with the birds at a good price. We served a total of 882 meals. A motion to accept the report is made by George Neumueller, seconded by Sheri Glisch and passed.

Finance/Counters Committee

Old Business

New Business

- 2016 proposed budget is presented to the voter's assembly. A motion to approve the budget as presented for 2016 is made by Ray Thompson, seconded by Glen Collins, and passed.
- A motion is made to approve the housing allowance allocation as presented in the budget proposal for Pastor Bischoff (\$18,000.00) by Chris Kampe, seconded by Sheri Glisch, and passed
- A motion is made to approve the housing allowance allocation as presented in the budget proposal for Pastor Conradt (\$18,599) by Chris Kampe, seconded by Sheri Glisch, and passed

Meeting Close

Motion by: Pat Jahn

Seconded by: Sheri Glisch

And Passed

Meeting closes with the Lord's Prayer

	A	B	C	D	E	F	H	I	J	K	L	M	N
	St. Peter's Evangelical Lutheran Church	2014 Budget	2014 Actuals	2015 Budget		2015 Budget		2015 Actuals through Oct	Estimated Actuals	Difference		2016 Budget	Percent Change
1													
2													
3	RECEIPTS												
4	Collections	340,000	319,987	337,000		337,000		268,970	328,280	-8,720		337,000	2.66%
5	Contribution from School	5,000	14,274	12,000		12,000		10,000	12,000	0		12,000	0.00%
6	Total Receipts	345,000	334,261	349,000		349,000		278,970	340,280	-8,720		349,000	0.00%
7													
8	PERSONNEL												
14	Salaries	167,125	165,546	172,138		172,138		142,336	171,094	-1,043		176,857	2.74%
15	Health Insurance & Disability	61,050	61,048	65,557		65,557		54,334	65,201	-356		57,447	-12.37%
16	Employee Contribution/Health	0	0	-1,800		-1,800		-1,500	-1,800	0		-2,958	64.33%
17	Retirement	15,703	13,392	15,455		15,455		11,594	13,913	-1,542		14,343	-7.20%
18	SS and Medicare	12,800	11,381	13,169		13,169		9,605	11,526	-1,643		13,303	1.02%
19	Worker's Comp	1,650	1,611	1,650		1,650		0	1,796	146		1,900	15.15%
20	Total Personnel	258,328	252,978	266,169		266,169		216,369	261,730	-4,439		260,892	-1.98%
21													
22	BUILDING MANAGEMENT												
23	Natural Gas/Heat	8,500	13,138	12,000		12,000		7,061	8,473	-3,527		11,000	-8.33%
24	Electric	17,500	15,276	17,500		17,500		12,426	14,911	-2,589		16,000	-8.57%
25	Water/Sewer	1,000	951	1,400		1,400		938	1,126	-274		1,200	-14.29%
26	Waste Disposal	1,700	3,022	2,000		2,000		1,979	2,375	375		1,365	-31.75%
27	Telephone	1,500	1,514	1,500		1,500		1,285	1,542	42		1,500	0.00%
28	Repair/Upkeep	11,032	11,464	11,032		11,032		9,012	10,814	-218		13,500	22.37%
29	Building and Liability Insuranc	7,500	7,888	7,500		7,500		0	8,000	500		8,000	6.67%
30	Capital Improvements-Norma	0	0	0		0		0	0	0		0	0.00%
31	Capital Improvements-Roofing	0	0	0		0		0	0	0		0	0.00%
32	Miscellaneous Building	300	0	0		0		41	49	49		1,000	0.00%
33	Building Totals	49,032	53,253	52,932		52,932		32,742	47,290	-5,642		53,666	1.20%
34													
35	ADMINISTRATION												
36	Portals of prayer	400	432	400		400		240	288	-112		400	0.00%
37	Children's Bulletins	50	50	50		50		0	0	-50		50	0.00%
38	Office Supplies	3,000	3,329	3,500		3,500		2,902	3,482	-18		4,000	14.29%
39	Church Operating Supplies	2,700	2,659	2,700		2,700		2,684	3,221	521		3,000	11.11%
40	Office Equipment and Repairs	5,000	4,566	5,000		5,000		3,812	4,574	-426		5,000	0.00%
41	Financial Supplies (Envelopes)	1,300	967	1,300		1,300		152	1,300	0		1,300	0.00%
42	Car Allowance	7,200	7,200	7,200		7,200		6,000	7,200	0		7,200	0.00%
43	Music Senior Choir	100	0	100		100		0	0	-100		0	-100.00%
44	Music Organist	100	0	100		100		0	0	-100		0	-100.00%
45	Bd of Elders	225	256	225		225		59	71	-154		225	0.00%
46	Bd of Sunday School	4,400	3,000	0		0		0	0	0		3,500	0.00%
47	Youth Fund	1,000	0	0		0		0	0	0		500	0.00%
48	Bd Evangelism	300	0	300		300		0	0	-300		500	66.67%
49	Bd Social Ministry	425	367	425		425		245	294	-131		425	0.00%
50	Bd of Stewardship	0	0	300		300		0	0	-300		300	0.00%
51	Parish Fellowship Bd	400	347	400		400		64	77	-323		400	0.00%
52	Pastoral Care	1,000	0	1,000		1,000		200	240	-760		1,000	0.00%
53	Pastor Conference	1,500	270	2,000		2,000		646	775	-1,225		2,000	0.00%
54	Synod/District Assessments	0	0	3,000		3,000		1,000	1,000	-2,000		1,000	-66.67%
55	Advertising	350	160	350		350		49	59	-291		250	-28.57%
56	Miscellaneous Admin	731	439	549		549		213	256	-293		493	-10.20%
57	Administrative Total	30,181	24,042	28,899		28,899		18,266	22,837	-6,062		31,543	9.15%
58													
59	Home Operating Total	337,541	330,273	348,000		348,000		267,377	331,857	-16,142		346,000	-0.57%
60	Missions	8,000	8,000	1,000		1,000		830	1,000	0		3,000	200.00%
61	Singapore commitment	2,000	2,000	0		0		0	0	0		0	0.00%
62	Total Expenses	347,541	340,273	349,000		349,000		268,207	332,857	-16,142		349,000	0.00%
63													
64	Total Receipts	345,000	334,261	349,000		349,000		278,970	340,280	-8,720		349,000	0.00%
65	Total Expenses	347,541	340,273	349,000		349,000		268,207	332,857	-16,142		349,000	0.00%
66	NET BUDGET	-2,541	-6,012	0		0		10,763	7,423	7,422		0	
67													
68													
69	Pastor Bischoff	Portion of salary allocated as housing allowance:										18,000	
70	Pastor Conradt	Portion of salary allocated as housing allowance:										18,780	

St. Peters Rainbow Preschool

Income and Expense vs. Budget

January - October 2015

	Jan - Oct 2015	Budget	\$ over Budget
INCOME			
Tuition	109,621.31	107,600.00	2,021.31
Registration Fees	2,970.00	1,930.00	1,040.00
Donations	444.00	1,532.28	(1,088.28)
Youngstar	1,841.20	1,000.00	841.20
Interest on Savings	52.21	41.68	10.53
Miscellaneous Income	1.74	83.32	(81.58)
Summer Program	33,535.24	22,380.00	11,155.24
Total Income	148,465.70	134,567.28	13,898.42
EXPENSES			
St. Peters Lutheran Church	10,239.00	10,000.00	239.00
Membership Discount	3,223.80	2,062.00	1,161.80
Employee Discount	701.25		701.25
Bad Debt Expense	75.00	416.70	(341.70)
Hot Lunch and Snack	3,819.91	4,705.00	(885.09)
Field Trip Expense	116.80	500.00	(383.20)
Advertising	751.34	1,666.00	(914.66)
Bank Service Charges	-	-	-
Curriculum	100.00	500.00	(400.00)
Dues/Subscriptions	25.84	205.00	(179.16)
License and Permits	30.00	150.00	(120.00)
Miscellaneous	637.04	500.00	137.04
Operating Supplies	12,906.35	12,000.00	906.35
Payroll Processing	617.15	550.00	67.15
Postage and Delivery	39.20	83.40	(44.20)
PS Employee P/R & Benefits	110,680.75	97,550.40	13,130.35
Telephone	483.93	550.00	(66.07)
Total Expenses	144,447.36	131,438.50	13,008.86
Net Income (loss)	4,018.34	3,128.78	889.56

School Budget 2016
November 2015 Voter Meeting

	2014 Budget	Actual through December 2014	2015 Budget	2015 Annualized Actuals	2016 Budget	Change Budget / 2015 Budget	% change from 2015 Budget
Income							
Income from collections	-	168.75	-	-	-	-	0.00%
Youngstar Income	-	553.96	1,200.00	2,455.00	2,000.00	800.00	40.00%
Fund Raisers	-	50.00	-	-	-	-	0.00%
Tuition - Preschool	119,360.00	108,958.98	138,600.00	128,866.00	128,000.00	(10,600.00)	-8.28%
Summer School Program	14,500.00	23,151.31	22,731.00	33,535.00	34,000.00	11,269.00	33.14%
Registration Fees	1,500.00	2,106.00	-	2,533.00	2,400.00	2,400.00	100.00%
Snack & supplies fees	1,000.00	2,640.00	2,000.00	1,193.00	1,500.00	(500.00)	-33.33%
Donations	50.00	59.88	1,838.72	389.00	450.00	(1,388.72)	-308.60%
Interest on savings	100.00	915.66	50.00	63.00	60.00	10.00	16.67%
Miscellaneous income	100.00	915.66	100.00	4.00	(100.00)	(100.00)	0.00%
Total Income	136,510.00	138,604.54	166,519.72	169,038.00	168,410.00	1,890.28	1.12%
Expenses							
St. Peter's Church	5,000.00	14,274.45	12,000.00	12,319.00	12,000.00	-	0.00%
Member Discount	2,280.00	2,298.00	2,292.00	4,298.00	2,500.00	208.00	8.32%
Employee discount	-	-	-	2,805.00	7,000.00	7,000.00	100.00%
Bad Debt Expenses	-	571.81	-	100.00	200.00	200.00	100.00%
Field Trip Expense	250.00	234.50	250.00	256.00	400.00	150.00	37.50%
Hot Lunch Expense	4,125.00	3,886.88	5,645.00	4,917.00	5,000.00	(645.00)	-12.90%
Advertising	2,000.00	453.80	2,000.00	1,002.00	1,002.00	(998.00)	-99.60%
Curriculum	250.00	451.94	250.00	133.00	250.00	-	0.00%
Dues and Subscriptions	250.00	189.28	250.00	34.00	100.00	(150.00)	-150.00%
Licenses and Permits	950.00	578.45	150.00	40.00	600.00	450.00	75.00%
Workers Compensation	1,800.00	(105.00)	650.00	824.00	825.00	175.00	21.21%
Fund Raiser expenses	-	25.00	-	133.00	250.00	-	0.00%
Operating expenses - Computer	500.00	-	1,400.00	1,908.00	500.00	(900.00)	-180.00%
Operating Supplies - consumable	1,000.00	-	1,000.00	1,041.00	1,010.00	10.00	0.99%
Operating Equipment	9,000.00	5,664.58	12,000.00	6,379.00	2,320.00	(9,680.00)	-417.24%
Repair and maintenance	-	-	-	100.00	100.00	100.00	100.00%
Payroll Processing	660.00	654.23	660.00	783.00	780.00	120.00	15.38%
Postage and Delivery	100.00	32.86	100.00	52.00	100.00	-	0.00%
Wages & Benefits	105,693.00	99,179.04	118,061.82	127,723.00	129,282.00	11,220.18	8.68%
Substitute Teachers	1,224.00	-	1,224.00	448.00	500.00	(724.00)	-144.80%
Summer Program expense	-	460.34	-	319.00	500.00	500.00	100.00%
Continuing Education	430.00	-	430.00	500.00	500.00	70.00	14.00%
Telephone	660.00	643.47	660.00	596.00	600.00	(60.00)	-10.00%
Tuition/Regular Refund	-	210.00	-	318.00	250.00	250.00	100.00%
Total Expenses	136,172.00	129,703.63	159,022.82	166,895.00	166,319.00	7,296.18	4.39%
Net Income (Loss)	338.00	8,900.91	7,496.90	2,143.00	2,091.00	(5,405.90)	

Evangelism

There are only a few updates from our last Voter's Meetings.

- The suggestion to look into banners for the wooden sign on 6th St has to be put on hold for now. The cost for the banners is prohibitive for the budget of the board. There was a suggestion that some future memorials be used to purchase the banners.
- Both the tracts and welcome center have been re-stocked and updated.
- "Bring a Friend to Sunday School" will be the month of February. The board will be purchasing gifts to hand out to the visitors. Please watch for more info in the month of December!
- The next Fish Fry Friday is on Nov. 13. At this fish fry all participants will be asked if they would like to try doing a buffet-style dinner. At that time, full information will be handed out to give all the details and menu options. It will contain pricing also.
- Budget request was \$500.00, a \$200.00 increase from last year.

Social Ministry

- The sweater and yarn drive to help our veterans has now ended. Thank you to all who were able to help out!
- Our annual winter apparel drive to help out Love Inc. begins (officially) today. It will run until early January. Any and all winter apparel is needed, but especially needed are children's snow suits. This is a good opportunity to clear out the closet!

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

Report for Voter's Meeting 11/08/2015

Current Enrollment for the 2015/2016 school year (27 total):

- 2 year old program: 6 total
- K-3 : 11 total
 - 8 – preschool only
 - 3 – full time (at least one full day)
- K-4 : 9 total
 - 3 – preschool only
 - 6 – full time 4 K (at least one full day)
- 5 year old wrap around care : 1 total

Enrollment for 2015 Summer Program:

- 37 enrolled in 2015 summer 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
- Jeanne Heinecamp–assistant and after care hours
- Open Position/Brenda Bakke – after care hours
- Deb Maurer – Part time office staff

Financial Summary:

- Please refer to the St. Peter's Lutheran School Income to Budget comparison for 2015

Current Preschool Structure:

- We are currently state licensed to care for 2 to 12 year old children with hours from 6 a.m. to 6 p.m.
- The K-4 program is taught by a licensed teacher
- Enrolled in Wisconsin Youngstar Program with a 3* rating. Youngstar is a child care improvement program – the more stars, the more the state pays the preschool.

MEMORIAL AND BEQUEST FUND 11/2/15

Balance on Hand 1/1/15 \$ **735,209.30**

Receipts

Interest	\$ 3,278.18	
Dividends (UPS Stock)	\$ 2,135.00	
Memorials (Noll Estate \$10,000)	\$ 10,030.00	
Capital Repair (refund from St. Peter's)	\$ 9,000.00	
Total		\$ 24,443.18

Disbursements

St. Peter's (ER Fund - needy church family)	\$ 300.00	
St. Peters (transfer to "Grounds" fund)	\$ 400.00	
St. Peters (ER Fund - S. D. tornado)	\$ 1,000.00	
St Peters (ER Fund - Nepal earthquake)	\$ 250.00	
Lutheran Missions & Attic Workshop	\$ 425.00	
Lutheran Family Services	\$ 425.00	
POBLO	\$ 425.00	
Bethesda	\$ 425.00	
LCMS - Missions	\$ 3,000.00	
St. Peter's (ER Fund - needy church member)	\$ 1,588.00	
St. Peter's (Capital Repair)	\$ 9,000.00	
St, Peter's (Capital Repair - parking lot)	\$ 3,660.00	
Total		\$ (20,898.00)

UPS Stock Value \$ (6,011.00)

Balance on Hand 11/2/15 \$ **732,743.48**

Memo: Designated Fund Balance	\$ (42,850.70)
Emergency Relief Fund Balance	\$ (15,362.00)
Fund Corpus	\$ 674,530.78

INVESTMENTS

Equitable Bank - CD	\$ 88,930.30
Citizens Bank - CD	\$ 85,650.29
BMO Harris - Linked CD	\$ 45,000.00
BMO Harris - Linked CD	\$ 45,000.00
BMO Harris - Money Market	\$ 23,601.45
BMO Harris - Money Fund	\$ 285.20
UPS Stock (11/2/15 - 932.6 sh. @\$104.58)	\$ 97,531.00
Genworth Annuity	\$ 150,834.41
LCEF	\$ 195,910.83
Total	\$ 732,743.48

