

Voter's Meeting Agenda – Nov 12th, 2017

- I. **Call Meeting to Order**
- II. **Open With A Prayer**
- III. **Review Previous Meeting Minutes:**
- IV. **Treasurer's Report:**
- V. **Budget**
- VI. **Reports of Boards:**
 - A. Elders
 - B. Finance
 - C. School Board
 - D. Trustees
 - E. Sunday School and Youth
 - F. Social Ministry
 - G. Evangelism
 - H. Parish Fellowship
 - I. Stewardship
- VII. **Pastor Reports:**
- VIII. **Committee Reports:**
 - A. Memorial and Bequest
 - B. Fall Fair
- IX. **Old Business:**
 -
 -
- X. **New Business:**
 -
 - Next Council Meeting – Monday, Dec 11th
 - Next Voter's Meeting – Sunday, Jan 28th
- Between Services
- XI. **Motion to Adjourn:**
- XII. **Close with Lord's Prayer**

BOARDS & COMMITTEES	Chairman:	Dan Jahn
	Secretary:	Bob Glisch
	Treasurer:	Karen Lauf
	Elders	Donato Guida
	*Dan Schauer	Scott Jung
		Warren Majchrzak
		Jeff Ostovich
		Jeff Schmittinger
		Wendell Zirbel
	Finance	Rick McGaughy
	*Dan Taggatz	Open
		Open
	School Board	Holly Breien
	*Bill Lauf	Stephanie Conradt
	Rick McGaughy	
	Anne Willick	
Trustees	Dan Jahn	
*Open	Steve Jung	
	Karen Lauf	
	Scot Ten cate	
Landscaping	Kathe Oelkers	
S.S. and Youth	Tammy Badzinski	
* Open	Pat Jahn	
	Sharon Jardas	
	Amy West	
Social Ministry	Mollie Campbell	
*Larry O'Neil	Emily Mayer	
	Rachael O'Neil	
	Carol Perrin	
	Stephanie Smith	
Rummage		
Evangelism	Kerrie Alloy	
*Jack Alloy	Terri Jung	
	Julie Moyer	
Parish Fellowship	Debbie Berndt	
*Scott Jung	Casey Dietz	
	Valerie Kimball	
	Diane Mehring	
	Tammy Scott	
July 4 th Float	Dan Jahn	
	Scott Jung	
Stewardship	Julie Campbell	
*Craig Campbell	Barbara Emerson	
	Dorothy Hollister	
Parish Nurse	Tammy Peterson	
Committees:		
Memorial & Bequest	Robert Hassey	
	Dave Moyer	
	Amy West	
Fall Fair	LuAnn Himebauch	
	Sue Lindbloom	
	* Denotes Board Chairman	

Voters Meeting Date: 11/12/17

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: S Glisch Seconded by: P Jahn and Passed

Treasurer's Report (attached)

Line Item	(17) Receipts +/-	(37) Building Expense	(51) Personnel Expenses	(80) Total Admin/ Boards	(85) +/- Receipts	Check Book/Savings Balance
Current Month	\$ 240				\$	
Y.T.D.	\$ -3,293	\$ -5,353	\$ 961	\$ -2,445	\$ 12,700	\$ 36,983

Motion to Accept: D Harma Seconded by: S Jardus and Passed

Reports of Boards

Elders

The Board has a vacancy and is seeking candidates to fill that position.

Sunday School and Youth

- The Board is in need of a chairman. The curriculum this year is following the Church Year in parallel.

Evangelism

- The Board will be selling "Keep Christ in Christmas" car magnets.
- The Easter Cross project will be done again this year

Parish Fellowship

- Next Sunday will be a fellowship Sunday in the Narthex
- We will be planning Joan's retirement party for December 10th after Church

Finance

- Presentation of the 2018 Church Budget. A motion is made to approve the budget as proposed by G Collins seconded by S Jardus, and passed A motion is made to designate the following amounts to housing from their salaries, Pastor Bischoff \$18,000, Pastor Conradt \$18,500 by S Jardus, seconded by S Glisch and passed
- The Board has two open positions and is also looking for candidates

School Board

- Current enrollment is 28 children.
- The staffing remains consistent.
- Finances are good, current loss of -\$7,866 reflects the operating expense of \$16,561 which represents the new playground that was installed.
- The budget for 2018 is very similar to 2017 and is balanced.

Social Ministry

- The winter apparel drive for Love Inc is ongoing
- There is a donation box for the VA
- The Christmas Tree for Adopt a Family will be underway soon.

Stewardship

- No report

Trustees

- Several projects are underway, the bathroom project, new windows in the courtyard, and new downspouts.
- The restroom project is being done from within.
- All of the windows will be replaced in the courtyard
- The new AV system has been installed in the Parish Hall.
- The new sign is complete in the front of the church.

A motion is made to approve all board reports by S Lindbloom, seconded by K Lauf and passed

Pastor Bischoff's Report

- The Church Council has discussed the security of our Church during services in light of the recent tragedy in Texas and will be referring this to the Board of Elders for more discussion. More to come on this topic.

Pastor Conradt's Report

- Pastor thanks the Sunday School and Youth Board for the donation of the Bibles to the third grade and the Hymnals and Catechisms to the Confirmands.

A motion to approve Pastor's Reports is made by S Glisch, seconded by S Lindbloom, and passed

Committee Reports

Memorial and Bequest Committee

- Review of the current status (attached)

Memorial (list) Committee

Public Relations Committee

New Cemetery Committee

Fall Fair Committee

- 899 total meals were served, 14 less than last year
- There will be a need for an additional co-chair for the dining room this next year

Finance/Counters Committee

A motion is made to accept the committee reports by P Jahn, seconded by S Glisch and passed

Old Business

- None

New Business

- Next voters meeting will be Sunday, January 28th, 2018 between services
- A request is made to look into a new pictorial Church Directory, this will be done in 2 years.

Meeting Close

Motion by: B Hassey

Seconded by: S Glisch

And Passed

Meeting closes with the Lord's Prayer

	A	B	C	D	E
1	St. Peters Lutheran Church	Jan-Oct 2017	Jan-Oct 2017	Over/Under	
2	October 31, 2017	Budget YTD	YTD Actual	Budget	
3	Receipts	277,500	274,207	-3,293	
4	Preschool contribution	10,000	11,000	1,000	
5	From Savings	4,932	0	-4,932	
6	Insurance Refund	0	3,133	3,133	
7	Total Receipts	292,432	288,340	-4,092	
8	DISBURSEMENTS:				
9					
10	Personnel total	227,807	228,486	679	
11					
12	Building & Land:				
13	Natural Gas	8,111	6,625	-1,486	
14	Electric	13,734	12,508	-1,226	
15	Water & Sewer	1,200	1,035	-165	
16	Waste Disp/Recycling	1,167	1,080	-87	
17	Telephone	1,250	1,296	46	
18	Repair & Upkeep	11,250	8,310	-2,940	
19	Insurance & Taxes	0	0	0	
20	Miscellaneous	0	505	505	
21	Building & Land total	36,712	31,359	-5,353	
22					
23	Administration				
24	Portals of Prayer	333	450	117	
25	Childrens Bulletins	42	0	-42	
26	Office supplies & Exp	3,333	2,563	-770	
27	Church Operating Supplies	2,667	2,516	-151	
28	Office Equip. (copy machine)	4,167	3,508	-659	
29	Financial Supplies(Envelopes)	833	0	-833	
30	Pastors Conference	1,667	1,550	-117	
31	Pastoral Care	417	500	83	
32	Synod/District Assessments	0	0	0	
33	Advertising	165	65	-100	
34	Misc:	667	694	27	
35	Board of Elders	125	0	-125	
36	Board of S. S.	0	0	0	
37	Youth Fund	0	0	0	
38	Board of Stewardship	250	0	-250	
39	Board of Evangelism	417	27	-390	
40	Board of Social Ministry	292	592	300	
41	Board of Parish Fellowship	333	0	-333	
42	Missions	3,333	3,330	-3	
43	Administration Total	19,041	15,795	-3,246	
44					
45	Grand Total Disbursements	283,560	275,640	-7,920	
46					
47	Budget Summary (no pass thru)				
48	Receipts	292,432	288,340	-4,092	
49	Disbursements	283,560	275,640	-7,920	
50	Excess/(Deficit)	8,872	12,700	3,828	
51					
52	Cash:		Comparison of Givings:		
53	Beginning Cash Balance 1/1/17	28,050	1/1 to 10/31/2016	44 Sundays	259,826
54	YTD Receipts	288,340	1/1 to 10/31/2017	44 Sundays	272,170
55	YTD Disbursements	-275,640	Difference		12,344
56	Subtotal:	40,750			
57	Pass-thru receipts	109,304	Balances 10/31/2017		
58	Pass-thru disbursements	-113,071	Maintenance/Roof Savings Account		26,311
59	Total Cash 10/31/17	36,983	Landscape Saving Account		1,252
60			Board of Social Ministry Account		?
61	Church Checking Account	36,983			
62	Church Savings Account	20,176			
63	Total Cash	57,159			

St. Peter's Lutheran Church
2018 Final Budget

11/12/2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	St. Peter's Lutheran Church	2016			2017						2018	%budg	% total	
2		Budget	Actual	Diff	Budget	YTD	Oct	Annualzd		Diff				
3	RECEIPTS													
4	Revenue	337,000	326,796	-10,204	333,000	277,340	342,808			9,808	340,000	2.1%	95.4%	
5	Needed from Savings!				5,918						4,552			
6	Contribution from School	12,000	14,000	2,000	12,000	11,000	13,000			1,000	12,000	0.0%	3.4%	
7	Total Receipts	349,000	340,796	-8,204	350,918	288,340	355,808			4,890	356,552	1.6%	100.0%	
8														
9	DISBURSEMENTS													
10	Personnel:													
16	Sub-Total Salaries	176,857	175,864	-993	192,442	160,107	192,128			-356	201,994	5.0%	56.7%	
17	Health Insurance & Disability	57,447	56,100	-1,347	58,923	49,609	59,531			608	55,102	-6.5%	15.5%	
18	Emp Health Ins. Contribution	-2,958	-2,358	600	-2,698	-2,040	-2,448			250	-2,543	-5.7%	-0.7%	
19	SS and Medicare	13,303	13,292	-11	3,639	3,013	3,616			-23	3,844	5.6%	1.1%	
20	Retirement	14,343	14,303	-40	13,862	12,080	14,496			634	12,279	-11.4%	3.4%	
21	Workman's Comp	1,900	1,808	-92	1,900	0	1,800			-100	1,900	0.0%	0.5%	
22	Car Allowance	7,200	7,200	0	7,200	6,000	7,200			0	7,200	0.0%	2.0%	
23	Total Personnel	268,092	266,209	-1,883	275,268	228,769	276,323			1,055	279,777	1.6%	78.5%	
24														
25	Building Management:													
26	Natural Gas/Heat	11,000	6,357	-4,643	10,000	6,625	7,950			-2,050	8,000	-20.0%	2.2%	
27	Electric	16,000	15,847	-153	16,000	12,508	15,010			-990	15,000	-6.3%	4.2%	
28	Water/Sewer	1,200	1,062	-138	1,200	1,035	1,242			42	1,200	0.0%	0.3%	
29	Waste Disposal	1,365	1,353	-12	1,400	1,080	1,296			-104	1,400	0.0%	0.4%	
30	Telephone	1,500	1,434	-66	1,500	1,296	1,555			55	1,500	0.0%	0.4%	
31	Repair/Upkeep	13,500	14,518	1,018	13,500	8,310	9,972			-3,528	11,500	-14.8%	3.2%	
32	Building and Liability Insurance	8,000	7,571	-429	8,000	0	8,000			0	8,000	0.0%	2.2%	
33	Miscellaneous	1,000	50	-950	0	505	606			606	0	0.0%	0.0%	
34	Building Mgmt Totals	53,565	48,192	-5,373	51,600	31,359	45,631			-5,969	46,600	-9.7%	2.1%	
35														
36	Administration:													
37	Portals of prayer	400	397	-3	400	450	540			140	400	0.0%	0.1%	
38	Children's Bulletins	50	0	-50	50	0	0			-50	50	0.0%	0.0%	
39	Office Supplies	4,000	3,375	-625	4,000	2,563	3,076			-924	4,000	0.0%	1.1%	
40	Church Operating Supplies	3,000	3,514	514	3,200	2,516	3,019			-181	3,200	0.0%	0.9%	
41	Office Equipment and Repairs	5,000	5,377	377	5,000	3,508	4,210			-790	5,000	0.0%	1.4%	
42	Financial Supplies (Envelopes)	1,300	97	-1,203	1,000	0	900			-100	1,000	0.0%	0.3%	
43	Bd of Elders	225	71	-154	150	0	0			-150	150	0.0%	0.0%	
44	Bd of Sunday School	3,500	2,000	-1,500	0	0	0			0	3,600		1.0%	
45	Youth Fund	500	0	-500	0	0	0			0	0		0.0%	
46	Bd Stewardship	300	0	-300	300	0	0			-300	300	0.0%	0.1%	
47	Bd Evangelism	500	76	-424	500	27	32			-468	500	0.0%	0.1%	
48	Bd Social Ministry	425	239	-186	350	592	710			360	375	7.1%	0.1%	
49	Parish Fellowship Bd	400	529	129	400	0	0			-400	400	0.0%	0.1%	
50	Pastors Conference	2,000	964	-1,036	2,000	1,550	1,860			-140	2,000	0.0%	0.6%	
51	Pastoral Care	1,000	0	-1,000	500	500	600			100	500	0.0%	0.1%	
52	Synod/District Assessments	1,000	1,125	125	1,200	0	0			-1,200	2,000	66.7%	0.6%	
53	Advertising	250	212	-38	200	65	78			-122	200	0.0%	0.1%	
54	Miscellaneous	493	99	-394	800	694	833			33	500	-37.5%	0.1%	
55	Administrative Total	31,543	18,075	-13,468	20,050	12,465	15,858			-4,192	24,175	20.6%	6.8%	
56														
57	Home Disbursements	346,000	332,476	-13,524	346,918	272,593	337,812			-9,106	350,552	1.0%	98.3%	
58	Missions	3,000	3,000	0	4,000	3,330	3,996			-4	6,000	50.0%	1.7%	
59	Total Disbursements	349,000	335,476	-13,524	350,918	275,923	341,808			-9,110	356,552	1.6%	100.0%	
60														
61	Total Receipts	349,000	340,796	-8,204	350,918	288,340	355,808			4,890	356,552	1.6%	100.0%	
62	Total Disbursements	349,000	335,476	-13,524	350,918	275,923	341,808			-9,110	356,552	1.6%	100.0%	
63	Difference	0	5,320	5,320	0	12,417	14,000			14,000	0			
64														
65	Pastor Bischoff	Portion of salary allocated as housing allowance:										18,000		
66	Pastor Conradt	Portion of salary allocated as housing allowance:										18,500		
67														
68	* bold blue numbers in column "H" are best estimates (not calculated)													

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

Report for Voter's Meeting 11/12/2017

Current Enrollment for the 2017/2018 school year (28 total):

- 2 year old program: 4 total
- K-3 : 12 total
 - 6 – Full Time
 - 6 - Preschool
- K-4 : 12 total
 - 11 – Preschool & Full Time
 - 1 – After School from Trailside Elementary

Enrollment for 2017 Summer Program:

- There were over 35 children that attended during the 2017 summer program.

Current Staff:

- Kimberly Trieglaff – Director and lead teacher for 2 and 3 year old room
- Dawn Grundman – lead teacher for 4 year old room
- Jeanne Heinecamp – assistant and after care hours
- Brenda Bakke – after care hours
- Jennifer Drallmeier – Part time office staff

Financial Summary:

- Please refer to the St. Peter's Lutheran School Income and Expense vs. Budget

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. (Dawn is currently working on becoming recertified as a licensed teacher.)
- Enrolled in Wisconsin Youngstar Program with a 4* rating. Youngstar is a child care improvement program – the more stars, the more the state pays the preschool. We currently have no children that qualify for the Youngstar program.

St. Peters Rainbow Preschool

Income and Expense vs. Budget

January - October 2017

	Jan - Oct 2017	2017 Budget	\$ over/under Budget
INCOME			
Tuition	113,636.95	105,000.00	8,636.95
Registration Fees	972.00	3,000.00	(2,028.00)
Donations	1,310.13	375.00	935.13
Youngstar	-	-	-
Interest on Savings	39.78	50.00	(10.22)
Miscellaneous Income	-	-	-
Summer Program	28,894.62	30,000.00	(1,105.38)
Total Income	<u>144,853.48</u>	<u>138,425.00</u>	<u>6,428.48</u>
EXPENSES			
St. Peters Lutheran Church	11,000.00	10,000.00	1,000.00
Membership Discount	5,338.60	4,580.00	758.60
Employee Discount	5,675.00	2,000.00	3,675.00
Bad Debt Expense	-	84.00	(84.00)
Hot Lunch and Snack	3,347.30	4,166.00	(818.70)
Field Trip Expense	173.23	600.00	(426.77)
Advertising	20.00	834.00	(814.00)
Bank Service Charges	0.01	-	0.01
Curriculum	-	250.00	(250.00)
Dues/Subscriptions	-	100.00	(100.00)
License and Permits	283.00	834.00	(551.00)
Miscellaneous	37.80	208.34	(170.54)
Operating Supplies	26,227.69	9,666.68	16,561.01
Payroll Processing	819.24	666.68	152.56
Postage and Delivery	50.19	83.34	(33.15)
PS Employee P/R & Benefits	100,564.77	105,095.35	(4,530.58)
Telephone	342.47	416.68	(74.21)
Total Expenses	<u>153,879.30</u>	<u>139,585.07</u>	<u>14,294.23</u>
Net Income (loss)	<u>(9,025.82)</u>	<u>(1,160.07)</u>	<u>(7,865.75)</u>
Associated Bank Checking	45,997.83		
Associated Bank Savings	47,477.90		
	<u>93,475.73</u>		

School Budget 2018
November 2017 Voter Meeting

	2016 Budget	Actual through December 2016	2017 Budget	2017 Annualized Actuals	2018 Budget	Change 2018 Budget / 2017 Budget	% change from 2017 Budget
Income							
Youngstar Income	2,000.00	-	-	480.00	500.00	500.00	100.00%
Tuition - Preschool	128,000.00	142,452.00	135,000.00	139,041.00	137,570.00	2,570.00	1.87%
Summer School Program	34,000.00	38,123.00	30,000.00	28,983.00	28,000.00	(2,000.00)	-7.14%
Registration Fees	2,400.00	3,320.00	3,000.00	1,000.00	1,200.00	(1,800.00)	-150.00%
Donations	450.00	355.00	450.00	256.00	450.00	-	0.00%
Interest on savings	60.00	55.00	60.00	48.00	50.00	(10.00)	-20.00%
Miscellaneous Income	-	81.00	-	-	-	-	0.00%
Total Income	166,910.00	184,386.00	168,510.00	169,808.00	167,770.00	(740.00)	(0.75)
Expenses							
St. Peter's Church	12,000.00	14,000.00	12,000.00	13,000.00	12,000.00	-	0.00%
Member Discount	2,500.00	6,580.00	5,500.00	7,267.50	4,560.00	(940.00)	-20.61%
Employee discount	7,000.00	5,028.00	2,400.00	6,762.00	9,275.00	6,875.00	74.12%
Bad Debt Expenses	200.00	12.00	100.00	-	100.00	-	0.00%
Field Trip Expense	400.00	150.00	600.00	230.00	500.00	(100.00)	-20.00%
Hot Lunch Expense	5,000.00	3,587.00	5,000.00	4,353.33	4,400.00	(600.00)	-13.64%
Advertising	1,002.00	546.00	1,000.00	50.00	500.00	(500.00)	-100.00%
Curriculum	250.00	-	250.00	-	250.00	-	0.00%
Dues and Subscriptions	100.00	85.00	100.00	-	100.00	-	0.00%
Licenses and Permits	600.00	651.00	1,000.00	204.00	1,000.00	-	0.00%
Workers Compensation	825.00	825.00	825.00	825.00	825.00	-	0.00%
Operating supplies/equipment	3,830.00	2,190.00	11,500.00	26,074.00	4,000.00	(7,500.00)	-187.50%
Repair and maintenance	100.00	-	100.00	804.00	500.00	400.00	80.00%
Payroll Processing	780.00	858.00	800.00	989.00	1,000.00	200.00	20.00%
Postage and Delivery	100.00	102.00	100.00	67.00	100.00	-	0.00%
Continuing Education	-	272.00	500.00	307.00	500.00	-	0.00%
Wages & Benefits	130,282.00	134,332.00	124,789.41	121,417.00	127,360.00	2,570.59	2.02%
Summer Program expense	500.00	-	-	-	-	-	0.00%
Telephone	600.00	371.00	500.00	410.67	600.00	100.00	16.67%
Tuition/Regular Refund	250.00	11.00	250.00	38.00	200.00	(50.00)	-25.00%
Total Expenses	166,319.00	169,600.00	167,314.41	182,798.50	167,770.00	455.59	0.27%
Net Income (Loss)	591.00	14,786.00	1,195.59	(12,990.50)	-	(1,195.59)	

MEMORIAL AND BEQUEST FUND 10/31/2017**Balance on Hand 1/1/2017****\$768,427.21****Receipts**

Interest	\$6,571.95	
Memorials	\$89,751.60	
Dividends	<u>\$1,611.43</u>	
Total		\$97,934.98

Disbursements

St. Peters (ER Fund - Pastor Henry)	\$500.00	
St. Peters (ER Fund - Church Member in Need)	\$1,000.00	
Lutheran Missions & Attic Workshop	\$400.00	
Lutheran Family Services	\$400.00	
Bethesda	\$400.00	
LCMS Missions	\$2,000.00	
St. Peters (ER Fund - Hurricane Relief)	\$3,000.00	
St. Peters (Electronic Sign)	\$23,466.00	
St. Peters (A/V Project)	<u>\$24,577.57</u>	
Total		-\$55,743.57

UPS Stock Value**\$2,952.57****Balance on Hand 10/31/2017****\$813,571.19****Memo: Designated Fund Balance****-\$101,427.83****Emergency Relief Fund Balance****-\$15,362.00****Fund Corpus****\$696,781.36**

INVESTMENTS

Equitable Bank - CD	\$90,946.00
Citizens Bank - CD	\$87,506.00
BMO Harris - Linked CD	\$45,000.00
BMO Harris - Linked CD	\$45,000.00
BMO Harris - Money Market	\$58,603.07
BMO Harris - Money Fund	\$3,111.92
UPS Stock (982 sh. @ \$117.53)	\$115,414.00
Genworth Annuity	\$165,155.00
LCEF	<u>\$202,835.20</u>
Total	\$813,571.19

DESIGNATED FUNDS ACTIVITY 1/1/2017 - 10/31/2017

Seminary Scholarship

Balance - 1/1/17	\$ 12,028.86
Changes	\$ -
Total	\$ 12,028.86

Capital Repair

Balance - 1/1/17	\$ 27,822.84
2016 Interest	\$ 2,500.00
Total	\$ 30,322.84

Undecided

Balance - 1/1/17	\$ -
Memorials	\$ 59,076.13
Total	\$ 59,076.13

Audio/Visual

Balance - 1/1/17	\$ 17,368.10
Memorials	\$ 7,209.47
Payments	\$ (24,577.57)
Total	\$ -

Sign

Balance - 1/1/17	\$ -
Memorials	\$ 23,466.00
Payments	\$ (23,466.00)
Total	\$ -

Total Designated Funds \$ 101,427.83

EMERGENCY RELIEF FUND ACTIVITY 1/1/2017 - 10/31/2017

Balance - 1/1/17	\$ 14,862.00
St. Peters (Pastor Henry)	\$ (500.00)
2016 Interest	\$ 5,000.00
St. Peters (Needy Church Family)	\$ (1,000.00)
St. Peters (Hurricane Relief)	\$ (3,000.00)
Total Emergency Fund	\$ 15,362.00