

**St. Paul Lutheran Church Voters Meeting Minutes  
June 13, 2021**

Meeting called to order by President John Petzold at 1:36PM.

Opening prayer and devotion by Pastor Martinal.

Moved and supported to accept Voters' Minutes of February 14, 2021.

Motion carried.

**New Business:**

- Coordinator and helpers needed to run the Summer Fish Booth. Money earned this year will go toward funding our anniversary celebration next year. Jan Snyder will be helping find volunteers. The Hot Dog Booth will be run by this year's 6th grade class to raise money for their Washington DC trip.

**Old Business:**

**Board Reports:**

- *Principal / Board of Education*

- The 2020-2021 school year has been a challenge and a blessing. Through all the changes, requirements and recommendations, God has been faithful. It has been His guidance that has increased our faith and taught us to trust Him completely.
- Our application for the Emergency Assistance to Nonpublic Schools (EANS) grant has been approved. St. Paul will be the recipients of \$126,028.55 for designated services, educational material, technology and assistance due to the impact COVID has had, and continues to have on our teachers and students. We will be receiving information on how these funds will be allocated. Needless to say, this is a tremendous blessing which will be of great benefit.
- The Frankenmuth Credit Union granted our request of \$4,757.78 for four water bottle filling stations and filters. I truly appreciate the assistance Sue Fabbro provided in the writing of the grant.
- Registration for the 2021-2022 school year continues by appointment. Walk-in registration will be conducted on June 15-17 from 10:00 a.m. to 7:00 p.m.
- 2021 Graduations:
  - June 4<sup>th</sup> – Kindergarten – 6 p.m. – Church parking lot
  - June 12<sup>th</sup>- 8<sup>th</sup> grade - 1 p.m. – Church sanctuary
  - June 14<sup>th</sup>- 4yr. old PS - 6 p.m. – Pavilion
  - June 15<sup>th</sup>- 3yr. old PS - 6 p.m. – Pavilion

- *Board of Elders*

- Membership Changes:

- Reinstate:

- Jason & Kim Peche

- Arlene Perraeut

- Transfers Out:

- Nancy Warby to Grace Lutheran, Auburn

Moved and Supported to accept the Membership Changes listed.

Motion Carried.

- *Board of Evangelism - No Report*

- *Board of Fellowship - No Report*

- *Board of Finance -*

- See attached finance reports.

- *Board of Social Concerns - No Report*

- *Board of Stewardship - No Report*

- *Board of Trustees*
  - Sale of Smith estate will be wrapped up soon.
  - Working on quotes for the heating system and fire alarm issues.
- *Salary & Personnel* -
  - Planning a meeting to talk about benefits and salaries.

- *Trust & Investment*

The Trust & Investment Committee are presenting eight requests to be voted on by the Voters' Assembly. Our committee recommends to the Voters' to approve the following requests.

- The Board of Trustees has requested funds to purchase ten chairs for the Council Room.
  - Reason for purchase: The Council Room has recently been painted, had the table refinished, and new carpet. The chairs look very old and dirty. New chairs would help the room look updated and more welcoming for meetings and visitors.
  - Amount requested: \$380.00

Moved and supported to approve Trust & Investment request for \$380.00 to purchase chairs for the Council Room  
Motion carried.

- The Board of Education has requested funds to purchase wood chips for the playground area.
  - Reason for purchase: The playground was inspected for childcare and we were told that additional wood chips need to be added for the upkeep and safety of the school children.
  - Amount requested: \$900.00.

Moved and supported to approve the Trust & Investment request for \$900.00 to purchase wood chips for the playground.  
Motion carried.

- The Board of Fellowship has requested funds to purchase material for Dorcas to make Kathy Kaps for cancer patients at area hospitals.
  - Reason for purchase: Material is needed to make the Kaps. With Covid-19, Dorcas was not able to have their annual bazaar to help fund the regular missions.
  - Amount requested: \$300.00

Moved and supported to approve the Trust & Investment request for \$300.00 to purchase material for Kathy Kaps.  
Motion carried.

- The Board of Trustees has requested funds to purchase steel roofing materials for the pavilion roof.
  - Reason for purchase: Replace the aging roofing on the pavilion. Shingles are in rough shape and may require sheeting replacement if not done in the next year or so. Material only, installed by the Trustees.
  - Amount requested: \$5,000.00

Moved and supported to approve the Trust & Investment request for \$5,000.00 to purchase steel roofing materials for the pavilion.  
Motion carried.

- The Board of Trustees has requested funds to purchase steel roofing materials for the garage.
  - Reason for purchase: Replace the aging and leaking garage roof. Materials only, installed by the Trustees.
  - Amount requested: \$1,800.00

Moved and supported to approve the Trust & Investment request for \$1,800.00 to purchase steel roofing materials for the garage.  
Motion carried.

- The Board of Trustees has requested funds to purchase a Fire Department Access Box and combination lock.
  - Reason for purchase: Provide an access point for the Fire Department. In the event of an emergency, they can unlock this box and get the key to the building without breaking down a door or window.
  - Amount requested: \$73.00.

Moved and supported to approve the Trust & Investment request for \$73.00 to purchase a Fire Department Access Box and Combination Lock.

Motion carried.

- The Board of Elders has requested funds to purchase a security camera, monitor, controller, and misc. accessories.
  - Reason for purchase: The Board of Elders voted to put in a security program and have contacted Officer Kerr of the Millington Police Dept. to come to St. Paul with his security program. The camera is the first step in the program.
  - Amount requested: \$595.00

Moved and supported to approve the Trust & Investment request for \$595.00 to purchase a security camera, monitor, controller, and misc. accessories for the church.

Motion carried.

- The Board of Trustees has requested funds to purchase landscaping stones.
  - Reason for purchase: Appearance of the north side of new classrooms.
  - Amount requested: \$675.00

Moved and supported to approve the Trust & Investment request for \$675.00 to purchase landscaping stones.

Motion carried.

- Amount used for the following requests is \$9723.00. Amount available to spend: \$14,155.00.

- Associate / Administrative Pastors - Combined Report

- **Ministry accomplished highlights:**

- **School - End of Year ministry**

- Wrapped up SPL religion class
- Chapel services
- Teacher meetings after school dismisses
- Athletic Director duties and meetings

- **Graduation** service was Saturday, June 12<sup>th</sup> at 1:00 p.m.

- Prepared special order of service
- Participated on the Don Haines Scholarship committee
- Seating protocol was the same system as for Confirmation service – assigned row for each family
- Livestreamed the service

- **Visitation and Contacts** attempted

- Phone calls to hospital
- Visits and Funeral for Larry Keinath
- Shutins – only able to make a few contacts. COVID restrictions still limit access.
- Considering a plan for making phone calls to members for prayer requests, to keep in touch over the summer, and to encourage engagement as we gear up for the Anniversary year.

- **Ministry to achieve:**

- Pastor conferences – Attended video conferences, which are now available on the District website. Topics were on Legal Issues (ex. Equality Act), When Darkness Hits Home and Rest (Professional Church Worker health).
- Equality Act – concern for how it will affect our religious freedoms. District and Synod continue to monitor and inform. We will need to be aware of the impact this will have if it passes.
- L.E.A.P. is working on new goals and will be sharing them as soon as they are finalized. We are looking for someone to be the L.E.A.P. representative for St. Paul. See Pastor Bruner for more details.
- District Pandemic Survey due - what works and what doesn't for ministry during pandemic. The survey needs staff and laity input.
- Anniversary Year Planning – Have been working with Director of Volunteers Jan Snyder to identify a lead person or team to help us stay on task.
- Orphan Grain Train – barrel collection site, coordinator needed
- Continuing with "The Gathering" on Thursdays, as well as being available for the "Summer Recess" initiative to facilitate fellowship and relationship building.

Comment/concern made by a voting member about the lack of boards attending the Voters' meetings. No one representing and no reports given.

Moved and supported to adjourn.

Motion carried. Meeting adjourned at 2:31PM.

Closing prayer by Pastor Bruner.

Respectfully submitted,  
Stacey Force,  
Congregational Secretary

St. Paul Lutheran Church & School

**DRAFT**

Board of Finance minutes

May 24, 2021 at 6:35 P.M. with prayer-Gathering Room

Members present—Barbara Radloff, Luann Licavoli, Rachel Foley, Gale Brown and Gloria LaPointe. Luann Licavoli, Head Teller was also present.

Purpose of meeting—discuss recording of Memorials in Shelby contribution system and update on financial activity.

**NEW BUSINESS:**

1. Recording of Memorials in Shelby member contribution system vs. ledger paper with no member reporting—The current procedure for processing memorials was explained by Lillian Sergent. This involves gathering of memorial envelopes, reviewing checks/cash with form for payee, designation request review, connecting with family and donors regarding items that need clarification and preparing a ledger listing of the memorials. Discussion continued on how this ledger listing could be replaced and brought into Shelby contribution system so members memorial contributions were included in their annual giving statement. Luann and Lillian will continue to work toward making this change by 1/1/22 with assistance, as needed.
2. Interest income allocation—to General Fund vs. Memorials starting in May, 2021. This was approved at the Council meeting on May 5<sup>th</sup>.
3. Security plan review—a brief discussion about a security plan for the church. Gale gave background information that several members had learned regarding these plans. The committee felt this was worth pursuing. The Security Plan draft was emailed to all members for their review.

The items below were informational items that have been occurring this year to keep the committee aware of items that will/may affect the budget for 2021.

- Additional Preschool class budget—a budget was prepared for adding an additional full day preschool class. Mr. Shoenknecht wanted to know how many students were needed to cover the costs for the class--the budget indicated 12 students for a part time teacher with no health benefits. If there were over 12 students in a class, an aide is also required—this requires 19 students to cover the costs for adding a part time teacher and aide with no health benefits. If a full-time teacher with health benefits were needed, this would require 24 students to cover those costs. The budget did not include the building costs for the class.
- Payroll tax credits for paid sick and family leave that reduced the payroll taxes paid to the IRS--\$4,694.37 through May 31<sup>st</sup>.
- Form was submitted to IRS for Employee Retention Credit 2<sup>nd</sup> quarter, 2020 --\$18,177.04. It is expected this refund will not come for some time.
- Paid out of general fund for COVID time off that had no payroll tax credits available--\$1,365.04.

**DRAFT**

- Update on old delinquent accounts receivable—
  - a. His Little Lambs-\$602.29;
  - b. 2019/20 tuition-\$807.00;
  - c. I/C Systems- \$68,851.21;
  - d. Credit Services of Michigan-\$4,724.09 (still collecting)

These accounts have been shared with the school, Preschool and Child Care in the event one of the families enrolls another family member in St. Paul.

Meeting adjourned at 8:05 P.M.

Respectfully submitted,

Gloria LaPointe  
Chair, Board of Finance

**St Paul Lutheran Church & School**  
**Annual Budget vs. Actual**

January - May, 2021

	Over/(Under)			
	Actual	Annual Budget	Budget	% of Budget
<b>Revenue</b>				
<b>40000 General Operating Revenue</b>				
<b>40200 Education</b>				
40201 Prior Year Balances	745.38	3,000.00	(2,254.62)	24.85%
40203 Tuition - K-8 Member	29,654.50	111,073.00	(81,418.50)	26.70%
40204 Tuition - K-8 Community	12,243.47	65,387.00	(53,143.53)	18.72%
40206 Processing Fees	876.81	1,500.00	(623.19)	58.45%
41213 Child Care / Latchkey / Preschool	60,026.43	162,215.00	(102,188.57)	37.00%
<b>Total 40200 Education</b>	<b>\$ 103,546.59</b>	<b>\$ 343,175.00</b>	<b>\$ (239,628.41)</b>	<b>30.17%</b>
40300 Elders	4,283.00	2,400.00	1,883.00	178.46%
<b>40500 Finance</b>				
40501 Envelopes - General	259,687.76	595,447.00	(335,759.24)	43.61%
40502 Other Revenue	11,970.20		11,970.20	
40503 Plate - Cash	3,372.64	19,888.00	(16,515.36)	16.96%
40504 Other Offerings	3,742.67	16,078.00	(12,335.33)	23.28%
40505 Interest Earned	314.07		314.07	
<b>Total 40500 Finance</b>	<b>\$ 279,087.34</b>	<b>\$ 631,413.00</b>	<b>\$ (352,325.66)</b>	<b>44.20%</b>
40600 Salary & Personnel	350.00	7,000.00	(6,650.00)	5.00%
<b>40800 Trustees</b>				
40801 Rental Revenue	420.00		420.00	
<b>Total 40800 Trustees</b>	<b>\$ 420.00</b>	<b>\$ 0.00</b>	<b>420.00</b>	
<b>Total 40000 General Operating Revenue</b>	<b>\$ 387,686.93</b>	<b>\$ 983,988.00</b>	<b>\$ (596,301.07)</b>	<b>39.40%</b>
<b>Expenditures</b>				
<b>50000 General Operating Expense</b>				
<b>50200 Education</b>				
51213 CC/LK/PS Expenses	3,603.89	7,500.00	(3,896.11)	48.05%
<b>Total 50200 Education</b>	<b>\$ 3,603.89</b>	<b>\$ 7,500.00</b>	<b>\$ (3,896.11)</b>	<b>48.05%</b>
50300 Elders - General Fund	6,795.29	16,595.00	(9,799.71)	40.95%
<b>50500 Finance</b>				
50501 Other Expenditures		100.00	(100.00)	0.00%
50502 Merchant Service Fees	532.54	2,500.00	(1,967.46)	21.30%
50503 Bank Fees	(67.68)	50.00	(117.68)	-135.36%
50505 Office Supplies	90.58	100.00	(9.42)	90.58%
50506 Postage	3.00	120.00	(117.00)	2.50%
50507 Quickbooks Software	691.09	3,300.00	(2,608.91)	20.94%
<b>Total 50500 Finance</b>	<b>\$ 1,249.53</b>	<b>\$ 6,170.00</b>	<b>\$ (4,920.47)</b>	<b>20.25%</b>
<b>50600 Salary &amp; Personnel</b>				
50601 Independent Contractors	4,498.00	8,900.00	(4,402.00)	50.54%
<b>Total 50600 Salary &amp; Personnel</b>	<b>\$ 4,498.00</b>	<b>\$ 8,900.00</b>	<b>\$ (4,402.00)</b>	<b>50.54%</b>
50750 Stewardship	1,128.48	1,300.00	(171.52)	86.81%
50800 Trustees	41,221.59	80,589.00	(39,367.41)	51.15%
<b>55000 Wages - Salaried</b>				
55001 Pastoral	45,151.30	108,363.00	(63,211.70)	41.67%
55002 Principal	20,699.10	49,678.00	(28,978.90)	41.67%
55004 Teachers	128,709.39	302,855.00	(174,145.61)	42.50%
55005 Custodial	13,768.66	33,044.00	(19,275.34)	41.67%
55006 CC/LK/PS Director	14,820.06	35,568.00	(20,747.94)	41.67%
<b>Total 55000 Wages - Salaried</b>	<b>\$ 223,148.51</b>	<b>\$ 529,508.00</b>	<b>\$ (306,359.49)</b>	<b>42.14%</b>
<b>56000 Wages - Hourly</b>				
56001 Administrative	15,486.66	50,789.00	(35,302.34)	30.49%

<b>56002 Child Care / Latchkey Lead</b>	8,639.93	17,611.00	(8,971.07)	49.06%
<b>56003 Child Care / Latchkey Aides</b>	7,657.11	35,828.00	(28,170.89)	21.37%
<b>56004 Custodial</b>	5,150.64	15,990.00	(10,839.36)	32.21%
<b>56005 Lunch Workers</b>	10,377.16		10,377.16	
<b>56007 Organists</b>	490.00	6,600.00	(6,110.00)	7.42%
<b>56008 Preschool</b>	6,642.40	17,206.00	(10,563.60)	38.61%
<b>56012 Bookkeeper</b>	6,027.00	14,000.00	(7,973.00)	43.05%
<b>Total 56000 Wages - Hourly</b>	<b>\$ 60,470.90</b>	<b>\$ 158,024.00</b>	<b>\$ (97,553.10)</b>	<b>38.27%</b>
<b>57000 Employer Paid Taxes / Benefits</b>				
<b>57001 Health Insurance</b>	51,374.95	129,163.00	(77,788.05)	39.78%
<b>57003 SS/Medicare Employer Taxes</b>	4,006.70	22,341.00	(18,334.30)	17.93%
<b>57004 Health Care - Medicare Eligible</b>	5,336.70	13,857.00	(8,520.30)	38.51%
<b>57005 Concordia - Pension</b>	29,707.51	68,982.00	(39,274.49)	43.07%
<b>Total 57000 Employer Paid Taxes / Benefits</b>	<b>\$ 90,425.86</b>	<b>\$ 234,343.00</b>	<b>\$ (143,917.14)</b>	<b>38.59%</b>
<b>Total 50000 General Operating Expense</b>	<b>\$ 432,542.05</b>	<b>\$ 1,042,929.00</b>	<b>\$ (610,386.95)</b>	<b>41.47%</b>
<b>Net Operating Revenue</b>	<b>\$ (44,855.12)</b>	<b>\$ (58,941.00)</b>	<b>\$ 14,085.88</b>	<b>76.10%</b>



<b>CEF Building Fund Summary</b>			
Mortgage Balance as of 5/31/2021:	\$199,165.96		
Debt free date if nothing changes: December, 2022			
Balance as of 5/31/21 in contingency fund:	\$25,835.68		
May offerings received to pay mortgage sent to CEF in June	\$13,018.01		
May 2021 Mortgage Payment: P-\$9,307.84; I-\$692.16	\$10,000.00		
<b>May 2021 Income &amp; Expense Summary</b>			
May General Fund Income:	\$101,418.48		
May General Fund Expenses:	\$86,801.46		
May surplus	\$ 14,617.02		
Overall surplus (deficit) to date	\$ (44,855.12)		
Gen Fund Checking Balance	\$120,317.29		
<b>RESTRICTED Cash Accounts Summary**</b>			
School Designated Accounts balance:	\$125,290.73		
Church Designated Accounts balance:	\$62,753.69		
All Memorials balance:	\$20,165.42		
** This money is RESTRICTED***		\$208,209.84	
<b>Accounts Receivable</b>			
School - SY 21/22	\$20,559.00		
School - SY 20/21	(451.00)	\$20,108.00	
<i>His Little Lambs</i>			
> Current	\$1,012.38		
> 7-14 days	\$291.64		
> 14-21 days in arrears	\$289.66		
> 21-28 days in arrears	\$97.80		
> more than 28 days in arrears	\$120.48	\$1,811.96	
Collections (ICS)(Active)	\$1,555.47		
Collections (CSM) through 3/31/21	\$4,724.09		s
Collections (In House) 1 Family	\$11,784.00		
Total AR:	\$39,983.52		
<b>ADDITIONAL INFORMATION</b>			
Contributions to Grantparent Fund May	\$882.01		
Contributions to School Assistance Fund May	\$1,179.40		
House fire door offering	\$1,914.00		