

Holy Trinity Lutheran Church
COUNCIL MEETING PACKET
August 16, 2022

1755 Delhi Street, Dubuque, IA 52001
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Agenda for 2022-08-16

6:30 - 8:00

Welcome

Transition Team Update

Call Team Update

Calendar Use & Church Use

Communications

Temple Talks

Financial Update

Music Leader for 11:00

Rummage Sale: **Action Item: Designation of funds**

Interim Office Manager Report Action **Item: Approve activity**

Council Minutes

July 26, 2022

Attendance: Julia Stierman, Ed Borchert, Amanda Kelly, Mary Emily Duba, Tami Ernster, Erin VanLaningham, Kate Stierman, Pator Josh Martyn, Amanda Matson, Jonathan Brown.

Absent: Chris Houlihan

Minutes from June 21, 2022 meeting were approved via email prior the meeting.

Transition Team is being established and consist of JoAnn Kopp, Amanda Matson, Erin VanLaningham, Chuck Barland, and Mary Emily Duba will make sure that ministry at HTLC continues as we bring in an interim pastor.

Roof Updates: Finally able to proceed with the repair of the flat roof between the sanctuary and the LFC from storm damage several years ago. The company used in negotiations and communications with our insurance company will be used to repair the roof, however, could not be scheduled until 2023. Insurance will cover cost of repair, even any additional damage that may be found once the existing roof is removed.

Contract for repair of LFC roof has been signed with repairs to take place in the fall or 2022. John Chesterman will do a temple talk this weekend to start fund raising (Raise the Roof) to pay for this roof repair.

Musician Continuing Education: Chuck Barland attended music conference in June. Total cost of was \$860, however, only \$500 budgeted. This was registration only and did not include other costs. Motion by Erin VanLaningham, second by Tami Ernster to cover the entire cost of the conference. All approved.

Communication: A special meeting of Council will be held on Tuesday, August 2nd at 6:30 pm to discuss recent communications from church members and the transition period ahead.

Mid-Year Check In: Discussed items we need to focus on the remaining of 2022.

1. There are a lot of things going on at HTLC. Suggestion is to focus on one ministry for us as a church and one ministry focused on our community.
 - a. Need to build some forward momentum
 - b. Help build more harmony for the congregation
 - c. Some suggestions
 - i. Music considered a strong suite for the church but need additional choir members.
 - ii. Rally Day – special celebration for the beginning of Sunday school program
 - iii. Hold a volunteer fair to highlight needs in various ministries
 - iv. Kids Against Hunger program – meal kits for local and international needs
 - v. Work with outside organizations, such as Convivian
 - vi. During school year kids walking to and from Washington stop at food pantry. It was noted that they like pop tarts and granola bars. Provide these items and write notes to them giving them words of encouragement.
 1. Hand out at beginning of church service to have members write a quick note.
 2. Mechanical pencils could be another item provided
 3. Weekend of August 19th is the weekend before school starts
 - vii. Pot Luck with musical entertainment
 - viii. Talent Show
 - ix. Parents Night Out
2. Refurnish the youth room
3. Training on technology
4. Kitchen checklist to be provided to anyone reserving the kitchen
5. Passing of the offering plate at all services. This was referred to Worship committee to discuss.
6. Recommended that Fellowship continue to add to their Event Log that can be passed to members of that committee year after year.
7. New all-inclusive bathroom sign

Call Committee: It was discussed that Call Committee is now shifting from finding an Associate Pastor to finding a Senior Pastor. Have three people now but still looking for others. Will reach back out to those who initially declined to see if they are willing to reconsider.

Temple Talks: It was suggested that a calendar be established for temple talks to occur throughout the rest of this year. John Chesterman is doing one this coming Sunday (7/31) to start fund raising for the LFC roof repair.

In August, Worship can mention that we looking for a new contemporary music leader. Jill's last Sunday is August 28th.

Pastor Josh Farewell: Between the 8:30 am and 11 am services, there will be a farewell reception for Pastor Josh in the LFC.

It was noted that a gift raised by individuals including Council members was provided to Pastor Josh to visit his brother who is going through health issues. Pastor Josh wanted to give the money back to the individuals after his resignation. Individuals who provided the funds told Pastor Josh to keep the money as a farewell gift. It was also discussed that we could open this up to the church if they would like to contribute as well through the month of August.

A discussion was had regarding Pastor Josh and vacation time. HTLC member questioned taking a sabbatical last year and vacation time this year. It was discussed and the sabbatical is separate from vacation days earned and are unrelated. Council reviewed is satisfied that Pastor Josh's last day in the office will be August 1st and final day at HTLC will be August 15th after use of vacation and leaving on good terms with the Council. Motion by Mary Emily Duba and seconded by Erin VanLaningham; all approved.

Meeting adjourned at 8:23 pm.

Respectfully Submitted:

Ed Borchert

Financial Secretary

Worship Team Minutes – 2 August 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes

Absent: Jill Klinebriel, Pastor Josh Martyn

Called to order at 6:00 p.m.

Agenda:

1. There has been a Transitional Team formed to assure that Services will continue in the absence of a “called” Pastor/Interim. Worship Team will assist this whenever needed.
2. So far 11 September ‘Service in the Park’ is still scheduled.
3. 30 October single service for Reformation Sunday at 10:30 with luncheon to follow is still on track as well.
4. Suggest changes to the Job Description for the Contemporary Music Director have been submitted to Personnel for their review.

Meeting Adjourned: 6:30 p.m.

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team

Youth Report
Julia Stierman – Youth Liaison
August 2022

Our youth room is a beautiful space, but the furniture is very dirty and damaged.

The youth would like to work on updating the furniture (old couches and barrel chairs).

I will hold a meeting with the youth to write a proposal to refurnish the youth room.

A written plan will be sent to council for approval after the meeting and will include details of what will be replaced, how we will dispose of old furniture, and project funding plan.

10 August 2022

Dear Council Members:

Darrell and I would like to submit an **Action Item**:

As coordinators of the Rummage Sale, we would like the Council to approve the proceeds from the 2022 Rummage Sale be diverted from the Youth and Family Ministry to the LFC Raise the Roof Campaign.

1. At present, the past Rummage Sales have helped build up a considerable sum (approx. \$17,700) for our Youth and Family Ministry. We feel that is quite sufficient to get them through several years of projects, improvements to the youth room or help with the next Youth Rally in 2024. It is not the intent of the fund to completely pay for an individual's participation, but only to help offset the costs incurred by families for it. Youth still need to have a vested interest in what they wish to accomplish.
2. The Rummage Sale is an effort by the congregation, for the congregation and we think the gesture of using the sale money toward the roof, this year, will help reward all their efforts.
3. Over the past few years, we have had fewer and fewer youth and youth families help with the work that is required to run the rummage sale. If we can't find a way to change that, we're not sure this should solely be for their benefit.
4. We would like to suggest that the Council, during their May meeting, review the needs of the congregation; be it youth, hunger, LWR, maintenance, fellowship, etc., and determine where the proceeds of the Rummage Sale should go for the greatest benefit for that year. It may even be split between several ministries to help bolster their productivity or for a completely new ministry. We can never guarantee a specific amount but what comes in can help.

(Announcements and planning for the Rummage Sale do start by 1 June. Yes, it takes that much time to ensure we have people informed and everything organized by August).

Thank you for considering this suggestion and action.

In Christ,

Diane and Darrell Kalmes
Coordinators for Rummage Sale

Interim Office Manager's Report
August 2022

I spent the first couple of weeks as Interim Office Manager getting to know the technical details of how everything at HTLC flows and works together. In just the week since Pastor Josh's departure, we have had several baptisms to schedule/prepare as well as a funeral.

In addition to getting to know the technical "nuts and bolts" of the job, I will be working on the following in the coming weeks:

- Reviewing building use/scheduling policies, procedures, and documents with the Buildings and Grounds Team
- Reviewing and preparing updated job descriptions for the Office Manager and positions that currently report to the Office Manager. These will be sent to personnel and council for approval.
- Working with the transition team

ACTION ITEM: Approval of event: On Sunday, October 16th Troop 51 would like to schedule a pancake breakfast in the LFC from 7:00am-12:30pm. The proceeds from the sale would be split 50/50 between the troop and the Raise the LFC Roof fund. Troop 51 will provide all supplies, set up, run the breakfast, and clean up. Suggested donation of \$8/person or \$20/family.

I cannot give enough thanks to our talented staff for the way they have stepped up to help during this transition, especially Cathy and Lisa who went far above and beyond their normal duties and hours to run the office without a manager during the month of July. Their dedication to HTLC cannot be overstated.

I look forward to working with all of you as we take the next steps to discern what the future of our ministry holds.

In Christ,
Kate Stierman

1:51 PM

08/11/22

Accrual Basis

Holy Trinity Lutheran Church

Balance Sheet

As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	124,280.95
1110 · GENERAL OPERATING ACCT (Premier Bank)	50,002.61
Total Checking/Savings	174,283.56
Total Current Assets	174,283.56
TOTAL ASSETS	174,283.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	
2450 · Other Withholdings	
2452 · 403B Plan	-168.59
2451 · Flex Spending	-26.66
2453 · Life Insurance	-55.54
Total 2450 · Other Withholdings	-250.79
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	-250.79
Total Other Current Liabilities	-250.79
Total Current Liabilities	-250.79
Total Liabilities	-250.79
Equity	
32000 · Unrestricted Net Assets (Other Income)	145,460.02
Net Income	29,074.33
Total Equity	174,534.35
TOTAL LIABILITIES & EQUITY	174,283.56

Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
July 2022

	Jul 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
PLEDGES/OFFERINGS (Normal donations)			
4100001 - Loose Plate Income (Cash from the plate not designated to a member.)	3.00	708.33	-705.33
4100000 - Pledged/Unpledged Income (Pledge commitments)	23,066.41	37,916.67	-14,850.26
4100002 - Seasonal	20.00	250.00	-230.00
Total PLEDGES/OFFERINGS (Normal donations)	23,089.41	38,875.00	-15,785.59
4100006 - CHURCH USE INCOME			
4100010 - TOPS (Use of church rooms, by outside organizations or members for personal functions.)	40.00		
Total 4100006 - CHURCH USE INCOME	40.00		
TEAMS & COMMITTEES INCOME			
4100031 - Family Ministry Income (Income to offset unbudgeted team expenses)	26.00		
TEAMS & COMMITTEES INCOME - Other	150.00		
Total TEAMS & COMMITTEES INCOME	176.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Offset f...			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our Zero Bal...	0.00	11.25	-11.25
4100004 - Interest Income (Bank interest income)	1.60	1.25	0.35
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Of...	1.60	12.50	-10.90
Total Income	23,307.01	38,887.50	-15,580.49
Gross Profit	23,307.01	38,887.50	-15,580.49
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	2,733.25	916.67	1,816.58
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,110.00	3,110.00	0.00
5120020 - EWALU	58.33	58.33	0.00
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,393.33	3,393.33	0.00
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	37.00	8.33	28.67
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordered through...	21.40	102.08	-80.68
5100002 - Computer/Software Purchases	200.09	375.00	-174.91
5100030 - Continuing Education	49.00	33.33	15.67
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	33.33	-33.33
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	562.99	541.67	21.32
Credit Card Processing Fee	120.34	112.50	7.84
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	901.53	200.00	701.53
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	196.71	333.33	-136.62
5100007 - Postage (Postage)	200.00	125.00	75.00
Printed Materials/Subscriptions (printed materials and subscriptions)	48.95	41.67	7.28
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13/21 mer...	16.16	41.67	-25.51
5100012 - Staff Mileage	0.00	8.33	-8.33
5100017 - Synod Assembly (Expenses related to Synod Assembly. Registration, Travel, Meals and overnight hou...	554.85	125.00	429.85
Total ADMINISTRATIVE EXPENSES	2,909.02	2,131.24	777.78

Holy Trinity Lutheran Church Treasurer's Report for Operating Account

July 2022

Accrual Basis

	Jul 22	Budget	\$ Over Budget
BUILDING & GROUNDS			
5140010 - Church Buildings M/R (Any repairs or maintenance to the church building)	817.91	166.67	651.24
5140005 - Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) i.e. lawn care,)	195.00	533.33	-338.33
5175000 - Cleaning	694.80	791.67	-106.87
5140001 - Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	0.00	208.33	-208.33
5140008 - HVAC	0.00	83.33	-83.33
5140013 - Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & inspection, FOG in...)	1,200.82	250.00	950.82
5140019 - Snow Removal	0.00	208.33	-208.33
Total BUILDING & GROUNDS	2,898.53	2,241.66	656.87
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 - Alliant Energy	0.00	1,500.00	-1,500.00
5140006 - Blackhills (Natural Gas)	75.83	1,066.67	-990.84
5140009 - Internet and phone	313.69	375.00	-61.31
5140012 - Waste Disposal	236.73	125.00	111.73
5140011 - Water	190.03	208.33	-18.30
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	816.28	3,275.00	-2,458.72
PASTOR			
5148010 - Cell Phone	0.00	62.50	-62.50
5148003 - Continuing Education	0.00	75.00	-75.00
5148008 - Disability	82.23	82.25	-0.02
5148014 - Group Life Insurance	56.93	56.92	0.01
5148002 - Health	2,306.00	2,306.00	0.00
5148005 - Housing	3,583.34	3,583.33	0.01
5148009 - Mileage	330.62	166.67	163.95
5148001 - Pension	695.82	695.83	-0.01
5148004 - Professional Publications	0.00	58.33	-58.33
5148000 - Salary	2,409.34	2,409.33	0.01
5148006 - SSA Allowance	333.00	333.00	0.00
Total PASTOR	9,797.28	9,829.16	-31.88
FAMILY MINISTER			
5150030 - Salary	0.00	1,300.00	-1,300.00
Total FAMILY MINISTER	0.00	1,300.00	-1,300.00
MUSIC			
5160045 - Contemporary Music Leader	1,281.92	1,281.92	0.00
5160041 - Handbell Choir Director	0.00	131.33	-131.33
5160048 - Music Continuing Education	869.61	41.67	827.94
5160046 - Music Minister	1,848.58	1,848.58	0.00
5160047 - Service Accompanist	0.00	120.17	-120.17
Total MUSIC	4,000.11	3,423.67	576.44
OTHER PERSONNEL			
CUSTODIAN			
Wages	1,001.88	1,516.67	-514.79
Total CUSTODIAN	1,001.88	1,516.67	-514.79

Holy Trinity Lutheran Church Treasurer's Report for Operating Account

July 2022

	Jul 22	Budget	\$ Over Budget
FINANCIAL ASSISTANT 5170020 · Wages	1,612.82	1,083.33	529.49
Total FINANCIAL ASSISTANT	1,612.82	1,083.33	529.49
OFFICE ASSISTANT 5170010 · Wages	1,496.82	1,083.33	413.49
Total OFFICE ASSISTANT	1,496.82	1,083.33	413.49
OFFICE MANAGER 5170002 · Disability/Admin	42.14	45.67	-3.53
5170006 · Group Life Insurance	29.17	21.33	7.84
5170001 · Pension	259.31	259.33	-0.02
5170000 · Wage	1,613.90	3,241.33	-1,427.43
Total OFFICE MANAGER	2,144.52	3,567.66	-1,423.14
Total OTHER PERSONNEL	6,256.04	7,250.99	-994.95
6400 · PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	130.23	877.83	-747.60
Employer Share SocSec	556.85	0.00	556.85
5100031 · HK Payroll Services	79.95	0.00	79.95
WorkComp	684.75	291.67	393.08
Total 6400 · PAYROLL EXPENSES (Payroll expenses)	1,451.78	1,169.50	282.28
TEAMS & COMMITTEES EXPENSES			
CARING MINISTRY PROGRAMS			
5155004 · Grief Share (Grief Share Materials)	0.00	20.00	-20.00
5155002 · Stephen Minister Education (Stephen Minister Educational materials)	0.00	33.33	-33.33
Total CARING MINISTRY PROGRAMS	0.00	53.33	-53.33
5215000 · FAMILY MINISTRY (FELLOWSHIP)	0.00	83.33	-83.33
5105000 · FELLOWSHIP	-6.00	41.67	-47.67
5115000 · OUTREACH	0.00	41.67	-41.67
PARISH EDUCATION			
5130007 · Other (Copyright Licences- movies and miscellaneous items)	0.00	16.67	-16.67
5130011 · Adult Education (Supplies for Adult Education)	0.00	16.67	-16.67
5130015 · Camps (Camps)	0.00	83.33	-83.33
5130032 · Children's Sermons (Supplies for Children Sermons)	0.00	16.67	-16.67
5130003 · Confirmation (Supplies for Confirmation)	463.39	83.33	380.06
5130030 · First Communion (Supplies for First Communion)	0.00	25.00	-25.00
5130006 · Gift Bibles (Gift Bibles)	0.00	33.33	-33.33
5130005 · Splash (0-3 Yr) (Supplies for Splash)	0.00	41.67	-41.67
5130012 · Sunday School Curriculum (Sunday School Curriculum)	0.00	83.33	-83.33
5130031 · Teacher Appreciation (Teacher Appreciation)	155.95	25.00	130.95
5130016 · VBS (VBS)	0.00	83.33	-83.33
5130013 · Youth Education (Youth Ed)	226.53	41.67	184.86
5130014 · Youth Gathering	0.00	16.67	-16.67
Total PARISH EDUCATION	845.87	566.67	279.20
5120030 · STEWARDSHIP (Postage and Supplies)	0.00	125.00	-125.00

Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
July 2022

	Jul 22	Budget	\$ Over Budget
WORSHIP			
5210014 · Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substitute)	190.00	122.50	67.50
5210000 · Altar Supplies	0.00	125.00	-125.00
5210001 · Bell Choir Supplies	0.00	8.33	-8.33
5210011 · Continuing Education Expense	0.00	4.17	-4.17
5210003 · Copyright Licenses (CCLI and OneLicense)	0.00	160.00	-160.00
5210009 · Guest Musician	0.00	12.50	-12.50
5210013 · Instrument Maintenance	0.00	8.33	-8.33
5210005 · Music Materials (worship related patron membership)	0.00	33.33	-33.33
5210007 · Organ/Piano Tuning	0.00	172.00	-172.00
5210002 · Sound System Maintenance	0.00	16.67	-16.67
Total WORSHIP	190.00	662.83	-472.83
Total TEAMS & COMMITTEES EXPENSES	1,029.87	1,574.50	-544.63
Total Expense	35,285.49	36,505.72	-1,220.23
Net Ordinary Income	-11,978.48	2,381.78	-14,360.26
Net Income	-11,978.48	2,381.78	-14,360.26

Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
PLEDGES/OFFERINGS (Normal donations)			
4100001 - Loose Plate Income (Cash from the plate not designated to a member.)	533.99	4,958.35	-4,424.36
4100000 - Pledged/Unpledged Income (Pledge commitments)	254,888.44	265,416.65	-10,528.21
4100002 - Seasonal	210.00	1,750.00	-1,540.00
PLEDGES/OFFERINGS (Normal donations) - Other	262.50	0.00	262.50
Total PLEDGES/OFFERINGS (Normal donations)	255,894.93	272,125.00	-16,230.07
4100006 - CHURCH USE INCOME			
4100010 - TOPS (Use of church rooms, by outside organizations or members for personal functions.)	200.00		
4100006 - CHURCH USE INCOME - Other	80.00		
Total 4100006 - CHURCH USE INCOME	280.00		
TEAMS & COMMITTEES INCOME			
4100040 - B & G Income (Income to Offset unbudgeted team expenses)	410.00		
4100031 - Family Ministry Income (Income to offset unbudgeted team expenses)	26.00		
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	527.10		
TEAMS & COMMITTEES INCOME - Other	150.00		
Total TEAMS & COMMITTEES INCOME	1,113.10		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Offset f...			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our Zero Bal...	86.84	78.75	8.09
4100004 - Interest Income (Bank Interest Income)	10.43	8.75	1.68
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Offs...	450.00		
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Of...	547.27	87.50	459.77
Total Income	257,835.30	272,212.50	-14,377.20
Gross Profit	257,835.30	272,212.50	-14,377.20
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	7,594.75	6,416.65	1,178.10
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	21,770.00	21,770.00	0.00
5120020 - EWALU	408.31	408.35	-0.04
5120011 - Missionary Sponsorship	1,575.00	1,575.00	0.00
Total CHURCH MISSIONS EXPENSE	23,753.31	23,753.35	-0.04
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	201.00	58.35	142.65
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordered throug...	597.83	714.60	-116.77
5100004 - Computer Hardware (Computers, laptops, monitors, keyboards, mouse, etc)	1,257.88		
5100009 - Computer/Server Support (IT support and computer repairs.)	299.57		
5100002 - Computer/Software Purchases	1,756.99	2,625.00	-868.01
5100030 - Continuing Education	345.02	233.35	111.67
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	241.25	233.35	7.90
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	4,177.54	3,791.65	385.89
Credit Card Processing Fee	803.28	787.50	15.78
5100000 - LOC Interest	0.00	350.00	-350.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	3,639.94	1,400.00	2,239.94
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	3,497.12	2,333.35	1,163.77
5100007 - Postage (Postage)	1,007.71	875.00	132.71

Holy Trinity Lutheran Church Treasurer's Report for Operating Account

January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget
Printed Materials/Subscriptions (printed materials and subscriptions)	195.85	291.65	-95.80
5100010 · Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13/21 mer...	322.87	291.65	31.22
5100012 · Staff Mileage	0.00	58.35	-58.35
5100017 · Synod Assembly (Expenses related to Synod Assembly, Registration, Travel, Meals and overnight hou...	554.85	875.00	-320.15
Total ADMINISTRATIVE EXPENSES	18,898.70	14,918.80	3,979.90
BUILDING & GROUNDS			
5140010 · Church Buildings M/R (Any repairs or maintenance to the church building)	2,768.30	1,166.65	1,601.65
5140005 · Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care.)	1,236.19	3,733.35	-2,497.16
5175000 · Cleaning	5,136.00	5,541.65	-405.65
5140001 · Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	323.49	1,458.35	-1,134.86
5140008 · HVAC	2,418.44	593.35	1,835.09
5140013 · Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & inspection, FOG in...	2,233.83	1,750.00	483.83
5140019 · Snow Removal	1,618.47	1,458.35	160.12
Total BUILDING & GROUNDS	15,734.72	15,691.70	43.02
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 · Alliant Energy	7,863.25	10,500.00	-2,636.75
5140006 · Blackhills (Natural Gas)	9,970.95	7,466.65	2,504.30
5140009 · Internet and phone	2,483.89	2,625.00	-141.11
5140012 · Waste Disposal	1,178.82	875.00	303.82
5140011 · Water	1,338.32	1,458.35	-120.03
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	22,635.23	22,925.00	-289.77
PASTOR			
5148010 · Cell Phone	375.00	437.50	-62.50
5148003 · Continuing Education	227.36	525.00	-297.64
5148008 · Disability	575.61	575.75	-0.14
5148014 · Group Life Insurance	398.51	398.40	0.11
5148002 · Health	16,142.00	16,142.00	0.00
5148005 · Housing	25,083.30	25,083.35	-0.05
5148009 · Mileage	3,140.89	1,166.65	1,974.24
5148001 · Pension	4,870.74	4,870.85	-0.11
5148004 · Professional Publications	551.03	408.35	142.68
5148000 · Salary	16,865.30	16,865.35	-0.05
5148006 · SSA Allowance	2,331.00	2,331.00	0.00
Total PASTOR	70,560.74	68,804.20	1,756.54
FAMILY MINISTER			
5150030 · Salary	0.00	9,100.00	-9,100.00
Total FAMILY MINISTER	0.00	9,100.00	-9,100.00
MUSIC			
5160045 · Contemporary Music Leader	8,973.44	8,973.40	0.04
5160041 · Handbell Choir Director	569.14	919.35	-350.21
5160048 · Music Continuing Education	869.61	291.65	577.96
5160046 · Music Minister	12,940.06	12,940.10	-0.04
5160047 · Service Accompanist	503.00	841.15	-338.15
Total MUSIC	23,855.25	23,965.65	-110.40

Holy Trinity Lutheran Church Treasurer's Report for Operating Account

January through July 2022

	Jan - Jul 22	Budget	\$ Over Budget
OTHER PERSONNEL			
CUSTODIAN			
Wages	2,034.38	10,616.65	-8,582.27
Total CUSTODIAN	2,034.38	10,616.65	-8,582.27
FINANCIAL ASSISTANT			
5170020 - Wages	8,151.96	7,583.35	568.61
Total FINANCIAL ASSISTANT	8,151.96	7,583.35	568.61
OFFICE ASSISTANT			
5170010 - Wages	7,249.71	7,583.35	-333.64
Total OFFICE ASSISTANT	7,249.71	7,583.35	-333.64
OFFICE MANAGER			
5170002 - Disability/Admin	294.98	319.65	-24.67
5170006 - Group Life Insurance	204.19	149.35	54.84
5170001 - Pension	1,815.17	1,815.35	-0.18
5170000 - Wage	18,569.10	22,689.35	-4,120.25
Total OFFICE MANAGER	20,883.44	24,973.70	-4,090.26
5150037 - YOUTH MINISTER (Part Time)	2,275.00	50,757.05	-10,162.56
Total OTHER PERSONNEL	40,594.49	50,757.05	-10,162.56
6400 - PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	869.90	6,144.85	-5,274.95
Employer Share SocSec	3,719.58	0.00	3,719.58
5100031 - HK Payroll Services	542.48	0.00	542.48
WorkComp	2,124.25	2,041.85	82.60
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	7,256.21	8,186.50	-930.29
TEAMS & COMMITTEES EXPENSES			
CARING MINISTRY PROGRAMS			
5155004 - Grief Share (Grief Share Materials)	0.00	140.00	-140.00
5155002 - Stephen Minister Education (Stephen Minister Educational materials)	0.00	233.35	-233.35
Total CARING MINISTRY PROGRAMS	0.00	373.35	-373.35
5215000 - FAMILY MINISTRY (FELLOWSHIP)			
5105000 - FELLOWSHIP	645.04	583.35	61.69
5115000 - OUTREACH	437.25	291.65	145.60
5115000 - OUTREACH	228.81	291.65	-62.84
PARISH EDUCATION			
5130007 - Other (Copyright Licences- movies and miscellaneous items)	0.00	116.65	-116.65
5130011 - Adult Education (Supplies for Adult Education)	0.00	116.65	-116.65
5130015 - Camps (Camps)	0.00	583.35	-583.35
5130032 - Children's Sermons (Supplies for Children Sermons)	0.00	116.65	-116.65
5130003 - Confirmation (Supplies for Confirmation)	650.32	583.35	66.97
5130030 - First Communion (Supplies for First Communion)	624.61	175.00	449.61
5130006 - Gift Bibles (Gift Bibles)	82.35	233.35	-151.00
5130005 - Splash (0-3 Yr) (Supplies for Splash)	0.00	291.65	-291.65
5130012 - Sunday School Curriculum (Sunday School Curriculum)	200.00	583.35	-383.35
5130031 - Teacher Appreciation (Teacher Appreciation)	455.95	175.00	280.95
5130016 - VBS (VBS)	99.50	583.35	-483.85

Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
 January through July 2022

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 Accrual Basis

	Jan - Jul 22	Budget	\$ Over Budget
5130013 - Youth Education (Youth Ed)	1,286.79	291.65	995.14
5130014 - Youth Gathering	0.00	116.65	-116.65
Total PARISH EDUCATION	3,399.52	3,966.65	-567.13
5120030 - STEWARDSHIP (Postage and Supplies)	470.83	875.00	-404.17
WORSHIP			
5210014 - Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substitute)	977.55	857.50	120.05
5210000 - Altar Supplies	1,171.74	875.00	296.74
5210001 - Bell Choir Supplies	76.50	58.35	18.15
5210011 - Continuing Education Expense	0.00	29.15	-29.15
5210003 - Copyright Licenses (CCLI and OneLicense)	1,178.00	1,120.00	58.00
5210009 - Guest Musician	0.00	87.50	-87.50
5210013 - Instrument Maintenance	0.00	58.35	-58.35
5210005 - Music Materials (worship related patreon membership)	37.81	233.35	-195.54
5210007 - Organ/Piano Tuning	250.00	1,204.00	-954.00
5210002 - Sound System Maintenance	0.00	116.65	-116.65
Total WORSHIP	3,691.60	4,639.85	-948.25
Total TEAMS & COMMITTEES EXPENSES	8,873.05	11,021.50	-2,148.45
Total Expense	239,756.45	255,540.40	-15,783.95
Net Ordinary Income	18,078.85	16,672.10	1,406.75
Net Income	18,078.85	16,672.10	1,406.75

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
 As of July 31, 2022

	Jul 31, 22
Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest Income generated by the Designated checking acc...	97.79
4540030 · Flowers	77.80
4540090 · Misc In/Out	-69.10
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthay lunches that ...	-276.10
Total *ADMINISTRATIVE	130.39
*B&G	
Key Fob Security System (To be used for the purchase for a new Key Fob system for the church)	5,000.00
Concrete Repair 2022 (repair front steps (remaining balance to be transfered to digital sign acct)	15,000.00
4011000 · Property Improvement	1,188.48
4507001 · Mower & Trimmer (purchase of a new lawn more and trimmer)	1,057.16
4507000 · Roof Fund	59,937.91
Total *B&G	82,183.55
*CAMPAGNS	
4506000 · Organ Fund (Money raised for organ pipe maintenance)	3,799.06
Total *CAMPAGNS	3,799.06
*FAMILY MINISTRY	
4553017 · High School Youth (Money received for High School events, trips, National Youth Conventio...	17,708.52
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	-1,300.84
Total *FAMILY MINISTRY	16,530.68
*MEMORIALS	
Marilyn Herold	230.00
Grace Riley	20.00
4513000 · Alice Martin	723.01
Basant Persaud	1,425.00
4502014 · Irene Jecklin (to be used for general budget (money transfered to operating 'Pledge/Offering...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	3,483.01
*MINISTRÍES	
4540001 · Scholarships (waiting to hear from Pastor how this is to be used)	1,500.00
4541012 · Lawn & Garden Beautification (H.T. lawn & garden beautification projects)	400.00
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4517000 · Prayer Shaw Ministry	95.01
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	1,213.05
Total *MINISTRIES	3,388.28
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	-23.27
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	-407.43
4500000 · Prepaid Pledge	2,085.44
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	5,628.44

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08/11/22

Accrual Basis

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
As of July 31, 2022

	<u>Jul 31, 22</u>
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	8,637.54
4014000 · Neighborhood Patio Events	250.00
	<hr/>
Total *OUTREACH	9,137.54
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Total Other Income	124,280.95
	<hr/>
Net Other Income	124,280.95
	<hr/>
Net Income	124,280.95
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Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 07/31/22

	Jul 31, 22
Beginning Balance	68,246.60
Cleared Transactions	
Checks and Payments - 53 items	-39,312.20
Deposits and Credits - 27 items	28,500.72
Total Cleared Transactions	-10,811.48
Cleared Balance	57,435.12
Uncleared Transactions	
Checks and Payments - 10 items	-7,394.70
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	-7,394.70
Register Balance as of 07/31/22	50,040.42
New Transactions	
Checks and Payments - 15 items	-5,121.27
Deposits and Credits - 2 items	3,610.00
Total New Transactions	-1,511.27
Ending Balance	48,529.15

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 07/29/22

	Jul 29, 22
Beginning Balance	123,398.44
Cleared Transactions	
Checks and Payments - 14 items	-6,967.38
Deposits and Credits - 9 items	8,095.53
Total Cleared Transactions	1,128.15
Cleared Balance	124,526.59
Uncleared Transactions	
Checks and Payments - 3 items	-245.64
Total Uncleared Transactions	-245.64
Register Balance as of 07/29/22	124,280.95
New Transactions	
Checks and Payments - 3 items	-2,675.00
Deposits and Credits - 4 Items	14,452.87
Total New Transactions	11,777.87
Ending Balance	136,058.82