

Trinity Lutheran Downtown

Special Voters' Assembly Meeting

Trinity Lutheran Church Sanctuary

Sunday – August 28, 2016 – 12:30PM

Word - Worship - Community

Draft Minutes

Welcome & Call to Order – Ted Lange

- A total of 46 voters were registered

Opening Devotion

- Opening Devotion-Psalm 118-was read in unison
- Opening prayer

Faithfully Forward Status and

Bridge to the Future Campus Revitalization Capital Campaign

Bob Meyer

- Bob presented an overview of the financials for each campaign (See below)
- Completed projects include the Sanctuary Balcony AC Unit (\$5,432) and the railings on west exit of Sanctuary (\$5,700). Eric Havens, GM-Operations, is currently meeting with contractors to overcome several challenges to fabricating and installing a removable front step railing in front of the sanctuary.
- Other priority campus projects include, seal sanctuary stained glass windows, sanctuary sandstone repair and sealing, various campus painting projects, CLC (Gym) AC and campus AC unit upgrades and/or replacement, sanctuary audio visual systems, Fellowship Hall audio visual systems, IT infrastructure upgrades and improvements, campus lighting-convert to LED.

Lutheran Church Extension Fund

Bruce Hahn

- On our 7.6 million dollar LCEF Loan participates in the shared blessings rebate program which returns funds to Trinity. Rebate for July 2015 to May 2016 was \$22,901
- Currently 379 total investors representing 35.5% of communicate members
- Funds are currently available to fund young investors accounts for school children
- Current young investor accounts are 192
- Bruce reported that based on the current communicant members maintained by LCMS; Trinity has four extra investment accounts so that we realize the full amount of rebate checks available from LCEF. The major focus currently is to utilize existing dedicated funds that were donated to provide an opening account for any CDC or K-8 student for the initial value of \$25.

Thrivent Choice Dollars

Tim Norris

- Thrivent members from around the country have directed funds to five local Lutheran Churches to support victims and families of the June 12 Pulse shootings in Orlando
- Trinity donations will exceed \$100,000
- Leadership Council is considering proposals for meaningful use of these funds
- Tim reported that the Trinity Leadership Council is currently accepting and reviewing proposals for application of these funds. Proposals currently include supporting the Lutheran Counseling Services Crisis Care Fund, Establishing a Trinity Comfort Dog Ministry, Supporting the FL-GA District Church Plant in downtown Orlando, Partnering with local law enforcement professionals to offer self-defense training at Trinity, and to Reimburse Trinity for Pulse Vigil and Banner expenses. Leadership

voted unanimously to support the Orlando Modern Quilt Guild in efforts to provide hand-made quilts to victims' families, survivors, first responders, and others affected. Trinity provided the Guild with a check for \$5,355 to purchase supplies in addition to items donated.

Presentation of FY2016-2017 Proposed Budget

David Wilkosz

- *Trinity's Finance Officer, David Wilkosz, reported on the effort since the June 19th voters assembly where it was reported that there was an approximately \$400,000 variance in producing a balanced budget. David reported on significant items within each Christian Operations Center and other major Ministry areas for Trinity. It was also reported that no dedicated funds are to be accessed to meet budget demands and we are returning \$6500 at minimum annually to repay funds taken from the Kunze fund last year.*
- *David made a motion to approve the budget as requested and the motion was seconded.*
- *There was one question raised by the congregation, "what was the difference between June 19 and present to account for nearly \$400,000 in budget projections. The reply from David was an error on one line item and a better understanding of the Faithfully Forward dedicated account. Trinity will be utilizing \$195,000 in faithfully forward funds that were not utilized to close the loan in payment towards the mortgage. Of course, it was pointed out, this is a one-time benefit in meeting our obligation to meet our monthly mortgage payments that will not be available during ensuing years.*
- *The question was called and 46 members voted to approve the budget while one voted against. The motion passed.*
- *See below for Discussion points and the proposed FY 16/17 Trinity Budget which includes a short summary of the approved budget as well as preliminary close out results for FY15/16.*
- *The detailed Trinity FY16/17 budget is available upon request in the church office.*

Adjournment & Close with the "Doxology". *The Doxology as we celebrate and sing it is actually lyrics from the third and final verse of a longer hymn, "Awake, My Soul, and with the Son", with lyrics written by Thomas Ken in 1674.*

Trinity Lutheran Downtown

Regular Voters' Assembly Meeting

Trinity Lutheran Church Sanctuary

Sunday - August 28, 2016 - 12:30 PM

Name	Name
1 Ted Lange	31 Omar Dittmer
2 David Dittmer	32 Gregg Yawn
3 Thomas Dittmer	33 Mary Gene Carr
4 Elizabeth Bortin	34 Janice Blumber
5 Darcia Yawnman	35 Rev DE Blumber
6 Mark Dittmer	36 Mervyn Smoche
7 Breton O'Brien	37 Lorraine Smoche
8 JAMES CURTIS	38 Dianne Groer
9 Blackwood	39 Linda Dittmer
10 Jim Norris	40 Paul Soost
11 Deana Norris	41 Candace Beemette
12 Betty Traugott	42 Silvia Johnson
13 Rich Podu	43 Nancy Dickson
14 Bruce HAHN	44 Edna Hahn
15 Carmen Ramiz	45 Debbie Hollen
16 Tony Ray	46 Kelly Dittmer
17 Bob Bladwood	47
18 Myra Bowles	48
19 Mark ASE	49
20 Mary Beth Brub	50
21 Greg Smith	51
22 Linda Smith	52
23 Ruth Brown	53
24 Paul Wilkerson	54
25 Joyce P. Dittmer	55
26 Bob Meyer	56
27 Diana Meyer	57
28 Douglas Wiley	58
29 Dianne Wiley	59
30 Gladys Dittmer	60

Trinity Lutheran Downtown

Regularly Scheduled Voters' Assembly Meeting

Sunday – August 28, 2016 – 12:30PM

Faithfully Forward Contributions

Status At August 24, 2016

		Commitments	Cash Received	Balance
Member Commitments	96	\$1,313,275	\$1,215,503	\$97,772
Non-Commitment			\$114,057	
Total Cash Received			\$1,329,559	

Status of Commitments

Completed Commitments	56	\$1,124,802		
Outstanding as of Aug 24, 2016			\$97,772	

Outstanding Breakdown

Matter of Timing	5		\$50,630	
Other Outstanding	16		\$7,637	
Sub-Total	21		\$58,267	
Will Not Receive	19		\$39,505	
	40		\$97,772	

Bridge To The Future Receipts

Status At August 24, 2016

	#	Pledges	Cash	Balance
<i>Prior to May 1st</i>				
			\$16,565.00	
<i>After April 30th</i>				
Pledges	61	\$116,101.00	\$28,126.34	\$87,974.66
Non-Pledges			\$5,915.57	
Total BTF			\$34,041.91	
Total All			\$50,606.91	

Trinity Lutheran Downtown

Regularly Scheduled Voters' Assembly Meeting

Sunday – August 28, 2016 – 12:30PM

FY16/17 Financial Overview

Let it be known to all our Mission. "We Preach and We Teach Jesus Christ Crucified!"

The Finance Officer with the assistance of the Finance Committee, the Administrative Staff of the Trinity Church and Schools and the Leadership Council have labored to bring you the consolidated ministry budgets for the Fiscal Year 2016-2017 as required by the Church By-laws, to a significantly balanced position. We seek your blessing and approval of this Budget for our Fiscal Year July 1, 2016 to June 30, 2017.

Significant Items in our Fiscal Year 2016-2017 Budget:

- Total revenues are budgeted at \$5.219 Million
- An increase of 10% or \$473,000 over last year's at \$4.746 Million
- Total operating expenditures before loan payments \$5.164 Million
- This is an increase of 12% over last year's expenses of \$4.612 Million

Payroll:

- We employ 127 People, 78 full time and 49 part time
- Our payroll and benefits at \$3.6 Million is 70% of our total expenditures
- Wages budgeted to be paid \$2,836,000
- Health Care Benefits \$223,000
- Concordia Retirement Benefits \$205,000
- Employer Payroll Taxes \$192,000
- Paychex PEO and Human Resources Services \$62,163
- Workers Compensation Insurance \$44,000
- All Staff, excluding Executive staff, received an annual 2.5% increase in pay

Other Interesting Items:

- Our principal and interest loan payment are \$550,809
- We will utilize \$194,580 of the Faithfully Forward fund to pay toward our new loan payments
- We have budgeted \$20,000 for a full audit schedule to be completed by February 2017.
- Our facilities and support costs after deducting depreciation is \$847,701
- Depreciation expense is budgeted at \$354,319

The Christian Operating Centers (COC)

Church Ministry

- Our Church budget revenues is forecast to drop by \$91,000 compared to 2015-2016
- Our Revenues are \$999,930, we are projecting these revenues to hold
- Church ministry expenses are \$317,086
- After Ministry expenses the remaining revenues fund facilities and support expenses
- Ministry Payroll anticipates a called Pastor by January 2017 with an Interim Pastor filling in as needed.
- Church pays out Benevolences \$94,000 of which \$45,600 supports the LCMS District and Synod
- We are returning \$65,000 borrowed from the Kunze Fund at \$6,500 per year

Youth Ministry

- We have increased our Youth Ministry budget by \$10,000
- Jennifer Blackwood has graciously taken an independent contractor roll as a Youth Program Coordinator

School Ministries

- The K-8 School celebrates steady enrollment at 74 Students.
- Our mixture of student tuitions has increased revenues by \$106,000 growing from \$461,200 to \$567,900
- This is a 23% increase in revenue over last year actuals; includes 4% tuition increase.
- Operating expenses are consistent at \$578,700, increasing by only \$5,185 over last year.
- The K-8 Ministry revenues include a Race for Education fund raiser of \$18,000.
- The Kasper and Johnson Endowment funds have \$20,000 interest held in reserve to meet Trinity education and scholarship needs

CDC Ministry

- New Century Center housing Child Development Center Ministry opened August 2015.
- This year is our first full year at full capacity; our CDC Ministry cares for and educates over 300 infants to pre-kindergarten students on a daily basis. CDC revenues will exceed \$3 Million Dollars.
- CDC revenues include a fund raiser of \$37,500.
- The CDC annual expenditures are \$2,895,880. These expenditures include an increase in payroll and benefits of \$301,000, as we employ over 58 full and 34 part time employees in this ministry endeavor.
- CDC revenues support the principal and interest loan payment of \$408,834 from the construction of the New Century II building.

Food Services

- Food Services prepare and serves over 825 meals and snacks a day, 148,500 servings in a 180 day school year and it does not stop there.
- Under the guidance of Rich Poole we are able to provide healthy eating alternatives

- We have adjusted our food revenue pricing for our food services to align with our healthy eating alternatives and will continue to adjust pricing to balance revenue with the cost to feed our staff and students.

Magnolia Property AKA (The Ministry Center)

- Our budgeted revenue goal is \$130,000 in rental income to offset cost of the Mag property

Our Mortgage

- May 13, 2016 we increased our indebtedness to LCEF by \$5,683,807.00
- Our total Mortgage to LCEF is \$7,636,441.52 at June 30, 2016
- Interest and Principal payments for FY 2016-2019 are as follows;

First Year	Principal	Interest
\$550,809.75	\$259,473.81	\$291,335.94

- Our interest rate on this 20 Year loan is 3.875% variable rate
- Combined Principal and Interest payments will be \$11,016,047 over the next 20 years
- Our monthly mortgage payment is \$45,900.81

Bridge Loan:

- Balance \$662,883
- 36 month balloon loan with interest only payments
- Interest rate 3.875%, Monthly Interest \$2,140.56, \$25,686.72 per year
- The CDC construction project utilized \$439,000
- Trinity received unrestrictive funds of \$223,000 from the Bridge Loan for capital projects, campus renovations and cash flow requirements
- We have spent \$64,000 of the Bridge Advance on Loggia roof replacement

Our Proposed Fiscal Year 2016-2017 Budget

	Ministry	K-8 School	Ext. Day	CDC	Food	Totals
Revenues	\$1,346,967	\$567,900	\$134,525	\$3,012,283	\$153,003	\$5,219,677
Expenses	\$1,383,757	\$578,711	\$122,460	\$2,895,880	\$183,547	\$5,164,355
Net	(\$36,790)	(\$10,811)	\$12,065	\$116,403	(\$25,544)	\$55,322

Respectfully Submitted in the Fear of God our Father in Heaven, our Almighty Lord and Savior, through Jesus Christ our Lord and Redeemer.

David Wilkosz
Finance Officer

TRINITY EV. LUTHERAN CHURCH & SCHOOL
SUMMARY STATEMENT BY ACTIVITY
16-17 PROPOSED BUDGET VERSUS 15-16 PRE-CLOSE

Description	16-17 Proposed Budget	15-16 Pre-Close	Fav (Unfav)
<u>CHURCH</u>			
Church Receipts	\$999,930	\$980,192	\$19,738
Benevolences	\$94,351	\$92,037	(\$2,314)
Ministry Expenses	\$317,086	\$273,225	(\$43,861)
Net Church Receipts(Expense)	\$588,493	\$614,929	(\$26,436)
<u>Music</u>			
Music Receipts	\$1,000	\$722	\$278
Music Expense	\$28,000	\$25,459	(\$2,541)
Net Music Receipts(Expense)	(\$27,000)	(\$24,737)	(\$2,263)
<u>Youth</u>			
Youth Receipts	\$1,200	\$2,937	(\$1,737)
Youth Expenses	\$15,525	\$5,696	(\$9,829)
Net Youth Receipts(Expense)	(\$14,325)	(\$2,759)	(\$11,566)
<u>Human Care</u>			
Human Care Receipts	\$0	\$0	\$0
Human Care Expenses	\$5,130	\$2,418	(\$2,712)
Net Human Care Receipts(Expense)	(\$5,130)	(\$2,418)	(\$2,712)
<u>SCHOOL</u>			
School Receipts	\$567,900	\$462,297	\$105,602
School Expenses	\$578,711	\$573,794	(\$4,916)
Net School Receipts(Expense)	(\$10,811)	(\$111,497)	\$100,686
<u>CDC</u>			
CDC Receipts	\$3,012,283	\$2,626,718	\$385,565
CDC Expense	\$2,694,934	\$2,198,440	(\$496,494)
Net CDC Receipts(Expense)	\$317,349	\$428,278	(\$110,929)
<u>EXT. CARE</u>			
Ext. Care Receipts	\$134,525	\$111,406	\$23,119
Ext. Care Expense	\$122,460	\$88,487	(\$33,973)
Net Ext Care Receipts(Expense)	\$12,065	\$22,918	(\$10,853)
<u>FOOD SERVICE</u>			
Food Receipts	\$158,003	\$79,105	\$78,898
Food Expenses	\$183,547	\$112,901	(\$70,646)
Net Food Receipts(Expense)	(\$25,544)	(\$33,796)	\$8,252
<u>FACILITIES</u>			
Facility Receipts	\$150,257	\$112,027	\$38,230
Facility Expenses	\$867,849	\$684,084	(\$183,765)
Net Facility Receipts(Expense)	(\$717,592)	(\$572,058)	(\$145,535)
<u>SUPPORT</u>			
Support Receipts	\$194,580	\$61,128	\$133,452
Support Expenses	\$334,171	\$309,686	(\$24,485)
Net Support Receipts(Expense)	(\$139,591)	(\$248,558)	\$108,967
<u>ALL ACTIVITIES</u>			
TOTAL RECEIPTS	\$5,219,677	\$4,436,531	\$783,146
TOTAL EXPENSES	\$5,241,763	\$4,366,227	(\$85,536)
Net ALL Receipts(Expense)	(\$22,086)	\$70,304	(\$92,390)

Description	16-17		
	Proposed Budget	15-16 Pre-Close	Fav (Unfav)
Forecast Cash Flow w/Adjustments			
Description			
Total All Activities Gain/(Loss) Forecast	(\$22,086)	\$70,304	(\$92,390)
Ministry	\$0	\$0	\$0
School	\$0	\$0	\$0
CDC	(\$200,946)	(\$15,716)	(\$185,230)
Ext. Care & Summer Camp	\$0	\$0	\$0
Food Services	\$0	\$0	\$0
Facility	\$350,819	\$153,259	\$197,560
Ministry Support	(\$72,464)	(\$67,912)	(\$4,553)
Total Cash Flow Adjmts	\$77,409	\$69,632	\$7,777
Adj. Activities Cash Flow	\$55,322	\$139,936	(\$84,613)

TRINITY EV. LUTHERAN CHURCH & SCHOOL
16-17 PROPOSED OPERATING BUDGET
SUMMARY STATEMENT BY ACTIVITY

	Ministry	K - 8	Ext Day	CDC	Food	Total
RECEIPTS						
Ministry	\$999,930					\$999,930
School		\$567,900				\$567,900
CDC				\$3,012,283		\$3,012,283
Extended Day			\$134,525			\$134,525
Food					\$158,003	\$158,003
Facilities	\$150,257					\$150,257
All Other	\$196,780					\$196,780
Total Receipts	<u>\$1,346,967</u>	<u>\$567,900</u>	<u>\$134,525</u>	<u>\$3,012,283</u>	<u>\$158,003</u>	<u>\$5,219,677</u>
EXPENSES						
Ministry	\$317,086					\$317,086
Benevolence	\$94,351					\$94,351
School		\$578,711				\$578,711
CDC				\$2,895,880		\$2,895,880
Extended Day			\$122,460			\$122,460
Food					\$183,547	\$183,547
Facilities	\$517,030					\$517,030
Support	\$406,635					\$406,635
All Other	\$48,655	\$0				\$48,655
Total Expenses	<u>\$1,383,757</u>	<u>\$578,711</u>	<u>\$122,460</u>	<u>\$2,895,880</u>	<u>\$183,547</u>	<u>\$5,164,355</u>
GAIN/(LOSS)	<u>(\$36,790)</u>	<u>(\$10,811)</u>	<u>\$12,065</u>	<u>\$116,403</u>	<u>(\$25,544)</u>	<u>\$55,322</u>

TRINITY EV. LUTHERAN CHURCH & SCHOOL
15-16 PRE-CLOSE OPERATING
SUMMARY STATEMENT BY ACTIVITY

	Ministry	K - 8	Ext Day	CDC	FOOD	Total
RECEIPTS						
Ministry	\$980,192					\$980,192
School		\$462,297				\$462,297
CDC				\$2,626,718		\$2,626,718
Extended Day			\$111,406			\$111,406
Food					\$79,105	\$79,105
Facilities	\$112,027					\$112,027
All Other	\$64,787					\$64,787
Total Receipts	\$1,157,005	\$462,297	\$111,406	\$2,626,718	\$79,105	\$4,436,531
EXPENSES						
Ministry	\$273,225					\$273,225
Benevolence	\$92,037					\$92,037
School		\$573,794				\$573,794
CDC				\$2,198,440		\$2,198,440
Extended Day			\$88,487			\$88,487
Food					\$112,901	\$112,901
Facilities	\$530,825					\$530,825
Support	\$377,597					\$377,597
All Other	\$33,572	\$0		\$15,716		\$49,288
Total Expenses	\$1,307,258	\$573,794	\$88,487	\$2,214,155	\$112,901	\$4,296,595
GAIN/(LOSS)	(\$150,252)	(\$111,497)	\$22,918	\$412,562	(\$33,796)	\$139,936